



REPORT TO CITY COUNCIL

DATE: SEPTEMBER 25, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: KIMBERLY M. RODRIGUES, CITY CLERK 

SUBJECT: ADOPT RESOLUTION NO. 19-1912; AUTHORIZING THE DESTRUCTION OF CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO STATE LAW AND IN ACCORDANCE WITH THE CITY'S ADOPTED RECORDS RETENTION / DESTRUCTION SCHEDULE

The City of Agoura Hills conducts destruction of City records in accordance with applicable State law and its official *City of Agoura Hills Records Retention/Destruction Schedule* ("Schedule").

Attached are the lists of records and files, presented for destruction for 2019, from the Administration / City Manager, Administration / Risk Management, Building & Safety, City Clerk, Community Services, Finance, and Planning departments.

Each *Records Destruction Request Form* ("Form") identifies the appropriate sections of the Code of Federal Regulations and Government Code of the State of California, that permit the destruction of records as outlined in the Schedule.

Each Form also includes: the finding that all records are more than two years old and/or have been retained for the minimum retention period; the determination that the records no longer have any administrative, legal, evidential, fiscal, or research and historical value or constitute duplicative records; and, a description of the records sufficient for identification.

The attached forms have been reviewed and approved for destruction by the relevant Department Head, the City Attorney, and the City Clerk.

RECOMMENDATION

Staff respectfully recommends the City Council adopt Resolution No. 19-1912; Authorizing and Directing the City Clerk to Destroy Certain City Records and Documents Pursuant to the Government Code of the State of California and as listed on the following Exhibits:

Exhibit A-1	Administration / City Manager	Exhibit A-5	Community Services
Exhibit A-2	Administration / Risk Management	Exhibit A-6	Finance
Exhibit A-3	Building & Safety	Exhibit A-7	Planning
Exhibit A-4	City Clerk		

Attachments: Resolution No. 19-1912, with Exhibits

RESOLUTION NO. 19-1912

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA (ADMINISTRATION / CITY MANAGER, ADMINISTRATION / RISK MANAGEMENT, BUILDING & SAFETY, CITY CLERK, COMMUNITY SERVICES, FINANCE, AND PLANNING)

WHEREAS, Section 34090 et seq. of the Government Code of the State of California authorizes the destruction of certain records and documents, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

WHEREAS, The departments listed in the title above have prepared lists of City records and documents recommended for destruction (attached hereto as Exhibits A-1 through A-7); and,

WHEREAS, In the opinion of the Department Heads concerned, City Attorney, and City Clerk, said City records and documents are no longer required or constitute duplicates of City records; and

WHEREAS, The City Attorney has consented to the destruction of said City records and documents.

NOW, THEREFORE, the City Council of the City of Agoura Hills does hereby resolve as follows:

Section 1. The City Clerk is authorized and directed to destroy those items listed in Exhibits A-1 through A-7 attached, pursuant to the Code of Federal Regulations (Title 29, Part 97.42) and Government Code (Sections 34090, 34090.7, 81009, and 81009(e)) of the State of California; in accordance with the provisions of the City of Agoura Hills Records Retention / Destruction Schedule (Ninth Edition).

Section 2. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be entered in the Book of Resolutions of the City Council of the City of Agoura Hills.

Resolution No. 19-1912
Page Two

PASSED, APPROVED, and ADOPTED this 25th day of September, 2019, by the following vote, to wit:

AYES: (
NOES: (
ABSENT: (
ABSTAIN: (
)
)
)
)

Linda L. Northrup, Mayor

ATTEST:

Kimberly M. Rodrigues, MPPA, MMC
City Clerk

Exhibit A-1
(Administration / City Manager)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: (Type Name/Initial Form) Amber Victoria	Date: 08/16/19	Agoura Hills Box No.: N/A 89	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Meeting Agenda - Copies	09/11/13	09/11/13	G. C 34090	06/30/19
Meeting Agendas - Copies	05/01/12	12/31/12	G. C 34090	06/30/19
Department Correspondences	02/03/10	01/06/15	G. C 34090	06/30/19
Department Correspondences	01/27/12	12/02/13	G. C 34090	06/30/19
RWG Correspondences - Copies	02/07/11	12/20/17	G. C 34090	06/30/19
Meeting notes - Riopharm	01/25/06	10/11/06	G. C 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>8/14/19</u>	CITY ATTORNEY: Signature _____ Date <u>09.18.19</u>	CITY CLERK: Signature _____ Date <u>9/19/19</u>
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Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager		Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 08/19/19	Agoura Hills Box No.: N/A <i>99</i>	Access Storage Box No.: N/A
Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files			
<p><i>By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.</i></p>					
List of Records Recommended for Destruction: (Description or title of records as listed on file label)		Date of Records		Citation Number:	Cutoff Date:
		From:	To:		
Conference Materials		09/27/10	11/10/10	G. C 34090	06/30/19
Correspondence		06/30/07	01/31/17	G. C 34090	06/30/19
Meeting Memos		08/02/06	02/05/09	G. C 34090	06/30/19
Correspondence		08/06/08	06/27/17	G. C 34090	06/30/19
Correspondence		12/10/13	01/01/14	G. C 34090	06/30/19
Memos		09/03/14	08/12/15	G. C 34090	06/30/19
Memos		04/26/05	11/17/09	G. C 34090	06/30/19
Memos		04/17/09	04/21/09	G. C 34090	06/30/19
Memos		02/07/06	10/01/12	G. C 34090	06/30/19
Memos		07/18/07	07/18/07	G. C 34090	06/30/19
Correspondence		07/01/11	06/30/12	G. C 34090	06/30/19
Correspondence		08/22/07	02/05/13	G. C 34090	06/30/19
Correspondence and Memos		03/04/14	04/28/16	G. C 34090	06/30/19
Memos		03/09/15	02/27/17	G. C 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>8/19/19</u>	CITY ATTORNEY: Signature _____ Date <u>09.18.19</u>	CITY CLERK: Signature _____ Date <u>9/19/19</u>
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Date Destruction of Records Approved by City Council: 9/25/2019 **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 08/19/19	Agoura Hills Box No.: 1AD10	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Correspondence 2006	01/06/06	07/07/06	G. C 34090	06/30/19
Correspondence 2007	03/27/07	03/27/07	G. C 34090	06/30/19
Correspondence 2008	01/03/08	12/31/08	G. C 34090	06/30/19
Correspondence 2009	01/30/09	12/14/09	G. C 34090	06/30/19
Correspondence 2010	01/08/10	12/14/10	G. C 34090	06/30/19
Correspondence 2011	04/27/11	12/27/11	G. C 34090	06/30/19
Reports	03/10/10	03/25/13	G. C 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
 Signature *[Signature]*
 Date 8/20/19

CITY ATTORNEY:
 Signature *[Signature]*
 Date 09.18.19

CITY CLERK:
 Signature *[Signature]*
 Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: (Type Name/Initial Form) Amber Victoria	Date: 08/21/19	Agoura Hills Box No.: AD 11a	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): City Manager's Department - City Department and Division Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Correspondence	01/23/13	02/08/13	G. C 34090	06/30/19
Memos	11/17/09	12/14/16	G. C 34090	06/30/19
Memos	12/07/05	04/14/14	G. C 34090	06/30/19
Reports	03/01/09	12/11/09	G. C 34090	06/30/19
Correspondence	03/03/11	07/12/13	G. C 34090	06/30/19
Memos	06/10/09	07/17/09	G. C 34090	06/30/19
Memos	03/22/08	03/03/09	G. C 34090	06/30/19
Correspondence	05/01/15	05/01/15	G. C 34090	06/30/19
Correspondence	07/10/13	07/10/13	G. C 34090	06/30/19
Memos	11/14/16	11/29/16	G. C 34090	06/30/19
Memos	10/27/04	01/30/14	G. C 34090	06/30/19
Correspondence	07/22/15	07/22/15	G. C 34090	06/30/19
Correspondence	06/25/10	10/29/15	G. C 34090	06/30/19
Correspondence	01/07/08	09/02/15	G. C 34090	06/30/19
Memos	01/16/13	01/23/14	G. C 34090	06/30/19
Correspondence	11/13/13	06/30/16	G. C 34090	06/30/19
Memos	07/14/10	02/26/14	G. C 34090	06/30/19
Memos	01/25/11	04/18/16	G. C 34090	06/30/19
Correspondence	06/16/14	01/05/15	G. C 34090	06/30/19
Correspondence	12/12/00	02/01/16	G. C 34090	06/30/19
Reports	02/22/07	11/21/16	G. C 34090	06/30/19
Correspondence and Reports	02/13/13	08/01/16	G. C 34090	06/30/19
Correspondence	09/07/14	09/07/14	G. C 34090	06/30/19
Memos	01/19/07	04/05/17	G. C 34090	06/30/19
Correspondence	12/12/06	09/27/13	G. C 34090	06/30/19
Correspondence and Memos	06/04/07	10/01/14	G. C 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 8/21/19

CITY ATTORNEY:

 Signature _____
 Date 08.18.19

CITY CLERK:

 Signature _____
 Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019

Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: (Type Name/Initial Form) Amber Victoria <i>(AV)</i>	Date: 08/19/19	Agoura Hills Box No.: N/A <i>96</i>	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 5	Record Series Title and Contents (as listed in Records Retention Schedule): Community Grant Program
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Applications and correspondence 2012 - 2013	03/11/11	09/06/12	29 CFR 97.42	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <i>(Signature)</i> _____ Date: <u>8/19/19</u>	CITY ATTORNEY: <i>(Signature)</i> _____ Date: <u>09.18.19</u>	CITY CLERK: <i>(Signature)</i> _____ Date: <u>9/19/19</u>
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Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: (Type Name/Initial Form) Amber Victoria (AV)	Date: 08/14/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 1	Item No.: 5	Record Series Title and Contents (as listed in Records Retention Schedule): Community Grant Program
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Community Grant Applications, Correspondence	03/10/14	11/12/14	29 CFR 97.42	06/30/19
Community Grant Applications, Correspondence	03/05/15	06/24/15	29 CFR 97.42	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>(Signature)</u> Signature <u>8/14/19</u> Date	CITY ATTORNEY: <u>(Signature)</u> Signature <u>09.18.19</u> Date	CITY CLERK: <u>(Signature)</u> Signature <u>9/19/19</u> Date
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Date Destruction of Records Approved by City Council: 9/25/2019 **Actual Destruction Date:** _____



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**


Department: Administration/City Manager	Prepared by: (Type Name/Initial Form) Amber Victoria	Date: 08/16/19	Agoura Hills Box No.: N/A 8	Access Storage Box No.: N/A
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Page No.: 2	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Organizational Files - Civic Organizations
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Chamber of Commerce AH Retail Reports	10/14/13	11/26/13	G. C 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 8/14/19

CITY ATTORNEY:

 Signature _____
 Date 09.18.19

CITY CLERK:

 Signature _____
 Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 08/16/19	Agoura Hills Box No.: N/A 4	Access Storage Box No.: N/A
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Page No.: 3	Item No.: 10	Record Series Title and Contents (as listed in Records Retention Schedule): <i>Organization</i> Files - Government Agencies
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Correspondence, Memos and Reports	12/01/95	09/16/14	G. C 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>8/16/19</u>	CITY ATTORNEY: Signature _____ Date <u>09.18.19</u>	CITY CLERK: Signature _____ Date <u>9/19/19</u>
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Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager
Prepared by: (Type Name/Initial Form) Amber Victoria
Date: 08/16/19
Agoura Hills Box No.: N/A 5
Access Storage Box No.: N/A

Page No.: 3
Item No.: 10
Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Government Agencies

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

Table with 4 columns: List of Records Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From: To:), Citation Number, and Cutoff Date. Rows include: Door to Door Surveys, DRT Reports, Community Choice Aggregation, Hazama/DODD, Grant Workshop - CA. Dept. of Parks, Grant Workshop - Sesnon Fire Oct. '08, Grant Workshop - State Parks, Grants - Recycling, Mission Recycling.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature
Date 8/14/19

CITY ATTORNEY:
Signature
Date 09.18.19

CITY CLERK:
Signature
Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019
Actual Destruction Date:

Exhibit A-2
(Administration / Risk Manager)

Exhibit A-3
(Building & Safety)



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**

Department: Building & Safety	Prepared by: <i>(Type Name/Initial Form)</i> Karen Sanders	Date: 08/05/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 16	Item No.: 8	Record Series Title and Contents (as listed in Records Retention Schedule): Correspondence Chronological Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
California Code Check - Correspondence (Transmittal Sheets)	01/03/13	10/24/16	G.C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature

 Date 9/17/19

CITY ATTORNEY:

 Signature

 Date 09.18.19

CITY CLERK:

 Signature

 Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Building & Safety
Prepared by: (Type Name/Initial Form) Karen Sanders
Date: 08/05/19
Agoura Hills Box No.: N/A
Access Storage Box No.: N/A

Page No.: 16
Item No.: 8
Record Series Title and Contents (as listed in Records Retention Schedule): Correspondence Chronological Files

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825.

Table with 5 columns: List of Records Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From, To), Citation Number, and Cutoff Date. Contains two rows of data for 'Sign In Sheets'.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature
Date 8/5/19

CITY ATTORNEY:
Signature
Date 09.18.19

CITY CLERK:
Signature
Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019

Actual Destruction Date:

Exhibit A-4
(City Clerk)



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**


Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 08/19/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 21	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): City Council Meetings - DVD Originals (Master and/or Backup)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
City Council Meeting DVD - 1 of 1 (Master plus Backup)	01/11/17	01/11/17	G. C. 34090.7	06/30/19
City Council Meeting DVD - 1 of 1 (Master plus Backup)	01/25/17	01/25/17	G. C. 34090.7	06/30/19
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/08/17	02/08/17	G. C. 34090.7	06/30/19
City Council Meeting DVD - 1 of 1 (Master plus Backup)	02/22/17	02/22/17	G. C. 34090.7	06/30/19
City Council Meeting DVD - 1 of 1 (Master plus Backup)	03/08/17	03/08/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	03/22/17	03/22/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	04/12/17	04/12/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	04/26/17	04/26/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	05/10/17	05/10/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	05/24/17	05/24/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	06/14/17	06/14/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	06/28/17	06/28/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	07/12/17	07/12/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	08/09/17	08/09/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	08/23/17	08/23/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	09/12/17	09/12/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	09/27/17	09/27/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/11/17	10/11/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	10/25/17	10/25/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	11/08/17	11/08/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	12/05/17	12/05/17	G. C. 34090.7	06/30/18
City Council Meeting DVD - 1 of 1 (Master plus Backup)	12/13/17	12/13/17	G. C. 34090.7	06/30/18

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 8/18/2019
 Date

CITY ATTORNEY:

 Signature
 09.18.19
 Date

CITY CLERK:

 Signature
 9/19/19
 Date

Date Destruction of Records Approved by City Council: 09/25/19 Actual Destruction Date: _____



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**


Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 08/19/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 22	Item No.: 19	Record Series Title and Contents (as listed in Records Retention Schedule): City History Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Memorial Day Video Montage (VHS)	History	History	G. C. 34090	06/30/19
Agoura Hills Thousand Oaks Boulevard Ribbon Cutting/Parade	06/11/86	06/11/83	G. C. 34090	06/30/19
Agoura Hills/Calabasas Recreation Center Grand Opening	12/07/99	12/07/99	G. C. 34090	06/30/19
Your City, Your Issues, Fran Pavley	Jan-01	Jan-01	G. C. 34090	06/30/19
Ventura County Board of Supervisors - Ahmanson Ranch	03/12/02	03/12/02	G. C. 34090	06/30/19
Agoura Village Workshop	10/11/05	10/11/05	G. C. 34090	06/30/19
Reyes Adobe Days Parade & Fair 2005	Oct-18	Oct-18	G. C. 34090	06/30/19
Memories of Agoura	History	History	G. C. 34090	06/30/19
Old Agoura	History	History	G. C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 8/19/19
 Date

CITY ATTORNEY:

 Signature
 09.18.19
 Date

CITY CLERK:

 Signature
 9/19/19
 Date

Date Destruction of Records Approved by City Council: 9/25/19 Actual Destruction Date: _____



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**

Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 08/19/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 28	Item No.: 37	Record Series Title and Contents (as listed in Records Retention Schedule): Organizations Files - Government Agencies
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Fair Political Practices Commission - Correspondence	1995	1997	G. C. 34090	06/30/19
Fair Political Practices Commission - Correspondence	2000	2004	G. C. 34090	06/30/19
Fair Political Practices Commission - Correspondence	2001	2003	G. C. 34090	06/30/19
Fair Political Practices Commission - IRS Filing Requirements	1997	1997	G. C. 34090	06/30/19
Los Angeles County Recorder - Candidate Handbook	10/07/03	10/07/03	G. C. 34090	06/30/19
Los Angeles County Recorder - Strategic Plan of LAC	2003	2010	G. C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature 8/19/19 Date	CITY ATTORNEY: Signature 09.18.19 Date	CITY CLERK: Signature 9/19/19 Date
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Date Destruction of Records Approved by City Council: 9/25/2019 **Actual Destruction Date:** _____



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**

Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 08/19/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 29	Item No.: 42	Record Series Title and Contents (as listed in Records Retention Schedule): Public Records Requests
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Public Records Requests	01/12/16	12/21/16	G. C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 8/19/19 _____ Date	CITY ATTORNEY: _____ Signature 09.18.19 _____ Date	CITY CLERK: _____ Signature 9/19/19 _____ Date
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Date Destruction of Records Approved by City Council: 9/25/2019 **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM


Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 08/06/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 30	Item No.: 46	Record Series Title and Contents (as listed in Records Retention Schedule): Statements of Economic Interest - Form 700 Appointees, Candidates, Officeholders
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Buckley Weber, Illece H. (Planning Commission)	12/02/11	12/02/11	G. C. 81009 (e)	06/30/19
Corridori, Edward L. (City Council)	12/05/05	12/05/05	G. C. 81009 (e)	06/30/19
Moses, Richard A. (Planning Commission)	12/31/11	12/31/11	G. C. 81009 (e)	06/30/19
Munoz, Rudy E. (Consultant)	03/17/11	03/17/11	G. C. 81009 (e)	06/30/19
Nouzille, Cyrena Victoria (Planning Commission)	11/06/09	11/06/09	G. C. 81009 (e)	06/30/19
Ramuno, Philip Jeffrey (Planning Commission)	01/17/08	01/17/08	G. C. 81009 (e)	06/30/19
Reinhardt, Jeffrey Mark (City Council)	12/05/05	12/05/05	G. C. 81009 (e)	06/30/19
Rishoff, Louise (City Council)	12/02/03	12/02/03	G. C. 81009 (e)	06/30/19
Shackelford, Raymond B. (Planning Commission)	01/02/04	01/02/04	G. C. 81009 (e)	06/30/19
Walker, Diane M. (Planning Commission)	01/14/04	01/14/04	G. C. 81009 (e)	06/30/19
Zacuto, Curtis Edward (Planning Commission)	01/13/10	01/13/10	G. C. 81009 (e)	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 Date 8/6/2019

CITY ATTORNEY:

 Signature
 Date 09.18.19

CITY CLERK:

 Signature
 Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**

Department: City Clerk	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 08/06/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 30	Item No.: 47	Record Series Title and Contents (as listed in Records Retention Schedule): Statements of Economic Interest - Form 700 Designated City Employees Statements
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Patel, Jayant P. (Employee)	07/02/12	07/02/12	G. C. 81009	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
 Signature: Blank
 Date: 8/6/2019

CITY ATTORNEY:
 Signature: [Signature]
 Date: 09.18.19

CITY CLERK:
 Signature: [Signature]
 Date: 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____

Exhibit A-5
(Community Services)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM


Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia L. Polich	Date: 07/18/19	Agoura Hills Box No.: CS-287	Access Storage Box No.: N/A
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Page	Item	Record Series Title and Contents (as listed in Records Retention Schedule):
No. 33	No. 6	Facilities Reservation Forms


By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Ballfield Rentals	01/01/14	12/31/14	G.C. 34090	06/30/19
Ballfield Rentals	01/01/15	12/31/15	G.C. 34090	06/30/19
Picnic Shelter Rentals	01/01/15	12/31/15	G.C. 34090	06/30/19
Morrison Park Rentals	09/01/15	11/30/15	G.C. 34090	06/30/19
Building Reservations	02/01/15	12/31/15	G.C. 34090	06/30/19
Event Center Reservations	3/1/2015	12/31/15	G.C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature _____
 Date 7/18/2019

CITY ATTORNEY:

 Signature _____
 Date 09.18.19

CITY CLERK:

 Signature _____
 Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia L. Polich	Date: 07/18/19	Agoura Hills Box No.: CS-286	Access Storage Box No.: N/A
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Page No.: 33	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Facilities Reservation Forms
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Building Reservations Feb-August 2015	02/01/15	08/31/15	G. C. 34090	06/30/19
Building Reservations September - December 2015	09/01/15	12/31/15	G. C. 34090	06/30/19
Event Center Reservations March - December 2015	03/01/15	12/31/15	G. C. 34090	06/30/19
Park Reservations 2013	01/01/13	12/31/13	G. C. 34090	06/30/19
Park Reservations 2014	01/01/14	12/31/14	G. C. 34090	06/30/19
Park Reservations 2015	01/01/15	12/31/15	G. C. 34090	06/30/19
Permit Charges Summary March - October 2015	3/1/2015	10/31/15	G. C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>[Signature]</u> Signature <u>7/18/2019</u> Date	CITY ATTORNEY: <u>[Signature]</u> Signature <u>09.18.19</u> Date	CITY CLERK: <u>[Signature]</u> Signature <u>9/19/19</u> Date
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Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 07/25/19	Agoura Hills Box No.: P-145/302745	Access Storage Box No.: 40431131
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Page No.:34	Item No.:13	Record Series Title and Contents (as listed in Records Retention Schedule) : Program Files (City-Participation)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Summer Beach Bus Program/Schedule	1997	1997	G. C. 34090	06/30/19
Summer Beach Bus Program/Schedule	1998	1998	G. C. 34090	06/30/19
Summer Beach Bus Program/Schedule	1999	1999	G. C. 34090	06/30/19
Teen Advisory Committee Applications	1995	1996	G. C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature: _____ Date: 8/13/19	CITY ATTORNEY: Signature: _____ Date: 09.18.19	CITY CLERK: Signature: _____ Date: 9/19/19
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Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**

Department: Community Services		Prepared by: (Type Name/Initial Form) Cynthia L. Polich	Date: 07/18/19	Agoura Hills Box No.: CS-268	Access Storage Box No.: C00131766
Page No.: 35	Item No.: 14	Record Series Title and Contents (as listed in Records Retention Schedule): Program Files (City Sponsored)			
<p><i>By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.</i></p>					
List of Records Recommended for Destruction: (Description or title of records as listed on file label)		Date of Records		Citation Number:	Cutoff Date:
		From:	To:		
Dial A Ride Trip Fare Reconciliation Sheets 2011: Jan thru Jun		01/01/11	06/30/11	G.C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>Amy R.</u> Signature <u>8.6.19</u> Date	CITY ATTORNEY: <u>[Signature]</u> Signature <u>09.18.19</u> Date	CITY CLERK: <u>[Signature]</u> Signature <u>9/19/19</u> Date
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Date Destruction of Records Approved by City Council: 9/25/2019 **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services	Prepared by: (Type Name/Initial Form) Cynthia L. Polich	Date: 07/18/19	Agoura Hills Box No.: CS-272	Access Storage Box No.: C00131768
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Page No.: 35	Item No.: 14	Record Series Title and Contents (as listed in Records Retention Schedule): Program Files (City Sponsored)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Dial A Ride Fare Reconciliation Sheets 2011: JUL thru DEC	01/01/11	12/31/11	GC 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Anna [Signature]
 Signature
8.6.19
 Date

CITY ATTORNEY:
[Signature]
 Signature
09.18.19
 Date

CITY CLERK:
[Signature]
 Signature
9/19/19
 Date

Date Destruction of Records Approved by City Council: 9/25/2019 **Actual Destruction Date:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services		Prepared by: <i>(Type Name/Initial Form)</i> Cynthia L. Polich		Date: 07/18/19	Agoura Hills Box P-207	Access Storage Box No.: C00074267	
Page No.: 35	Item No.: 14	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Program Files (City Sponsored)					
<p><i>By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.</i></p>							
List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>				Date of Records		Citation Number:	Cutoff Date:
				From:	To:		
RAD 2010 Parade Entries				01/01/10	12/31/2010	G.C. 34090	06/30/19
RAD 2011 Parade Entries				01/01/11	12/31/2011	G.C. 34090	06/30/19
RAD 2012 Parade Entries				01/01/12	12/31/2012	G.C. 34090	06/30/19
Summer 2011 Concert Sponsorship Information				01/01/11	12/31/2012	G.C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 7/18/2019 _____ Date	CITY ATTORNEY: _____ Signature 09.18.19 _____ Date	CITY CLERK: _____ Signature 9/19/19 _____ Date
Date Destruction of Records Approved by City Council: <u>9/25/2019</u>		Actual Destruction Date: _____

Exhibit A-6
(Finance)



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Finance Prepared by: Lynne Cope Date: 05/16/19 Agoura Hills Box F433 Access Storage Box 30334684

Page No.: 29 Item No.: 13 Record Series Title and Contents: Daily Cash Receipts

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period...

Table with 5 columns: List of Records Recommended for Destruction, Date of Records (From/To), Citation Number, and Cutoff Date. Row 1: Daily Cash Receipts, 09/18/09 to 12/01/09, GC 34090, 06/30/19.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature [Handwritten], Date 8/25/2019

CITY ATTORNEY: Signature [Handwritten], Date 09.18.19

CITY CLERK: Signature [Handwritten], Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date:



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**

Department: Finance	Prepared by: (Type Name/Initial Form) Lynne Cope	Date: 05/16/19	Agoura Hills Box F428	Access Storage Box 30334676
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Page No.: 39	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): Daily Cash Receipts
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deconstruction Schedule adopted by Resolution No. 16-1925. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Daily Cash Receipts	03/26/10	05/19/10	GC-34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date 5/25/2019	CITY ATTORNEY: Signature _____ Date 07.18.19	CITY CLERK: Signature _____ Date 9/19/19
Date Destruction of Records Approved by City Council: 9/25/2019		Actual Destruction Date: _____

Exhibit A-7
(Planning)



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: <u>Planning</u>	Prepared by: (Type Name/Initial Form) Kimberly M. Rodrigues	Date: 08/19/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 48	Item No.: 18	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Meetings - DVD Originals (Master and/or Backup)
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	01/05/17	01/05/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	01/19/17	01/19/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	03/16/17	03/16/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	04/06/17	04/06/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	04/20/17	04/20/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	05/04/17	05/04/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	07/06/17	07/06/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	09/07/17	09/07/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	10/05/17	10/05/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	10/19/17	10/19/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	11/02/17	11/02/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	11/16/17	11/16/17	G. C. 34090.7	06/30/19
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)	12/07/17	12/07/17	G. C. 34090.7	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 8/19/2019

 Date

CITY ATTORNEY:

 Signature
 09.18.19

 Date

CITY CLERK:

 Signature
 9/19/19

 Date



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Planning	Prepared by: (Type Name/Initial Form) Amber Victoria <i>AV</i>	Date: 08/14/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
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Page No.: 50	Item No.: 24	Record Series Title and Contents (as listed in Records Retention Schedule): Planning - Project Files
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By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/ Destruction Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
Planning Project files - Correspondence	11/14/12	02/05/13	G. C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
[Signature]
 Signature
 Date 08/14/19

CITY ATTORNEY:
[Signature]
 Signature
 Date 09.18.19

CITY CLERK:
[Signature]
 Signature
 Date 9/19/19

Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____



**CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM**

Department: Planning		Prepared by: (Type Name/Initial Form) Amber Victoria <i>(AV)</i>	Date: 08/14/19	Agoura Hills Box No.: N/A	Access Storage Box No.: N/A
Page No.: 60	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files			

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and/or have been retained for the minimum retention period, as specified in the Agoura Hills Records Retention/Deletion Schedule adopted by Resolution No. 16-1825. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal, research, or historic value and are not: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; or (d) records less than two years old; and, to my knowledge, are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction shall be shredding.

List of Records Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Cutoff Date:
	From:	To:		
City Prosecutor Case	05/29/14	12/01/14	G. C. 34090	06/30/19
Inspection Warrant	05/27/14	06/09/14	G. C. 34090	06/30/19
Lake Lindero Country Club (7)	10/18/04	10/05/10	G. C. 34090	06/30/19
Notice of Inspection Warrants	05/27/14	05/27/14	G. C. 34090	06/30/19
28005 Balkins (3)	05/27/14	06/01/15	G. C. 34090	06/30/19
28366 Agoura Road	05/24/11	02/26/13	G. C. 34090	06/30/19
5503 Jon Dodson (2)	01/26/07	01/31/13	G. C. 34090	06/30/19
5801 Lake Lindero (6)	10/22/07	09/01/15	G. C. 34090	06/30/19
Closed Cases	08/21/09	10/12/15	G. C. 34090	06/30/19
Expired Building Permits	12/30/10	12/30/10	G. C. 34090	06/30/19

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <i>[Signature]</i> _____ Signature 8/16/19 _____ Date	CITY ATTORNEY: <i>[Signature]</i> _____ Signature 08.18.19 _____ Date	CITY CLERK: <i>[Signature]</i> _____ Signature 8/19/19 _____ Date
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Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date: _____