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-2 Administration / Risk Management

Exhibit A-5 Community Services

Exhibit A-2 Administration / Ris Exhibit A-3 Building & Safety

Exhibit A-6 Finance 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.

Page Two		
PASSED, A following vote, to w		PTED this 25 th day of September, 2019, by the
AYES: NOES: ABSENT: ABSTAIN:	() () () ()	
		Linda L. Northrup, Mayor
ATTEST:		
Kimberly M. Rodrig City Clerk	gues, MPPA, MMC	

Resolution No. 19-1912

Exhibit A-1 (Administration / City Manager)



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Page	item	Record Series	Title and Contents (as listed in Re							
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	List of Records Recommended for Destruction: Date of Records Citation Cutoff									
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Memos				11/17/09	12/14/16	G. C 34	1090	06/30/19		
Memos				12/07/05	04/14/14	G. C 34		06/30/19		
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Memos				06/10/09	07/17/09	G. C 34	1090	06/30/19		
Memos				03/22/08	03/03/09	G. C 34	090	06/30/19		
Corresp	ondence			05/01/15	05/01/15	G. C 34	1090	06/30/19		
Corresp	ondence			07/10/13	07/10/13	G. C 34	1090	06/30/19		
Memos				11/14/16	11/29/16	G. C 34	1090	06/30/19		
Memos	···.			10/27/04	01/30/14	G. C 34	1090	06/30/19		
Corresp	ondence			07/22/15	07/22/15	G. C 34	1090	06/30/19		
Corresp	ondence			06/25/10	10/29/15	G. C 34	1090	06/30/19		
Corresp	ondence			01/07/08	09/02/15	G. C 34	1090	06/30/19		
Memos				01/16/13	01/23/14	G. C 34	1090	06/30/19		
Corresp	ondence	·		11/13/13	06/30/16	G. C 34	090	06/30/19		
Memos				07/14/10	02/26/14	G. C 34	090	06/30/19		
Memos		·		01/25/11	04/18/16	G. C 34	090	06/30/19		
Corresp	ondence			06/16/14	01/05/15	G. C 34	090	06/30/19		
Corresp	ondence	· · · · · · · · · · · · · · · · · · ·		12/12/00	02/01/16	G. C 34	090	06/30/19		
Reports				02/22/07	11/21/16	G. C 34	090	06/30/19		
Corresp	ondence a	and Reports		02/13/13	08/01/16	G. C 34	090	06/30/19		
Corresp	ondence			09/07/14	09/07/14	G. C 34	090	06/30/19		
Memos				01/19/07	04/05/17	G. C 34	090	06/30/19		
Corresp	ondence	-		12/12/06	09/27/13	G. C 34	090	06/30/19		
Correspo	ondence a	and Memos		06/04/07	10/01/14	G. C 34	090	06/30/19		
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	DESTRUCTION AUTHORIZA	ATION
DEPARTMENT HEAD:	CITY ATTORNEY.	CITY CLERK:
Signature 12 1/18	Signature 18.19 Cul	Signature, 9/19/19
Date / // //	Date	Date
Date Destruction of Records Approve	ed by City Council: <u>9/25/2019</u>	Actual Destruction Date:



Department: Prepared by: (Type Nampofinitial Form) Date: Agoura Hills Box Access Sto							Storage Box				
Administration/City Manager Amber Victoria () 08/19/19 No.: N/A 06 No.: N/A											
Page No.: 1	Item No.: 5	Record Series Community Gr	Title and Conter	nts (as listed in Re							
		hereby certify the	the records prepared	for destruction (as liste	d holow) om	man than has		46 4 4			
the minin	num retentio	n period, as speci	fied in the Agoura Hil	ior destruction (as liste is Records Retention/L	la below) are Destruction S	more than two j	years old an d by Bessl	d/or have t	een retained for		
inciuaes i	в авѕсприот	of each record su	fficient for identification	n, including the retentio	n schedule d	age no, record	series title	and content	e atab brosses		
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mstone vi	uiue and are	r not: (a) records al	Tecung the title of real	property or liens there	on: (b) court	records on any	subject whi	em litimation	ie nandina: (a)		
recoras n	equirea to be	r Kept by Statule; or	' (d) records less than :	lwo years old; and, to r	ny knowledae	are no longer	required by	the City I o	equest puthority		
shall be s	o destroy same pursuant to Section 34090 of the California Government Code. Unless otherwise directed by the City Clerk, the method of destruction that be shredding.										
	ist of Records Recommended for Destruction: Date of Records Citation Cutoff										
			listed on file label)		From:	To:	Numb		Date:		
		correspondence			03/11/11						
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Date /	1		Date			Da	ate				
Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date:											





Department: Prepared by: (Type Name/initial Form) Date: Agou						Agoura Hi	ils Box	Access	Storage Box
Adminis	tration/Ci	ty Manager	Amber Victoria	(XY)	08/14/19	-		No.: N/A	
Page	ltem	Record Series	Title and Contents				dule):		
No.: 1		Community Gr	ant Program						
By my init	ials above,	I hereby certify tha	the records prepared for	destruction (as liste	d below) are	more than two	years old an	d/or have t	een retained for
ure minim	ium retentio	n penoa, as speci	fied in the Agoura Hills i	Records Retention/L	Destruction S	chedule adop	ted by Resolu	tion No. 1	6-1825 The list
retention r	requirement	s, and destruction o	fficient for identification, i late. I further certify that	nowwing the retention the records listed no	n scheaule p Lonaer have	age no., recoi anv administr	TO SOMES title &	and conten sidential #6	ts, record dates,
inistouc va	wue and are	e not: (a) records a	ffecting the title of real pr	operty or liens there	on: (b) court	records on ar	ov subject whe	on lilicatio	n is pending: (c)
recoras re	iquir <del>e</del> a to be	e kept dy statute; ol	' (d) records less than two	years old; and, to n	ny knowledae	. are no longe	er required by I	the City Li	request authority
shall be st	r same purs hreddina	suant to Section 34	090 of the California Gov	remment Code. Unio	ess otherwise	directed by t	he City Clerk,	the metho	od of destruction
		Recommended	for Destruction:		Date of	Records	Citatio	on I	Cutoff
			listed on file label)		From:	To:	Numb		Date:
		Applications, C			03/10/14	11/12/14	29 CFR		06/30/19
		Applications, C			03/05/15	06/24/15	29 CFR		06/30/19
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Date Des	Date Date Date  Date Destruction of Records Approved by City Council: 9/25/2019 Actual Destruction Date:								



Departn			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hills	Box	Access S	torage Box
Adminis	tration/Cit	y Manager	Amber Victoria	08/16/19	No.: N/A	<u> </u>	No.: N/A	
Page No.: 2	Item No.: 9		Title and Contents (as listed in Re Files - Civic Organizations	cords Rete	ntion Schedul	θ):		
By my initi	ials above,	I hereby certify tha	t the records prepared for destruction (as liste	ed below) are	more than two ye	ears old an	d/or have b	een retained for
the minim	um retentio	n period, as speci	fied in the Agoura Hills Records Retention/	Destruction S	chedule adopted	by Resolu	ition No. 10	6-1825. The list
includes a	description	of each record su	fficient for identification, including the retention	on schedule p	age no., record s	series title a	and content	s, record dates,
historic va	equirement lue and am	s, and destruction (	date. I further certify that the records listed no	o longer have	any administrativ	e, legal, ev	idential, fisc	cal, research, or
records re	auired to be	kent by statute: o	ffecting the title of real property or liens them r (d) records less than two years old; and, to a	9011; (b) court mv knowledae	records on any s	subject whe equiped by	ere iitigation the City Lo	is penaing; (c)
			1090 of the California Government Code. Uni					
shall be sh						o, o.o,		
List of F	Records	Recommended	for Destruction:	Date of	Records	Citatio	on	Cutoff
(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
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Date								
Date Des	truction o	of Records Appr	oved by City Council: 9/25/2019		Actual Destru	ction Dat	te:	



Departr			Prepared by: (Type	Name/Initial Form)	Date:	Agoura Hill	в Вох	Access Storage Bo	×
Adminis	tration/Ci	ty Manager	Amber Victoria	(H)	08/16/19	_	4	No.: N/A	
Page No.: 3	Item No.: 10	Record Series	Title and Conten	ts (as listed in Re			ile):		ᅦ
By my init	tials above,	I hereby certify that	the records prepared f	or destruction (as liste	ed below) are	more than two	veers old en	d/or have been retained	l for
tue minim	num retentio	n period, as speci	fied in the Agoura Hills	Records Retention/	Destruction S	chedule adopte	d by Resolu	ilion No. 16-1825. The	list
inciudes a	a description	of each record su	fficient for identification	, including the retention	on schedule p	age no., record	series title (	and contents, record de	tes
retention r	requirement	s, and destruction of	late. I further certify the	it the records listed no	longer have	any administrati	ve, legal, ev	ridential, fiscal, research	, or
records re	anua anu ana Aquimed to he	i riot. (a) records al a kant hy statuta: oi	recting the title of real ; (d) records less than b	property or liens then	on; (b) court	records on any	subject who	ere litigation is pending; the City. I request autho	(c)
to destroy	same purs	uant to Section 34	090 of the California G	vo years old, and, to t overnment Code Tini	ny knowiedy: ass othonuisi	a, ere no longer . A directed by the	requirea by .	the City. I request authorities the comments of destruc	rity
shall be sl	hredding.				oos omormist	onocioo by ine	City Clerk,	me memod of destruc	lion
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Date	111	7	Date	1/1/2		Da	ate	· i · i (VI	
Date Des	truction o	f Records Appro	oved by City Counci	l: <u>9/25/2019</u>		Actual Destri	uction Dat	e:	



Departr			Prepared by: (Type		Date:	Agoura H	ills Box	Access	Storage Box
		y Manager	Amber Victoria	10H)	08/16/19		5	No.: N/A	
_	Item No.: 10	Record Series	Title and Conten	ts (as listed in Re	cords Rete	ntion Sche	dule):		
By my init	lials above,	i hereby certify the	the records prepared	for destruction (as list	ed below) are	more than he	o veers old ar	dor have	heen retained for
uie minim	ium retentio	n penoa, as speci	tied in the Agoura Hill.	s Records Retention/	Destruction S	chedule adoc	oted by Resolu	ution No. 1	6.1825 The list
michages a	a description	i or each record su	micient for identification	, including the retention	on schedule r	ade no reco	ord series title .	and contan	te record dates
retention r	requirement	s, and destruction d	late. I further certify the	at the records listed n	o longer have	anv administr	rative legal ex	idential fis	cel research or
records re	quired to be	kept by statute: or	ffecting the title of real (d) records less than t	property or liens then wo vears old: and to	BON; (D) COUR mv knowledou	records on a	ny subject wh	ere litigatio	n is pending; (c)
to destroy	r same purs	uant to Section 34	090 of the California G	overnment Code. Uni	less otherwise	directed by	the City Clerk	the only, it.	request authority od of destruction
snall de si	nreaaing.								
			for Destruction:		Date of	Records	Citati	on	Cutoff
			listed on file label)		From:	To:	Numb	er:	Date:
	Door Sun	/eys			08/13/13		G. C 34	1090	06/30/19
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		e Aggregation			06/24/15		G. C 34	1090	06/30/19
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		Sesnon Fire O	ct. '08		10/13/08	10/14/08	G. C 34		06/30/19
		State Parks			08/01/09	03/26/12	G. C 34	1090	06/30/19
	Recycling		[J]		07/25/01	09/15/04	G. C 34	1090	06/30/19
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Date Des	truction o	f Records Appro	oved by City Counci	ii: <u>9/25/2019</u>		Actual Des	truction Dat	e:	



	Prepared by: (Type Name/Initial Form)		Agoura Hi		Access Storage Box	
Administration/City Manager	Amber Victoria	08/16/19	No.: N/A	60	No.: N/A	
Page Item Record Series No.: 3 No.: 10 Organizational	Title and Contents (as listed in Re Files - Government Agencies	cords Rete	ntion Sched	dule) :		
By my initials above, I hereby certify tha	t the records prepared for destruction (as liste	ed below) are	more than two	o years old an	d/or have been retained for	
the minimum retention period, as speci	ified in the Agoura Hills Records Retention/l	Destruction S	chedule adop	ted by Resolu	ition No. 16-1825. The list	
includes a description of each record su	ifficient for identification, including the retention	on schedule p	age no., reco	rd series title a	and contents, record dates.	
retention requirements, and destruction of	date. I further certify that the records listed no	longer have	any administra	ative, legal, ev	idential, fiscal, research, or	
historic value and are not: (a) records a	ffecting the title of real property or liens there	on; (b) court	records on ai	ny subject whe	ere litigation is pending: (c)	
records required to be kept by statute; or	r (d) records less than two years old; and, to i	my knowledge	, are no longe	er required by	the City. I request authority	
shall be shredding.						
List of Records Recommended		Date of	Records	Citatio	on Cutoff	
(Description or title of records as	listed on file label)	From:	To:	Numb	er: Date:	
State of the Region Book		05/04/00	05/04/00	G. C 34	090 06/30/19	
SMMNRA - Draft General Plan		12/01/00	12/01/00	G. C 34		
EOC Plans		10/24/90	10/24/90	G. C 34		
LVUSD Meeting DVD's		10/11/11	05/19/15	G. C 34		
Metro Meeting DVD's	**************************************	07/01/11	07/01/15	G. C 34		
LA County Channel DVD's		06/11/12	07/13/15	G. C 34		
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Date	Date		ī	Date		
Date Destruction of Records Appro	oved by City Council: <u>9/25/2019</u>			truction Date	9:	



Departr	nent:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	ls Box	Access Storage Box	
		y Manager	Amber Victoria	08/16/19	_	6a	No.: N/A	
Page	Item		rd Series Title and Contents (as listed in Records Retention Schedule):					
No.: 3			Files - Professional Organizations	13.00 / 1010		, .		
			the records prepared for destruction (as list	ed below) are	more than two	years old an	d/or have been retained for	
i .			fied in the Agoura Hills Records Retention/		-	-		
			fficient for identification, including the retention					
			late. I further certify that the records listed no ffecting the title of real property or liens then	-	-	_		
			r (d) records less than two years old; and, to					
to destroy	same purs		090 of the California Government Code. Un		-			
shall be s		Recommender	for Destruction:	Date of	Records	Citati	on Cutoff	
			listed on file label)	From:	To:	Numb		
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Actual Destruction Date: _____

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

Exhibit A-2 (Administration / Risk Manager)



Administration/Disk Management	00/40/40	Agoura m	IIS DUX		Storage Box
Administration/Risk Management Kimberly M. Rodrigues	08/19/19			No.: N/A	
Page Item Record Series Title and Contents (as listed in Re		ntion Sched	lule) :		22
No.:11 No.:10 Southern California Joint Powers Insurance Authori					
By my initials above, I hereby certify that the records prepared for destruction (as liste					
the minimum retention period, as specified in the Agoura Hills Records Retention/					
includes a description of each record sufficient for identification, including the retention retention requirements, and destruction date. I further certify that the records listed ne					
historic value and are not: (a) records affecting the title of real property or liens then					
records required to be kept by statute; or (d) records less than two years old; and, to					
to destroy same pursuent to Section 34090 of the California Government Code. Uni					
shall be shredding.		))			
List of Records Recommended for Destruction:	Date of	Records	Citati		Cutoff
(Description or title of records as listed on file label)	From:	To:	Numb	er:	Date:
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Date Date			Date		
Date Destruction of Records Approved by City Council: 9/25/2019		Actual Dec	truction Da	to:	

Exhibit A-3 (Building & Safety)



Department:

Departr	nent:		Prepared by: (Type N	lame/Initial Form)	Date:	Agoura H	ills Box	Access S	Storage Box
Building	& Safety		Karen Sanders	123		No.: B&S#		No.: 303	
Page No.: 16	Item		Title and Content ce Chronological File						9
			t the records prepared for		ed below) ees	mom than he	a veem old on	dia baya b	
the minim	ium retentic	n period, as speci	fied in the Agoure Hills	Records Retention/	Destruction S	rnore (nan (w chedule ador	o years old an Iad by Resolu	dvor nave b Ition No. 1	897 FBTBINGG FOR R-1825 The list
includes e	a description	of each record su	fficient for identification,	including the retenti	on schedule p	age no., reco	rd series title (	and content	s, record dates.
retention i	requirement	s, and destruction o	late. I further certify that	t the records listed n	o longer have	any administr	ative, legal, ev	ridential, fisc	al, research, or
nistoric va	alue and are Southert to be	not: (a) records a	ffecting the title of real p (d) records less than tw	property or liens then	eon; (b) court	records on a	ny subject who	ere litigation	is pending; (c)
to destroy	same purs	uant to Section 34	090 of the California Go	ovemment Code. Un	my knowieuge less otherwisi	e, are no longe e directed by	er required by the City Clerk	the metho	quest authority
shall be si	hredding.					on octob by	ure ony cierk,	aio iliouio	or destruction
			for Destruction:		Date of	Records	Citati	on	Cutoff
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nata 1763	uruction 0	ı recoras Appn	ovea by City Council	1: _ 1103/2016	L	Actual Des	truction Dat	e:	



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	& Safety		Karen Sanders		No.: N/A		No.: N/A	
Page	Item	Record Series	Title and Contents (as listed in F	Records Rete	ntion Sched	ule) :		
No.: 16			ce Chronological Files			·		
By my init	ials above,	I hereby certify that	t the records prepared for destruction (as in	sled below) are	more than two	years old an	d/or have be	en retained for
tne minim	ium retentic	n period, as speci	fied in the Agoure Hills Records Retentio	n/Destruction S	chedule adopte	d by Resolu	tion No. 16	-1825 The list
retention i	reauirement	s. and destruction (	fficient for identification, including the reteriate. I further certify that the records listed	ntion schedule p	page no., record	l series title e	ind contents	s, record dates,
historic ve	lue and are	not: (a) records a	ffecting the title of real property or liens the	no longer nave ereon: (b) courl	any auministrat mends on any	uve, legal, ev / suhiect who	idential, nsc m litication	ie pending: (a)
recoras re	dnuea to pe	e kept by statute; or	' (d) records less than two years old; and, t	o my knowledge	e, are no longer	required by	the City. I re	quest authority
to destroy	same purs	suant to Section 34	090 of the California Government Code. L	Inless otherwise	e directed by th	e City Clerk,	the method	of destruction
shall be s	hredding.							
			for Destruction:		Records	Citatio	on	Cutoff
			listed on file label)	From:	То:	Numb	er:	Date:
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Jate Des	truction o	it Records Appro	oved by City Council: 4 25 201	7	Actual Destr	uction Date	a:	



рерап			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hil	is pox		Storage Box
	& Safety		Karen Sanders	08/05/19			No.:	N/A
Page	Item		Title and Contents (as listed in F	Records Rete	ntion Sched	ule):		1
No.:16			ce Chronological Files					
			the records prepared for destruction (as li	•		-		
			fied in the Agoura Hills Records Retention fficient for identification, including the reten					
	•		late. I further certify that the records listed	•	•			
			fecting the title of real property or liens the					
			(d) records less than two years old; and, to					
to destro	y same purs	uant to Section 34	090 of the California Government Code. U	Inless otherwise	e directed by ti	he City Clerk,	the metho	od of destruction
shall be s							\	
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(Descri	otion or titi	e of records as	listed on file label)	From:	То:	Numb	er:	Date:
Californ	ia Code C	heck - Correspo	ondence (Transmittal Sheets)	01/03/13	10/24/16	G.C. 34	1090	06/30/19
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	nent:   & Safety		Prepared by: (Type Name/Initial Form) Karen Sanders	Date: 08/05/19	Agoura Hil	is BOX		Storage Box
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Page No.:16		Corresponden	s Title and Contents (as listed in R ce Chronological Files			•		
By my ini	iais above,	I hereby certify tha	t the records prepared for destruction (as lis	ted below) are	more than two	years old a	nd/or have	been retained for
includes a	ium retentic description	on period, as speci	ified in the Agoura Hills Records Retention	/Destruction S	chedule adopte	d by Reso	lution No.	16-1825. The list
retention	n aescripiiai Mariment	i or each record su 's and destruction i	ifficient for identification, including the retendate. I further certify that the records listed i	ion screaule p	age no., record	i series tille	and conte	nts, record dates,
historic ve	alue and an	not: (a) records a	ffecting the title of real property or liens the	non: (b) court	records on an	uva, lagal, a v sublect wi	vidential, fi sere filineti	nn is pending: (c)
records re	quired to be	e kept by statute; o	r (d) records less than two years old; and, to	my knowledge	, ere no longer	required by	the City. I	request authority
to destroy	same purs	suant to Section 34	1090 of the California Government Code. U	nless otherwise	directed by th	e City Cleri	k, the meth	od of destruction
shall be s		Dagamanda	16 Daniel					
			for Destruction:	-	Records	Citat		Cutoff
		e of records as	listed on file label)	From:	To:	Num	ber:	Date:
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	2/	5/19	09.181	9		9	119/10	7
Date Date								
Date Des	struction e	of Records App	oved by City Council: 9/25/2019		Actual Doet		da.	

Exhibit A-4 (City Clerk)



Depart			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi		ess Storage Box
City Cl			Kimberly M. Rodrigues	08/19/19		No.:	N/A
Page	Item		Title and Contents (as listed in I			dule) :	
			eetings - DVD Originals (Master ar			nunam ald and/ont	ave been estate of for
-			t the records prepared for destruction (as fified in the Agoura Hills Records Retention			•	
			fficient for identification, including the rete				
			date. I further certify that the records listed	-	•	•	
			ffecting the title of real property or liens the				
			r (d) records less than two years old; and, 090 of the California Government Code.				
shall be :	shredding.						
			for Destruction:	Date of	Records	Citation	Cutoff
(Descri	ption or tit	le of records as	listed on file label)	From:	То:	Number:	Date:
City Co	uncil Meet	ing DVD - 1 of	(Master plus Backup)	01/11/17	01/11/17	G. C. 34090.7	7 06/30/19
City Co	uncil Meet	ing DVD - 1 of	1 (Master plus Backup)	01/25/17	01/25/17	G. C. 34090.7	7 06/30/19
City Co	uncil Meet	ting DVD - 1 of	1 (Master plus Backup)	02/08/17	02/08/17	G. C. 34090.7	7 06/30/19
City Co	uncil Meet	ing DVD - 1 of	1 (Master plus Backup)	02/22/17	02/22/17	G. C. 34090.7	7 06/30/19
City Co	uncil Meet	ing DVD - 1 of	l (Master plus Backup)	03/08/17	03/08/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of 1	l (Master plus Backup)	03/22/17	03/22/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of 1	l (Master plus Backup)	04/12/17	04/12/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of	1 (Master plus Backup)	04/26/17	04/26/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of	l (Master plus Backup)	05/10/17	05/10/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of	(Master plus Backup)	05/24/17	05/24/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of	l (Master plus Backup)	06/14/17	06/14/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of	l (Master plus Backup)	06/28/17	06/28/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of	(Master plus Backup)	07/12/17	07/12/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of	(Master plus Backup)	08/09/17	08/09/17	G. C. 34090.7	7 06/30/18
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	08/23/17	08/23/17	G. C. 34090.7	06/30/18
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	09/12/17	09/12/17	G. C. 34090.7	06/30/18
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	09/27/17	09/27/17	G. C. 34090.7	06/30/18
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	10/11/17	10/11/17	G. C. 34090.7	06/30/18
City Co	uncil Meet	ing DVD - 1 of 1	(Master plus Backup)	10/25/17	10/25/17	G. C. 34090.7	06/30/18
			(Master plus Backup)	11/08/17		G. C. 34090.7	
			(Master plus Backup)	12/05/17	12/05/17	G. C. 34090.7	
			(Master plus Backup)	12/13/17	12/13/17	G. C. 34090.7	
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Signature 8   18   2019	Signature 9. [8. [9]	Signature 9/19/19
Date ·	Date	Date
Date Destruction of Records Approved by C	City Council: <u>09/25/19</u>	Actual Destruction Date:



Departn			Prepared by: (Type Name/Initial Form)		Agoura H	ills Box	Access	Storage Box			
City Cle	rk		Kimberly M. Rodrigues	08/19/19	No.: N/A		No.: N/A				
Page	item		Title and Contents (as listed in Re	cords Rete	etention Schedule):						
		City History File									
			t the records prepared for destruction (as list								
			ified in the Agoura Hills Records Retention/ officient for identification, including the retention								
			date. I further certify that the records listed ne								
historic va	alue and are	not: (a) records a	ffecting the title of real property or liens then	eon; (b) court	records on a	ny subject who	ere litigatio	n is pending; (c)			
			r (d) records less than two years old; and, to								
to destroy shall be si		uant to Section 34	1090 of the California Government Code, Uni	less otherwise	directed by	the City Clerk,	the metho	od of destruction			
List of Records Recommended for Destruction: Date of Records Citation Cutoff											
-			listed on file label)	From:	To:	Numb		Date:			
		eo Montage (V		History	History	G. C. 3		06/30/19			
			ulevard Ribbon Cutting/Parade	06/11/86	06/11/83	G. C. 3		06/30/19			
			on Center Grand Opening	12/07/99	12/07/99	G. C. 34		06/30/19			
		sues, Fran Pav		Jan-01	Jan-01	G. C. 34		06/30/19			
			isors - Ahmanson Ranch	03/12/02	03/12/02	G. C. 3		06/30/19			
	Village W			10/11/05	10/11/05	G. C. 34		06/30/19			
		s Parade & Fai	ir 2005	Oct-18	Oct-18	G. C. 34		06/30/19			
	es of Agou			History	History	G. C. 34		06/30/19			
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Date											
Date Des	struction o	of Records Appr	oved by City Council:   125   19	_	Actual Des	truction Dat	e:				



Departn			Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	IIIS ROX		Storage Box
City Cle			Kimberly M. Rodrigues	08/19/19	9/19 No.: N/A No.: N/A			
Page	Item		Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):	-	
			Files - Government Agencies					
			t the records prepared for destruction (as list fied in the Agoura Hills Records Retention/					
			tied in the Agoura Hills Records Retention/ fficient for identification, including the retenti					
7.			late. I further certify that the records listed n	_	-			
			ffecting the title of real property or liens ther					
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to destroy shall be sl		uant to Section 34	090 of the California Government Code. Un	iless otherwise	directed by t	the City Clerk,	the metho	d of destruction
List of Records Recommended for Destruction: Date of Records Citation Cutoff								
			listed on file label)	From:	To:	Numb		Date:
Fair Poli	tical Prac	tices Commissi	on - Correspondence	1995	1997	G. C. 34	4090	06/30/19
			on - Correspondence	2000	2004	G. C. 34		06/30/19
			on - Correspondence	2001	2003	G. C. 34		06/30/19
			on - IRS Filing Requirements	1997	1997	G. C. 34		06/30/19
			Candidate Handbook	10/07/03	10/07/03	G. C. 34		06/30/19
			Strategic Plan of LAC	2003	2010	G. C. 34		06/30/19
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City Clark	Frepared by: (Type Name/Initial Fon		Agoura Hi	and the second second	Storage Box
City Clerk	Kimberly M. Rodrigues	08/19/19		No.: N/	A
	eries Title and Contents (as listed i	n Records Rete	ntion Sched	lule) :	-
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	ify that the records prepared for destruction (				
	specified in the Agoura Hills Records Rete				
	ord sufficient for identification, including the months (identification, data, it further codific that the months (id				
	ction date. I further certify that the records list ords effecting the title of real property or lient				
	lute; or (d) records less than two years old; an				
	ion 34090 of the California Government Cod				
shall be shredding.					(Fig. 93)
List of Records Recomme	nded for Destruction:	Date of	Records	Citation	Cutoff
(Description or title of record	ds as listed on file label)	From:	To:	Number:	Date:
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DEPARTMENT HEAD:	CITY ATTORNEY			CITY CHERK:	<b>←</b>
Signature 8/9/19	Signature 09.181	9		Signature 0/19/1	9
Date	Date		9 98 9 <mark>7</mark>	Date	
	Approved by City Council: 9/25/2016		Actual Dec	America Deter	



Departn	nent:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	ilis Box	Access	Storage Box
City Cler	rk		Kimberly M. Rodrigues	08/06/19	No.: N/A		No.: N/A	\ <u></u>
	Item		Title and Contents (as listed in R			•		
			Economic Interest - Form 700 Appo					
			t the records prepared for destruction (as lis					
			fied in the Agoura Hills Records Retention fficient for identification, including the reten					
			date. I further certify that the records listed i		-			
historic va	lue and are	not: (a) records a	ffecting the title of real property or liens the	reon; (b) court	records on a	ny subject who	ere litigatio	n is pending; (c)
			(d) records less than two years old; and, to					
to destroy shall be sh	same purs Tredding	uant to Section 34	090 of the California Government Code. U	ness otherwise	e directed by	tne City Clerk,	the meth	oa of destruction
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(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
Buckley	Weber, II	lece H. (Plannir	ng Commission)	12/02/11	12/02/11	G. C. 810	09 (e)	06/30/19
Corridor	i, Edward	L. (City Counci	1)	12/05/05	12/05/05	G. C. 810	09 (e)	06/30/19
Moses, f	Richard A	. (Planning Cor	nmission)	12/31/11	12/31/11	G. C. 810	09 (e)	06/30/19
Munoz, í	Rudy E. (	Consultant)		03/17/11	03/17/11	G. C. 810	09 (e)	06/30/19
Nouzille,	Cyrena \	√ictoria (Plannir	ng Commission)	11/06/09	11/06/09	G. C. 810	09 (e)	06/30/19
Ramuno	, Philip Je	effrey (Planning	Commission)	01/17/08	01/17/08	G. C. 810	09 (e)	06/30/19
Reinhard	dt, Jeffrey	Mark (City Cou	ıncil)	12/05/05	12/05/05	G. C. 810	09 (e)	06/30/19
Rishoff,	Louise (C	ity Council)		12/02/03	12/02/03	G. C. 810	09 (e)	06/30/19
Shackelf	ford, Rayı	mond B. (Plann	ing Commission)	01/02/04	01/02/04	G. C. 810	09 (e)	06/30/19
Walker,	Diane M.	(Planning Com	mission)	01/14/04	01/14/04	G. C. 810	09 (e)	06/30/19
Zacuto,	Curtis Ed	ward (Planning	Commission)	01/13/10	01/13/10	G. C. 810	09 (e)	06/30/19
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		J. J.	DESTRUCTION AUT	HORIZAT	ION			
DEPARTMENT HEAD: CITY ATTORNEY: CITY/CLERK:								
Signature Signature						Signature,	NINT	
8/6/2019 09.18.19 9/19/19								
Date Date								
Date Des	truction o	of Records Appr	oved by City Council: _9/25/2019		Actual Des	struction Da	te:	



Departm	nent:		Prepared by: (Type Name/Initial Form)	Date:	e: Agoura Hills Box Access Storag				
City Cler	rk		Kimberly M. Rodrigues	08/06/19	No.: N/A		No.: N/A		
	Item No.:47		•	ontents (as listed in Records Retention Schedule): erest - Form 700 Designated City Employees Statements					
By my initi the minimu includes a retention re historic va- records rec to destroy	ials above, um retention description equirement lue and are quired to be same purs	I hereby certify that in period, as specia of each record sur s, and destruction of not: (a) records at a kept by statute; or	the records prepared for destruction (as lister fied in the Agoura Hills Records Retention/I fficient for identification, including the retention fate. I further certify that the records listed no ffecting the title of real property or liens there (d) records less than two years old; and, to re 1090 of the California Government Code. Unla	nd below) are Destruction Son schedule polonger have non; (b) court ny knowledge	more than two chedule adop age no., recon any administra records on an a, are no longe	o years old and ted by Resoluted series title a ative, legal, eveny subject whe ar required by	tion No. 1 and conten idential, fis are litigation the City. I i	6-1825. The list ts, record dates, cal, research, or n is pending; (c) request authority	
shall be sh		Basammandad	for Destruction:	Data of	December	O14-41.		Out off	
			listed on file label)	From:	Records To:	Citatio Numb		Cutoff Date:	
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Patel, Ja	iyant P. (	Employee)		07/02/12	07/02/12	G. C. 81	009	06/30/19	
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			DESTRUCTION AUTH	HORIZAT	ION				
B	MENT H	EAD:	CITY ATTORNEY:	0	_	CITY CLER	ik:	_	
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Date	•		Date			Date			
Date Des	truction o	of Records Appr	oved by City Council: <u>9/25/2019</u>		Actual Des	truction Dat	e:		

## Exhibit A-5 (Community Services)



Departn			Prepared by: (Type Name/Initial Form)	L .	Agoura Hill	s Box	Access :	Storage Box
Commu	nity Servi	ces	Cynthia L. Polich	07/18/19	No.: CS-287		No.: N/A	\
Page	item	Record Series	Title and Contents (as listed in Re	cords Rete	ntion Schedu	ıle):		
	No. 6		ervation Forms					
			t the records prepared for destruction (as lis					
			ed in the Agoure Hills Records Retention/Desi					
,			or identification, including the retention sched orther certify that the records listed no longer					
			the title of real property or liens thereon; (b)					
			ords less than two years old; and, to my know			_		
same purs	suant to Se	ction 34090 of the	California Government Code. Unless othe	rwise directed	d by the City C	lerk, the meth	od of desi	ruction shall be
shredding.				I				
			for Destruction:		Records	Citatio		Cutoff
		e of records as	listed on file label)	From:	То:	Numb		Date:
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Ballfield	Rentals			01/01/15	12/31/15	G.C. 34		06/30/19
Picnic S	helter Re	ntals		01/01/15	12/31/15	G.C. 34	090	06/30/19
Morrisor	Park Re	ntals		09/01/15	11/30/15	G.C. 34	090	06/30/19
Building	Reservat	ions	_	02/01/15	12/31/15	G.C. 34	090	06/30/19
Event Co	enter Res	ervations		3/1/2015	12/31/15	G.C. 34	090	06/30/19
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Signatur	7/18/20	0101	Signature 9.18.19		· 1=	Signature	119/19	·
Date	11101 4	, <u>, , , , , , , , , , , , , , , , , , </u>	Date		:	Date	· 1111	
Date Des	struction o	f Records Appr	oved by City Council: _9/25/2019		Actual Destr	uction Date	:	



Department:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	IIS ROX	Access :	Storage Box
Community Service	ces	Cynthia L. Polich	07/18/19	No.: CS-286	5	No.: N/A	
Page Item	Record Series	Title and Contents (as listed in Re	cords Rete	ntion Scheo	lule):		
	Facilities Rese				· - • -		
		t the records prepared for destruction (as list					
		fied in the Agoura Hills Records Retention					
		fficient for identification, including the retenti					
		date. I further certify that the records listed n ffecting the title of real property or liens ther	-		-		
		r (d) records less than two years old; and, to				_	
		90 of the California Government Code. Unles					
be shredding.							
		I for Destruction:	Date of	Records	Citatio		Cutoff
(Description or title	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
<b>Building Reservat</b>	ions Feb-Augus	st 2015	02/01/15	08/31/15	G. C. 34	4090	06/30/19
<b>Building Reservat</b>	ions Septembe	r - December 2015	09/01/15	12/31/15	G. C. 34	4090	06/30/19
Event Center Res	ervations Marc	h - December 2015	03/01/15	12/31/15	G. C. 34	4090	06/30/19
Park Reservations	s 2013		01/01/13	12/31/13	G. C. 34	4090	06/30/19
Park Reservations			01/01/14		G. C. 34		06/30/19
Park Reservations			01/01/15	12/31/15	G. C. 34		06/30/19
Permit Charges S	······································	- October 2015	3/1/2015	10/31/15	G. C. 34		06/30/19
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7/18/	2019	09.18.19			9	11911	Ĵ
Date		Date		•	Date	•	
	of Records Ann	oved by City Council: _9/25/2019_					
para pasa acaon o	n necolus appr	oved by city council: _3/25/2019		ACLUBI DOS	truction Dat	A:	



Department: Prepared by: (Type Name/Initial Form) Date: Agoura Hills Box Access Storage						Storage Box				
	nity Servi	ces	Kimberly M. Rodrigues	07/25/19	No.: P-145/	302745	No.: 404	_		
_	Item No.:13	Record Series	Title and Contents (as listed in Re (City-Participation)							
			t the records prepared for destruction (as list	ed below) are	more than two	o vears old an	dor have	neen reteined for		
the minim	um retentio	n period, as speci	fied in the Agoura Hills Records Retention/	Destruction S	chedule adop	ted by Resolu	ition No. 1	6-1825. The list		
includes a	description	of each record su	fficient for identification, including the retenti	on schedule p	age no., reco	rd series title e	and conten	ts, record dates.		
retention n	equirement:	s, and destruction of	fate. I further certify that the records listed n	o longer have	any administr	ative, legal, ev	idential, fis	cal, research, or		
misionic va micords mi	ive and are quired to be	not: (a) records at	ffecting the title of real property or liens ther (d) records less than two years old; and, to	Bon; (b) court	records on a	ny subject whe	re litigatio	n is pending; (c)		
to destroy	same purs	uant to Section 34	090 of the California Government Code. Un	iny knowieuge lass otherwisi	, are no longe directed by l	er required by . The City Clerk	the methi	equest authority		
shall be sh	redding.			1 (2)	, and do by .	ino ony oron,	1110 11101111	o or desiraçãon		
List of Records Recommended for Destruction: Date of Records Citation Cutoff								Cutoff		
(Descrip	tion or titl	e of records as	listed on file label)	From:	To:	Numb	er:	Date:		
		us Program/Sc		1997	1997	G. C. 34	1090	06/30/19		
Summer	Beach B	us Program/Sc	hedule	1998	1998	G. C. 34	1090	06/30/19		
		us Program/Scl		1999	1999	G. C. 34	1090	06/30/19		
Teen Ad	visory Co	mmittee Applica	ations	1995	1996	G. C. 34	1090	06/30/19		
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Signature	lalin		Signature 09 18 · 19			Signature	01.			
Date	1119		Date 09. [8:19]		= 3=	911	9119			
					•	Date				
Date Des	truction o	f Records Appro	oved by City Council: 9/25/2019		Actual Des	truction Dat	e:			



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hi	lls Box	Access	Storage Box
Community Services	Cynthia L. Polich		No.: CS-26		No.: C00131768	
Page Item Record Series	Title and Contents (as listed in Re	cords Rete	ntion Sched	lule) :		
No.: 14  Program Files	(City Sponsored)			•		
By my initials above, I hereby certify that	t the records prepared for destruction (as list	ed below) are	more than two	years old and	d/or have t	been retained for
The manufacture of the state of	ildu iri lile Agoura milis Kacoms Rafantioni	Destruction S	chedule eden	lad by Danel	41 41	A 4000
retention requirements and destruction	fficient for identification, including the retenti	on schedule p	age no., recor	rd series title a	ind conten	ts, record dates,
historic value and are not: (a) records at	date. I further certify that the records listed n	o longer have	any administra	ative, legal, ev	idential, fis	cal, research, or
records required to be kept by statute: or	ffecting the title of real property or liens ther (d) records less than two years old; and, to	eon; (b) court	records on an	ly subject whe	re liligatio	n is pending; (c)
to destroy same pursuent to Section 34	090 of the California Government Code. Un	iny knowieuge less otherwisi	s, are no longe a directed by t	r required by t	he City. I i	equest authority
onen oo sinedding.		1033 OUIGIWISE	r uneclau by t	ne City Clerk,	tne metno	of destruction
List of Records Recommended	for Destruction:	Date of	Records	Citatio	<u></u>	Cutoff
(Description or title of records as	listed on file label)	From:	To:	Numb		Date:
Dial A Ride Trip Fare Reconcilliat		01/01/11	06/30/11	<del></del>		
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Signature ()	Signature		S	ignature	. ,	
8.6.19	09.18.10	7	Ĭ	9/10	3/19	
Date	Date		D	ate	1101	
Date Destruction of Records Appro	ved by City Council: 9/25/2019		Actual Desti			



Department:	Prepared by: (Type Name/Initial Form)	Date:	Agoura Hill	e Boy	Accord	Marray Day
Community Services	Cynthia L. Polich		No.: CS-272	3 DUX	No.: C00	Storage Box
Page Item Record Serie	s Title and Contents (as listed in F	Records Rete	ention Schedu	ıle) :	INO.: C00	131708
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by my initials above, I hereby certify the	at the records prepared for destruction (as iii	sted below) are	more than two	years old an	d/or have b	een retained for
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missiance a decomplication of each record st	uiivialii ivi idaniiikerion. Inciuding the reter	tion erhadula i	name on ener	manian siste.		
historic value and are not; (a) records a	date. I further certify that the records listed affecting the title of real property or liens the	no ionger nave	any administrat	ive, legal, ev	ridentiai, fisi	cal, research, or
received reduited to pp waht by statute, o	" (U) FOCUTUS IESS (NAN IWO VEARS OIM: ANA 12	n mv knowieda	a ora na langar	manufaced has	4h - 014 . 4 .	
to destroy same pursuant to Section 34 shall be shredding.	1090 of the California Government Code. U	nless otherwis	e directed by the	City Clerk,	the metho	d of destruction
List of Records Recommended	for Destruction:	Date of	Records	C14-41.		
(Description or title of records as		From:	To:	Citatio Numb		Cutoff
Dial A Ride Fare Reconciliation S		01/01/11	12/31/11	GC 34		Date:
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Date	09.18.19			911	9/19	
<b>,</b> a. c	Date		Da	te		
ate Destruction of Records Appro	oved by City Council: 9/25/2019		Actual Destru	ction Date	);	



Departn	nent:		Prepared by: (Type Name/Initial Form)		Agoura Hills	s Box	Access Sto	orage Box
Commu	nity Servi	ces	Cynthia L. Polich	07/18/19			No.: C0007	74267
_	Item No.: 14		Title and Contents (as listed in Red (City Sponsored)	cords Rete	ntion Schedu	le) :		
By my init the minimu a descripti	ials above, um retention ion of each	I hereby certify than n period, as specifie record sufficient fo	at the records prepared for destruction (as list ad in the Agoura Hills Records Retention/Dest or identification, including the retention sched or ther certify that the records listed no longer	ruction Sched Iule page no.,	lule adopted by l record series ti	Resolution No tle and conte	. 16-1825. The nts, record da	e list includes tes, retention
value and required to same purs shredding.	are not: (a be kept by suant to Se	) records affecting v statute; or (d) reco action 34090 of the	the title of real property or liens thereon; (b) ords less than two years old; and, to my know e California Government Code. Unless other	court record ledge, are no	s on any subjec longer required	t where litigate by the City. I	tion is pending request author	g; (c) records rity to destroy
			for Destruction:		Records	Citati		Cutoff
		<del></del>	listed on file label)	From:	To:	Numb		Date:
	10 Parade			$\overline{}$	12/31/2010	G.C. 34		06/30/19
	11 Parade				12/31/2011	G.C. 34		06/30/19
	12 Parade			01/01/12		G.C. 34		06/30/19
Summer	2011 Co	ncert Sponsors	hip Information	01/01/11	12/31/2012	G.C. 34	1090	06/30/19
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			DESTRUCTION AUT	HORIZAT	TION			
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Date	11812	UIA	Date		· 1	Date	11119	
Date Des	truction o	of Records Appr	roved by City Council: 9/25/2019		Actual Destr	uction Date		

Exhibit A-6 (Finance)



Department:		Prepared by: (Type Name/Initial Form)	Date:	Agoura Hills Box Access Storage Box				
Finance		Lynne Cope	05/16/19	F433 30334684				
Page Item F	Record Series	Title and Contents (as listed in Re	ecords Rete	ntion Sche	dule):			
No.: 7\ No.: 13	Daily Cash Re	ceipts			•			
By my initials above, I h	ereby certify that	the records prepared for destruction (as listed	i below) are m	ore than two y	ears old and/o	r have been retained for the		
minimum retention pend	xa, as specified in	n the Agoura Hills Records Retention/Destruc	tion Schedule	edopted by R	esolution No. 1	18-1825 The liet includes a		
description of each rec	ord sumcient for	identification, including the retention schedu	le page no., r	ecord series I	title and contai	nte mondi datas miastica		
requirements, and desti	ruction date. I fui	rther certify that the records listed no longer	have any adr	ninistrativa, le	gal, evidential,	fiscal, research, or historic		
mauired to he kent hy e	tetute: or (d) moo	the title of real property or liens thereon; (b)	court records	on any subje	ct where litiga	tion is pending; (c) records		
same pursuant to Sect	ion 34090 of the	rds less than two years old; and, to my knowl California Government Code. Unless other	eage, are no i	onger required	of by the City. I	request authority to destroy		
snreading.			WISE CHECKED	by the City C	Jerk, ine meu	nod of destruction shall be		
List of Records Re	ecommendec	for Destruction:	Date of	Records	Citatio	on Cutoff		
(Description or title	of records as	listed on file label)	From:	To:	Numb			
Daily Cash Receipt			09/18/09	12/01/09				
			08/10/08	12/01/09	GC 3409	0 06/30/19		
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Date Destruction of F	Records Appro	oved by City Council: 1125 201	9	Actual Dest	ruction Date	). <del></del>		



Department:			epared by: (Type Name/Initial Form) Date: Agoura Hills Box Acc		Access 5	ccess Storage Box		
Finance			Lynne Cope	05/16/19			30334676	
By my initials abo	ove, I here	by certify that	the records prepared for destruction (as liste	d below) are m	on then two	wars old and	r have her	retained for the
mmmum retenat	on penoa,	as specified if	n the Agoura Hills Records Retention/Destru	iction Schedule	adopted by R	Resolution No.	16-1825 TI	a list includes of
aescription of ea	acn record	sumicient for	identification, including the retention sched	lule page no i	racord series :	title and conte	ints mound	datas retention
requirements, an value and are no	na aestruc ot: (a) mc	coon date. I tu ords affecting	rther certify that the records listed no longe the title of real property or liens thereon; (I	or have any adi	ministrative, le	gal, evidential,	, fiscal, rese	arch, or historic
required to be ke	ept by stat	ute; or (d) reco	and talls of real property of sens thereon, (to and to my known and the my known and the my known are the my known and the my known are the my	v) court records vledge, are no i	s on any subje Ionaer neauinea	ict where lings I by the City I	idon is pend Industrati	ling; (c) records
same pursuant i	to Section	34090 of the	California Government Code. Unless other	erwise directed	by the City (	Clerk, the met	hod of desi	ruction shall be
snreaaing.					_	1		
			for Destruction:		Records	Citati		Cutoff
		records as	listed on file label)	From:	To:	Numb		Date:
Daily Cash R	eceipts			03/26/10	05/19/10	GC . 3408	90	06/30/19
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Date	1	4)	Date	•	1	Date	10-110	
Date Destruction	on of Re	cords Appro	oved by City Council: 9/25/20	19	Actual Desi			

Exhibit A-7 (Planning)



Department:						-		Access Storage Box		
Planning		ning	Kimberly M. Rodrigues 08/19/19		No.: N/A		No.: N/A			
Page	Item	Record Series	Title and Contents (as listed in Re	cords Rete	ntion Sched	dule):				
No.:48										
			t the records prepared for destruction (as list	-		*				
			fied in the Agoura Hills Records Retention			_				
			fficient for identification, including the retenti	-	-					
	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										
		uant to Section 34	090 of the California Government Code. Un	less otherwise	directed by	the City Clerk,	the metho	d of destruction		
	shall be shredding.  List of Records Recommended for Destruction:  Date of Records  Citation  Cutoff									
					Records	Citatio		Cutoff		
			listed on file label)	From:	To:	Numb		Date:		
			VD - 1 of 1 (Master plus Backup)	01/05/17	01/05/17	G. C. 34		06/30/19		
			VD - 1 of 1 (Master plus Backup)	01/19/17	01/19/17	G. C. 34		06/30/19		
Planning	Commis	sion Meeting D	VD - 1 of 1 (Master plus Backup)	03/16/17	03/16/17	G. C. 34	090.7	06/30/19		
			VD - 1 of 1 (Master plus Backup)	04/06/17	04/06/17	G. C. 34	090.7	06/30/19		
Planning	Commis	sion Meeting D	VD - 1 of 1 (Master plus Backup)	04/20/17	04/20/17	G. C. 34	090.7	06/30/19		
Planning	Commis	sion Meeting D	VD - 1 of 1 (Master plus Backup)	05/04/17	05/04/17	G. C. 34	090.7	06/30/19		
Planning	Commis	sion Meeting D	VD - 1 of 1 (Master plus Backup)	07/06/17	07/06/17	G. C. 34	090.7	06/30/19		
Planning	Commis	sion Meeting D	VD - 1 of 1 (Master plus Backup)	09/07/17	09/07/17	G. C. 34	090.7	06/30/19		
Planning	Commis	sion Meeting D	VD - 1 of 1 (Master plus Backup)	10/05/17	10/05/17	G. C. 34	090.7	06/30/19		
			VD - 1 of 1 (Master plus Backup)	10/19/17	10/19/17	G. C. 34		06/30/19		
			VD - 1 of 1 (Master plus Backup)	11/02/17	11/02/17	G. C. 34		06/30/19		
				11/16/17	11/16/17	G. C. 34		06/30/19		
Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)  Planning Commission Meeting DVD - 1 of 1 (Master plus Backup)					12/07/17	G. C. 34		06/30/19		
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			DESTRUCTION AUT	HORIZAT	ION					
DEPART	MENT H	EAD:	CITY ATTORNEY:	7		CITYCLER	enu	_		
Signature Signature 9: (8:19 Signature 116/19										
Date	1-1161	<u> </u>	Date			Date	V IIV			
Date Destruction of Records Approved by City Council: 09/25/19 Actual Destruction Date:										

Actual Destruction Date:



Departr			repared by: (Type NameAnitial Form) Date: Agoura Hills Box Access St			Storage Box				
Planning			Amber Victoria	er Victoria (04/) 08/14/19 No.:			No.: N/A No.: N/A			
Page	Item	Record Series	Record Series Title and Contents (as listed in Records Retention Schedule):							
		Planning - Proj		for doctrication to " !				12.		
une minim	ium retentio	in period, as speci	fied in the Agoure Hi	for destruction (as listed lis Records Retention/	Destruction S	chadula adam	and hu Donale	Man Ala 4	C 4005 The U-A	
inciudes e	aescription	i of each record su	fficient for identificatio	n, including the retention	on schedule i	age no. recor	rd series title i	and conten	te moord datae	
i araimoni i	adniiaiiiaii	s, and destruction c	iate. I turther certify ti	ial the records listed no	o longer have	anv administra	ative legal evite	idential fie	cal meaninh or	
nistoric ve	iwe and are	) not: (a) records al	fecting the title of rea	l property or liens then	eon: (b) court	records on an	rv subject who	are liticatio	n is pending: (c)	
to destroy	same purs	uant to Section 34	(u) records less than 090 of the California (	two years old; and, to a Government Code. Uni	my knowledge less otherwise	9, are no longe 9, directed by t	r required by	the City. I i	equest authority	
snalı də şi	nreaaing.				033 Ollidi Wi3i	a unaciau by i	rie City Cierk,	ine meini	a or aestruction	
List of Records Recommended for Destruction: Date of							Citatio	on	Cutoff	
(Description or title of records as listed on file label) From:						To:	Numb	er:	Date:	
Planning	Project f	iles - Correspor	ndence		11/14/12	02/05/13	G. C. 34	1090	06/30/19	
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DEPARTMENT HEAD: CITY ATTORNEY:						CITY CLERK:				
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Date	V/(1		Date	- 1-1-		T	Date 9	0110		
Date Des	truction o	f Pecorde Anne								
-aid D42	a action 0	records Appro	ved by City Counc	:II: <u>9/25/2019</u>		Actual Dest	ruction Date	9 <i>:</i>		



Departn	nent:		Prepared by: (Type N	ame/Initial Form)	Date:	Agoura Hi	lls Box	Access	Storage Boy	
Planning			Amber Victoria				Agoura Hills Box Access Storage Box No.: N/A No.: N/A			
Page No.: 60	Item	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files								
			the records prepared for	destruction (es liet	ad balow) am	man than h	· · · · · · · · · · · · · · · · · · ·	-16 k k		
the minim	um retentio	n period, as specil	ied in the Agoure Hills F	Records Retention	eo below) are Destruction S	rmore man (w Schedule ador	o years old an sted by Resoli	ution No. 1:	een retained for 6-1825. The list	
includes a	description	of each record suf	ficient for Identification, i	ncluding the retenti	on schedule i	page no., reco	rd series title i	and content	is, record dates	
retention n	equirement value and s	s, and destruction (	fate. I further certify that	the records listed	no longer ha	ve any admini:	strative, legal,	evidential,	fiscal, research,	
records re	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)  From:						Citatio		Cutoff		
	secutor C		isted on the label)		From:	To:	Numb		Date:	
	on Warra				05/29/14		G. C. 34		06/30/19	
		intry Club (7)			05/27/14		G. C. 34		06/30/19	
		on Warrants		<del></del>	10/18/04		G. C. 34		06/30/19	
	alkins (3)				05/27/14		G. C. 34		06/30/19	
	goura Ro				05/27/14		G. C. 34		06/30/19	
	n Dodson			-	05/24/11	02/26/13	G. C. 34		06/30/19	
	ke Linder				01/26/07	01/31/13	G. C. 34		06/30/19	
Closed (		0 (0)		-	10/22/07	09/01/15	G. C. 34		06/30/19	
	Building F	Permite			08/21/09		G. C. 34		06/30/19	
Expired	Dunaling I	emins		<del></del>	12/30/10	12/30/10	G. C. 34	1090	06/30/19	
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DESTRUCTION AUTHORIZATION										
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Signature Signature				9	Signature 11919					
Date Date Date										
Date Destruction of Records Approved by City Council: 9/25/2019						Actual Destruction Date:				