

Attachment A-1

Records Destruction Request Forms – Administration

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CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 09/19/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 4	Item No.: 4	Record Series Title and Contents (as listed in Records Retention Schedule): 19 Forms
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Antonsen, Joanna	2000	2001	G.C. 34090	2006
Armstrong, Roger	2000	2000	G.C. 34090	2006
Barari, Mana	2000	2000	G.C. 34090	2006
Berger, Annette	1997	2000	G.C. 34090	2006
Davis, Kelly	2001	2002	G.C. 34090	2006
Gibson, Jane	1999	2000	G.C. 34090	2006
Kasal, Christine	2000	2000	G.C. 34090	2006
Kovac, Austin	2000	2001	G.C. 34090	2006
Maltese, Chris	2000	2002	G.C. 34090	2006
McKagan, Rachel	2000	2000	G.C. 34090	2006
Mead, John	2000	2002	G.C. 34090	2006
Mulick, Dave	2000	2002	G.C. 34090	2006
Musikawong, Panida	2000	2002	G.C. 34090	2006
Steiner, Matthew	1996	1998	G.C. 34090	2006
Stemmann, Elke	1997	2000	G.C. 34090	2006
Sutherland, Donald	2000	2001	G.C. 34090	2006
Taday, Kristin	1998	2001	G.C. 34090	2006
Thackrey, Timothy	1999	2000	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>10/4/06</u>	CITY ATTORNEY: Signature _____ Date <u>10/03/06</u>	CITY CLERK: Signature _____ Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 08/19/06	Agoura Hills Box No.: S294374	York Storage Box No.: P009
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Page No.: 4	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Nakasue, Cory	04/13/98	01/14/99	G.C. 12946/34090	2006
Sutherland, Mary	06/12/91	01/27/99	G.C. 12946/34090	2006
Erman, Dimiri	09/24/92	03/29/99	G.C. 12946/34090	2006
Storm, Ryan	03/08/99	05/25/99	G.C. 12946/34090	2006
Boyd, Christine	01/19/99	05/27/00	G.C. 12946/34090	2006
Hofflund, Charles	10/07/96	06/30/99	G.C. 12946/34090	2006
Hood, Helen	01/26/98	06/30/99	G.C. 12946/34090	2006
Klein, Lisa	11/01/96	06/30/99	G.C. 12946/34090	2006
Laskin, Susan	11/24/97	06/30/99	G.C. 12946/34090	2006
Moss, Ralph	01/22/96	06/30/99	G.C. 12946/34090	2006
Otis, Ollie	03/07/98	06/30/99	G.C. 12946/34090	2006
Schiffer, Bernard	04/01/96	06/30/99	G.C. 12946/34090	2006
Sherman, Douglas	01/16/97	06/30/99	G.C. 12946/34090	2006
Williams, Michael	09/08/97	06/30/99	G.C. 12946/34090	2006
Isrealson, Julie	06/17/97	07/29/99	G.C. 12946/34090	2006
Tarrer, Julianne	06/10/98	08/21/99	G.C. 12946/34090	2006
Bessard, Ralph	06/05/95	08/20/99	G.C. 12946/34090	2006
Dritz, Tyler	06/01/99	08/20/99	G.C. 12946/34090	2006
Muler, Michael	06/22/99	09/09/99	G.C. 12946/34090	2006
Spitz, Miriam	06/12/91	09/24/99	G.C. 12946/34090	2006
DePasquale, Sylvia	09/12/83	09/25/99	G.C. 12946/34090	2006
Mirabella, Robert	03/07/99	10/09/99	G.C. 12946/34090	2006
Vest, Kristen	09/13/99	01/10/00	G.C. 12946/34090	2006
Sander, Judith	08/16/99	01/31/00	G.C. 12946/34090	2006
Coushay, John	04/15/91	03/02/00	G.C. 12946/34090	2006
McWilliams, Lori	02/01/99	04/11/00	G.C. 12946/34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 10/4/04 _____ Date	CITY ATTORNEY: _____ Signature 10/23/06 _____ Date	CITY CLERK: _____ Signature 10/14/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 08/19/06	Agoura Hills Box No.: S294374	York Storage Box No.: P009
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Page No.: 4	Item No.: 6	Record Series Title and Contents (as listed in Records Retention Schedule): Personnel Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Berger, Annette	11/01/97	05/11/00	G.C. 12946/34090	2006
Thackrey, Timothy	02/08/99	05/25/00	G.C. 12946/34090	2006
Kane, Douglas	03/07/00	06/23/00	G.C. 12946/34090	2006
Castle, Ron	07/16/91	07/17/00	G.C. 12946/34090	2006
Brammer, Barbara	10/03/96	07/31/00	G.C. 12946/34090	2006
Brennan, Ryan	04/30/98	07/31/00	G.C. 12946/34090	2006
Burciaga, David	10/11/98	07/31/00	G.C. 12946/34090	2006
Dobrowski, Richard	01/30/97	07/31/00	G.C. 12946/34090	2006
Gibson, Jane	11/12/99	07/31/00	G.C. 12946/34090	2006
Stemmann, Elke	04/29/97	07/31/00	G.C. 12946/34090	2006
Twarowski, Robin	06/12/91	07/31/00	G.C. 12946/34090	2006
Warfield, Chester	10/22/97	07/31/00	G.C. 12946/34090	2006
Weltor, Francis	06/27/11	07/31/00	G.C. 12946/34090	2006
Barari, Mana	07/07/00	08/18/00	G.C. 12946/34090	2006
Kasal, Christine	06/17/00	08/21/00	G.C. 12946/34090	2006
Hall, Tom	05/17/99	08/31/00	G.C. 12946/34090	2006
Adler, David	10/15/99	5/9/2000	G.C. 12946/34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 10/4/06
 Date

CITY ATTORNEY:

 Signature
 10/03/06
 Date

CITY CLERK:

 Signature
 10/4/06
 Date

Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/Personnel	Prepared by: Celeste Bird	Date: 09/19/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 5	Item No.: 7	Record Series Title and Contents (as listed in Records Retention Schedule): Recruitment Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Building Inspector II	01/23/03	02/28/03	29 CFR 1627.3	2006
Community Services Coordinator	06/25/03	07/31/03	29 CFR 1627.3	2006

DESTRUCTION AUTHORIZATION

<p>DEPARTMENT HEAD: Signature Date <u>10/4/06</u></p>	<p>CITY ATTORNEY: Signature Date <u>10/03/06</u></p>	<p>CITY CLERK: Signature Date <u>10/4/06</u></p>
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Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____

Attachment A-2

Records Destruction Request Forms - Building and Safety

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CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Building & Safety	Prepared by: Karen Sanders	Date: 09/10/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 48	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Building & Safety - Plans and Drawings (Residential - C+90 Days)
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
6352 Acadia Avenue - Pool and Spa	05/04/04	08/11/05	H&S 19850	2006
5529 Adelina Court-Pool and Spa	09/12/96	06/03/97	H&S 19850	2006
5533 Aldren Court SF Addition	01/20/04	07/27/05	H&S 19850	2006
5539 Aldren Court-Retaining Walls	11/19/04	12/10/04	H&S 19850	2006
5304 Alfonso Drive-Pool & Spa	04/06/04	03/15/05	H&S 19850	2006
5319 Alfonso Drive-Pool And Spa	03/09/04	05/09/05	H&S 19850	2006
30114 Amelia Drive-Outdoor Fireplace	07/05/05	08/10/05	H&S 19850	2006
6320 Aquarius Avenue-Pool And Spa	11/12/04	05/05/05	H&S 19850	2006
6334 Aquarius Avenue-Remodel Kit. Bath	07/11/05	12/07/05	H&S 19850	2006
28955 Bardell Drive Pool & Spa	01/06/05	08/25/05	H&S 19850	2006
29448 Bertrand Drive-2nd Floor Bedroom	05/13/04	09/06/05	H&S 19850	2006
5620 Buffwood Place-Pool & Spa	02/19/04	06/29/05	H&S 19850	2006
5333 Captain's Place-Patio Enclosure	05/12/05	08/10/05	H&S 19850	2006
30424 Caspian Court-Pool And Spa	06/15/05	11/07/05	H&S 19850	2006
5431 Cedarhaven Drive-Pool & Spa	06/15/05	11/07/05	H&S 19850	2006
5918 Chesebro Road-Remodel Guest House	12/29/03	02/03/05	H&S 19850	2006
6018 Chesebro Road-Front Porch	08/25/05	11/08/05	H&S 19850	2006
6070 Chesebro Road-New SFR	06/28/04	06/09/05	H&S 19850	2006
6070 Chesebro Road-Horse Structure	08/26/04	05/08/05	H&S 19850	2006
6070 Chesebro RoadNew SFR Revisions	06/28/04	06/09/05	H&S 19850	2006
6070 Chesebro Road-Fire Sprinklers	03/28/05	06/09/05	H&S 19850	2006
6070 Chesebro Road-Foundation Only	06/28/04	06/09/05	H&S 19850	2006
6100 Chesebro Road-Walls	09/22/05	10/06/05	H&S 19850	2006
5560 Colodny Drive-New SFR	04/30/02	07/17/03	H&S 19850	2006
5560 Colodny Drive-New SFR	04/30/02	07/17/03	H&S 19850	2006
5740 Colodny Drive-Trellis and Extending height of wall	11/19/02	09/26/03	H&S 19850	2006
5826 Colodny Drive-Barn	01/25/05	05/06/05	H&S 19850	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/04/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Building & Safety	Prepared by: Karen Sanders	Date: 09/10/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 48	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Building & Safety - Plans and Drawings (Residential - C+90 Days)
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
4033 Defender Drive- Pool and Spa	09/27/02	03/04/03	H&S 19850	2006
4033 Defender Drive-Patio Cover	12/06/02	04/21/05	H&S 19850	2006
4039 Defender Drive-Spa	07/08/04	08/30/05	H&S 19850	2006
5858 Dovetail Drive-SF Addition	03/15/04	01/14/05	H&S 19850	2006
28232 Driver Avenue-New SFR	10/18/02	02/10/05	H&S 19850	2006
28232 Driver Avenue-Pool & Spa	05/14/03	02/10/05	H&S 19850	2006
28232 Driver Avenue-Retaining Wall	09/11/02	02/10/05	H&S 19850	2006
28510 Driver Avenue-Block Wall	10/48/00	08/16/04	H&S 19850	2006
29929 Eastvale Court-Master Bedroom Remodel	09/03/04	08/22/05	H&S 19850	2006
5444 Fairgrange Drive-Pool & Spa	11/05/04	05/05/05	H&S 19850	2006
5734 Fairview Place-New SFD	02/10/04	03/02/05	H&S 19850	2006
5743 Fairview Place-Fire Sprinklers	03/15/05	03/02/05	H&S 19850	2006
5910 Fairview Place-Pool & Spa	08/20/02	05/27/03	H&S 19850	2006
5936 Fairview Place-Pool & Spa	06/02/04	06/21/05	H&S 19850	2006
5936 Fairview Place-Pergolas	04/15/05	06/21/05	H&S 19850	2006
6129 Fairview Place-New SFR	06/17/04	08/24/05	H&S 19850	2006
6230 Feral Avenue-Pool & Spa	06/17/04	08/24/05	H&S 19850	2006
28242 Foothill Drive-SF Addition	01/28/05	11/03/05	H&S 19850	2006
28326 Foothill Drive-Coral Shade Structure	05/14/03	05/15/03	H&S 19850	2006
28326 Foothill Drive-SF Addition	05/16/05	10/27/05	H&S 19850	2006
28326 Foothill Drive-Mechanical/Electrical for Kit Remodel	01/05/05	11/08/05	H&S 19850	2006
28338 Foothill Drive-Pool & Spa	08/14/03	03/07/05	H&S 19850	2006
29484 Fountainwood Street-Pool & Spa	04/13/04	12/10/04	H&S 19850	2006
29485 Fountainwood Street-Wall	02/13/02	09/12/02	H&S 19850	2006
29004 Freshwater Drive-SF Addition	01/18/05	10/20/05	H&S 19850	2006
4114 Gadshill Lane-SF Addition	11/10/04	07/12/05	H&S 19850	2006
6375 Germania Court-SF Addition	01/11/05	10/04/05	H&S 19850	2006
5513 Gladehollow Court-SF Addition	06/04/04	11/08/05	H&S 19850	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>9/28/06</u>	CITY ATTORNEY: Signature _____ Date <u>10/03/06</u>	CITY CLERK: Signature _____ Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Building & Safety	Prepared by: Karen Sanders	Date: 09/10/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 48	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Building & Safety - Plans and Drawings (Residential - C+90 Days)
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
30340 Goodspring Drive-Pool & Spa	10/13/04	03/08/05	H&S 19850	2006
5900 Greenbriar Court-Interior Remodel	09/14/04	03/25/05	H&S 19850	2006
5709 Green Meadow Drive-SF Addition	11/09/04	11/23/05	H&S 19850	2006
5725 Green Meadow Drive-Enclose Atrium	10/19/04	04/21/05	H&S 19850	2006
5905 Grey Rock Road-Gazebo	03/30/05	08/12/05	H&S 19850	2006
6032 Grey Rock Road-Interior Remodel	04/26/05	09/20/05	H&S 19850	2006
6139 Grey Roack Road-Bathroom Addition	05/01/03	03/03/04	H&S 19850	2006
6178 GreyRock Road-Trellis	02/10/03	03/14/00	H&S 19850	2006
5744 Hempstead Drive-Remodel	10/06/05	12/19/05	H&S 19850	2006
29305 Hillrise Drive-SF Addition	01/27/05	07/08/05	H&S 19850	2006
29449 Hillrise Drive - Demo Existing Rear Deck	08/08/05	10/08/05	H&S 19850	2006
28902 Hollowbrook Avenue - Pool and Spa	03/11/04	11/07/05	H&S 19850	2006
30645 Janlor Drive - Pool and Spa	11/04/04	04/05/05	H&S 19850	2006
29679 Kimberly Drive - SF Addition	05/11/05	10/20/05	H&S 19850	2006
5426 Lakecrest Drive - SF Addition	08/24/05	12/14/05	H&S 19850	2006
30620 Lakefront Drive - SF Addition	04/26/05	12/14/05	H&S 19850	2006
6162 Lake Lindero Drive - SF Addition	08/04/05	11/03/05	H&S 19850	2006
29209 Laro Drive - SF Addition Revisions	04/26/04	01/21/05	H&S 19850	2006
29209 Laro Drive - SF Addition	04/26/04	01/21/05	H&S 19850	2006
29236 Laro Drive - SF New	08/28/03	01/14/05	H&S 19850	2006
29322 Laro Drive - Fireplace	04/06/05	08/26/05	H&S 19850	2006
29322 Laro Drive - Pool	03/08/05	08/26/05	H&S 19850	2006
29322 Laro Drive - Patio Cover	04/05/05	08/26/05	H&S 19850	2006
29356 Laro Drive - SF Addition	05/12/05	07/27/05	H&S 19850	2006
29609 Lazy Oak Place - Pool and Spa	04/22/04	07/27/04	H&S 19850	2006
5344 Lewis Road - Fireplace, Laundry Room	09/14/04	02/23/05	H&S 19850	2006
5344 Lewis Road - Pool and Spa	01/06/04	02/23/05	H&S 19850	2006
5364 Lewis Road - Revisions	11/04/04	10/06/05	H&S 19850	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature 9/28/06 Date	CITY ATTORNEY: Signature 10/03/06 Date	CITY CLERK: Signature 10/11/06 Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Building & Safety	Prepared by: Karen Sanders	Date: 09/10/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 48	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Building & Safety - Plans and Drawings (Residential - C+90 Days)
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
5364 Lewis Road - Pool and Spa	11/04/04	10/06/05	H&S 19850	2006
5615 Mainmast Drive - SF Addition	06/08/05	10/21/05	H&S 19850	2006
28904 Marlies Street - Master Bedroom Remodel	01/20/05	12/07/05	H&S 19850	2006
28930 Marlies Street - SF Addition	06/24/04	12/16/05	H&S 19850	2006
5631 Medebrook Place - SF Addition	11/30/04	07/19/05	H&S 19850	2006
29665 Meadowmist Way - SF Addition	04/21/04	08/30/05	H&S 19850	2006
5547 Modena Place - Spa	05/17/05	11/01/05	H&S 19850	2006
27371 Oak Summitt Road - Addition and Remodel	04/22/02	12/05/05	H&S 19850	2006
29147 Oakpath Drive - SF Addition	05/20/05	12/22/05	H&S 19850	2006
29001 Old Carriage - Pool and Spa	11/18/05	12/29/05	H&S 19850	2006
29002 Old Carriage - Pool	12/04/00	01/15/02	H&S 19850	2006
28925 Park Heath Drive - SF Alteration	01/20/05	02/09/05	H&S 19850	2006
30461 Passageway Place - Pool and Spa	06/09/05	12/06/05	H&S 19850	2006
30649 Passageway Place - Pool and Spa	10/14/04	04/29/05	H&S 19850	2006
30725 Passageway Place - SF Addition	12/04/03	08/29/05	H&S 19850	2006
3612 Patrick Henry Place - Pool and Spa	01/04/05	07/01/05	H&S 19850	2006
3620 Patrick Henry Place - Solar System	05/26/04	08/19/04	H&S 19850	2006
29322 Quail Run Drive - Pool	05/17/05	09/20/05	H&S 19850	2006
29444 Quail Run Drive - SF Alteration	12/16/04	03/07/05	H&S 19850	2006
29629 Quail Run Drive - SF Alteration	06/28/05	11/21/05	H&S 19850	2006
29933 Quail Run Drive - SF Alteration	07/09/04	11/03/05	H&S 19850	2006
5732 Rainbow Hill Road - SF Addition	11/19/04	08/01/05	H&S 19850	2006
5781 Rainbow Hill Road - SF Addition	04/28/04	11/30/05	H&S 19850	2006
5773 Ridgebrook Drive - SF Alteration	08/20/02	11/18/04	H&S 19850	2006
5849 Ridgebrook Drive - SF Alteration	10/15/04	03/11/05	H&S 19850	2006
5849 Ridgebrook Drive - SF Addition	03/29/04	03/11/05	H&S 19850	2006
5849 Ridgebrook Drive - Revisions	10/15/04	03/11/05	H&S 19850	2006
29646 Ridgeway Drive - SF Alteration	10/29/04	04/26/05	H&S 19850	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/03/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Building & Safety	Prepared by: Karen Sanders	Date: 09/10/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 48	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Building & Safety - Plans and Drawings (Residential - C+90 Days)
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
6061 Rustling Oaks Drive - SF Addition	11/23/04	11/15/05	H&S 19850	2006
5307 Sailboat Circle - SF Addition	08/24/04	04/15/05	H&S 19850	2006
5973 Saint Laurent Drive - Pool and Spa	07/13/04	05/18/05	H&S 19850	2006
5641 Slicers Circle - SF Addition	04/26/05	09/21/05	H&S 19850	2006
5641 Slicers Circle - SF Addition Revisions	04/26/05	09/21/05	H&S 19850	2006
29609 Strawberry Hills Lane - Underpin Foundation	08/28/00	01/08/03	H&S 19850	2006
5750 Tenneyson Drive - Pool and Spa	04/04/05	08/08/05	H&S 19850	2006
30007 Trail Creek Drive - SF Addition	06/01/04	05/25/05	H&S 19850	2006
30050 Trail Creek Drive - Pool and Spa	05/11/04	04/04/05	H&S 19850	2006
29241 Trailway Lane - Spa	08/02/05	09/14/05	H&S 19850	2006
29333 Trailway Lane - SF Alteration	09/28/04	02/25/05	H&S 19850	2006
29333 Trailway Lane - Patio Cover	10/21/04	02/25/05	H&S 19850	2006
29342 Trailway Lane - SF Alteration	05/24/05	10/11/05	H&S 19850	2006
29234 Tree Hollow Glen - Sf Alteration	11/06/02	01/27/03	H&S 19850	2006
28435 Tulare Lane - Pool and Spa	11/08/04	05/31/05	H&S 19850	2006
3945 United Road - Pool and Spa	04/08/04	02/10/05	H&S 19850	2006
27949 Via Amistosa - Pool and Spa	05/31/01	12/02/02	H&S 19850	2006
30211 Walford Avenue - Pool and Spa	07/25/02	04/03/03	H&S 19850	2006
30708 Whaleboat Place - Patio Cover	05/25/04	08/11/04	H&S 19850	2006
29019 Woodcreek Court - Pool and Spa	07/08/05	11/16/05	H&S 19850	2006
29033 Woodcreek Court - SF Addition	12/01/04	09/16/05	H&S 19850	2006
6256 Yerba Seca Avenue - SF Alteration	04/20/04	11/07/05	H&S 19850	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/03/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Building & Safety	Prepared by: Karen Sanders	Date: 09/10/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 48	Item No.: 9	Record Series Title and Contents (as listed in Records Retention Schedule): Building & Safety - Plans and Drawings (Residential - C+90 Days)
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
28906 Bardell Drive (843) Calcs	07/10/00	03/21/01	H&S 19850	2006
27918 Blythedale Rd (5885) Calcs	12/18/03	03/09/05	H&S 19850	2006
6070 Chesebro Rd - (6618) - 2 Copies Demo	06/28/04	06/14/05	H&S 19850	2006
6210 Chesebro Rd - (4009,4007,4204,3669)	06/06/02	01/24/03	H&S 19850	2006
5560 Colodny Dr (3126) Calcs	01/09/03	07/17/03	H&S 19850	2006
5560 Colodny Dr (5195) Barn	03/13/03	07/17/03	H&S 19850	2006
5560 Colodny Dr (4924) Fire Sprinklers	04/30/02	07/17/03	H&S 19850	2006
6144 Colodny Dr (3958) Calcs	07/03/02	11/14/03	H&S 19850	2006
6057 Dovetail Dr (2384) Addition	08/02/01	12/06/05	H&S 19850	2006
6072 Dovetail Dr (4796) Pool and Spa	12/03/02	06/20/03	H&S 19850	2006
28232 Driver Ave (3641) Calcs	10/18/02	02/10/05	H&S 19850	2006
28241 Driver Ave (862) Calcs	04/30/01	03/05/02	H&S 19850	2006
6129 Fairview Pl. (1926) Calcs	03/05/01	04/18/02	H&S 19850	2006
5815 Green Meadow Dr (7436) Pool and Spa	06/12/97	02/11/98	H&S 19850	2006
6037 Lapworth (8262) Patio Cover	09/07/05	11/16/05	H&S 19850	2006
29205 Laro Dr (2856) Interior Remodel	12/20/01	04/10/02	H&S 19850	2006
5900 Misty Ct (2242) Pool	08/29/01	04/28/04	H&S 19850	2006
5513 Oakfen Ct (2338) Cals	06/27/01	02/14/02	H&S 19850	2006
29177 Oak Path Dr (6195) Cals	03/15/04	08/31/04	H&S 19850	2006
3724 Park Colodny Ct (1612) Calcs	02/28/01	01/23/02	H&S 19850	2006
5726 Rainbow Hill Dr (8352) Sf Alteration	09/22/05	01/09/06	H&S 19850	2006
29724 Strawberry Hill Dr Calcs	06/20/02	09/26/02	H&S 19850	2006
29223 Trailway Lane (3511) Calcs	02/25/02	03/07/02	H&S 19850	2006
30621 Vets Ct (2312) Calcs	11/07/01	11/07/01	H&S 19850	2006
30729 Whaleboat Pl (7071) Calcs	01/31/05	05/20/05	H&S 19850	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/03/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____

Attachment A-3

Records Destruction Request Forms – City Clerk

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CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/15/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 10/11	Record Series Title and Contents (as listed in Records Retention Schedule) : City Council Meeting Agenda Packets and City Council Agendas - Agoura Hills Redevelopment Agency
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
City Council Meeting (Duplicate)	01/13/99	01/13/99	GC 34090	2006
City Council Meeting (Duplicate)	01/19/99	01/19/99	GC 34090	2006
City Council Meeting (Duplicate)	01/27/99	01/27/99	GC 34090	2006
City Council Meeting (Duplicate)	02/10/99	02/10/99	GC 34090	2006
City Council Meeting (Duplicate)	02/24/99	02/24/99	GC 34090	2006
City Council Meeting (Duplicate)	03/10/99	03/10/99	GC 34090	2006
City Council Meeting (Duplicate)	03/24/99	03/24/99	GC 34090	2006
City Council Meeting (Duplicate)	04/14/99	04/14/99	GC 34090	2006
City Council Meeting (Duplicate)	04/28/99	04/28/99	GC 34090	2006
Finance Authority Meeting (Duplicate)	04/28/99	04/28/99	GC 34090	2006
City Council Meeting (Duplicate)	05/12/99	05/12/99	GC 34090	2006
City Council Meeting (Duplicate)	05/26/99	05/26/99	GC 34090	2006
City Council Budget Workshop (Duplicate)	05/26/99	05/26/99	GC 34090	2006
City Council Meeting (Duplicate)	06/09/99	06/09/99	GC 34090	2006
City Council Meeting (Duplicate)	06/23/99	06/23/99	GC 34090	2006
City Council Meeting (Duplicate)	07/14/99	07/14/99	GC 34090	2006
Special City Council Meeting (Duplicate)	08/03/99	08/03/99	GC 34090	2006
City Council Meeting (Duplicate)	08/11/99	08/11/99	GC 34090	2006
City Council Meeting (Duplicate)	08/25/99	08/25/99	GC 34090	2006
City Council Meeting (Duplicate)	09/08/99	09/08/99	GC 34090	2006
City Council Meeting (Duplicate)	09/22/99	09/22/99	GC 34090	2006
Open Space Preservation Action Plan Workshop (Duplicate)	09/29/99	09/29/99	GC 34090	2006
City Council Meeting (Duplicate)	10/14/99	10/14/99	GC 34090	2006
City Council Meeting (Duplicate)	10/27/99	10/27/99	GC 34090	2006
Redevelopment Agency Meeting (Duplicate)	11/17/99	11/17/99	GC 34090	2006
City Council Meeting (Duplicate)	12/01/99	12/01/99	GC 34090	2006
City Council Meeting (Duplicate)	12/13/99	12/13/99	GC 34090	2006
City Council Meeting (Duplicate)	12/15/99	12/15/99	GC 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>9/28/06</u>	CITY ATTORNEY: Signature _____ Date <u>10/03/06</u>	CITY CLERK: Signature _____ Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/18/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 10	Record Series Title and Contents (as listed in Records Retention Schedule): City Council Meeting Agenda Packets (Duplicates)
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Special Joint Mtg Las Virgenes Unified School District (Duplicate)	02/06/00	02/06/00	GC 34090.7	2006
City Council Meeting and Agoura Hills RDA Meeting (Duplicate)	01/10/01	01/10/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	01/24/01	01/24/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	02/14/01	02/14/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	02/28/01	02/28/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	03/14/01	03/14/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	03/28/01	03/28/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	04/11/01	04/11/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	04/25/01	04/25/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	05/09/01	05/09/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	05/23/01	05/23/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	06/13/01	06/13/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	06/27/01	06/27/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	07/11/01	07/11/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	07/25/01	07/25/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	08/08/01	08/08/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	08/22/01	08/22/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	09/19/01	09/19/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	10/10/01	10/10/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	10/24/01	10/24/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	11/14/01	11/14/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	11/28/01	11/28/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	12/05/01	12/05/01	GC 34090.7	2006
City Council Meeting - Agenda Packet (Duplicate)	12/12/01	12/12/01	GC 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date 9/28/06	CITY ATTORNEY: Signature _____ Date 10/03/06	CITY CLERK: Signature _____ Date 10/4/06
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/16/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): City Council Meeting Audio Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
City Council Meeting Audio Tapes 1, 2 & 3	08/08/01	08/08/01	G.C. 34090.7	2006
City Council Meeting Audio Tape 1 - 2 copies	08/22/01	08/22/01	G.C. 34090.7	2006
City Council Meeting Audio Tape 1	09/19/01	09/19/01	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/28/06

 Date

CITY ATTORNEY:

 Signature
 10/03/06

 Date

CITY CLERK:

 Signature
 10/16/06

 Date

Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk; Prepared by: Sheila Schrupp; Date: 08/16/06; Agoura Hills Box No.: N/A; York Storage Box No.: N/A

Page No.: 12; Item No.: 12; Record Series Title and Contents: City Council Meeting Audio Tapes

Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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.

Table with columns: List of Files Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From, To), Citation Number, Destruction Date. Contains 10 rows of record details.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 9/28/06

CITY ATTORNEY: [Signature]
Signature
Date 10/03/06

CITY CLERK: [Signature]
Signature
Date 10/14/06

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/16/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 12	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : City Council Meeting Audio Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
City Council Meeting Audio Tape 1	01/26/05	01/26/05	G.C. 34090.7	2006
City Council Meeting Audio Tapes 1 & 2	02/09/05	02/09/05	G.C. 34090.7	2006
City Council Meeting Audio Tapes 1 & 2	02/23/05	02/23/05	G.C. 34090.7	2006
City Council Meeting Audio Tape 1	03/09/05	03/09/05	G.C. 34090.7	2006
City Council Meeting Audio Tapes 1 & 2	04/13/05	04/13/05	G.C. 34090.7	2006
City Council Meeting Audio Tapes 1 & 2	05/18/05	05/18/05	G.C. 34090.7	2006
City Council Meeting Audio Tape 1	05/25/05	05/25/05	G.C. 34090.7	2006
City Council Meeting Audio Tapes 1 & 2	06/08/05	06/08/05	G.C. 34090.7	2006
City Council Meeting Audio Tape 1	06/22/05	06/22/05	G.C. 34090.7	2006
City Council Meeting Audio Tapes 1 & 2	07/13/05	07/13/05	G.C. 34090.7	2006
City Council Special Meeting Audio Tape 1	07/26/05	07/26/05	G.C. 34090.7	2006
City Council Meeting Audio Tape 1	08/10/05	08/10/05	G.C. 34090.7	2006
City Council Meeting Audio Tape 1 & 2	08/24/05	08/24/05	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>9/28/06</u>	CITY ATTORNEY: Signature _____ Date <u>10/03/06</u>	CITY CLERK: Signature _____ Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/16/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 12	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Planning Commission Meeting Audio Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting Audio Tapes 1, 2, 3, & 4	05/07/92	05/07/92	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, 3, & 4	06/04/92	06/04/92	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, & 3	07/02/92	07/02/92	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, & 3	07/16/92	07/16/92	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, 3, & 4	08/06/92	08/06/92	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, & 3	09/03/92	09/03/92	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, & 3	09/17/92	09/17/92	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/03/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/17/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Meeting Audio Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting Audio Tapes 1 through 5	01/21/99	01/21/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 through 5	02/04/99	02/04/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 through 5	02/18/99	02/18/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	03/04/99	03/04/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	03/18/99	03/18/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, & 3	04/01/99	04/01/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 through 6	04/15/99	04/15/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	05/20/99	05/20/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 through 5	05/06/99	05/06/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	07/15/99	07/15/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1, 2, & 3	06/03/99	06/03/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 through 5	10/07/99	10/07/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 through 7	10/21/99	10/21/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 through 4	11/04/99	11/04/99	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	12/16/99	12/16/99	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/13/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/17/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 12	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Planning Commission Meeting Audio Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting Audio Tapes 1, 2, & 3	08/05/04	08/05/04	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	08/19/04	08/19/04	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	09/02/04	09/02/04	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	09/16/04	09/16/04	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	10/21/04	10/21/04	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	11/04/04	11/04/04	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	11/18/04	11/18/04	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	12/02/04	12/02/04	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature
 9/28/06

 Date

CITY ATTORNEY:

 Signature
 10/13/06

 Date

CITY CLERK:

 Signature
 10/14/06

 Date

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 08/17/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Meeting Audio Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting Audio Tape	01/06/05	01/06/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	01/20/05	01/20/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	02/03/05	02/03/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	02/17/05	02/17/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	03/03/05	03/03/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	03/17/05	03/17/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	04/07/05	04/07/005	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	05/19/05	05/19/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape 1, 2, & 3	05/05/05	05/05/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	06/02/05	06/02/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	06/16/05	06/16/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	07/07/05	07/07/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tapes 1 & 2	08/04/05	08/04/05	G.C. 34090.7	2006
Planning Commission Meeting Audio Tape	08/18/05	08/18/05	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

Signature
9/28/06

Date

CITY ATTORNEY:

Signature
10/13/06

Date

CITY CLERK:

Signature
10/4/06

Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 09/19/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): City Council Meeting Video Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
City Council Meeting Video Tape 1 of 1 - Master	07/28/04	07/28/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	08/11/04	08/11/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	08/25/04	08/25/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Copy	08/25/04	08/25/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	09/08/04	09/08/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Copy	09/08/04	09/08/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1, 2, & 3 of 3 - Master	09/22/04	09/22/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1, 2, & 3 of 3 - Copy (2 Sets)	09/22/04	09/22/04	G.C. 34090.7	2006
City Council Meeting Video Tape, 1, 2, & 3 of 3 - Master	10/13/04	10/13/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 3 - Copy	10/13/04	10/13/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Master	10/27/04	10/27/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	10/27/04	10/27/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Master	11/10/04	11/10/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	11/10/04	11/10/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	12/02/04	12/02/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Master	12/06/04	12/06/04	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	12/06/04	12/06/04	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/03/06 _____ Date	CITY CLERK: _____ Signature 10/14/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 09/19/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): City Council Meeting Video Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
City Council Meeting Video Tape 1 of 1 - Master	01/12/05	01/12/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Copy	01/12/05	01/12/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	01/26/05	01/26/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Copy	01/26/05	01/26/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	01/27/05	01/27/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Master	02/09/05	02/09/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	02/09/05	02/09/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	02/23/05	02/23/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	03/09/05	03/09/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Copy	03/09/05	03/09/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	03/23/05	03/23/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Master	04/13/05	04/13/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	04/13/05	04/13/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	04/27/05	04/27/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Master	05/18/05	05/18/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 & 2 of 2 - Copy	05/18/05	05/18/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Master	05/25/05	05/25/05	G.C. 34090.7	2006
City Council Meeting Video Tape 1 of 1 - Copy	05/25/05	05/25/05	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/03/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 09/19/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Meeting Video Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Planning Commission Meeting Video Tape 1, 2, & 3 of 3 - Master	08/05/04	08/05/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1, 2, & 3 - Copy 2 sets	08/05/04	08/05/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	08/19/04	08/19/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	08/19/04	08/19/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Master	09/02/04	09/02/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	09/02/04	09/02/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	09/16/04	09/16/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	09/16/04	09/16/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Master	10/21/04	10/21/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	10/21/04	10/21/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Master	11/04/04	11/04/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	11/04/04	11/04/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Master	11/18/04	11/18/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	11/18/04	11/18/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	12/02/04	12/02/04	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	12/02/04	12/02/04	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/17/06 _____ Date	CITY ATTORNEY: _____ Signature 10/3/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____

 Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: City Clerk	Prepared by: Sheila Schrupp	Date: 09/19/06	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 12	Item No.: 13	Record Series Title and Contents (as listed in Records Retention Schedule): Planning Commission Meeting Video Tapes
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation	Destruction
	From:	To:	Number:	Date:
Planning Commission Meeting Video Tape 1 of 1 - Master	01/06/05	01/06/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	01/06/05	01/06/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Master	01/20/05	01/20/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	01/20/05	01/20/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	02/03/05	02/03/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	02/03/05	02/03/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Master	02/17/05	02/17/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	02/17/05	02/17/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Master	03/03/05	03/03/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 of 1 - Copy	03/03/05	03/03/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	03/17/05	03/17/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	03/17/05	03/17/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	04/07/05	04/07/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	04/07/05	04/07/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	05/05/05	05/05/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	05/05/05	05/05/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Master	05/19/05	05/19/05	G.C. 34090.7	2006
Planning Commission Meeting Video Tape 1 & 2 of 2 - Copy	05/19/05	05/19/05	G.C. 34090.7	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 9/28/06 _____ Date	CITY ATTORNEY: _____ Signature 10/3/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____

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Attachment A-4

Records Destruction Request Forms – Finance

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CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F247	York Storage Box 202245
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
101 Auto Parts	07/01/98	06/30/99	G.C. 34090	2006
A Misc	07/01/98	06/30/99	G.C. 34090	2006
ABS Telephone Co.	07/01/98	06/30/99	G.C. 34090	2006
Acorn	07/01/98	06/30/99	G.C. 34090	2006
Agoura Chamber of Commerce	07/01/98	06/30/99	G.C. 34090	2006
Agoura Lock	07/01/98	06/30/99	G.C. 34090	2006
AIG Life Insurance	07/01/98	06/30/99	G.C. 34090	2006
All City Mgmt	07/01/98	06/30/99	G.C. 34090	2006
All West	07/01/98	06/30/99	G.C. 34090	2006
American Planning Assoc	07/01/98	06/30/99	G.C. 34090	2006
Anderson, Kimberly	07/01/98	06/30/99	G.C. 34090	2006
Animal Behavior	07/01/98	06/30/99	G.C. 34090	2006
Antelope Valley Bus	07/01/98	06/30/99	G.C. 34090	2006
Armgardt Design	07/01/98	06/30/99	G.C. 34090	2006
Arrowhead Drinking Water	07/01/98	06/30/99	G.C. 34090	2006
AT&T	07/01/98	06/30/99	G.C. 34090	2006
B Misc	07/01/98	06/30/99	G.C. 34090	2006
Bank of America	07/01/98	06/30/99	G.C. 34090	2006
Bessard, Ralph	07/01/98	06/30/99	G.C. 34090	2006
BFI Portable Services	07/01/98	06/30/99	G.C. 34090	2006
Bianchini, Doris	07/01/98	06/30/99	G.C. 34090	2006
Board-Based Communications	07/01/98	06/30/99	G.C. 34090	2006
Boething Treeland	07/01/98	06/30/99	G.C. 34090	2006
Boggs, Patton	07/01/98	06/30/99	G.C. 34090	2006
Bogoyevac, Pete	07/01/98	06/30/99	G.C. 34090	2006
Book Publishing Co	07/01/98	06/30/99	G.C. 34090	2006
Brown's Photo Center	07/01/98	06/30/99	G.C. 34090	2006
C Misc	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature

 Date

CITY ATTORNEY:

 Signature

 Date

CITY CLERK:

 Signature

 Date

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



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

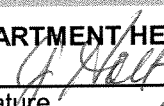


Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F247	York Storage Box 202245
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule) : Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
CA Contract Cities	07/01/98	06/30/99	G.C. 34090	2006
CA Do It Center	07/01/98	06/30/99	G.C. 34090	2006
CA Joint Powers Insurance Authority	07/01/98	06/30/99	G.C. 34090	2006
CA Landscape Maintenance	07/01/98	06/30/99	G.C. 34090	2006
Canada Life Assurance	07/01/98	06/30/99	G.C. 34090	2006
Carlson, Kay	07/01/98	06/30/99	G.C. 34090	2006
Conejo Awards	07/01/98	06/30/99	G.C. 34090	2006
Conejo Courier & Cartage	07/01/98	06/30/99	G.C. 34090	2006
Conejo Recreation and Park District	07/01/98	06/30/99	G.C. 34090	2006
Cotton Beland & Associates	07/01/98	06/30/99	G.C. 34090	2006
County Clerk, County of Los Angeles	07/01/98	06/30/99	G.C. 34090	2006
CPR's	07/01/98	06/30/99	G.C. 34090	2006
Custom Coffee	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  _____ Signature	CITY ATTORNEY:  _____ Signature	CITY CLERK:  _____ Signature
 _____ Date	 _____ Date	 _____ Date

Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 06/05/06	Agoura Hills Box F248	York Storage Box 202246
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule) : Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Creative Screenprint	07/01/98	06/30/99	G.C. 34090	2006
D Mis	07/01/98	06/30/99	G.C. 34090	2006
D&D Shirts	07/01/98	06/30/99	G.C. 34090	2006
Daily News	07/01/98	06/30/99	G.C. 34090	2006
Dapeer & Rosenblit	07/01/98	06/30/99	G.C. 34090	2006
Delta Care	07/01/98	06/30/99	G.C. 34090	2006
Depasquale, Sylvia	07/01/98	06/30/99	G.C. 34090	2006
Dept of Animal Care	07/01/98	06/30/99	G.C. 34090	2006
Dept of Conversation	07/01/98	06/30/99	G.C. 34090	2006
Design-a-sign	07/01/98	06/30/99	G.C. 34090	2006
Dieterich Post	07/01/98	06/30/99	G.C. 34090	2006
Driver, Robert F Co	07/01/98	06/30/99	G.C. 34090	2006
Durham Transportation	07/01/98	06/30/99	G.C. 34090	2006
E Misc	07/01/98	06/30/99	G.C. 34090	2006
EIP Assoc	07/01/98	06/30/99	G.C. 34090	2006
Environmental Golf	07/01/98	06/30/99	G.C. 34090	2006
Experian	07/01/98	06/30/99	G.C. 34090	2006
F Misc	07/01/98	06/30/99	G.C. 34090	2006
Fedex	07/01/98	06/30/99	G.C. 34090	2006
First American Real Estate Solutions	07/01/98	06/30/99	G.C. 34090	2006
Forrest Communications	07/01/98	06/30/99	G.C. 34090	2006
Future Kids	07/01/98	06/30/99	G.C. 34090	2006
G Misc	07/01/98	06/30/99	G.C. 34090	2006
Gilmore, Joan	07/01/98	06/30/99	G.C. 34090	2006
Godshalk, Janice	07/01/98	06/30/99	G.C. 34090	2006
Golden Bear Arborists	07/01/98	06/30/99	G.C. 34090	2006
Greeley, Kay	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature _____ Date	CITY ATTORNEY: _____ Signature 10/03/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box No.: F248	York Storage Box No.: 202246
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
H Misc	07/01/98	06/30/99	G.C. 34090	2006
Hillside Rubbish/Recycling	07/01/98	06/30/99	G.C. 34090	2006
Hinderliter De Llamas & Assoc	07/01/98	06/30/99	G.C. 34090	2006
Hugg, John	07/01/98	06/30/99	G.C. 34090	2006
I Misc	07/01/98	06/30/99	G.C. 34090	2006
ICBO	07/01/98	06/30/99	G.C. 34090	2006
Impact Sciences	07/01/98	06/30/99	G.C. 34090	2006
Internet Specialities West	07/01/98	06/30/99	G.C. 34090	2006
J Misc	07/01/98	06/30/99	G.C. 34090	2006
Jagard Audio	07/01/98	06/30/99	G.C. 34090	2006
Jones-Brink, Amy	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

 Signature

 Date

CITY ATTORNEY:

 Signature

 Date

CITY CLERK:

 Signature

 Date

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F249	York Storage Box 202247
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
K Misc	07/01/98	06/30/99	G.C. 34090	2006
Kalban	07/01/98	06/30/99	G.C. 34090	2006
Kamino, Mike	07/01/98	06/30/99	G.C. 34090	2006
Kinkos	07/01/98	06/30/99	G.C. 34090	2006
L Misc	07/01/98	06/30/99	G.C. 34090	2006
LA County Assessor	07/01/98	06/30/99	G.C. 34090	2006
LA County Public Works (2 Files)	07/01/98	06/30/99	G.C. 34090	2006
LA County Safer Escrow Account	07/01/98	06/30/99	G.C. 34090	2006
LA County Sherriff's Dept	07/01/98	06/30/99	G.C. 34090	2006
Las Virgenes School District	07/01/98	06/30/99	G.C. 34090	2006
Las Virgenes Water Dist	07/01/98	06/30/99	G.C. 34090	2006
Lautzenheiser Stationary	07/01/98	06/30/99	G.C. 34090	2006
League of CA Cities	07/01/98	06/30/99	G.C. 34090	2006
LINA Cigna	07/01/98	06/30/99	G.C. 34090	2006
M Misc	07/01/98	06/30/99	G.C. 34090	2006
Major League Maintenance	07/01/98	06/30/99	G.C. 34090	2006
Marquette Natl Bank	07/01/98	06/30/99	G.C. 34090	2006
Marvin's Promotional	07/01/98	06/30/99	G.C. 34090	2006
MDG Assoc	07/01/98	06/30/99	G.C. 34090	2006
Micro Arizala Systems	07/01/98	06/30/99	G.C. 34090	2006
Millais, Deborah	07/01/98	06/30/99	G.C. 34090	2006
Minolta Business Systems	07/01/98	06/30/99	G.C. 34090	2006
MMASC	07/01/98	06/30/99	G.C. 34090	2006
Moreland & Assoc	07/01/98	06/30/99	G.C. 34090	2006
Mulder, Alan	07/01/98	06/30/99	G.C. 34090	2006
N Misc and O Misc (2 Files Total)	07/01/98	06/30/99	G.C. 34090	2006
O'Hara, Jennifer	07/01/98	06/30/99	G.C. 34090	2006
Old Reliable Pest Control	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>9/28/06</u>	CITY ATTORNEY: Signature _____ Date <u>10/13/06</u>	CITY CLERK: Signature _____ Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F250	York Storage Box 293977
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
P Misc	07/01/98	06/30/99	G.C. 34090	2006
Pacific Bell (2 Files)	07/01/98	06/30/99	G.C. 34090	2006
Peerless Building Maintenance	07/01/98	06/30/99	G.C. 34090	2006
Pepper of Los Angeles	07/01/98	06/30/99	G.C. 34090	2006
Performance Power Systems	07/01/98	06/30/99	G.C. 34090	2006
Pers Medical	07/01/98	06/30/99	G.C. 34090	2006
Pers Retirement - AP Invoices	07/01/98	06/30/99	G.C. 34090	2006
Peterscore Mailing & Data	07/01/98	06/30/99	G.C. 34090	2006
Petty Cash	07/01/98	06/30/99	G.C. 34090	2006
Picon	07/01/98	06/30/99	G.C. 34090	2006
PIP	07/01/98	06/30/99	G.C. 34090	2006
Pitney Bowes	07/01/98	06/30/99	G.C. 34090	2006
Planning Corp	07/01/98	06/30/99	G.C. 34090	2006
Polich, Cynthia	07/01/98	06/30/99	G.C. 34090	2006
Precision Business Machines	07/01/98	06/30/99	G.C. 34090	2006
Prentice Hall	07/01/98	06/30/99	G.C. 34090	2006
Prime Matrix	07/01/98	06/30/99	G.C. 34090	2006
Printing Systems	07/01/98	06/30/99	G.C. 34090	2006
Promotional Concepts	07/01/98	06/30/99	G.C. 34090	2006
Purkiss-Rose RSI	07/01/98	06/30/99	G.C. 34090	2006
Q Misc	07/01/98	06/30/99	G.C. 34090	2006
R Misc	07/01/98	06/30/99	G.C. 34090	2006
Radisson Hotel	07/01/98	06/30/99	G.C. 34090	2006
Ralph's Grocery	07/01/98	06/30/99	G.C. 34090	2006
RCM Reproduction Services	07/01/98	06/30/99	G.C. 34090	2006
Reinhardt, Jeff	07/01/98	06/30/99	G.C. 34090	2006
RFT III Productions	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
 Signature: *[Signature]*
 Date: 9/28/06

CITY ATTORNEY:
 Signature: *[Signature]*
 Date: 10/3/06

CITY CLERK:
 Signature: *[Signature]*
 Date: 10/4/06

Date City Council Approved Records for Destruction: _____

Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F251	York Storage Box 293977
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Richards Watson & Gerson	07/01/98	06/30/99	G.C. 34090	2006
Richardson, GW	07/01/98	06/30/99	G.C. 34090	2006
Ricon	07/01/98	06/30/99	G.C. 34090	2006
RLF Publishing	07/01/98	06/30/99	G.C. 34090	2006
Rogers & McDonalds	07/01/98	06/30/99	G.C. 34090	2006
RRM Design Group	07/01/98	06/30/99	G.C. 34090	2006
S Misc	07/01/98	06/30/99	G.C. 34090	2006
S&S Arts & Crafts	07/01/98	06/30/99	G.C. 34090	2006
Savanna Landscape	07/01/98	06/30/99	G.C. 34090	2006
SCAG	07/01/98	06/30/99	G.C. 34090	2006
Schein, Alex	07/01/98	06/30/99	G.C. 34090	2006
Schopp, Scott	07/01/98	06/30/99	G.C. 34090	2006
SCMAF	07/01/98	06/30/99	G.C. 34090	2006
Select Personnel Services	07/01/98	06/30/99	G.C. 34090	2006
Sharp Seating	07/01/98	06/30/99	G.C. 34090	2006
Sierra Instalations	07/01/98	06/30/99	G.C. 34090	2006
SkyHawks	07/01/98	06/30/99	G.C. 34090	2006
So CA Edison	07/01/98	06/30/99	G.C. 34090	2006
So Ca Gas	07/01/98	06/30/99	G.C. 34090	2006
St Paul's Lutheran Church	07/01/98	06/30/99	G.C. 34090	2006
Staples	07/01/98	06/30/99	G.C. 34090	2006
Stephans Video Productions	07/01/98	06/30/99	G.C. 34090	2006
Sumersille, Dale	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature <i>[Signature]</i> Date <u>9/28/06</u>	CITY ATTORNEY: _____ Signature <i>[Signature]</i> Date <u>10/3/06</u>	CITY CLERK: _____ Signature <i>[Signature]</i> Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box No.: F252	York Storage Box No.: 293978
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
T Misc	07/01/98	06/30/99	G.C. 34090	2006
Tapuz Enterprixes	07/01/98	06/30/99	G.C. 34090	2006
Tatsumi and Partners	07/01/98	06/30/99	G.C. 34090	2006
Thorsen, Jim	07/01/98	06/30/99	G.C. 34090	2006
Thousand oaks Cab	07/01/98	06/30/99	G.C. 34090	2006
Town & Country Printing	07/01/98	06/30/99	G.C. 34090	2006
Transamerica Life	07/01/98	06/30/99	G.C. 34090	2006
Traveltech Enterprises	07/01/98	06/30/99	G.C. 34090	2006
Trophies ETC	07/01/98	06/30/99	G.C. 34090	2006
Tubelis, Carol	07/01/98	06/30/99	G.C. 34090	2006
U Misc	07/01/98	06/30/99	G.C. 34090	2006
Universal Mail Delivery	07/01/98	06/30/99	G.C. 34090	2006
US Postal Service	07/01/98	06/30/99	G.C. 34090	2006
US Postmaster	07/01/98	06/30/99	G.C. 34090	2006
V Misc	07/01/98	06/30/99	G.C. 34090	2006
Venco Western	07/01/98	06/30/99	G.C. 34090	2006
Ventura County Star	07/01/98	06/30/99	G.C. 34090	2006
Vision Service Plan	07/01/98	06/30/99	G.C. 34090	2006
Volt	07/01/98	06/30/99	G.C. 34090	2006
W Misc	07/01/98	06/30/99	G.C. 34090	2006
Walton Associates, Charles	07/01/98	06/30/99	G.C. 34090	2006
Wellworth Computer Group	07/01/98	06/30/99	G.C. 34090	2006
Wildan & Associates	07/01/98	06/30/99	G.C. 34090	2006
X Misc	07/01/98	06/30/99	G.C. 34090	2006
Xerox	07/01/98	06/30/99	G.C. 34090	2006
Y Misc	07/01/98	06/30/99	G.C. 34090	2006
Yen Bing & Associates	07/01/98	06/30/99	G.C. 34090	2006
York Business Records	07/01/98	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>9/28/06</u>	CITY ATTORNEY: Signature _____ Date <u>10/13/06</u>	CITY CLERK: Signature _____ Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



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

Department: Finance	Prepared by: Carol Novak	Date: 06/05/06	Agoura Hills Box No.: F252	York Storage Box No.: 293978
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Page No.: 37	Item No.: 3	Record Series Title and Contents (as listed in Records Retention Schedule): Accounts Payable Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Z Misc	07/01/98	06/30/99	34090	2006
Zucker, Rhonda	07/01/98	06/30/99	34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:

[Signature]
 Signature

 9/28/06
 Date

CITY ATTORNEY:

[Signature]
 Signature

 10/3/06
 Date

CITY CLERK:

[Signature]
 Signature

 10/4/06
 Date

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F228	York Storage Box 208699
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Page No.: 38	Item No.: 7	Record Series Title and Contents (as listed in Records Retention Schedule): Bank Deposit Files - Deposit Receipt Reports
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Receipts	12/01/98	01/01/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <i>[Signature]</i> Signature _____ <i>09/28/06</i> Date _____	CITY ATTORNEY: <i>[Signature]</i> Signature _____ <i>10/3/06</i> Date _____	CITY CLERK: <i>[Signature]</i> Signature _____ <i>10/4/06</i> Date _____
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F229	York Storage Box 208700
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Page No.: 38	Item No.: 7	Record Series Title and Contents (as listed in Records Retention Schedule): Bank Deposit Files - Deposit Receipt Reports
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Receipts	02/01/99	03/31/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION		
DEPARTMENT HEAD: _____ Signature Date <u>9/28/06</u>	CITY ATTORNEY: _____ Signature Date <u>10/3/06</u>	CITY CLERK: _____ Signature Date <u>10/4/06</u>

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



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

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F230	York Storage Box 208701
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Page No.: 38	Item No.: 7	Record Series Title and Contents (as listed in Records Retention Schedule): Bank Deposit Files - Deposit Receipt Reports
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Receipts	04/01/99	05/31/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
 Signature: [Signature]
 Date: 9/28/06

CITY ATTORNEY:
 Signature: [Signature]
 Date: 10/13/06

CITY CLERK:
 Signature: [Signature]
 Date: 10/4/06

Date City Council Approved Records for Destruction: _____ Actual Date Records Destroyed: _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Finance	Prepared by: Carol Novak	Date: 08/10/06	Agoura Hills Box F231	York Storage Box 208702
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Page No.: 38	Item No.: 7	Record Series Title and Contents (as listed in Records Retention Schedule): Bank Deposit Files - Deposit Receipt Reports
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Receipts	06/01/99	06/30/99	G.C. 34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u><i>g. West</i></u> Signature	CITY ATTORNEY: <u><i>[Signature]</i></u> Signature	CITY CLERK: <u><i>[Signature]</i></u> Signature
Date <u>9/28/06</u>	Date <u>10/3/06</u>	Date <u>10/4/06</u>

Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____

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Attachment A-5

Records Destruction Request Forms – Public Works

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CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Public Works	Prepared by: Shelley Petrelli	Date: 08/15/06	Agoura Hills Box No.: 73	York Storage Box No.: 302866
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Page No.: 43,45,50	Item No.: 1,2,8	Record Series Title and Contents (as listed in Records Retention Schedule): Admin., Ops. & Maint., Cap. Improve. Files
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ed Cline Chron 1999	01/01/99	12/31/99	34090	2006
Jim Thorsen Thorsen Chron 1998 Jan-Jul	01/01/98	07/31/98	34090	2006
Jim Thorsen Chron 1998 Aug-Dec	08/01/98	07/31/98	34090	2006
Jim Thorsen Chron 1st Qtr 1999	01/01/99	03/30/99	34090	2006
Jim Thorsen Chron 2nd Qtr 1999	04/01/99	06/30/99	34090	2006
Jim Thorsen Chron 3rd Qtr 1999	07/01/99	09/30/99	34090	2006
Jim Thorsen Chron 4th Qtr 1999	10/01/99	12/31/99	34090	2006
4.5.6 State Industrial Relations Regs. 1999-2003 (prevail.wg.)	01/01/99	12/31/04	34090	2006
Service Requests 1998	01/01/98	12/31/98	34090	2006
Service Requests 1999	01/01/99	12/31/99	34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: _____ Signature 10-4-6 _____ Date	CITY ATTORNEY: _____ Signature 10/13/06 _____ Date	CITY CLERK: _____ Signature 10/4/06 _____ Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



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




Department: Public Works	Prepared by: Shelley Petrelli	Date: 08/15/06	Agoura Hills Box No.: 76	York Storage Box No.: 302838
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Page No.: 43	Item: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Admin.
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ed Cline Chron 2000	01/01/00	12/31/00	34090	2006
Jim Thorsen Chron 1st Qtr 2000	01/01/00	03/30/00	34090	2006
Jim Thorsen Chron 2nd Qtr 2000	04/01/00	06/30/00	34090	2006
Jim Thorsen Chron 3rd Qtr 2000	07/01/00	09/30/00	34090	2006
Jim Thorsen Chron 4th Qtr 2000	10/01/00	12/31/00	34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  Signature 10-4-6 Date	CITY ATTORNEY:  Signature 10/13/06 Date	CITY CLERK:  Signature 10/4/06 Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Public Works	Prepared by: Shelley Petrelli	Date: 08/15/06	Agoura Hills Box No.: 96	York Storage Box No.:
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Page No.: 43,45	Item No.: 1,8	Record Series Title and Contents (as listed in Records Retention Schedule): Admin., Operations & Maintenance
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: (Description or title of records as listed on file label)	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ed Cline Chron 2000	01/01/00	12/31/00	34090	2006
Jim Thorsen Chron 2001 1st Qtr	01/01/01	03/31/01	34090	2006
Jim Thorsen Chron 2001 2nd Qtr	04/01/01	06/30/01	34090	2006
Jim Thorsen Chron 2001 3rd Qtr	07/01/01	09/30/01	34090	2006
Jim Thorsen Chron 2001 4th Qtr	10/01/01	12/31/01	34090	2006
Jim Thorsen Chron 2002 1st Qtr	01/01/02	03/31/02	34090	2006
Jim Thorsen Chron 2002 2nd Qtr	04/01/02	06/30/02	34090	2006
Jim Thorsen Chron 2002 3rd Qtr	07/01/02	09/30/02	34090	2006
Jim Thorsen Chron 2002 4th Qtr	10/01/02	12/31/02	34090	2006
Jed Ireland Chron 2000-01	01/01/00	12/31/01	34090	2006
Brian Allen & Jed Ireland Chron 2002	01/01/02	12/31/02	34090	2006
Shelley Petrelli Chron 2001	01/01/01	12/31/01	34090	2006
Shelley Petrelli Chron 2002	01/01/02	12/31/02	34090	2006
Service Requests 2000	01/01/00	12/31/00	34090	2006
Service Requests 2001	01/01/01	12/31/01	34090	2006
Service Requests 2002	01/01/02	12/31/02	34090	2006
6.2 Caltrans General File 1985-1994	01/01/85	12/31/94	34090	2006
6.2.1 Cal Trans Freeway Landscaping	01/01/82	12/31/94	34090	2006
6.2.2 DBE 1990-1999	01/01/90	12/31/99	34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature _____ Date <u>10-4-06</u>	CITY ATTORNEY: Signature _____ Date <u>10/13/06</u>	CITY CLERK: Signature _____ Date <u>10/4/06</u>
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____



CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Public Works	Prepared by: Shelley Petrelli	Date:	Agoura Hills Box No.: No Box #	York Storage Box No.: No Box #
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Page No.: 43,45	Item No.: 1,9	Record Series Title and Contents (as listed in Records Retention Schedule): Admin., Collision Reports
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Listed below and/or attached is a detailed list of records for which I am requesting destruction. 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. Unless otherwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. 06-1426. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

List of Files Recommended for Destruction: <i>(Description or title of records as listed on file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Ed Cline Chron 2003	01/01/02	12/31/02	34090	2006
Jim Thorsen Chron 2003 1st Qtr	01/01/03	03/31/03	34090	2006
Jim Thorsen Chron 2003 2nd Qtr	04/01/03	06/30/03	34090	2006
Jim Thorsen Chron 2003 3rd Qtr	07/01/03	09/30/03	34090	2006
Jim Thorsen Chron 2003 4th Qtr	10/01/03	12/31/03	34090	2006
Shelley Petrelli Chron 2003	01/01/03	12/31/03	34090	2006
Jed Ireland & Ramiro Adeva Chron 2003	01/01/03	12/31/03	34090	2006
Service Requests 2003	01/01/03	12/31/03	34090	2006
11 Graffiti 1988-1994	01/01/88	12/31/94	34090	2006
Traffic Collision Reports (TCR) Oct & Nov. 2000	Oct-Nov	11/30/00	34090	2006
Traffic Collision Reports Dec. 2000	Dec.	12/31/00	34090	2006
Traffic Collision Reports Jan, Feb, Mar 2001	Jan-Mar	03/31/01	34090	2006
Traffic Collision Reports Apr, My 2001	Apr-May	05/13/01	34090	2006
Traffic Collision Reports Jun 2001	June	06/30/01	34090	2006
Traffic Collision Reports Jul, Aug 2001	Jul-Aug	08/30/01	34090	2006
Traffic Collision Reports Sept 2001	Sept	09/30/01	34090	2006
Traffic Collision Reports Oct. 2001	Oct	10/31/01	34090	2006
Traffic Collision Reports Nov, Dec 2001	Nov-Dec.	12/31/01	34090	2006

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Signature <u>10-4-06</u> Date	CITY ATTORNEY: Signature <u>10/3/06</u> Date	CITY CLERK: Signature <u>10/4/06</u> Date
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Date City Council Approved Records for Destruction: _____ **Actual Date Records Destroyed:** _____