

## REPORT TO CITY COUNCIL

**DATE:** AUGUST 26, 2009

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER *h4 For GR*

**BY:** KIMBERLY RODRIGUES, CITY CLERK *KR*  
CRAIG STEELE, CITY ATTORNEY *CS*

**SUBJECT:** ADOPT A RESOLUTION AUTHORIZING THE DESTRUCTION OF CITY RECORDS IN ACCORDANCE WITH THE CITY OF AGOURA HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

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The City of Agoura Hills conducts an annual destruction of City records in accordance with applicable State law and its official *City of Agoura Hills Records Retention/Destruction Schedule* (Schedule), as amended by the adoption of Resolution No. 09-1528 on June 10, 2009.

Attached are the lists of records and files, presented for destruction in 2009, from the Administration/City Manager, Administration/Personnel, Administration/Risk Management, City Clerk, Community Development/Planning, Community Services/Parks/Recreation, and Public Works/Building & Safety Departments.

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

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

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

### RECOMMENDATION

Staff respectfully recommends the City Council adopt Resolution No. 09-1547, authorizing and directing the City Clerk to destroy the records and files as listed on the following Exhibits:

Exhibit A-1	Administration/City Manager	Exhibit A-5	Community Development/Planning
Exhibit A-2	Administration/Personnel	Exhibit A-6	Community Services/Parks/ Recreation
Exhibit A-3	Administration/Risk Management	Exhibit A-7	Public Works/Building & Safety
Exhibit A-4	City Clerk		

**RESOLUTION NO. 09-1547**

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

**WHEREAS**, Section 34090 of the Government Code of the State of California provides for the destruction of certain records and documents, with the approval of the legislative body, by Resolution and the written consent of the City Attorney; and

**WHEREAS**, The departments listed in the title above have prepared lists of City records and documents recommended for destruction (attached hereto as Exhibits A-1 through A-7); and, in the opinion of the Department Heads concerned, City Attorney, and City Clerk, said City records and documents are no longer required; and

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

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

Section 1. The City Clerk is authorized and directed to destroy those items listed in Exhibits A-1 through A-7 attached, pursuant to the Code of Federal Regulations (29 CFR 97.42 and 29 CFR 1627.3); the California Code of Regulations (CalOsha 8, CCR 3207(d)(1)); and the Penal Code (Section 801) and Government Code (Sections 12946, 34090, and 34090.7) of the State of California; in accordance with the provisions of the City of Agoura Hills Records Retention/Destruction Schedule (Sixth Edition).

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

Resolution No. 09-1547

**PASSED, APPROVED, and ADOPTED** this 26<sup>th</sup> day of August, 2009, by the following vote, to wit:

AYES: (0)  
NOES: (0)  
ABSENT: (0)  
ABSTAIN: (0)

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Denis Weber, Mayor

ATTEST:

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Kimberly M. Rodrigues, MMC  
City Clerk

Exhibit A-1

*Administration/City Manager*



CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager
Prepared by: Pat Wiley
Date: 07/07/09
Agoura Hills Box No.: N/A
York Storage Box No.: N/A

Page No.: 1
Item No.: 1
Record Series Title and Contents (as listed in Records Retention Schedule): City Council Conference Records

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. 09-1528. 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.

Table with 4 columns: List of Files Recommended for Destruction (Description or title of records as listed on file label), Date of Records (From: To:), Citation Number, and Destruction Date. Contains two rows of data for City Council Agendas.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature]
Signature
Date 8/11/09

CITY ATTORNEY: [Signature]
Signature
Date 8/17/09

CITY CLERK: [Signature]
Signature
Date 8/19/2009

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/07/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 1	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): City Council Conference Records
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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:		
City Council Agendas (Greg's Copies)	09/08/04	12/08/04	GC 34090	07/01/09
City Council Agendas (Greg's Copies)	01/12/05	12/14/05	GC 34090	07/01/09

## DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <u><i>[Signature]</i></u> Signature <u>8/11/09</u> Date	<b>CITY ATTORNEY:</b> <u><i>[Signature]</i></u> Signature <u>8/17/09</u> Date	<b>CITY CLERK:</b> <u><i>[Signature]</i></u> Signature <u>8/19/2009</u> Date
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



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




<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/07/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 2	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): City Council Correspondence 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. 09-1528. 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:		
City Councilmembers Correspondence 1999 - 2005	01/01/99	12/31/05	GC 34090	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b>  Signature	<b>CITY ATTORNEY:</b>  Signature	<b>CITY CLERK:</b>  Signature
8/11/09 Date	9/17/09 Date	8/20/2009 Date

Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



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

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/20/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 3	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Manager's Department - Departmental 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
IMPAC Invoice Reports (duplicates) from Finance - 2004	01/01/04	12/31/04	GC 34090	07/01/09
IMPAC Invoice Reports (duplicates) from Finance - 2005	01/01/05	12/31/05	GC 34090	07/01/09
IMPAC Invoice Reports (duplicates) from Finance - 2007	01/01/07	06/30/07	GC 34090	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b> <u>W. Wiley</u> Signature <u>8/11/09</u> Date	<b>CITY ATTORNEY:</b> <u>[Signature]</u> Signature <u>8/17/09</u> Date	<b>CITY CLERK:</b> <u>[Signature]</u> Signature <u>8/20/2009</u> Date
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Louis Celaya	<b>Date:</b> 07/09/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Manager's Department- City Department and Division 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. 09-1528. 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:		
Used Motor Oil Recycling Grant 2001 - 7th Year	12/11/01	03/29/02	GC 34090	07/01/09
Used Motor Oil Recycling Grant 2000 - 6th Year	04/14/00	09/28/01	GC 34090	07/01/09
Agoura Hills - 5th Cycle Block Grant Reports	09/08/99	08/14/02	GC 34090	07/01/09
Agoura Hills - 5th & 6th Cycle Reports - Semi-Annual	04/07/00	10/31/03	GC 34090	07/01/09
Agoura Block Grants Cycle 6/7/8	12/02/01	01/19/05	GC 34090	07/01/09
Agoura Hills - 7th Cycle Block Grant	05/07/04	09/30/02	GC 34090	07/01/09
Agoura Hills Block Grant - 8th Cycle	03/26/02	05/26/04	GC 34090	07/01/09
Agoura Hills - Block Grant Expenditures	01/28/00	04/09/03	GC 34090	07/01/09
Annual Report 6,7,8, Agoura	09/03/02	08/13/03	GC 34090	07/01/09
Agoura Hills Certified Center Site Visit Checklist	02/01/00	02/15/01	GC 34090	07/01/09
Agoura Hills - GI Industries 2003 Hauler Permit	02/24/02	11/01/03	GC 34090	07/01/09
Agoura Hills - Metropolis 2003 Hauler Permit	11/19/02	02/28/03	GC 34090	07/01/09
Agoura Hills - Cordova Const. 2003 Hauler Permit	12/30/02	05/23/03	GC 34090	07/01/09
Agoura Hills - Anderson Rubbish 2003 Hauler Permit	12/18/02	02/24/03	GC 34090	07/01/09
2005 AB939 Waste Reduction Efforts	05/25/04	01/13/05	GC 34090	07/01/09
Solid Waste Misc File	08/31/99	06/14/04	GC 34090	07/01/09
Solid Waste Misc File - 2000-2001	07/07/00	09/13/01	GC 34090	07/01/09
Used Motor Oil Recycling Grant - First Saturday Pick Up 2002 & 2004	08/14/02	08/13/04	GC 34090	07/01/09
Las Virgenes Disposal: Residential (2004)	08/01/03	10/15/04	GC 34090	07/01/09
GI Residential/Rubbish: Residential (2004) Waste Management	12/03/03	09/30/04	GC 34090	07/01/09
Commercial Hauler Permits Part II	04/01/04	06/30/04	GC 34090	07/01/09
Las Virgenes Disposal: Residential (2003)	09/09/03	01/06/04	GC 34090	07/01/09
GI Residential/Rubbish: Residential (2003) Waste Management	03/31/03	12/31/03	GC 34090	07/01/09
Commercial Hauler Permits 2003	12/13/02	12/31/03	GC 34090	07/01/09
Las Virgenes Disposal: Residential Rubbish Hauling (2002)	07/08/02	01/14/03	GC 34090	07/01/09
G.I. Industries/Rubbish/Waste Management Residential Rubbish Hauling (2002)	04/30/02	12/31/02	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Louis Celaya	<b>Date:</b> 07/09/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Manager's Department- City Department and Division Files
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	From:	To:		
Adelphia 2001 - 2002	03/20/01	11/20/02	GC 34090	07/01/09
Cable Administration Vendors	11/04/03	11/04/03	GC 34090	07/01/09
Cable/Charter 2004 & After	07/01/04	11/17/05	GC 34090	07/01/09
Cable/Adelphia 2004 & After	06/28/04	06/03/05	GC 34090	07/01/09
Charter Complaints 2004	08/24/04	11/24/04	GC 34090	07/01/09
Cable Charter Complaints 2000 - Charter	10/10/00	06/24/05	GC 34090	07/01/09
Charter Complaints 2002	04/05/02	06/12/02	GC 34090	07/01/09
Charter Complaints 2001	04/16/01	01/17/01	GC 34090	07/01/09
Charter Complaints 1999	09/01/99	08/24/99	GC 34090	07/01/09
Charter Complaints 1998	01/21/98	06/19/98	GC 34090	07/01/09
Cable Service/Charter Service & Operations 2002	06/05/02	04/03/02	GC 34090	07/01/09
Cable Service & Operations Falcon 1999	03/02/99	07/22/99	GC 34090	07/01/09
Cable Service & Operations Falcon 1999	01/04/99	02/16/01	GC 34090	07/01/09
Cable Service/Charter Service & Operations 2000	10/23/00	05/05/00	GC 34090	07/01/09
Charter Communications	07/15/04	01/31/03	GC 34090	07/01/09
Cable/Adelphia 2003 & Before	10/30/03	10/18/95	GC 34090	07/01/09
Cablevision Franchise Agreements (Copies)	01/23/04	01/20/04	GC 34090	07/01/09
Cable Transfers of Control (Copies)	01/19/99	12/11/98	GC 34090	07/01/09
Adelphia Briefing	04/21/05	04/20/05	GC 34090	07/01/09
Cable Enabling Documents	06/28/89	07/29/91	GC 34090	07/01/09
8.5.2 Cablevision Enabling Documents Until Current Franchise Negotiations	02/11/98	02/13/59	GC 34090	07/01/09
Cable Edison Carrier Solutions 2001	06/01/01	06/01/01	GC 34090	07/01/09
Cable Charter Complaints 2000	09/12/00	01/31/00	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Louis Celaya	<b>Date:</b> 07/09/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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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:		
2005 Commercial Hauler Permits	07/18/06	02/14/07	GC 34090	07/01/09
2005 Commercial Hauler Permits	12/23/04	01/18/05	GC 34090	07/01/09
2005 Commercial Hauler Permits	10/24/04	12/20/04	GC 34090	07/01/09
Commercial Hauler Permits 2004	11/18/03	9/31/04	GC 34090	07/01/09
Commercial Hauler Permits 2003	01/01/03	9/31/04	GC 34090	07/01/09
Commercial Hauler Permits 2002	01/30/02	12/31/02	GC 34090	07/01/09
Solid Waste Fund Invoices (2001-2005)	08/02/99	03/02/05	GC 34090	07/01/09
SWS Contract & Invoices - # 1 (Copies)	07/27/05	01/26/05	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 \_\_\_\_\_  
 Signature  
 8/11/09  
 \_\_\_\_\_  
 Date

**CITY ATTORNEY:**  
  
 \_\_\_\_\_  
 Signature  
 8/17/09  
 \_\_\_\_\_  
 Date

**CITY CLERK:**  
  
 \_\_\_\_\_  
 Signature  
 8/20/2009  
 \_\_\_\_\_  
 Date

**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



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

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/20/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Manager's Department - City Department and Division Files
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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:		
Home Depot	02/01/01	07/31/01	GC 34090	07/01/09
Measure "H"	07/09/03	08/01/03	GC 34090	07/01/09
Open Space & Conservation Element (Agoura Hills General Plan)			GC 34090	07/01/09
Update - December, 1992 - 2 extra copies	01/01/92	01/01/92	GC 34090	07/01/09
Patton Boggs Law Offices - Memos	01/01/06	12/31/06	GC 34090	07/01/09
Patton Boggs Law Offices - Memos	01/01/07	06/30/07	GC 34090	07/01/09
Permits (copies of) Issued by City & Related Memos	01/01/06	12/31/06	GC 34090	07/01/09
Permits (copies of) Issued by City & Related Memos	01/01/07	06/30/07	GC 34090	07/01/09
Personnel & PERS Memos & Newsletters	01/01/04	12/31/04	GC 34090	07/01/09
Personnel & PERS Memos & Newsletters	01/01/05	12/31/05	GC 34090	07/01/09
Planning Commission - photocopies of emails, letters, notes, agendas, summaries, surveys & news clippings for 2003, 2004, 2005, 2006			GC 34090	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b>  Signature Date 8/11/09	<b>CITY ATTORNEY:</b>  Signature Date 8/17/09	<b>CITY CLERK:</b>  Signature Date 8/20/2009
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/07/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 4	<b>Record Series Title and Contents</b> <i>(as listed in Records Retention Schedule)</i> : City Manager's Department - City Department and Division 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. 09-1528. 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:		
Washington, D.C. Lobbying Trips on Behalf of City of Agoura Hills	2003	2003	GC 34090	07/01/09
Washington, D.C. Lobbying Trips on Behalf of City of Agoura Hills	2004	2004	GC 34090	07/01/09
Washington, D.C. Lobbying Trips on Behalf of City of Agoura Hills	2005	2005	GC 34090	07/01/09

#### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/14/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/14/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Manager's Department - City Department and Division 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Departmental Correspondence	01/01/05	07/01/06	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  _____ Signature 8/11/09 _____ Date	<b>CITY ATTORNEY:</b>  _____ Signature 8/17/09 _____ Date	<b>CITY CLERK:</b>  _____ Signature 8/20/2009 _____ Date
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/15/08	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Manager's Department - City Department and Division 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Americans Supporting America (Adopting Military Unit)	01/01/03	12/31/03	GC 34090	07/01/09
Budget Workshop 2003-2004 (all photocopies)	01/01/03	12/31/04	GC 34090	07/01/09
Business Roundtables 2003 and 2004	01/01/03	12/31/04	GC 34090	07/01/09
Certificates (photocopies) 2001, 2002, 2003, 2004	01/01/01	12/31/04	GC 34090	07/01/09
Invoice Report Copies from Finance Dept.	01/01/06	12/31/06	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_
 **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/15/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Manager's Department - City Department and Division 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	<b>From:</b>	<b>To:</b>		
Dr. Leonard Starr	12/11/00	12/11/00	GC 34090	07/01/09
Dr. Leonard Starr	04/01/03	04/30/03	GC 34090	07/01/09
Richards Watson Gershon - Memos & Letters	02/07/05	10/26/05	GC 34090	07/01/09
Richards Watson Gershon - Letters & Invoices	03/27/06	12/18/06	GC 34090	07/01/09
Proposition A MTS Funds	06/01/00	09/13/00	GC 34090	07/01/09
Proposition A and C Guidelines	04/07/98	10/01/98	GC 34090	07/01/09
Proposition A and C Guidelines	04/01/99	12/14/99	GC 34090	07/01/09
Proposition A and C Guidelines	03/13/02	07/09/02	GC 34090	07/01/09
Proposition A and C Local Program	06/21/01	09/12/01	GC 34090	07/01/09
Proposition A and C Audit 2002	2002	2002	GC 34090	07/01/09
Metro. Transportation Authority (MTA) Audit Findings FY 00-01	2000	2001	GC 34090	07/01/09
Transportation Development Act (TDA) FY 1998-1999	1998	1999	GC 34090	07/01/09
Transportation Development Act (TDA) FY 1999-2000	1999	2000	GC 34090	07/01/09
Transportation Development Act (TDA) FY 2000-2001	2000	2001	GC 34090	07/01/09
Transportation Development Act (TDA) FY 2001-2002	2001	2002	GC 34090	07/01/09
Transportation Development Act (TDA) FY 2002-2003	2002	2003	GC 34090	07/01/09
Transportation Development Act (TDA) FY 2003-2004	2003	2004	GC 34090	07/01/09
Transportation Development Act (TDA) FY 2004-2005	2004	2005	GC 34090	07/01/09
Attachment "G" Incentive Grant - MTA	07/21/03	07/21/03	GC 34090	07/01/09
Proposition 12	08/16/00	07/24/01	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 8/11/09

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 8/17/09

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 8/20/2009

Date City Council Approved Records for Destruction: \_\_\_\_\_

Actual Date Records Destroyed: \_\_\_\_\_





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/07/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 1	<b>Item No.:</b> 5	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Community Grant Program
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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. 09-1528. 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:		
Community Grant Applications & Letters	01/01/03	12/31/03	29 CFR 97.42	07/01/09
Community Grant Applications & Letters	01/01/04	12/31/04	29 CFR 97.42	07/01/09
Community Grant Applications & Letters	01/01/05	12/31/05	29 CFR 97.42	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>9/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/07/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 2	<b>Item No.:</b> 7	<b>Record Series Title and Contents</b> <i>(as listed in Records Retention Schedule)</i> : False Alarms
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Binder of Copies (from Sheriff's Dept.) of Annual Records	01/01/03	12/31/06	Penal Code 801	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  _____ Signature 8/11/09 _____ Date	<b>CITY ATTORNEY:</b>  _____ Signature 8/17/09 _____ Date	<b>CITY CLERK:</b>  _____ Signature 8/20/2009 _____ Date
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/07/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 2	<b>Item No.:</b> 8	<b>Record Series Title and Contents</b> (as listed in Records Retention Schedule): Las Virgenes Unified School District
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Agendas and Reports - Las Virgenes Unified School District	12/01/03	01/31/04	GC 34090	07/01/09
Agendas and Reports - Las Virgenes Unified School District	01/01/05	12/31/05	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 \_\_\_\_\_  
 Signature  
 8/11/09  
 \_\_\_\_\_  
 Date

**CITY ATTORNEY:**  
  
 \_\_\_\_\_  
 Signature  
 8/17/09  
 \_\_\_\_\_  
 Date

**CITY CLERK:**  
  
 \_\_\_\_\_  
 Signature  
 8/20/2009  
 \_\_\_\_\_  
 Date

**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



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

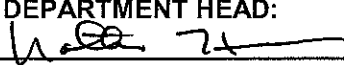
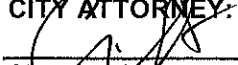

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/15/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 2	<b>Item No.:</b> 8	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Las Virgenes United School District
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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. 09-1528. 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:		
Las Virgenes USD Copies of Agendas	01/01/07	06/30/07	GC 34090	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM


<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/07/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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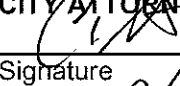
<b>Page No.:</b> 2	<b>Item No.:</b> 9	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Civic Organizations
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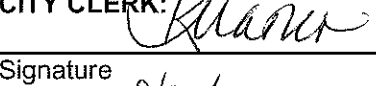
Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction 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. 09-1528. 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:		
Conejo Valley Attitude Survey - 1989	1989	1989	GC 34090	07/01/09
Future Foundation - Correspondence, Memos, Reports/Agendas	01/01/04	12/31/04	GC 34090	07/01/09
Future Foundation - Correspondence, Memos, Reports/Agendas	01/01/05	12/31/05	GC 34090	07/01/09

## DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 8/11/09

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 8/17/09

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 8/20/2009

**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/14/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 2	<b>Item No.:</b> 9	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Civic Organizations
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Los Robles Hospital Board of Trustees (Greg Ramirez, Board Member) Minutes, Agendas, Misc. Notices	01/01/05	12/31/05	GC 34090	07/01/09
Los Robles Hospital Board of Trustees (Greg Ramirez, Board Member) Minutes, Agendas, Misc. Notices	01/01/06	12/31/06	GC 34090	07/01/09
Los Robles Hospital Board of Trustees (Greg Ramirez, Board Member) Minutes, Agendas, Misc. Notices	01/01/07	06/30/07	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 8/14/09

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 8/17/09

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 8/20/2009

**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Administration/City Manager	Prepared by: Pat Wiley	Date: 07/20/09	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 3	Item No.: 10	Record Series Title and Contents <i>(as listed in Records Retention Schedule)</i> : Organizations Files - Government Agencies
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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. 09-1528. 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:		
California Dept. of Parks & Rec: Copies of letters, forms and reports; Parks Grant Funding Proposal (draft) all of 2004	01/01/04	12/31/04	GC 34090	07/01/09
Fire Dept. Los Angeles County Misc. Papers - 2002	01/01/02	12/31/02	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:  
  
 Signature  
 Date: 8/11/09

CITY ATTORNEY:  
  
 Signature  
 Date: 8/17/09

CITY CLERK:  
  
 Signature  
 Date: 8/20/2009

Date City Council Approved Records for Destruction: \_\_\_\_\_

Actual Date Records Destroyed: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/20/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 3	<b>Item No.:</b> 10	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Government Agencies
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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. 09-1528. 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:		
Metro 2004 Congestion Mgmt. Program for L. A. County	01/01/04	12/31/04	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  _____ Signature	<b>CITY ATTORNEY:</b>  _____ Signature	<b>CITY CLERK:</b>  _____ Signature
_____ Date	_____ Date	_____ Date





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/20/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 3	<b>Item No.:</b> 10	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Government Agencies
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Las Virgenes Municipal Water District - Agenda Copies	01/01/04	12/31/04	GC 34090	07/01/09
Las Virgenes Municipal Water District - Agenda Copies	01/01/05	12/31/05	GC 34090	07/01/09
Las Virgenes Municipal Water District - Agenda Copies	01/01/06	12/31/06	GC 34090	07/01/09
Las Virgenes Municipal Water District - Agenda Copies	01/01/07	06/30/07	GC 34090	07/01/09
ABC's of Water Quality - 2006	2006	2006	GC 34090	07/01/09
Los Angeles County Integrated Waste Management Plan - 5 Year Review Report June, 2004 & Appendices	June, 04	June, 04	GC 34090	07/01/09
Los Angeles County 2006 Annual Report - Quality and Productivity Commission & 2005-2006 Annual Report	2005	2006	GC 34090	07/01/09
Los Angeles County Office of Independent Review 4th Annual Report - October, 2005	Oct. 05	Oct. 05	GC 34090	07/01/09
Los Angeles County Sanitation District # 2 Agenda - Oct., 2004	Oct. 04	Oct. 04	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/14/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 3	<b>Item No.:</b> 10	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Government Agencies
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
City of Calabasas Planning Commission Agenda	01/22/04	01/22/04	GC 34090	07/01/09
City of Calabasas Planning Commission Agenda	03/11/04	12/09/04	GC 34090	07/01/09
City of Calabasas Planning Commission Agenda	02/10/05	04/27/05	GC 34090	07/01/09
City of Calabasas Planning Commission Agenda	07/27/05	07/27/05	GC 34090	07/01/09
City of Calabasas Planning Commission Agenda	09/14/05	09/14/05	GC 34090	07/01/09
City of Westlake Village Agenda	01/28/04	12/08/04	GC 34090	07/01/09
City of Westlake Village Agenda	01/12/05	12/14/05	GC 34090	07/01/09
City of Westlake Village Agenda	01/11/06	12/31/06	GC 34090	07/01/09

#### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 8/11/09

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 8/17/09

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 8/20/2009

Date City Council Approved Records for Destruction: \_\_\_\_\_

Actual Date Records Destroyed: \_\_\_\_\_



### CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/14/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 3	<b>Item No.:</b> 11	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Professional Organizations
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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. 09-1528. 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:		
Las Virgenes-Malibu Council of Governments (COG) Agendas	11/04/03	12/16/03	GC 34090	07/01/09
Las Virgenes-Malibu Council of Governments (COG) Agendas	12/16/03	12/16/03	GC 34090	07/01/09
Las Virgenes-Malibu Council of Governments (COG) Agendas	01/20/04	02/17/04	GC 34090	07/01/09
Las Virgenes-Malibu Council of Governments (COG) Agendas	06/15/04	07/20/04	GC 34090	07/01/09
Las Virgenes-Malibu Council of Governments (COG) Agendas	09/20/05	12/12/05	GC 34090	07/01/09
Las Virgenes-Malibu Council of Governments (COG) Agendas	01/17/06	12/06/06	GC 34090	07/01/09

#### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <u>Wally [Signature]</u> Signature <u>8/11/09</u> Date	<b>CITY ATTORNEY:</b> <u>[Signature]</u> Signature <u>8/17/09</u> Date	<b>CITY CLERK:</b> <u>[Signature]</u> Signature <u>8/20/09</u> Date
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



CITY OF AGOURA HILLS  
RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/15/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 3	<b>Item No.:</b> 11	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Professional Organizations
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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. 09-1528. 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:		
Santa Monica Mountains Conservancy	02/23/04	12/06/04	GC 34090	07/01/09
Santa Monica Mountains Conservancy	01/05/05	10/24/05	GC 34090	07/01/09
Santa Monica Mountains Conservancy	01/23/06	09/18/06	GC 34090	07/01/09

DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
[Signature]  
Signature  
8/11/09  
Date

**CITY ATTORNEY:**  
[Signature]  
Signature  
8/17/09  
Date

**CITY CLERK:**  
[Signature]  
Signature  
8/20/2009  
Date

Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



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

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/20/09	<b>Agoura Hills Box</b> No.: N/A	<b>York Storage Box</b> No.: N/A
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<b>Page No.:</b> 3	<b>Item No.:</b> 11	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organizations Files - Professional Organizations
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	<b>From:</b>	<b>To:</b>		
Council of Governments (COG) Agendas & Misc. Documents	02/20/07	06/30/07	GC 34090	07/01/09
So. Calif. Assoc. of Governments (SCAG) - Workshop Syllabus with 101 Regional Traffic Plan & Emergency Corridor Management Plan	04/24/06	05/01/06	GC 34090	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b> <u>Pat Wiley</u> Signature	<b>CITY ATTORNEY:</b> <u>Pat Wiley</u> Signature	<b>CITY CLERK:</b> <u>K. Kanan</u> Signature
Date <u>8/11/09</u>	Date <u>8/17/09</u>	Date <u>8/20/2009</u>



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/City Manager	<b>Prepared by:</b> Pat Wiley	<b>Date:</b> 07/20/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 3	<b>Item No.:</b> 11	<b>Record Series Title and Contents</b> <i>(as listed in Records Retention Schedule)</i> : Organizations Files - Professional Organizations
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
California JPIA Agendas for 2003	01/01/03	12/31/03	GC 34090	07/01/09
California JPIA Agendas for 2004	01/01/04	12/31/04	GC 34090	07/01/09
League of CA Cities: 2005 Annual Conference Announcement	2005	2005	GC 34090	07/01/09
League's "Navigating the Legislative Process" 1999	1999	1999	GC 34090	07/01/09
League's Misc. Notices & Newsletters	01/01/06	12/31/06	GC 34090	07/01/09
League's Misc. Notices & Newsletters	01/01/07	06/30/07	GC 34090	07/01/09

## DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <hr/> Signature  <hr/> Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b> <hr/> Signature  <hr/> Date <u>8/17/09</u>	<b>CITY CLERK:</b> <hr/> Signature  <hr/> Date <u>8/20/2009</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/City Manager	Prepared by: Pat Wiley	Date: 07/15/09	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 3	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Sheriff's Reports - Monthly
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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. 09-1528. 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:		
Sheriff's Dept. Monthly Reports	01/01/05	12/31/05	GC 34090	07/01/09
Sheriff's Dept. Monthly Reports	01/01/06	12/31/06	GC 34090	07/01/09
Sheriff's Dept. Traffic Collision Reports	01/01/04	12/31/04	GC 34090	07/01/09
Sheriff's Dept. Traffic Collision Reports	01/01/07	06/30/07	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: Pat Wiley  
Signature  
Date: 8/14/09

CITY ATTORNEY: [Signature]  
Signature  
Date: 8/17/09

CITY CLERK: [Signature]  
Signature  
Date: 8/20/2009

Exhibit A-2

*Administration/Personnel*





# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/Personnel	<b>Prepared by:</b> Celeste	<b>Date:</b> 07/31/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 6	<b>Item No.:</b> 1	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Compensation Surveys
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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. 09-1528. 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:		
Paralegal Compensation Survey	01/01/91	01/31/91	G.C. 34090	07/01/09

## DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b> <u>[Signature]</u> Signature	<b>CITY ATTORNEY:</b> <u>[Signature]</u> Signature	<b>CITY CLERK:</b> <u>[Signature]</u> Signature
<u>8/11/09</u> Date	<u>9/17/09</u> Date	<u>8/20/2009</u> Date

Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/Personnel	<b>Prepared by:</b> Celeste	<b>Date:</b> 07/31/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 6	<b>Item No.:</b> 4	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Medical 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. 09-1528. 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:		
Employee Names Withheld to Protect Privacy	10/13/99	04/12/02	CalOsha 8 CCR 3207(d)(1), GC 34090	07/01/09
Employee Names Withheld to Protect Privacy	10/01/96	06/13/02	CalOsha 8 CCR 3207(d)(1), GC 34090	07/01/09
Employee Names Withheld to Protect Privacy	09/12/00	12/11/02	CalOsha 8 CCR 3207(d)(1), GC 34090	07/01/09
Employee Names Withheld to Protect Privacy	12/06/89	01/25/02	CalOsha 8 CCR 3207(d)(1), GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



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

<b>Department:</b> Administration/Personnel	<b>Prepared by:</b> Celeste	<b>Date:</b> 07/31/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 6	<b>Item No.:</b> 5	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Organization Files - Civic, Government, Professional
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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. 09-1528. 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:		
KnowledgePoint Performance Now User Manual	01/01/64	01/01/98	G.C. 34090	07/01/09
Tobacco Control AB 13, AB 3037 Cal Penal Code 308(a)	01/01/97	03/31/03	G.C. 34090	07/01/09
Consultant File - City Clerk Recruitment	04/01/04	08/01/04	G.C. 34090	07/01/09
Obsolete Personnel Forms	01/01/88	01/01/98	G.C. 34090	07/01/09
Southern California Risk Management (SCRMA) Newsletters	10/01/03	11/01/06	G.C. 34090	07/01/09
Brochures - Temporary Employment Agencies	03/01/01	10/01/06	G.C. 34090	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b> <u>[Signature]</u> Signature <u>8/11/09</u> Date	<b>CITY ATTORNEY:</b> <u>[Signature]</u> Signature <u>9/17/09</u> Date	<b>CITY CLERK:</b> <u>[Signature]</u> Signature <u>8/20/2009</u> Date
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



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

<b>Department:</b> Administration/Personnel	<b>Prepared by:</b> Celeste	<b>Date:</b> 07/31/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 6	<b>Record Series Title and Contents</b> (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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	<b>From:</b>	<b>To:</b>		
Employee Names Withheld to Protect Privacy	10/13/99	04/12/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	09/28/01	09/26/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	12/17/01	01/04/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	10/01/96	06/13/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	06/03/98	06/03/98	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	11/07/00	06/24/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	12/12/00	12/13/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	09/12/00	12/11/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	12/18/00	08/23/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	06/01/02	08/28/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	12/06/89	01/25/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	10/14/01	09/24/02	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	06/15/98	06/26/98	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	03/02/98	03/18/98	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	01/25/98	01/25/98	G.C. 12946/34090	07/01/09
Employee Names Withheld to Protect Privacy	04/08/02	07/27/02	G.C. 12946/34090	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b>  Signature Date: 8/11/09	<b>CITY ATTORNEY:</b>  Signature Date: 8/17/09	<b>CITY CLERK:</b>  Signature Date: 8/20/2009
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Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Administration/Personnel	<b>Prepared by:</b> Celeste	<b>Date:</b> 07/31/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 7	<b>Item No.:</b> 7	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Associate Civil Engineer Recruitment	10/03/04	10/29/04	29 CFR 1627.3	07/01/09
Engineering Aide Recruitment	09/26/04	10/15/04	29 CFR 1627.3	07/01/09

**DESTRUCTION AUTHORIZATION**

<b>DEPARTMENT HEAD:</b>  Signature _____ Date 8/11/09	<b>CITY ATTORNEY:</b>  Signature _____ Date 8/17/09	<b>CITY CLERK:</b>  Signature _____ Date 8/20/2009
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_

Exhibit A-3

*Administration/Risk Management*



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Admin/Risk Management	<b>Prepared by:</b> Celeste	<b>Date:</b> 07/31/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 8	<b>Item No.:</b> 2	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Claims (Against the City) 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> (Description or title of records as listed on file label)	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Employee Names Withheld to Protect Privacy	01/31/00	10/03/03	G. C. 34090	07/01/09
Employee Names Withheld to Protect Privacy	09/12/00	12/11/02	G. C. 34090	07/01/09
Employee Names Withheld to Protect Privacy	12/06/89	01/25/02	G. C. 34090	07/01/09
Employee Names Withheld to Protect Privacy	10/14/01	09/24/02	G. C. 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/11/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_

Exhibit A-4

*City Clerk*





## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Sarah Talai	<b>Date:</b> 08/06/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 13	<b>Item No.:</b> 10	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Council Meetings - Agenda Packets: Staff reports and backup data
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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. 08-1477. 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 - Agenda Packet Mid Year Workshop	01/10/04	01/10/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	01/14/04	01/14/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	01/28/04	01/28/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	02/11/04	02/11/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	02/25/04	02/25/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	03/10/04	03/10/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	03/24/04	03/24/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	04/14/04	04/14/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet Budget Priorities Workshop	04/21/04	04/21/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	04/28/04	04/28/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	05/12/04	05/12/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	05/26/04	05/26/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	06/09/04	06/09/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	06/23/04	06/23/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	07/14/04	07/14/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	07/28/04	07/28/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	08/11/04	08/11/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	08/25/04	08/25/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	09/08/04	09/08/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	09/22/04	09/22/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	10/13/04	10/13/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	10/27/04	10/27/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	11/10/04	11/10/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	12/02/04	12/02/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	12/06/04	12/06/04	G.C. 34090	7/1/2009
City Council Meeting - Agenda Packet	12/08/04	12/08/04	G.C. 34090	7/1/2009

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>8/6/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Sarah Talai	<b>Date:</b> 07/21/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 14	<b>Item No.:</b> 12	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Council and Commission Meetings 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
City Council Meeting Audio Tape 1 of 1	01/28/07	01/28/07	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	08/22/07	08/22/07	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	09/26/07	09/26/07	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	10/10/07	10/10/07	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	10/24/07	10/24/07	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	11/14/07	11/14/07	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	12/12/07	12/12/07	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	01/09/08	01/09/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	01/23/08	01/23/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	02/13/08	02/13/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	02/27/08	02/27/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	03/26/08	03/26/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	04/09/08	04/09/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 & 2 & 3 of 3	04/23/08	04/23/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 & 2 & 3 of 3	06/11/08	06/11/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 & 2 & 3 of 3	06/25/08	06/25/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	07/09/08	07/09/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 2 ( Missing Tape # 1)	08/13/08	08/13/08	G.C. 34090.7	07/01/09
City Council Meeting Audio Tape 1 of 1	08/27/08	08/27/08	G.C. 34090.7	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>7/22/2009</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Sheila Keckhut	<b>Date:</b> 07/13/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 14	<b>Item No.:</b> 12	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Planning Commission Meetings 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. 09-1528. 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 of 3	07/19/07	07/19/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	08/02/07	07/20/06	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	09/06/07	09/06/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tape 1 of 1	10/04/07	10/04/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tape 1 of 1	10/18/07	10/18/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tape 1 of 1	11/01/07	11/01/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	11/15/07	11/15/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	12/06/07	12/06/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tape 1 of 1	01/17/08	01/17/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	02/07/08	02/07/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1, 2, & 3 of 3	02/21/08	02/21/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	03/06/08	03/06/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	03/20/08	03/20/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tape 1 of 1	04/07/08	04/07/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	04/17/08	04/17/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1, 2, & 3 of 3	05/01/08	05/01/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	05/15/08	05/15/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	06/19/08	06/19/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tape 1 of 1	06/17/99	06/17/99	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1 & 2 of 2	11/18/99	11/18/99	G.C. 340190.7	7/1/2009
Planning Commission Meeting Audio Tapes 1, 2, & 3 of 3	12/02/99	12/02/99	G.C. 340190.7	7/1/2009

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>7/22/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Sarah Talai	<b>Date:</b> 07/23/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 15	<b>Item No.:</b> 13	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> City Council and Commission Meetings - 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
City Council Meeting Video Tape 1 of 1 (Master)	08/22/07	08/22/07	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	09/26/07	09/26/07	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	10/10/07	10/10/07	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	10/24/07	10/24/07	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	11/14/07	11/14/07	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	11/28/07	11/28/07	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	12/12/07	12/12/07	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	01/09/08	01/09/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	01/23/08	01/23/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	02/13/08	02/13/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	02/27/08	02/27/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 & 2 & 3 of 3 (Master)	03/06/08	03/06/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 & 2 & 3 & 4 of 4 (Master)	04/23/08	04/23/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	05/14/08	05/14/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 of 1 (Master)	05/28/08	05/28/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 & 2 & 3 of 3 (Master)	06/11/08	06/11/08	G.C. 34090.7	07/01/09
City Council Meeting Video Tape 1 & 2 of 2 (Master)	06/25/08	06/25/08	G.C. 34090.7	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>7/22/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</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: Sarah Talai; Date: 07/21/09; Agoura Hills Box No.: N/A; York Storage Box No.: N/A

Page No.: 15; Item No.: 13; Record Series Title and Contents: City Council and Commission Meetings - Video 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 5 columns: List of Files Recommended for Destruction, Date of Records (From/To), Citation Number, and Destruction Date. Contains 15 rows of record details.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: [Signature], CITY ATTORNEY: [Signature], CITY CLERK: [Signature]
Signature: [Signatures], Date: 8/6/2009, 8/17/09, 8/20/2009

Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Sheila Keckhut	<b>Date:</b> 07/13/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 15	<b>Item No.:</b> 13	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Planning Commission Meetings - 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. 08-1477. 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 Master Video Tapes 1, 2, & 3 of 3	07/19/07	07/19/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	08/02/07	08/02/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	09/06/07	09/06/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tape 1 of 1	10/04/07	10/04/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tape 1 of 1	10/18/07	10/18/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tape 1 of 1	11/01/07	11/01/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	11/15/07	11/15/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	12/06/07	12/06/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tape 1 of 1	12/06/07	12/06/07	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tape 1 of 1	01/17/08	01/17/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	02/07/08	02/07/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1, 2, & 3 of 3	02/21/08	02/21/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 2 of 2	03/06/08	03/06/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	03/20/08	03/20/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tape 1 of 1	04/07/08	04/07/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	04/17/08	04/27/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1, 2, & 3 of 3	05/01/08	05/01/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	05/15/08	05/15/08	G.C. 340190.7	7/1/2009
Planning Commission Master Video Tapes 1 & 2 of 2	06/19/08	06/19/08	G.C. 340190.7	7/1/2009

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  _____ Signature _____ Date	<b>CITY ATTORNEY:</b>  _____ Signature 8/17/09 _____ Date	<b>CITY CLERK:</b>  _____ Signature 8/20/2009 _____ Date
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> City Clerk	<b>Prepared by:</b> Sheila Keckhut	<b>Date:</b> 07/14/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 15	<b>Item No.:</b> 13	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Planning Commission Meetings - 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. 09-1528. 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 Tapes 1 & 2, & 3 of 3 (Copies)	07/19/07	07/19/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	08/02/07	08/02/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	09/06/07	09/06/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tape 1 of 1 (Copies)	10/04/07	10/04/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tape 1 of 1 (Copies)	10/18/07	10/18/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tape 1 of 1 (Copies)	11/01/07	11/01/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	11/15/07	11/15/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	12/06/07	12/06/07	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tape 1 of 1 (Copies)	01/17/08	01/17/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	02/07/08	02/07/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2, & 3 of 3 (Copies)	02/21/08	02/21/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	03/06/08	03/06/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	03/20/08	03/20/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 of 1 (Copies)	04/07/08	04/07/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	04/17/08	04/17/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2, & 3 of 3 (Copies)	05/01/08	05/01/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	05/15/08	05/15/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	06/05/08	06/05/08	G.C. 340190.7	7/1/2009
Planning Commission Meeting Video Tapes 1 & 2 of 2 (Copies)	06/19/08	06/19/08	G.C. 340190.7	7/1/2009

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature _____ Date <u>7/22/09</u>	<b>CITY ATTORNEY:</b>  Signature _____ Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature _____ Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_

Exhibit A-5

*Community Development/Planning*





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

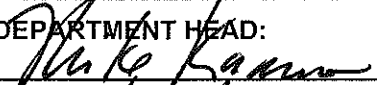
<b>Department:</b> Com.Dev/Planning	<b>Prepared by:</b> Sally Schneider	<b>Date:</b> 06/29/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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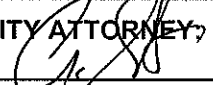
<b>Page No.:</b> 27	<b>Item No.:</b> 1	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Code Enforcement (Zoning Enforcement)
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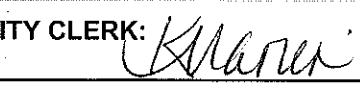
Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction 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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	<b>From:</b>	<b>To:</b>		
Code Enforcement Letters	08/25/97	09/16/98	CPC 801	07/01/09
<b>Code Enforcement letters and closed cases:</b>				
98-ZE-001 through 98-ZE-025	12/30/97	04/14/98	CPC 801	07/01/09
<b>Code Enforcement letters and closed cases:</b>				
98-ZE-026 through 98-ZE-050	06/03/98	08/25/98	CPC 801	07/01/09
Code Enforcement Letters	01/13/98	12/14/98	CPC 801	07/01/09
Code Enforcement Letters	02/23/98	12/04/98	CPC 801	07/01/09

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
  
 Signature \_\_\_\_\_  
 Date 7/21/09

**CITY ATTORNEY:**  
  
 Signature \_\_\_\_\_  
 Date 8/17/09

**CITY CLERK:**  
  
 Signature \_\_\_\_\_  
 Date 8/20/2009

Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Com.Dev/Planning	Prepared by: Sally Schneider	Date: 06/29/09	Agoura Hills Box No.: N/A	York Storage Box No.: N/A
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Page No.: 27	Item No.: 1	Record Series Title and Contents (as listed in Records Retention Schedule): Code Enforcement - Case Files (Zoning Enforcement)
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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. 09-1528. 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:		
Closed Cases 98-ZE-051 through 98-ZE-080	07/29/98	08/11/99	CPC 801	07/01/09
Case 98-ZE-018	04/21/98	02/10/99	CPC 801	07/01/09
Case 98-ZE-019	03/18/97	04/21/98	CPC 801	07/01/09
Case 98-ZE-038	08/05/98	02/29/00	CPC 801	07/01/09
Case 98-ZE-051	07/21/98	11/18/99	CPC 801	07/01/09
Case 98-ZE-053	11/12/98	12/01/98	CPC 801	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature <u>7/21/09</u> Date	<b>CITY ATTORNEY:</b>  Signature <u>8/17/09</u> Date	<b>CITY CLERK:</b>  Signature <u>8/20/2009</u> Date
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM




<b>Department:</b> Com.Dev/Planning	<b>Prepared by:</b> Sally Schneider	<b>Date:</b> 06/29/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 29	<b>Item No.:</b> 9	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Film Permit 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. 09-1528. 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:		
Film Permits 96-FP-001 through 96-FP-018	01/03/96	12/11/96	GC 34090	07/01/09
Film Permits 97-FP-001 through 97-FP-020	01/15/97	12/15/97	GC 34090	07/01/09
Film Permits 98-FP-001 through 98-FP-027	01/27/98	12/17/98	GC 34090	07/01/09
Film Permits 99-FP-001 through 98-FP-015	01/05/99	12/13/99	GC 34090	07/01/09
Film Permits 05-FP-001 through 05-FP-028	01/06/05	12/15/05	GC 34090	07/01/09
Film Permits 06-FP-001 through 06-FP-026	01/08/06	12/11/06	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  Signature Date <u>7/21/09</u>	<b>CITY ATTORNEY:</b>  Signature Date <u>8/17/09</u>	<b>CITY CLERK:</b>  Signature Date <u>8/20/2009</u>
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**Date City Council Approved Records for Destruction:** \_\_\_\_\_ **Actual Date Records Destroyed:** \_\_\_\_\_



# CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

<b>Department:</b> Com.Dev/Planning	<b>Prepared by:</b> Sally Schneider	<b>Date:</b> 06/29/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 35	<b>Item No.:</b> 31	<b>Record Series Title and Contents</b> <i>(as listed in Records Retention Schedule)</i> : Temporary Use Permits
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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. 09-1528. 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.

<b>List of Files Recommended for Destruction:</b> <i>(Description or title of records as listed on file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	<b>From:</b>	<b>To:</b>		
Temp. Use Permit Cases 05-TUP-010 through 05-TUP-020	08/10/05	12/05/05	GC 34090	07/01/09
Temp. Use Permit Cases 06-TUP-001 through 06-TUP-014	01/05/06	10/24/06	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

**DEPARTMENT HEAD:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 7/21/09

**CITY ATTORNEY:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 8/17/09

**CITY CLERK:**  
*[Signature]*  
 Signature \_\_\_\_\_  
 Date 8/20/2009

Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_

Exhibit A-6

*Community Services/Parks/Recreation*



AGOURA HILLS

CITY OF AGOURA HILLS
RECORDS DESTRUCTION REQUEST FORM

Department: Community Services/Parks/Recreation
Prepared by: Cynthia L. Polich
Date: 05/27/09
Agoura Hills Box No.: None
York Storage Box No.: None

Page No.: 36
Item No.: 12
Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability

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. 08-1477. 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.

Table with columns: List of Files Recommended for Destruction (Description or title of record), Date of Records (From, To), Citation Number, and Destruction Date. Row 1: Summer 2003 (A-I) Activity Registrations, 04/01/03 to 08/31/03, GC 34090, 07/01/09.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Handwritten]
Date: 7/29/09

CITY ATTORNEY:
Signature: [Handwritten]
Date: 8/17/09

CITY CLERK:
Signature: [Handwritten]
Date: 8/20/2009

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

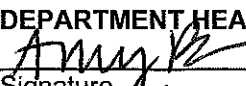
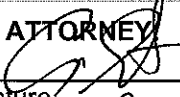

<b>Department:</b> Community Services/Parks/Recreation	<b>Prepared by:</b> Cynthia L. Polich	<b>Date:</b> 05/27/09	<b>Agoura Hills Box No.:</b> None	<b>York Storage Box No.:</b> None
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<b>Page No.:</b> 36	<b>Item No.:</b> 12	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Program Registrations/Waivers of Liability
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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. 08-1477. 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.

<b>List of Files Recommended for Destruction:</b> <i>Description or title of record (as listed on cover or file label)</i>	<b>Date of Records</b>		<b>Citation Number:</b>	<b>Destruction Date:</b>
	From:	To:		
Summer 2003 (J-S) Activity Registrations	04/01/03	08/31/03	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

<b>DEPARTMENT HEAD:</b>  _____ Signature 7/29/09 _____ Date	<b>CITY ATTORNEY:</b>  _____ Signature 8/17/09 _____ Date	<b>CITY CLERK:</b>  _____ Signature 8/20/2009 _____ 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: Community Services/Parks/Recreation	Prepared by: Cynthia L. Polich	Date: 05/27/09	Agoura Hills Box No.: None	York Storage Box No.: None
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Page No.: 36	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 08-1477. 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.

<u>List of Files Recommended for Destruction:</u> <i>Description or title of record (as listed on cover or file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
<b>Summer 2003 (T-Z) Activity Registrations</b>	04/01/03	08/31/03	GC 34090	07/01/09
<b>Incident Reports</b>	04/01/03	08/31/03	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>Amy K</u> Signature <u>7/29/09</u> Date	CITY ATTORNEY: <u>[Signature]</u> Signature <u>8/17/09</u> Date	CITY CLERK: <u>[Signature]</u> Signature <u>8/20/2009</u> 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: Community Services/Parks/Recreation
Prepared by: Cynthia L. Polich
Date: 05/27/09
Agoura Hills Box No.: None
York Storage Box No.: None

Page No.: 36
Item No.: 12
Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability

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 4 columns: Description or title of record, Date of Records (From/To), Citation Number, Destruction Date. Row 1: Fall 2003 (A-Z) Activity Registrations, 09/01/03 to 12/31/03, GC 34090, 07/01/09.

DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD:
Signature: [Handwritten Signature]
Date: 7/29/09

CITY ATTORNEY:
Signature: [Handwritten Signature]
Date: 8/17/09

CITY CLERK:
Signature: [Handwritten Signature]
Date: 8/20/2009

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



# CITY OF AGOURA HILLS

## RECORDS DESTRUCTION REQUEST FORM

Department: Community Services/Parks/Recreation	Prepared by: Cynthia L. Polich	Date: 05/27/09	Agoura Hills Box No.: None	York Storage Box No.: None
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Page No.: 36	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 08-1477. 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 record (as listed on cover or file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Winter 2004 (A-Z) Activity Registrations	01/01/04	04/30/04	GC 34090	07/01/09

DESTRUCTION AUTHORIZATION		
DEPARTMENT HEAD: <u>          Amy B.          </u> Signature <u>          7/29/09          </u> Date	CITY ATTORNEY: <u>          [C.S.]          </u> Signature <u>          8/17/09          </u> Date	CITY CLERK: <u>          [Signature]          </u> Signature <u>          8/20/2009          </u> Date

Date City Council Approved Records for Destruction: \_\_\_\_\_ Actual Date Records Destroyed: \_\_\_\_\_



## CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

Department: Community Services/Parks/Recreation	Prepared by: Cynthia L. Polich	Date: 05/27/09	Agoura Hills Box No.: None	York Storage Box No.: None
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Page No.: 36	Item No.: 12	Record Series Title and Contents (as listed in Records Retention Schedule): Program Registrations/Waivers of Liability
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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. 08-1477. 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 record (as listed on cover or file label)</i>	Date of Records		Citation Number:	Destruction Date:
	From:	To:		
Spring 2004 (A-Z) Activity Registrations	04/01/04	08/31/04	GC 34090	07/01/09

### DESTRUCTION AUTHORIZATION

DEPARTMENT HEAD: <u>        <i>Amy B</i>        </u> Signature <u>        7/29/09        </u> Date	CITY ATTORNEY: <u>        <i>C. Polich</i>        </u> Signature <u>        8/17/09        </u> Date	CITY CLERK: <u>        <i>K. K...</i>        </u> Signature <u>        8/20/2009        </u> Date
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Exhibit A-7

*Public Works/Building & Safety*



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

<b>Department:</b> Public Works/Building & Safety	<b>Prepared by:</b> Karen Sanders <i>KS</i>	<b>Date:</b> 06/16/09	<b>Agoura Hills Box No.:</b> N/A	<b>York Storage Box No.:</b> N/A
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<b>Page No.:</b> 54	<b>Item No.:</b> 9	<b>Record Series Title and Contents (as listed in Records Retention Schedule):</b> Correspondence Chronological Files - Sign In Sheets
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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. 09-1528. 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:		
Sign In Sheets	03/08/07	06/30/07	34090	06/16/09

**DESTRUCTION AUTHORIZATION**

**DEPARTMENT HEAD:**  
*K. Nijdel*  
Signature  
6-23-09  
Date

**CITY ATTORNEY:**  
*[Signature]*  
Signature  
6/17/09  
Date

**CITY CLERK:**  
*K. Maran*  
Signature  
8/20/2009  
Date