REPORT TO CITY COUNCIL

DATE:

AUGUST 26, 2009

TO:

HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM:

GREG RAMIREZ, CITY MANAGER hat FOR GR

BY:

KIMBERLY RODRIGUES, CITY CLERK

CRAIG STEELE, CITY ATTORNEY

SUBJECT:

ADOPT A RESOLUTION AUTHORIZING THE DESTRUCTION OF

CITY RECORDS IN ACCORDANCE WITH THE CITY OF AGOURA

HILLS RECORDS RETENTION/DESTRUCTION SCHEDULE

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/
Exhibit A-3	Administration/Risk Management		Recreation
Exhibit A-4	City Clerk	Exhibit A-7	Public Works/Building & Safety

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:

- 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.

PASSED, A vote, to wit:	PPROVED, and ADOPTED this 26 th day of August, 2009, by the following
AYES: NOES: ABSENT: ABSTAIN:	(0) (0) (0) (0)
ATTEST:	Denis Weber, Mayor
Kimberly M. Rodrig	ues, MMC

Exhibit A-1 Administration/City Manager



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Date

CITY OF AGOURA HILLS RECORDS DESTRUCTION REQUEST FORM

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Adminis	tration/Cit	y Manager	Louis Celaya	07/09/09	No.: N/A		: N/A
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Actual Date Records Destroyed: _



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Date	2	•	Date		-	Date		

Actual Date Records Destroyed:



Departr	ment:		Prepared by:	Date:	Agoura Hi	lls Box	York S	torage Box
-		y Manager	Pat Wiley		No.: N/A		No.: N/	_
Page	ltem	Record Series	Title and Contents (as listed in Re	ecords Rete	ntion Sched	lule):		
No.: 1			Department - City Department and					
			d list of records for which I am requesting of hedule page no., record series title and c			•		
			of destruction proposed is shredding. I here					
			for the minimum retention period specified					
-			ridential, fiscal or research and historic value, required to be kept further by a statute, are				-	
City boar	d or commi		onger required by the City. I request aut					
Governme		ommended for	Destruction	Data of	Records	Citati	00	Destruction
			listed on file label)	From:	To:	Numb		Destruction Date:
•			on Behalf of City of Agoura Hills	2003	2003	GC 34		07/01/09
			on Behalf of City of Agoura Hills	2004	2003	GC 34		07/01/09
			on Behalf of City of Agoura Hills	2005	2005	GC 34		07/01/09
vvasiiiii	gion, D.C.	. Loobying Trips	of behalf of City of Agoura i mis	2000	2000	00 5	000	07701703
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			DESTRUCTION AUT	HORIZA	TION			
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J	8/4/:	9	_ 8/17/i	<u>h</u>	_	8	120/20	209
Date		•	Date		-	Date		,

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



Departr Adminis		y Manager	Prepared by: Pat Wiley	Date : 07/14/09	Agoura Hil	ls Box	York Storage Box No.: N/A	
	3 /	···	Title and Contents (as listed in I			ulo) :	INO. N	
Page No.: 1	No.: 4	City Manager's	Department - City Department an	nd Division File	es	•		
identificati Unless of two years longer har court recc	on, including the control on the con	g the retention so cted, the method o have been retained inistrative, legal, en to my knowledge	ed list of records for which I am requesting thedule page no., record series title and of destruction proposed is shredding. I he d for the minimum retention period specification, fiscal or research and historic variety, required to be kept further by a statute, a longer required by the City. I request a	contents, record ereby certify that ed in Resolution alue and do not are not the minut	d dates, retent the records list No. 09-1528. affect the title t es, ordinances	ion requirem ed below and I further certi to real prope or resolutior	ents, and d/or attach ify that the rty or liens as of the C	destruction date. ed are more than records listed no s thereon, are not ity Council or any
		ommended for		Date of	Records	Citati		Destruction
(Descrip	otion or titi	le of records as	listed on file label)	From:	То:	Numb	er:	Date:
Departn	nental Co	rrespondence		01/01/05	07/01/06	GC 34	090	07/01/09
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			DESTRUCTION AL	ITHORIZAT	TION			
DEPAR	TMENT H	IEAD:	CITY ATTORNEY:		(CITY CLE	RK: M	larun
Signatu	re 8 () =	•	Signature 8/17/1	<u></u> 04		Signature	8/20	12009
Date	~ 1), 1		Date		- 1	Date		

Actual Date Records Destroyed:



Depar	tment:		Prepared by:	Date:	Agoura Hill		Storage Box
Admin	istration/Ci	ty Manager	Pat Wiley	07/15/08	No.: N/A	No.:	N/A
Page	Item	Record Serie	s Title and Contents (as listed	in Records Rete	ntion Schedu	ıle) :	
No.: 1	No.: 4		s Department - City Departmen				
			ed list of records for which I am reque chedule page no., record series title				
			of destruction proposed is shredding.				
two yea	rs old and/ог	have been retaine	d for the minimum retention period sp	ecified in Resolution	No. 09-1528. I	further certify that	the records listed no
_	-	-	vidential, fiscal or research and histor				
			e, required to be kept further by a statu longer required by the City. I reque				
-	nent Code.	intoot, and are no	Tongor required by the only residue	or data.only to abbat	y barro		or and damerina
List of	Files Rec	ommended fo	r Destruction:	Date of	Records	Citation	Destruction
(Desci	ription or tit	le of records as	listed on file label)	From:	То:	Number:	Date:
Americ	cans Suppo	orting America	(Adopting Military Unit)	01/01/03	12/31/03	GC 34090	07/01/09
Budge	t Worksho	p 2003-2004 (a	Il photocopies)	01/01/03	12/31/04	GC 34090	07/01/09
		ables 2003 and		01/01/03	12/31/04	GC 34090	07/01/09
Certific	cates (phot	ocopies) 2001.	2002, 2003, 2004	01/01/01	12/31/04	GC 34090	07/01/09
		opies from Fina		01/01/06	12/31/06	GC 34090	07/01/09
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			DESTRUCTION	AUTHORIZA	ION		
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Data	8/11	01		·)	- <u>-</u>	Date	~ 1000]
Date			Dale		L	Jale	
Date C	ity Council	Approved Reco	ords for Destruction:	A	ctual Date Re	ecords Destroye	d:



Depart	ment:		Prepared by:	Date:	Agoura Hi	lls Box Yo	rk Storage Box
•		ty Manager	Pat Wiley	07/15/09	-		o.: N/A
Page	Item	·	Title and Contents (as listed in	Records Rete	ntion Sched	lule)	
No.: 1	No.: 4		Department - City Department a			,	
Listed be	low and/or a	attached is a detaile	ed list of records for which I am requesti	ng destruction. Th	e list includes		
			hedule page no., record series title an of destruction proposed is shredding. I h				
			d for the minimum retention period spec				
longer ha	ave any adm	ninistrative, legal, e	vidential, fiscal or research and historic	value and do not a	affect the title	to real property o	r liens thereon, are not
			, required to be kept further by a statute longer required by the City. I request				
,	ra or comm rent Code.	intee, and are no	longer required by the City. I request	authority to desire	by same puis	dant to Section t	54090 Of the California
List of	Files Rec	ommended for	Destruction:	Date of	Records	Citation	Destruction
(Descri	iption or tit	le of records as	listed on file label)	From:	To:	Number:	Date:
Dr. Lec	nard Stari	T		12/11/00	12/11/00	GC 34090	07/01/09
Dr. Lec	nard Stari	r		04/01/03	04/30/03	GC 34090	07/01/09
		Gershon - Mer	nos & Letters	02/07/05	10/26/05	GC 34090	07/01/09
	· · · · · · · · · · · · · · · · · · ·			03/27/06	12/18/06	GC 34090	07/01/09
	Proposition A and C Cuidelines				09/13/00	GC 34090	
	Proposition A and C Guidelines				10/01/98	GC 34090	07/01/09
	Proposition A and C Guidelines			04/01/99	12/14/99	GC 34090	
	Proposition A and C Guidelines			03/13/02	07/09/02	GC 34090	
	Proposition A and C Guidelines Proposition A and C Local Program				09/12/01	GC 34090	
	Proposition A and C Local Program Proposition A and C Audit 2002				2002	GC 34090	
			MTA) Audit Findings FY 00-01	2002 2000	2001	GC 34090	
			(TDA) FY 1998-1999	1998	1999	GC 34090	
-			(TDA) FY 1999-2000	1999	2000	GC 34090	
		•	(TDA) FY 2000-2001	2000	2001	GC 34090	
			(TDA) FY 2001-2002	2001	2002	GC 34090	
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			(TDA) FY 2003-2004	2003	2004	GC 34090	
			(TDA) FY 2004-2005	2004	2005	GC 34090	
		ncentive Grant -	·	07/21/03		GC 34090	· · · · · · · · · · · · · · · · · · ·
	ition 12			08/16/00	07/24/01	GC 34090	
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			DESTRUCTION A	UTHORIZAT	ION		
DEPA	ETMENT I	HEAD:	CITY ATTORNEY:			CITY CLERK:	Glaner
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Date	2114		Date			Date	

Actual Date Records Destroyed:



Depart			Prepared by:		Agoura Hi	i		orage Box
	· · · · · · · · · · · · · · · · · · ·	ty Manager	Pat Wiley	07/07/09			No.: N//	4
Page	Item		s Title and Contents (as listed in	n Records Rete	ntion Sched	lule) :		
No.: 1	No.: 5	Community Gr	rant Program ed list of records for which I am requesti	ing destruction. Th	a liet includes	a description o	f each ro	cord sufficient for
i			ed list of records for which I am requesti chedule page no., record series title at	_				
Unless o	therwise dire	ected, the method	of destruction proposed is shredding. I	hereby certify that t	the records lis	ted below and/	or attach	ed are more than
,			d for the minimum retention period spec			,		
-		_	vidential, fiscal or research and historic , required to be kept further by a statute				•	
City boa	rd or comm		longer required by the City. I request					
	ent Code.		- Doctor Alban	I Data of	Records	Citatio		
		commended fo	i listed on file label)	From:	To:	Numbe		Destruction Date:
				01/01/03		29 CFR 9		
		t Applications &				***************************************		07/01/09
		t Applications &		01/01/04		29 CFR 9		07/01/09
Commi	unity Gran	t Applications &	Letters	01/01/05	12/31/05	29 CFR 9	1.42	07/01/09
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Signatu	ле 8/п	La	Signature 9/1-	7/25		orginature (8/201	2009
Date	DIII	[6 -]		10.		Date	• ,	
<i>-</i> 410			Date			_4.0		

Actual Date Records Destroyed:



Depart		6. Mona	Prepared by:		Agoura Hi		ork Storage Box
		ty Manager	Pat Wiley	07/07/09			o.: N/A
Page No.: 2	Item No.: 7	False Alarms	s Title and Contents (as listed i				
identificat Unless of two years longer ha court reco	tion, includir therwise dire told and/or tive any admords, are no told or comm	ng the retention so ected, the method of have been retained inistrative, legal, e t, to my knowledge	ed list of records for which I am request thedule page no., record series title a of destruction proposed is shredding. I d for the minimum retention period spevidential, fiscal or research and historic, required to be kept further by a statution longer required by the City. I request	nd contents, record hereby certify that cified in Resolution civalue and do not a, are not the minut	d dates, retenthe records lised No. 09-1528. The title es, ordinances	tion requirement sted below and/or I further certify to to real property s or resolutions of	is, and destruction date r attached are more than that the records listed no or liens thereon, are no of the City Council or any
		ommended fo	r Destruction:	Date of	Records	Citation	Destruction
			listed on file label)	From:	To:	Number	
Binder	of Copies	(from Sheriff's	Dept.) of Annual Records	01/01/03	12/31/06	Penal Code	801 07/01/09
	and the section of th	Section for the section of the secti			wadish of the State Stat	***************************************	
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			DESTRUCTION A	vielerande	ion.		
hall	TMENT I	HEAD:	CITY ATTORNEY			CITY CLERK	:: Kllener
Signatu Date	re 8[11]0	1	Signature Date	04		Signature Date	8/20/2009
Date Cir	ty Council	Approved Reco	ords for Destruction:	A	ctual Date R	Records Destro	oyed:



Done	mont		Dropared by	Date:	Agoura Hi	lle Boy IV	ork Storage Box
Depart Admini		ty Manager	Prepared by: Pat Wiley		No.: N/A		o.: N/A
Page	Item	<u> </u>	ies Title and Contents (as listed	A	 .		VII INFA
No.: 2	No.: 8		s Unified School District	Noodius Nete	.,		
Listed be identificated unless of two year longer he court recounts	elow and/or a tion, includion therwise directions sold and/or ave any admitted tords, are no	attached is a det ing the retention ected, the metho have been retai inistrative, legal t, to my knowled	ailed list of records for which I am reque schedule page no., record series title of of destruction proposed is shredding. In the minimum retention period sp., evidential, fiscal or research and historige, required to be kept further by a statute longer required by the City. I reque	and contents, recon I hereby certify that ecified in Resolution ric value and do not ute, are not the minute	d dates, retenthe records list No. 09-1528. affect the title es, ordinance:	ition requirement sted below and/or I further certify to to real property s or resolutions of	s, and destruction date. attached are more than hat the records listed no or liens thereon, are not f the City Council or any
List of	Files Rec	ommended	for Destruction:	Date of	Records	Citation	1
(Descr	iption or tit	le of records	as listed on file label)	From:	To:	Number	: Date:
Agenda	as and Re	ports - Las Vi	rgenes Unified School District	12/01/03	01/31/04	GC 3409	0 07/01/09
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			DESTRUCTION	<u>AUTHORIZAT</u>	TION		
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Signat	ure	1,6	Signature O/1	1/ <i>p</i> 5	-	Signature	
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Date City Council Approved Records for Destruction: Actual Date Records Destroyed:



Depart			Prepared by:	Date:	Agoura Hill	s Box		torage Box
	stration/Ci	ty Manager	Pat Wiley		No.: N/A		No.: N	/A
Page	ltem		s Title and Contents (as liste	d in Records Rete	ention Schedu	ıle) :		
No.: 2	No.: 8		United School District ed list of records for which I am requ	acting destruction. Th	o liet includes e	description	of sock v	acord aufficient for
			ed list of records for which I am required the condition of the condition is the condition of the condition	_		-		
		-	of destruction proposed is shredding			-		
-			d for the minimum retention period s	•			-	
			evidential, fiscal or research and histoner e, required to be kept further by a sta					
	•		longer required by the City. I requ					,
Governm								
List of	Files Rec	ommended fo	r Destruction:	Date of	Records	Citati	on	Destruction
(Descri	otion or tit	le of records a	s listed on file label)	From:	То:	Numb	er:	Date:
Las Virg	genes USI	D Copies of Ag	endas	01/01/07	06/30/07	GC 34	090	07/01/09
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Signatu		4	Signature	<i>al</i>	- 5	Signature	Olas	2009
	8/1	1/09	<u> </u>	1/04	_		8 [20 [2007
Date		,	Date			Date		
Date Cit	tv Council	Approved Rec	ords for Destruction:	. 4	ctual Date Re	ecords Des	troved:	



Departi	ment:		Prepared by:	Date:	Agoura Hi	ls Box	York S	torage Box
		ty Manager	Pat Wiley	07/07/09	_		No.: N/	_
Page	ltem	Record Series	Title and Contents (as listed in F	Records Rete	ntion Sched	lule):		
No.: 2	No.: 9	Organizations	Files - Civic Organizations			,		
			d list of records for which I am requesting					
		-	hedule page no., record series title and of destruction proposed is shredding. I her					
two years	old and/or	have been retained	for the minimum retention period specific	d in Resolution	No. 09-1528.	I further certif	y that the	records listed no
			vidential, fiscal or research and historic va , required to be kept further by a statute, a					
			longer required by the City. I request a					
	ent Code.							
		ommended for			Records	Citatio		Destruction
			listed on file label)	From:	To:	Numb		Date:
		itude Survey - 1		1989	1989	GC 34		07/01/09
***************************************		•	ence, Memos, Reports/Agendas	01/01/04	12/31/04	GC 34		07/01/09
Future	Foundatio	n - Corresponde	ence, Memos, Reports/Agendas	01/01/05	12/31/05	GC 34	090	07/01/09
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			DESTRUCTION AU	THORIZAT	ION			
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Date					-	Date	- t - O (B	00 (

Actual Date Records Destroyed:



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Depart		L. Mana	Prepared by:	Date:	Agoura Hil			torage Box
		ty Manager	Pat Wiley	07/14/09	<u> </u>		No.: N	/A
Page No.: 2	Item No.: 9	1	s Title and Contents (as listed in Files - Civic Organizations	Records Rete	ntion Schedi	uie):		
		_	ed list of records for which I am requesting	destruction. Th	e list includes a	a description o	of each re	ecord sufficient for
identifica	tion, includir	ng the retention so	hedule page no., record series title and	contents, record	l dates, retenti	ion requireme	ents, and	destruction date.
			of destruction proposed is shredding. I he d for the minimum retention period specif					
			vidential, fiscal or research and historic v					
court rec	ords, are not	t, to my knowledge	, required to be kept further by a statute,	are not the minut	es, ordinances	or resolutions	of the C	City Council or any
	rd or commi ent Code.	ittee, and are no	longer required by the City. I request a	uthority to destro	by same pursu	ant to Section	on 34090	of the California
		ommended for	r Destruction:	Date of	Records	Citatio	n .	Destruction
1			listed on file label)	From:	To:	Numb	er:	Date:
Los Ro	bles Hosp	ital Board of Tri	ustees (Greg Ramirez, Board	01/01/05	12/31/05	GC 340	90	07/01/09
		es, Agendas, M						
			ustees (Greg Ramirez, Board	01/01/06	12/31/06	GC 340	090	07/01/09
		es, Agendas, M						
			ustees (Greg Ramirez, Board	01/01/07	06/30/07	GC 340	090	07/01/09
Mem	ber) Minut	es, Agendas, M	lisc. Notices					
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DEPAR	RTMENT !	HEAD:)(CITY ATTORNEY	_	•	CITY CLER	RK: //	Manur 12009
Signati	ıre		Signature			Signature		
	81.	i e ¶	9/17	1/04	·	ار العامليات العاملي العامليات العامليات	F/201	2009
Date			Date		·	Date		<u> </u>

Actual Date Records Destroyed:



	Department: Administration/City Manager		Prepared by:			a Hills Box York Storage		_
Adminis	tration/Cit	y Manager	Pat Wiley	07/20/09	No.: N/A		No.: N/	4
Page No.: 3	Item No.: 10		Title and Contents (as listed in Re Files - Government Agencies	cords Rete	ntion Sched	lule) :		
Listed bel identificat Unless ot two years longer ha court reco	ow and/or a ion, includin herwise dire old and/or ve any adm ords, are not d or commi	ttached is a detaile g the retention soluted, the method of have been retained inistrative, legal, eventory, to my knowledge,	d list of records for which I am requesting de hedule page no., record series title and confide for the minimum retention period specified vidential, fiscal or research and historic value required to be kept further by a statute, are onger required by the City. I request auth	ontents, record by certify that in Resolution e and do not not the minut	d dates, reten the records lis No. 09-1528. affect the title es, ordinances	tion requiremented below and I further certifute to real proper to real propers or resolution	ents, and dor attache fy that the ty or liens s of the Ci	destruction date. ed are more than records listed no thereon, are not ty Council or any
		ommended for	Destruction:	Date of	Records	Citatio	on	Destruction
(Descrip	otion or titi	le of records as	listed on file label)	From:	To:	Numb	er:	Date:
Californ	ia Dept. o	f Parks & Rec:	Copies of letters, forms and			GC 34	090	07/01/09
report	s; Parks (Grant Funding P	roposal (draft) all of 2004	01/01/04	12/31/04	GC 34	090	07/01/09
			lisc. Papers - 2002	01/01/02	12/31/02	GC 34	090	07/01/09
								
								
			DESTRUCTION AUT	I HORIZA	TION			Property of the second
DEPAR Signatu	TMENT H	HEAD:	CITY ATTORNEY: Signature 8/17/34 Date		-	Signature Date	(MA	1200g

Actual Date Records Destroyed: _____



Dancal	mart.		Prepared by:		Date:	Agoura Hi	lle Pay	Vork C	torage Box
Departr		h. Manazar	_			Agoura пі No.: N/A	IIS DUX	No.: N	_
		ly Manager	Pat Wiley				1 1.3	NO.: N	<u> </u>
Page No.: 3		Organizations	s Title and Contents (as lis Files - Government Agencie	∋s			•		
			ed list of records for which I am re						
			chedule page no., record series to of destruction proposed is shreddi						
			d for the minimum retention perior						
longer ha	ve any adm	inistrative, legal, e	vidential, fiscal or research and h	istoric value	and do not	affect the title	to real prope	rty or lien	s thereon, are not
			, required to be kept further by a						
Governme		ittee, and are no	longer required by the City. I re	quest autno	ority to destro	by same purs	uant to Secti	on 34090	of the California
		ommended fo	r Destruction:		Date of	Records	Citati	on	Destruction
			listed on file label)		From:	To:	Numk		Date:
` 			rogram for L. A. County		01/01/04	12/31/04	GC 34	.090	07/01/09
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			DESTRUCTION	NAUTI	IORIZAT	ION			
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Date		•	Date	7	··· , ····	•	Date		

Actual Date Records Destroyed:



Department: Prepared by: Date: Agoura Hills Box York Storage B					torage Box			
-		ty Manager	Pat Wiley	07/20/09	No.: N/A		No.: N/.	- 1
Page	ltem	Record Series	Title and Contents (as listed in F	Records Rete	ntion Sched	lule) :		
No.: 3	1		Files - Government Agencies					
L .			d list of records for which I am requesting			•		
			nedule page no., record series title and f destruction proposed is shredding. I her					
two years	old and/or	have been retained	for the minimum retention period specifie	ed in Resolution	No. 09-1528.	I further certi	fy that the	records listed no
			ridential, fiscal or research and historic va					
			required to be kept further by a statute, a onger required by the City. I request au					
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Las Virg	jenes Mu	nicipal Water Di	strict - Agenda Copies	01/01/04	12/31/04	GC 34	090	07/01/09
Las Virg	jenes Mu	nicipal Water Di	strict - Agenda Copies	01/01/05	12/31/05	GC 34	090	07/01/09
Las Virg	jenes Mu	nicipal Water Di	01/01/06	12/31/06	GC 34	090	07/01/09	
Las Virg	jenes Mu	nicipal Water Di	strict - Agenda Copies	01/01/07	06/30/07	GC 34	090	07/01/09
ABC's o	f Water C	Quality - 2006		2006	2006	GC 34	090	07/01/09
Los Ang	jeles Cou	nty Integrated V	Vast Management					
Plan - 5	Year Rev	riew Report Jun	e, 2004 & Appendices	June, 04	June, 04	GC 34	090	07/01/09
Los Ang	jeles Cou	nty 2006 Annua	Report - Quality and					
			2006 Annual Report	2005	2006	GC 34	090	07/01/09
Los Ang	geles Cou	nty Office of Ind	ependent Review 4th Annual					
Report -	- October	, 2005		Oct. 05	Oct. 05	GC 34	090	07/01/09
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Signatu	re B/L	109	Signature 8/17/	<u>'</u> '		Signature	8/20	12009
Date			Date (-	Date		.
Date Cit	y Council	Approved Reco	rds for Destruction:	A	ctual Date F	Records Des	troyed:	



Department: Prepared by: Date: Agoura Hills Box York Storage Box								
•		y Manager	Pat Wiley		No.: N/A		No.: N	-
Page	Item	<u> </u>	Title and Contents (as liste		1	lule):		•
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			ed list of records for which I am requ					
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			vidential, fiscal or research and hist					
			, required to be kept further by a sta longer required by the City. I requ					
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			mission Agenda	03/11/04		GC 34		07/01/09
City of C	Calabasas	Planning Com	mission Agenda	02/10/05	04/27/05	GC 34	090	07/01/09
City of (Calabasas	Planning Com	mission Agenda	07/27/05	07/27/05	GC 34	090	07/01/09
City of 0	Calabasas	Planning Com	mission Agenda	09/14/05	09/14/05	GC 34	090	07/01/09
City of \	Vestlake	Village Agenda		01/28/04	12/08/04	GC 34	090	07/01/09
		Village Agenda		01/12/05	12/14/05	GC 34	090	07/01/09
City of \	Vestlake	Village Agenda		01/11/06	12/31/06	GC 34	090	07/01/09
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Date	***		Date			Date		

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



Departi	ment:		Prepared by:	Date:	Agoura Hill	s Box	York Storage Bo	×
		y Manager	Pat Wiley	07/14/09	-	1	No.: N/A	^
Page	Item	i	Title and Contents (as listed in I					\dashv
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		ommended for		Date of	Records	Citatio	n Destruct	ion
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			Governments (COG) Agendas	11/04/03	12/16/03	GC 340	07/01/0)9
			Bovernments (COG) Agendas	12/16/03	12/16/03	GC 340	07/01/0)9
			Bovernments (COG) Agendas	01/20/04	02/17/04	GC 340	07/01/0)9
***************************************			Bovernments (COG) Agendas	06/15/04	07/20/04	GC 340	07/01/0)9
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Actual Date Records Destroyed:



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Depart Admini		ty Manager	Prepared by: Pat Wiley	Date: 07/15/09	Agoura Hill No.: N/A	S DOX	No.: N/	orage Box
Page	_		S Title and Contents (as listed		•	ıle) ·	140 IV/	
No.: 3	•		Files - Professional Organizatio		กลงก งงกรนเ			
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1		ommended fo			Records	Citatio		Destruction
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Signati	re 8/1/	109	Signature 6/1-	7/65		Signature	8/20/2	2009
Date			Date			Date		
Date Ci	ity Council	Approved Reco	ords for Destruction:	A	ctual Date Re	ecords Des	troyed:	



Danast	epartment: Prepared by: Date: Agoura Hills Box York Storage Box								
Departi		hy Manager	Prepared by:	Date: 07/20/09	_	S DUX	No.: N	_	
		ly Manager	Pat Wiley		•	.(-) -	[140 14/	^	
Page No.: 3	Item		s Title and Contents (as listed in Files - Professional Organizations		nuon Schedi	ие):			
			ed list of records for which I am requesting		e list includes a	description	of each re	ecord sufficient for	
identificat	ion, includir	ng the retention so	hedule page no., record series title and	contents, record	d dates, retenti	on requirem	ents, and	destruction date.	
			of destruction proposed is shredding. I he						
_			d for the minimum retention period specifi vidential, fiscal or research and historic v				-		
court reco	ords, are not	, to my knowledge	, required to be kept further by a statute,	are not the minut	es, ordinances	or resolution	ns of the C	ity Council or any	
		ittee, and are no	longer required by the City. I request a	uthority to destr	oy same pursu	ant to Secti	ion 34090	of the California	
	ent Code.	ommended for	r Destruction:	Date of	Records	Citati	On.	Destruction	
(Description or title of records as listed on file label) From:						Numb		Date:	
<u> </u>			Agendas & Misc. Documents	02/20/07	06/30/07	GC 34		07/01/09	
			s (SCAG) - Workshop Syllabus	04/24/06	05/01/06	GC 34		07/01/09	
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Actual Date Records Destroyed:



Denas	Department:		Prepared by:	Date:	Agoura Hil	Hills Box York Storage B		
		ty Manager	Pat Wiley	07/20/09	_	1	No.: N/	~
Page	Item	· ·	Title and Contents (as listed in a				11071 1172	
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identific Unless two yea longer h court re City bo	elow and/or a ation, includir otherwise dire rs old and/or nave any adm cords, are no	attached is a detailed a graph of the retention so dected, the method of the have been retained inistrative, legal, end, to my knowledge	ed list of records for which I am requesting thedule page no., record series title and of destruction proposed is shredding. I hed for the minimum retention period specifically dential, fiscal or research and historic variety, required to be kept further by a statute, alonger required by the City. I request an	contents, record reby certify that ed in Resolution alue and do not are not the minut	I dates, retent the records list No. 09-1528. affect the title es, ordinances	ion requiremented below and I further certifuto real propertor resolutions	ents, and /or attache by that the ty or liens s of the Ci	destruction date. ed are more than records listed no thereon, are not ity Council or any
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Califor	nia JPIA A	gendas for 2000	3	01/01/03	12/31/03	GC 340	090	07/01/09
Califor	nia JPIA A	gendas for 2004	4	01/01/04	12/31/04	GC 340	090	07/01/09
Leagu	e of CA Cit	ies: 2005 Annua	al Conference Announcement	2005	2005	GC 340	090	07/01/09
Leagu	e's "Naviga	iting the Legisla	tive Process" 1999	1999	1999	GC 340	090	07/01/09
Leagu	e's Misc. N	otices & Newsle	etters	01/01/06	12/31/06	GC 340	090	07/01/09
Leagu	e's Misc. N	otices & Newsle	etters	01/01/07	06/30/07	GC 340	090	07/01/09
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Date	TO 1	11/64		101		Date		

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



Depart	ment:		Prepared by:	Date:	Agoura Hil	s Box York	Storage Box
Admini	stration/Ci	ty Manager	Pat Wiley	07/15/09	No.: N/A	No.:	N/A
Page	Item	1	s Title and Contents (as liste	d in Records Rete	ntion Sched	ule):	
No.: 3	No.: 12						
			ed list of records for which I am requi chedule page no., record series title				
			of destruction proposed is shredding.				
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			evidential, fiscal or research and histoner, required to be kept further by a star				
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Sheriff's	s Dept. Mo	onthly Reports		01/01/05	12/31/05	GC 34090	07/01/09
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Sheriff's	s Dept. Tr	affic Collision F	Reports	01/01/04	12/31/04	GC 34090	07/01/09
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Date Ci	ty Council	Approved Reco	ords for Destruction:	. A	ctual Date Re	ecords Destroye	d:

Exhibit A-2 Administration/Personnel



Departr			Prepared by:	Date:	-			torage Box
Adminis	tration/Pe	ersonnel	Celeste	07/31/09	No.: N/A		No.: N/	A
Page	ltem	Record Serie	s Title and Contents (as listed in Re	ecords Rete	ntion Schedu	le):		
No.: 6	No.: 1	Compensation	,					
			led list of records for which I am requesting			· ·		
		_	nedule page no., record series title and conte					
			uction proposed is shredding. I hereby certify ninimum retention period specified in Resolut					•
			eal or research and historic value and do not a			=		-
•		-	kept further by a statute, are not the minute					
committe	e, and are n	o longer required b	by the City. I request authority to destroy same	pursuant to S	ection 34090 of	the California	Governm	ent Code.
List of	Files Rec	ommended fo	r Destruction:	Date of	Records	Citati	on	Destruction
(Descrip	otion or tit	le of records as	s listed on file label)	From:	То:	Numb	er:	Date:
Paraleg	al Compe	nsation Survey	,	01/01/91	01/31/91	G.C. 34	1090	07/01/09
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Date Cit	y Council	Approved Reco	ords for Destruction:	A	ctual Date Re	cords Desti	royed: _	



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-	stration/Pe	ersonnel	Celeste	07/31		No.: N/A	·•	No.: N/A	- 1
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			ection proposed is shredding. I here						- 1
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		o longer required by ommended for	y the City. I request authority to dest						
			listed on file label)			Records To:	Citati Numb		Destruction Date:
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Employ	ee Names	s Withheld to Pr	otect Privacy	10/01	/96	06/13/02	CalOsha 3207(d)(1), 0	GC 34090	07/01/09
Employ	ee Names	s Withheld to Pr	otect Privacy	09/12	/00	12/11/02	CalOsha 3207(d)(1), (GC 34090	07/01/09
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Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



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Departi			Prepared by:		Date:	Agoura Hill	ls Box		orage Box
	tration/Pe	· · · · · · · · · · · · · · · · · · ·	Celeste		07/31/09			No.: N/	4
Page	ltem		s Title and Contents			ntion Schedu	ıle):		
No.: 6			iles - Civic, Governn			11			
			ed list of records for which	• •			· ·		
		-	nedule page no., record so action proposed is shredd						
			inimum retention period						•
1			al or research and historic	•			=		-
		-	kept further by a statute,						
	• -	•	y the City. I request author						
	-	ommended fo				Records	Citati		Destruction
(Descri	otion or tit	le of records as	listed on file label)		From:	To:	Numb	er:	Date:
Knowle	dgePoint	Performance N	ow User Manual		01/01/64	01/01/98	G.C. 34	4090	07/01/09
				8(a)	01/01/97	03/31/03	G.C. 34		07/01/09
Tobacco Control AB 13, AB 3037 Cal Penal Code 308(a) Consultant File - City Clerk Recruitment						08/01/04	G.C. 34		07/01/09
	•	nel Forms			04/01/04 01/01/88	01/01/98	G.C. 3 ²		07/01/09
			ement (SCRMA) Nev	velettere	10/01/03	11/01/06	G.C. 34		07/01/09
		porary Employr		VSICILGIS	03/01/01	10/01/06	G.C. 34		07/01/09
Brochui	es - Tem	porary Employi	nent Agencies		03/01/01	10/01/00	G.C. 3 ²	+090	07/01/09

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			NEGTB	UCTION/AUT	LADIZAT	TICYNI			
				-a -rkl	EURIZA:			1	
DEPAR	TMENT I	HEAD:	CITY	TORNEY:			CITY CLE	RK: //	10000
	<u>, AD</u>	1		1//		•	0:	W	will
Signatu	re . I	1	Signat	ure	4		Signature	0/20	1222
D-1	8/4	129		0/11/0	1	•	Data	01201	10.09
Date			Date				Date		

Actual Date Records Destroyed:



Department:		Prepared b	y:	Date:	Agoura Hil	ls Box	orage Box			
Adminis	tration/Pe	1 -	<u> </u>	07/31/09			No.: N/	_		
Page	ltem	Record Series Title and (Contents (as listed in Re	•	•	ıle):				
No.: 7	No.: 6	Personnel Files				•				
	isted 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									
	dentification, including the retention schedule page no., record series title and contents, record dates, retention requirements, and destruction date. Unless									
	therwise directed, the method of destruction proposed is shredding. I hereby certify that the records listed below and/or attached are more than two years									
	d 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 ny 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									
		gar, evidential, fiscal or research a e, required to be kept further by								
		o longer required by the City. I rec								
		ommended for Destruction			Records	Citati		Destruction		
(Descrip	otion or tit	le of records as listed on file	e label)	From:	То:	Numb		Date:		
		Withheld to Protect Privac		10/13/99	04/12/02	G.C. 12946		07/01/09		
Employe	ee Names	Withheld to Protect Privac	у	09/28/01	09/26/02	G.C. 12946		07/01/09		
Employe	ee Names	Withheld to Protect Privac	y	12/17/01	01/04/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac	-	10/01/96	06/13/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac		06/03/98	06/03/98	G.C. 12946		07/01/09		
		Withheld to Protect Privac		11/07/00	06/24/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac	-	12/12/00	12/13/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac	durant to the state of the stat	09/12/00	12/11/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac		12/18/00	08/23/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac	T .	06/01/02	08/28/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac	·	12/06/89	01/25/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac		10/14/01	09/24/02	G.C. 12946		07/01/09		
		Withheld to Protect Privac		06/15/98	06/26/98	G.C. 12946		07/01/09		
		Withheld to Protect Privac	· · · · · · · · · · · · · · · · · · ·	03/02/98	03/18/98	G.C. 12946		07/01/09		
		Withheld to Protect Privac		03/02/98	03/16/98	G.C. 12946 G.C. 12946		07/01/09		
		Withheld to Protect Privac	·							
ir inbioxi	SE INGILIES	S VVIII II TO LI TI	<u>y</u>	04/08/02	07/27/02	G.C. 12946	5/34090	07/01/09		

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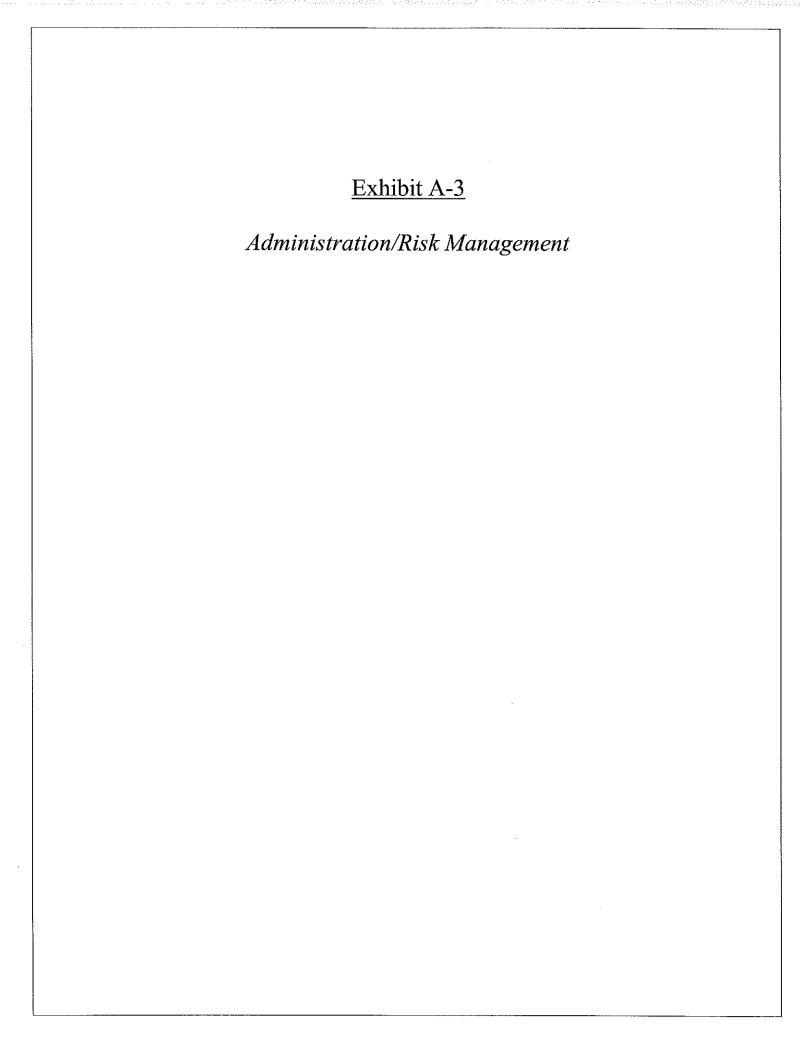
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		:								
			ESTRUCTION AUT	HORIZA:	TION					
			_			AITY 6: -	- 1 ·			
DEPAR	TMENT H	IEAD:	CITY ATTORNEY:			CITY CLE	K: K/	16 MIX		
Signatu	<u> </u>		Signature			Signature	U C	un		
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Date	Oite	w	Date	,		Date	0160	i won		

Actual Date Records Destroyed: _____



Departi	nent:		Prepared by:	Date:	Agoura Hil	ls Box Y	York Storage Box	
Adminis	tration/Pe	ersonnel	Celeste	07/31/09	No.: N/A	N	lo.: N/A	
Page	ltem	Record Series	s Title and Contents (as listed in	Records Reter	ntion Schedu	ıle):		
No.: 7	No.: 7	Recruitment F	·			•		
			ed list of records for which I am requesting	=		· ·		
	-	-	nedule page no., record series title and co					
			action proposed is shredding. I hereby ce					
			inimum retention period specified in Reso			=	_	
		_	al or research and historic value and do no cept further by a statute, are not the mir					
			y the City. I request authority to destroy sa					
		ommended fo			Records	Citation		
			listed on file label)	From:	To:	Number	1 1	
		ngineer Recruit		10/03/04	10/29/04	29 CFR 16	27.3 07/01/09	
		Recruitment	TO IN	09/26/04	10/15/04	29 CFR 16		
Ligitic	ang Auc	TOGRAMMENT	And the state of t	03/20/04	10/10/04	20 01 10 10	27.0 07701700	
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			DESTRUCTION A	UTHORIZA	TION			
DEPAR	TMENT	HEAD:	CITY ATTORNEY:			CITY CLERK	E KILOZIA	
<u>ک</u> مر\ Signatu	22 _ <u> </u>	W	Signature			Signature ,	<u>(XUUIUI)</u> 8/20/2009	
_	8/11	>9	<u> </u>	04	<u>.</u>		x/2012009	
Date	ŀ		Date			Date		

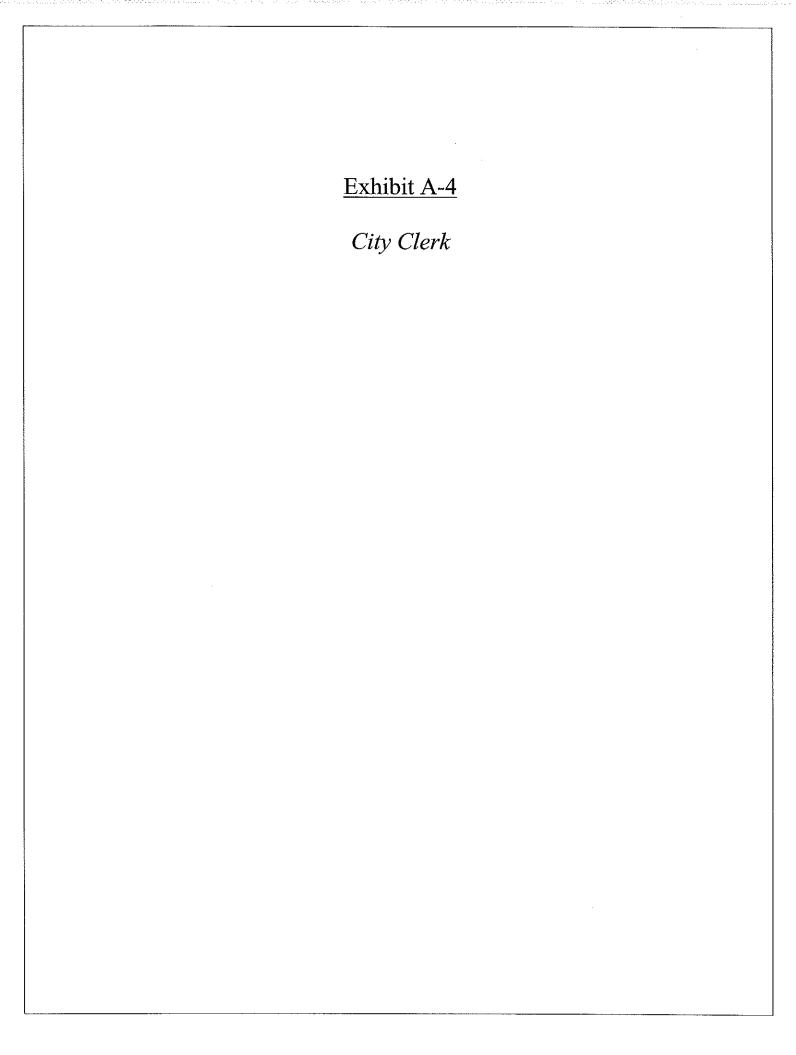
Actual Date Records Destroyed:





As Box York S No.: N/	ecord sufficient for ction date. Unless ore than two years ed no longer have court records, are any City board or
a description of each requirements, and destruct and/or attached are mostly that the records listed reliens thereon, are not of the City Council or the California Governm	otion date. Unlessone than two years and no longer have court records, are any City board or sent Code.
quirements, and destruction and/or attached are most tify that the records listed or liens thereon, are not of the City Council or the California Governmental Citation	otion date. Unlessone than two years and no longer have court records, are any City board or sent Code.
the California Governm Citation	ent Code.
Citation	
Number:	I Desir detion I
	Date:
G. C. 34090	07/01/09
	Marun
$\frac{Signature}{S/20}$ Date	12009
;	Number: G. C. 34090 G. C. 34090 G. C. 34090 G. C. 34090 C. C. 34090

Actual Date Records Destroyed: _____





Department:		Prepared by:		Date:	Agoura H	IIIS Box	York St	orage Box			
City Clerk		Sarah Talai		08/06/09	No.: N/A		No.: N/	A			
Page Item		Title and Contents (as lis				ule):					
		eetings - Agenda Packets:									
		ed list of records for which I am r									
		edule page no., record series title									
		ction proposed is shredding. I he inimum retention period specified									
		or research and historic value a									
		ept further by a statute, are not									
committee, and are n	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 Rec		/ / In	1/20	Date of	Records	Citatio	on	Destruction			
(Description or tit	le of records as	listed on file label)	Nes	From:	To:	Numb	er:	Date:			
City Council Mee	ting - Agenda P	acket Mid Year Workshop		01/10/04	01/10/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		01/14/04	01/14/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		01/28/04	01/28/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		02/11/04	02/11/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		02/25/04	02/25/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		03/10/04	03/10/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		03/24/04	03/24/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda Pa	acket /		04/14/04	04/14/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda Pa	acket Budget Priorities Wor	kshop	04/21/04	04/21/04	G.C. 34	090	7/1/2009			
City Council Mee	ting - Agenda P	acket		04/28/04	04/28/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		05/12/04	05/12/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		05/26/04	05/26/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		06/09/04	06/09/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		06/23/04	06/23/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		07/14/04	07/14/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		07/28/04	07/28/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		08/11/04	08/11/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		08/25/04	08/25/04	G.C. 34		7/1/2009			
City Council Mee	ting - Agenda P	acket		09/08/04	09/08/04	G.C. 34	1090	7/1/2009			
City Council Mee	ting - Agenda P	acket		09/22/04	09/22/04	G.C. 34		7/1/2009			
City Council Mee	ting - Agenda P	acket		10/13/04	10/13/04	G.C. 34		7/1/2009			
City Council Mee				10/27/04	10/27/04	G.C. 34		7/1/2009			
City Council Mee				11/10/04	11/10/04	G.C. 34		7/1/2009			
City Council Mee				12/02/04	12/02/04	G.C. 34		7/1/2009			
City Council Mee				12/06/04	12/06/04	G.C. 34		7/1/2009			
City Council Mee		——————————————————————————————————————	/	12/08/04	12/08/04	G.C. 34		7/1/2009			
						3.3.0		11172000			
		DECTOROST.	SKI ATITI		ION						
	DESTRUCTION AUTHORIZATION										
DEPARTMENT	HEAD:	CITY ATTOR	NEY:			CITY CLER	RK: K/	Maan:			
Signature		Signature	/-			Cianatives	IX	arus			
Signature Signature	•	R	17/11			Signature	8/20	12000			
Date			1/1/7		•	Date	-120	12001			
						-					

Actual Date Records Destroyed:



Departi			Prepared by:	Date:	Agoura H		rk Storage Box
City Cle			Sarah Talai		No.: N/A		.: N/A
Page	item		Title and Contents (as listed in		ntion Sched	dule):	
No.: 14			nd Commission Meetings Audio				
∟isted bei identificat	ow and/or a ion. includin	ittached is a detaile	ed list of records for which I am requesti hedule page no., record series title an	ng destruction. Th	ie list includes d dates ireter	a description of ea	ach record sufficient for
Unless ot	herwise dire	cted, the method	of destruction proposed is shredding. I h	nereby certify that	the records lis	sted below and/or a	and destruction date
two years	old and/or	have been retained	d for the minimum retention period spec	ified in Resolution	No. 09-1528.	I further certify that	at the records listed no
court reco	ve any adm ords, are not	inistrative, iegai, e to my knowledge	vidential, fiscal or research and historic , required to be kept further by a statute	value and do not	affect the title	to real property or	r liens thereon, are not
City boar	d or commi	ittee, and are no	longer required by the City. I request	authority to destr	oy same pur	suant to Section 3	4090 of the California
Governm	ent Code.						
		ommended for			Records	Citation	Destruction
`	****		listed on file label)	From:	To:	Number:	Date:
	*******	ting Audio Tape		01/28/07	01/28/07	G.C. 34090	7 07/01/09
City Co	uncil Meet	ling Audio Tape	e 1 of 1	08/22/07	08/22/07	G.C. 34090.	.7 07/01/09
City Co	uncil Meet	ting Audio Tape	1 of 1	09/26/07	09/26/07	G.C. 34090.	.7 07/01/09
City Co	y Council Meeting Audio Tape 1 of 1 y Council Meeting Audio Tape 1 of 1				10/10/07	G.C. 34090	7 07/01/09
City Co	uncil Mee	ting Audio Tape	1 of 1	10/24/07	10/24/07	G.C. 34090	7 07/01/09
City Co	uncil Mee	ing Audio Tape	1 of 1	11/14/07	11/14/07	G.C. 34090	7 07/01/09
City Co	uncil Mee	ting Audio Tape	1 of 1	12/12/07	12/12/07	G.C. 34090	7 07/01/09
City Co	uncil Mee	ting Audio Tape	1 of 1	01/09/08	01/09/08	G.C. 34090	
City Co	uncil Mee	ting Audio Tape	1 of 1	01/23/08	01/23/08	G.C. 34090	7 07/01/09
City Co	uncil Mee	ting Audio Tape	1 of 1	02/13/08	02/13/08	G.C. 34090	
		ting Audio Tape		02/27/08	02/27/08	G.C. 34090	
•		ling Audio Tape		03/26/08	03/26/08	G.C. 34090	
		ling Audio Tape		04/09/08	04/09/08	G.C. 34090	
		ting Audio Tape		04/23/08		G.C. 34090	
		ling Audio Tape		06/11/08		G.C. 34090	
		ling Audio Tape		06/25/08	06/25/08	G.C. 34090	
·		ling Audio Tape		07/09/08	07/09/08	G.C. 34090	
			1 of 2 (Missing Tape # 1)	08/13/08	08/13/08	G.C. 34090	
		ting Audio Tape		08/27/08		*******	
Ony OU	ution wice	ing Addio Tape	- 1 Of 1	00/21/00	00/21/06	G.C. 34090	7 07/01/09
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			DESTRUCTION A	UTHORIZAT	FION		
DEDÁ	TRAENT .	JEAD.	\sim \sim			AIN/A'	
DEPAK	TMENT	IEAU: ルーフ	CITY ATTORIVEY:	-		CITY CLERK	KILANIA.
Signatu	/W/K		Signature Signature		-	Signature 0	<u> Blance</u> 1201209
7/	22/2009	Î	B/11	10/2		Signature 8	120/2009
Date	-1 200	•	Date	, <u>, , , , , , , , , , , , , , , , , , </u>	-	Date	10 - 1

Actual Date Records Destroyed: _____



Depart	ment:		Prepared by:	Date:	Agoura H	ills Box York	York Storage Box		
City Cle	erk		Sheila Keckhut	07/13/09	No.: N/A	No.:			
Page	Item	Record Series	Title and Contents (as listed i		1				
	No.: 12	Planning Com	mission Meetings Audio Tapes			, .			
Listed be	low and/or a	nttached is a detaile	ed list of records for which I am request	ing destruction. Th	e list includes	a description of each	record sufficient for		
identifica	tion, includir thenvise dire	ng the retention so	chedule page no., record series title a of destruction proposed is shredding. !	nd contents, recor	d dates, reten	tion requirements, a	nd destruction date		
two years	s old and/or	have been retaine	d for the minimum retention period spe-	cified in Resolution	No. 09-1528.	sted below and/or atta further certify that t	iched are more than he records listed no		
longer ha	eve any adm	iinistrative, legal, e	vidential, fiscal or research and historic	value and do not	affect the title	to real property or lie	ens thereon, are no		
City hos	ords, are not	t, to my knowledge	, required to be kept further by a statute	e, are not the minu	tes, ordinance	s or resolutions of the	City Council or any		
	ent Code.	inee, and are no	longer required by the City. I request	authority to destr	oy same purs	suant to Section 340	90 of the California		
List of	Files Rec	ommended fo	r Destruction:	Date of	Records	Citation	Destruction		
(Descri	ption or tit	le of records as	listed on file label)	From:	To:	Number:	Date:		
Plannin	g Commis	ssion Meeting A	udio Tapes 1, 2, & 3 of 3	07/19/07	07/19/07	G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	08/02/07	07/20/06	G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	09/06/07	09/06/07	G.C. 340190.7	7/1/2009		
	•		udio Tape 1 of 1	10/04/07	10/04/07	G.C. 340190.7	7/1/2009		
-	_		udio Tape 1 of 1	10/18/07	10/18/07	G.C. 340190.7	7/1/2009		
		****	udio Tape 1 of 1	11/01/07	11/01/07	G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	11/15/07	11/15/07	G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	12/06/07	12/06/07	G.C. 340190.7	7/1/2009		
			udio Tape 1 of 1	01/17/08	01/17/08	G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	02/07/08		G.C. 340190.7	7/1/2009		
		```	udio Tapes 1, 2, & 3 of 3	02/01/08	02/01/08	***************************************			
***			udio Tapes 1 & 2 of 2	03/06/08	03/06/08	G.C. 340190.7 G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	03/20/08	03/00/08		7/1/2009		
			udio Tape 1 of 1	04/07/08		G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2		04/07/08	G.C. 340190.7	7/1/2009		
			udio Tapes 1, 2, & 3 of 3	04/17/08	04/17/08	G.C. 340190.7	7/1/2009		
				05/01/08	05/01/08	G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	05/15/08	05/15/08	G.C. 340190.7	7/1/2009		
í			udío Tapes 1 & 2 of 2	06/19/08	06/19/08	G.C. 340190.7	7/1/2009		
			udio Tape 1 of 1	06/17/99		G.C. 340190.7	7/1/2009		
			udio Tapes 1 & 2 of 2	11/18/99	11/18/99	G.C. 340190.7	7/1/2009		
Plannin	ig Commis	ssion Meeting A	udio Tapes 1, 2, & 3 of 3	12/02/99	12/02/99	G.C. 340190.7	7/1/2009		
						y.n.			
<u> </u>									
						- VIIII.L			
			DESTRUCTION A	UTHORIZA	TION :	Service services			
DEDÁ	TMENT, I		CITY ATTORNEY	Papertili esti edit edit edit edit edit edit edit.		CITY CLERK: /	**************************************		
	11/11/	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		****		CITT CLERK!	Warter		
Signati	re ,	<u> </u>	Signaturé /	1	-	Signature /	MANUX 20/20.09		
7	22/09	•	8/17	109		8/	20/2019		
Date		·····	Date		-	Date	1000		

Actual Date Records Destroyed:



Department:			Prepared by:	Date:	Agoura H	lls Box	York Storage Box		
City Cl	erk		Sarah Talai	07/23/09	_	1	No.: N/A		
Page	ltem	Record Series	s Title and Contents (as listed in	Records Rete	ntion Sched				
No.: 1	5 No.: 13		nd Commission Meetings - Video						
Listed be	elow and/or a	nttached is a detaile	ed list of records for which I am requesting	g destruction. Th	e list includes	a description of	f each record sufficient fo		
identifica	ation, includir	ng the retention so	chedule page no., record series title and	d contents, record	l dates, reten	tion requiremer	nts, and destruction date		
two vear	s old and/or	boteu, ine meinou (have been retaine	of destruction proposed is shredding. I had for the minimum retention period specif	ereby certify that	ine records iis No 09-1528	sted below and/o	or attached are more than		
longer h	ave any adm	inistrative, legal, e	vidential, fiscal or research and historic v	alue and do not	affect the title	to real property	or liens thereon, are no		
court red	cords, are not	t, to my knowledge	, required to be kept further by a statute,	are not the minut	es, ordinance	s or resolutions	of the City Council or any		
City boa	ird or comm nent Code.	ittee, and are no	longer required by the City. I request a	authority to destr	by same purs	suant to Section	n 34090 of the California		
		ommended for	Destruction:	Date of	Records	Citatio	n Destruction		
			listed on file label)	From:	To:	Numbe			
City Co	ouncil Mee	ting Video Tape	1 of 1 (Master)	08/22/07	08/22/07	G.C. 3409			
			1 of 1 (Master)	09/26/07	09/26/07	G.C. 3409			
		***************************************	1 of 1 (Master)	10/10/07	10/10/07	G.C. 3409			
			1 of 1 (Master)	10/24/07	10/24/07	G.C. 3409			
			1 of 1 (Master)	11/14/07	11/14/07	G.C. 3409			
			1 of 1 (Master)	11/28/07	11/28/07	G.C. 3409			
			1 of 1 (Master)	12/12/07	12/12/07	G.C. 3409			
			e 1 of 1 (Master)	01/09/08	01/09/08	G.C. 3409			
X			e 1 of 1 (Master)	01/23/08	01/23/08	G.C. 3409	····		
			e 1 of 1 (Master)	02/13/08	-	G.C. 340	·····		
			e 1 of 1 (Master)						
				02/27/08	02/27/08	G.C. 3409			
			1 & 2 & 3 of 3 (Master)	03/06/08	03/06/08	G.C. 3409			
		.,	1 & 2 & 3 & 4 of 4 (Master)	04/23/08	04/23/08	G.C. 3409			
			1 of 1 (Master)	05/14/08	05/14/08	G.C. 3409			
			1 of 1 (Master)	05/28/08	05/28/08	G.C. 3409	90.7 07/01/09		
			9 1 & 2 & 3 of 3 (Master)	06/11/08	06/11/08	G.C. 3409	90.7 07/01/09		
City Co	ouncil Mee	ting Video Tape	1 & 2 of 2 (Master)	06/25/08	06/25/08	G.C. 3409	90.7 07/01/09		

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	1 7.		DESTRUCTION AL	JIHUKIZAI	IUN				
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<u>-</u> Date	10010	7	<u> </u>	<u>/</u>		Date	DIWILLOG		
Jait			Date:			1 121161			

Actual Date Records Destroyed:



Department:	Prepared by:	Date:	Agoura Hills Box		York Storage Box		
City Clerk	Sarah Talai	07/21/09	No.: N/A		No.: N/	Α	
Page Item	Record Series Title and Contents (as listed	d in Records Rete	ntion Sched	lule) :			
No.: 15 No.: 13	City Council and Commission Meetings - Vid						
	ttached is a detailed list of records for which I am requi						
	ng the retention schedule page no., record series title ected, the method of destruction proposed is shredding.						
two years old and/or	have been retained for the minimum retention period s	pecified in Resolution	No. 09-1528.	I further certi	fy that the	records listed no	
	inistrative, legal, evidential, fiscal or research and histo						
	t, to my knowledge, required to be kept further by a stat ittee, and are no longer required by the City. I requ						
Government Code.		, , , , , , , , , , , , , , , , , , ,	ay came pare	uu 10 000.	0.000	or the camorria	
List of Files Rec	ommended for Destruction:	Date of	Records	Citati	on	Destruction	
(Description or tit	le of records as listed on file label)	From:	То:	Numb	er:	Date:	
City Council Mee	ting Video Tape 1 of 1 (Copies)	05/03/07	05/03/07	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	09/26/07	09/26/07	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	10/10/07	10/10/07	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	10/24/07	10/24/07	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	11/14/07	11/14/07	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	11/28/07	11/28/07	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	12/12/07	12/12/07	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	01/23/08	01/23/08	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	02/13/08	02/13/08	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	02/27/08	02/27/08	G.C. 34	090.7	07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	03/16/08	03/16/08	G.C. 34		07/01/09	
City Council Mee	ting Video Tape 1 of 1 (Copies)	04/09/08	04/09/08	G.C. 34		07/01/09	
	ting Video Tape 1 & 2 & 3 of 3 (Copies)	04/23/08	04/23/08	G.C. 34		07/01/09	
	ting Video Tape 1 of 1 (Copies)	05/14/08	05/14/08	G.C. 34		07/01/09	
<u> </u>	ting Video Tape 1 of 1 (Copies)	05/28/08	05/28/08	G.C. 34		07/01/09	
	ting Video Tape 1 & 2 of 2 (Copies)	06/11/08	06/11/08	G.C. 34		07/01/09	
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en program i de despresa de la Comp	DESTRUCTION	AUTHORIZAT	TON				
DEPARTMENT	HEAD: CITY/ATTORNE	Y:		CITY CLEI	rk: /	11/000	
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Signature	Signature	,	- ·	Signature	0/20	/ .	
8/6/200	9/1/10	<i>/</i> 1			0/40	2009	
Date	Date ⁷			Date			

Actual Date Records Destroyed:



Department:	Prepared by:	Date:	Agoura Hi	lls Box Y	ork Sto	rage Box	
City Clerk	Sheila Keckhut	07/13/09	No.: N/A		lo.: N/A		
Page Item Record Series	s Title and Contents (as listed in	n Records Rete	ntion Sched				
No.: 15 No.: 13 Planning Com	mission Meetings - Video Tapes						
Listed below and/or attached is a detailed	ed list of records for which I am request	ing destruction. Th	e list includes	a description of	each rec	ord sufficient for	
Identification, including the retention so Unless otherwise directed, the method of	chedule page no., record series title ar of destruction proposed is shredding. I	nd contents, record	l dates, reten	tion requirement	ts, and d	lestruction date.	
two years old and/or have been retained	d for the minimum retention period spec	cified in Resolution	No. 08-1477.	I further certify	that the r	u are more than ecords listed no	
longer have any administrative, legal, e	vidential, 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 City board or committee, and are no	, required to be kept further by a statute longer required by the City. I request	e, are not the minut	es, ordinances	or resolutions	of the City	y Council or any	
Government Code.	longer required by the City. I request	additionly to desire	by same purs	uant to Section	34090 (of the California	
List of Files Recommended fo	r Destruction:	Date of	Records	Citation	1	Destruction	
(Description or title of records as	listed on file label)	From:	To:	Number		Date:	
Planning Commission Master Vid	deo Tapes 1, 2, & 3 of 3	07/19/07	07/19/07	G.C. 34019	90.7	7/1/2009	
Planning Commission Master Vic	deo Tapes 1 & 2 of 2	08/02/07	08/02/07	G.C. 34019		7/1/2009	
Planning Commission Master Vic	deo Tapes 1 & 2 of 2	09/06/07	09/06/07	G.C. 3401		7/1/2009	
Planning Commission Master Vic	deo Tape 1 of 1	10/04/07	10/04/07	G.C. 3401		7/1/2009	
Planning Commission Master Vic		10/18/07	10/18/07	G.C. 3401		7/1/2009	
Planning Commission Master Vic		11/01/07	11/01/07	G.C. 3401		7/1/2009	
Planning Commission Master Vic		11/15/07	11/15/07	G.C. 34019		7/1/2009	
Planning Commission Master Vio		12/06/07	12/06/07	G.C. 3401		7/1/2009	
Planning Commission Master Vic		12/06/07	12/06/07	G.C. 3401		7/1/2009	
Planning Commission Master Vic	• • • • • • • • • • • • • • • • • • • •	01/17/08	01/17/08	G.C. 3401		7/1/2009	
Planning Commission Master Vic		02/07/08	02/07/08	G.C. 3401			
Planning Commission Master Vic		02/21/08	02/21/08			7/1/2009	
Planning Commission Master Vic				G.C. 34019		7/1/2009	
Planning Commission Master Vic	· · · · · · · · · · · · · · · · · · ·	03/06/08	03/06/08	G.C. 34019		7/1/2009	
		03/20/08	03/20/08	G.C. 34019		7/1/2009	
Planning Commission Master Vic	······································	04/07/08	04/07/08	G.C. 34019		7/1/2009	
Planning Commission Master Vio	· · · · · · · · · · · · · · · · · · ·	04/17/08	04/27/08	G.C. 34019		7/1/2009	
Planning Commission Master Vic		05/01/08	05/01/08	G.C. 34019		7/1/2009	
Planning Commission Master Vic	· · · · · · · · · · · · · · · · · · ·	05/15/08	05/15/08	G.C. 34019		7/1/2009	
Planning Commission Master Vic	deo Tapes 1 & 2 of 2	06/19/08	06/19/08	G.C. 34019	90.7	7/1/2009	
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		701		Date	uice	12007	

Actual Date Records Destroyed:



Department: Prepared by: Date: Agoura Hills Box York St							orage Box	
City Cle			Sheila Keckhut	07/14/09	_	201	No.: N/	_
Page		Record Series	Title and Contents (as listed in Re	.		lule) •	1140 14//	· n
_			nission Meetings - Video Tapes	00103 NG(B	mon ounet	iuio, i		
Listed bel	ow and/or a	ttached is a detaile	d list of records for which I am requesting de					
identificati	ion, includin	g the retention so	hedule page no., record series title and co	ntents, record	l dates, reten	tion requireme	ents, and	destruction date.
two years	old and/or	otea, the method o have been retained	of destruction proposed is shredding. I hereb If for the minimum retention period specified	y cerury that in Resolution	me records lis No. 09-1528.	iled below and I further certii	i/or attach fv that the	ed are more than records listed no
longer ha	ve any adm	inistrative, legal, ev	vidential, fiscal or research and historic value	and do not	affect the title	to real proper	rty or liens	thereon, are not
			, required to be kept further by a statute, are					
Governme		uce, and are no	longer required by the City. I request auth	unty to destr	y same purs	wark to Section	on 34090	or the California
		ommended for	Destruction:	Date of	Records	Citatio	Destruction	
(Descrip	otion or titi	le of records as	listed on file label)	From:	To:			Date:
Planning	g Commis	sion Meeting V	ideo Tapes 1 & 2, & 3 of 3 (Copies)	07/19/07	07/19/07	G.C. 340	190.7	7/1/2009
Planning	g Commis	sion Meeting V	ideo Tapes 1 & 2 of 2 (Copies)	08/02/07	08/02/07	G.C. 340		7/1/2009
Planning	g Commis	sion Meeting V	ideo Tapes 1 & 2 of 2 (Copies)	09/06/07	09/06/07	G.C. 340		7/1/2009
Planning	g Commis	sion Meeting V	ideo Tape 1 of 1 (Copies)	10/04/07	10/04/07	G.C. 340		7/1/2009
Planning	g Commis	sion Meeting V	ideo Tape 1 of 1 (Copies)	10/18/07	10/18/07	G.C. 340		7/1/2009
Planning	g Commis	sion Meeting V	ideo Tape 1 of 1 (Copies)	11/01/07	11/01/07	G.C. 340	*******	7/1/2009
Planning	g Commis	sion Meeting V	ideo Tapes 1 & 2 of 2 (Copies)	11/15/07	11/15/07	G.C. 340		7/1/2009
Planning	g Commis	sion Meeting V	ideo Tapes 1 & 2 of 2 (Copies)	12/06/07	12/06/07	G.C. 340		7/1/2009
Planning	g Commis	sion Meeting V	ideo Tape 1 of 1 (Copies)	01/17/08	01/17/08	G.C. 340	190.7	7/1/2009
Plannin	g Commis	sion Meeting V	ideo Tapes 1 & 2 of 2 (Copies)	02/07/08	02/07/08	G.C. 340		7/1/2009
Plannin	g Commis	sion Meeting V	ideo Tapes 1 & 2, & 3 of 3 (Copies)	02/21/08	02/21/08	G.C. 340	190.7	7/1/2009
			ideo Tapes 1 & 2 of 2 (Copies)	03/06/08	03/06/08	G.C. 340		7/1/2009
Plannin	g Commis	sion Meeting V	ideo Tapes 1 & 2 of 2 (Copies)	03/20/08	03/20/08	G.C. 340		7/1/2009
Planning	g Commis	sion Meeting V	ideo Tapes 1 of 1 (Copies)	04/07/08	04/07/08	G.C. 340		7/1/2009
			ideo Tapes 1 & 2 of 2 (Copies)	04/17/08	04/17/08	G.C. 340		7/1/2009
Plannin	g Commis	sion Meeting V	ideo Tapes 1 & 2, & 3 of 3 (Copies)	05/01/08	05/01/08	G.C. 340		7/1/2009
			ideo Tapes 1 & 2 of 2 (Copies)	05/15/08	05/15/08	G.C. 340		7/1/2009
Plannin	g Commis	sion Meeting V	ideo Tapes 1 & 2 of 2 (Copies)	06/05/08	06/05/08	G.C. 340	190.7	7/1/2009
			ideo Tapes 1 & 2 of 2 (Copies)	06/19/08	06/19/08	G.C. 340	190.7	7/1/2009
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Date			Date			Date		

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

Exhibit A-5

Community Development/Planning



Departr			Prepared by:	Date:	Agoura Hi	lis Box		torage Box
	ev/Plannir		Sally Schneider		No.: N/A		No.: N/	A
Page No.: 27	Item No.: 1		s Title and Contents (as listement (Zoning Enforcement)	d in Records Rete	ntion Sched	lule) :		
			ed list of records for which I am requi					
			chedule page no., record series title					
			of destruction proposed is shredding. d for the minimum retention period s					
_			vidential, fiscal or research and histo	•			-	
court reco	ords, are no	t, to my knowledge	, required to be kept further by a stat	tute, are not the minut	es, ordinances	or resolution	s of the C	ity Council or any
-		ittee, and are no	longer required by the City, I requi	est authority to destr	by same purs	uant to Section	on 34090	of the California
Governme		ommended fo	- Doots of or	Doto of	Records	Citatio		150000000000000000000000000000000000000
						Numb		Destruction Date:
			listed on file label)	From:	To: 09/16/98			
	nforceme		closed cases:	08/25/97	09/10/96	CPC 8	001	07/01/09
		gh 98-ZE-025	CIUSEU CASES.	12/30/97	04/14/98	CPC 8	 RO1	07/01/09
			closed cases:	12/30/9/	04/14/30	OF C	JU I	07/01/08
		ah 98-ZE-050	ciosea cases:	06/03/98	08/25/98	CPC 8	201	07/01/09
	nforceme		· · · · · · · · · · · · · · · · · · ·	01/13/98	12/14/98	CPC 8		07/01/09
	nforceme		· · · · · · · · · · · · · · · · · · ·	02/23/98	12/04/98	CPC 8		07/01/09
Code El	HOLGENE	in Letters		02/20/30	12/04/30	0,00	<i>1</i> 0 1	01/01/09
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Signaty	5/11	129	Signature 6.1	7/12	;	Signature	8/201	7009
Date	11-1			, , , , , ,	· -	Date	- 1 - 1	

Actual Date Records Destroyed:



Danie			Duese and how	[D-f	A * **	U. D	N1 C	
Depart	t ment: ev/Plannir	na.	Prepared by: Sally Schneider	Date:	Agoura Hi No.: N/A	IIS ROX	York Si No.: N/	torage Box
		ĭ				11-X-	INO.: N/	Α
Page	Item No.: 1		s Title and Contents (as listed nent - Case Files (Zoning Enfor		пиоп Scned	iule):		
			ed list of records for which I am reques		e list includes	a description	of each re	cord sufficient for
identifica	ition, includi	ng the retention so	hedule page no., record series title	and contents, record	d dates, reten	tion requirem	ents, and	destruction date.
			of destruction proposed is shredding. If for the minimum retention period spe					
			vidential, fiscal or research and histori					
court red	ords, are no	t, to my knowledge	, required to be kept further by a statu	te, are not the minut	es, ordinances	or resolution	s of the C	ity Council or any
	ird or comm nent Code.	ittee, and are no	longer required by the City. I reques	st authority to destr	oy same purs	uant to Secti	on 34090	of the California
		ommended for	Destruction:	Date of	Records	Citati	on	Destruction
(Descr	iption or tit	le of records as	listed on file label)	From:	То:	Numb	er:	Date:
Closed	Cases 98	-ZE-051 through	h 98-ZE-080	07/29/98	08/11/99	CPC 8	301	07/01/09
Case 9	8-ZE-018			04/21/98	02/10/99	CPC 8	301	07/01/09
Case 98-ZE-019				03/18/97	04/21/98	CPC 8	301	07/01/09
Case 9	8-ZE-038			08/05/98	02/29/00	CPC 8	301	07/01/09
Case 9	8-ZE-051			07/21/98	11/18/99	CPC 8	301	07/01/09
Case 9	8-ZE-053			11/12/98	12/01/98	CPC 8	301	07/01/09
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	The second secon	Nasaran yang albah	DESTRUCTION	AUTHORIZAT	ION # # in			
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DEP/M	RTMENT	AEAU:	CITY ATTORINE	SIEV: CITY CLERK: KILLING				laner
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Date			Date	, - ,	·	Date		

Date City Council Approved Records for Destruction:

Actual Date Records Destroyed:



Department:		Prepared by:	Date:	Agoura Hills Box		York Storage Box	
Com.Dev/Planning	9	Sally Schneider	06/29/09			No.: N/	_
		Title and Contents (as listed in	Records Rete	ntion Sched	dule):		
	Film Permit File	es d list of records for which I am requesting	a destruction. Th	a liet ingludes	a description	of each re	cord sufficient for
		hedule page no., record series title and					
Unless otherwise direct	cted, the method o	f destruction proposed is shredding. I he	ereby certify that	the records lis	ted below and	l/or attach	ed are more than
		for the minimum retention period specific					
		ridential, fiscal or research and historic v required to be kept further by a statute, a					
	•	onger required by the City. I request a					*
Government Code.	,			-,			
List of Files Reco	ommended for	Destruction:	Date of	Records	Citatio	on	Destruction
(Description or title	e of records as	listed on file label)	From:	To:	Numb	er:	Date:
Film Permits 96-F	P-001 through	96-FP-018	01/03/96	12/11/96	GC 34	090	07/01/09
Film Permits 97-FP-001 through 97-FP-020				12/15/97	GC 34	090	07/01/09
Film Permits 98-F	P-001 through	98-FP-027	01/27/98	12/17/98	GC 34	090	07/01/09
Film Permits 99-F			01/05/99	12/13/99	GC 34	090	07/01/09
Film Permits 05-F	P-001 through	05-FP-028	01/06/05	12/15/05	GC 34	090	07/01/09
Film Permits 06-F			01/08/06	12/11/06	GC 34	090	07/01/09
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DEPORTMENT H	DEPARTMENT HEAD: CITY ATTORNEY:				CITY CLER	K: //	16000
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1/21/	09		169			8/201	2009
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Actual Date Records Destroyed:



D			D	D-4	A	In David	V		
Department: Com.Dev/Planning		og.	Prepared by: Date: Agoura Hills Bo				s Box York Storage Box No.: N/A		
	Item	ř 				(0)	NO.: N/	Α	
Page No.: 35	No.: 31	Temporary Us	s Title and Contents (as listed in e Permits	Records Rete	nuon Schea	uie):			
Listed belo identificati Unless oth two years longer hav court reco City board Governme	ow and/or a on, including nerwise directly old and/or we any admirds, are no different or comment Code.	ittached is a detailed ag the retention so beted, the method of have been retained inistrative, legal, end, to my knowledge ittee, and are no	ed list of records for which I am requesting the dule page no., record series title and of destruction proposed is shredding. I had for the minimum retention period specification, required to be kept further by a statute, longer required by the City. I request a	d contents, record ereby certify that to fied in Resolution value and do not a are not the minute authority to destro	I dates, retent the records list No. 09-1528. affect the title es, ordinances by same pursu	ion requireme ed below and I further certif to real proper or resolutions uant to Section	ents, and l/or attach fy that the ty or liens s of the C on 34090	destruction date. led are more than records listed no s thereon, are not ity Council or any	
		ommended for		Date of		Citatio		Destruction	
(Descrip	tion or tit	le of records as	listed on file label)	From:	To:	Numb	er:	Date:	
			·						
Temp. L	Jse Perm	it Cases 05-TUI	P-010 through 05-TUP-020	08/10/05	12/05/05	GC 340	090	07/01/09	
Temp. L	Jse Perm	t Cases 06-TUI	P-001 through 06-TUP-014	01/05/06	10/24/06	GC 340	090	07/01/09	
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Actual Date Records Destroyed:

Exhibit A-6 Community Services/Parks/Recreation



Departs	nent: Co	mmunity	Prepared by:		Date:	Agoura Hi	lls Box	York S	torage Box
•	s/Parks/R	•	Cynthia L. Polich			No.: None		No.: No	- 1
Page	ltem	·	Title and Contents	(an listed in Pag		<u> </u>		140 IA	nie –
			strations/Waivers of Li		งงเนอ เกษเษ	ndon Sched	iui o j.		
			d list of records for which I		struction. Th	e list includes	a description	of each re	cord sufficient for
identificat	ion, includir	ng the retention sc	hedule page no., record s	series title and cor	itents, record	l dates, reten	tion requirem	ents, and	destruction date.
			f destruction proposed is s						
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Signatu	re		Signatur	é Rusi			Signature	0/2 /	
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Actual Date Records Destroyed:



Depar	tment: Co	mmunity	Prepared by:	Date:	Agoura Hill	s Box York	Storage Box
•	es/Parks/F	-	Cynthia L. Polich	1	No.: None		None
Page	ltem		s Title and Contents (as listed	······································			
-	1		istrations/Waivers of Liability	<i></i> , 1000, 40 , 1010	Thier Concac		
			led list of records for which I am reques	ting destruction. Th	e list includes a	description of each	record sufficient for
			chedule page no., record series title				
			of destruction proposed is shredding. ed for the minimum retention period spe				
			evidential, fiscal or research and histori				
court re	cords, are no	t, to my knowledg	e, required to be kept further by a statu	te, are not the minut	tes, ordinances	or resolutions of the	City Council or any
_		nittee, and are no	longer required by the City. I reques	st authority to destr	oy same pursua	ant to Section 340	90 of the California
	nent Code.		or Destruction:	Dete of	Describ	Olf all an	In the second
					Records	Citation	Destruction
			listed on cover or file label)	From:	To:	Number:	Date:
Sumn	ier 2003 (J	J-S) Activity R	egistrations	04/01/03	08/31/03	GC 34090	07/01/09
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			DESTRUCTION	AUTHORIZAT	TION		
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Signa	ture	q	Signature 8	17/16	- 5	Signature 8/20	12.000
Date	1 - 110	1	Date Date	1////)ate	1200
Date (ity Counci	I Approved Rec	ords for Destruction:		ctual Date Re	cords Destroyed	d:



Denart	ment: Co	mmunity	Prepared by:	Date:	Agoura Hill	s Boy	Vark St.	rage Box
_	s/Parks/R	=	Cynthia L. Polich	1	No.: None		No.: Noi	_
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			of destruction proposed is shredding. I					
			d for the minimum retention period spe					
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	ent Code.							
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Summ	er 2003 (T	-Z) Activity Re	gistrations	04/01/03	08/31/03	GC 340	90	07/01/09
Incider	nt Reports	5		04/01/03	08/31/03	GC 340	90	07/01/09
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Signati	ire 50	7	Signature 8/	7/09		Signature	8/20	<u>ww.</u> 12009
Date	l		Date	· · · · · · · · · · · · · · · · · · ·		Date	- t x	

Actual Date Records Destroyed: ___



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1 .	t ment: Co	-	Prepared by:	Date:	Agoura Hill			orage Box
	es/Parks/R		Cynthia L. Polich		No.: None		No.: No	ne
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			ed list of records for which I am reques	sting destruction. Th	e list includes a	description	of each re	cord sufficient for
identifica	ation, includir	ng the retention so	chedule page no., record series title	and contents, record	d dates, retenti	on requireme	ents, and	destruction date.
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			vidential, fiscal or research and histor				-	
4			, required to be kept further by a statu					
	ira or comm nent Code.	ittee, and are no	longer required by the City. I reques	st authority to destr	oy same pursu	ant to Section	on 34090	of the California
List of	Files Rec	ommended fo	r Destruction:	Date of	Records	Citatio	on	Destruction
Descri	otion or title	e of record (as l	listed on cover or file label)	From:	To:	Numb	er:	Date:
Fall 20	03 (A-Z) A	ctivity Registr	ations	09/01/03	12/31/03	GC 340	090	07/01/09
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Actual Date Records Destroyed:



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	ent Code.			•	,		
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Date		- 40 /	Date Date	<i>,,</i>		Pate 2	100/
Date Ci	ty Council	Approved Red	cords for Destruction:	A	ctual Date Re	cords Destroye	d:



Department: Community	Prepared by:	Date:	Agoura Hill	s Box	York Storage Box
Services/Parks/Recreation	Cynthia L. Polich	05/27/09	No.: None		
Page Item Record Series No.: 36 No.: 12 Program Regis	Title and Contents (as listed in strations/Waivers of Liability	Records Rete	ntion Schedu	le) :	
identification, including the retention so Unless otherwise directed, the method of two years old and/or have been retained longer have any administrative, legal, ex court records, are not, to my knowledge,	d list of records for which I am requestir hedule page no., record series title an if destruction proposed is shredding. I had for the minimum retention period specifidential, fiscal or research and historic required to be kept further by a statute, longer required by the City. I request	d contents, record tereby certify that fied in Resolution value and do not a are not the minut	I dates, retention the records liste No. 08-1477. I affect the title to es, ordinances of	on requirement of below and, further certifo or real propertor for resolutions	ents, and destruction date. /or attached are more than y that the records listed no ty or liens thereon, are not s of the City Council or any
List of Files Recommended for		Date of	Records	Citatio	
Description or title of record (as I	<u> </u>	From:	To:	Numb	
Spring 2004 (A-Z) Activity Regi	strations	04/01/04	08/31/04	GC 340	090 07/01/09
	DESTRUCTION A	UTHORIZAT	ION		
DEPARTMENT HEAD:	CITY ATTORNEY			ITY CLER	ik: Klaner
Signature 7/29/59 Date	Signature 8/1	7/65	. <u> </u>	ignature o ate	8/20/20.09
Date City Council Approved Reco		A	∟ ctual Date Re		troyed:

Exhibit A-7 Public Works/Building & Safety



Denset	mart.		Dropped by	A-1-	- IDoto:	Agours II	ille Poy	Vorie 6	Storage Bey
Depart		ilding & Cafaty	Prepared by: Karen Sanders	XS.	Date: 06/16/09	Agoura H No.: N/		No.:	Storage Box N/A
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Page	Item No.: 9		s Title and Conte ce Chronological			ntion Scree	auie):		
			ed list of records for v			e list includes	a description	of each i	record sufficient for
identifica	tion, includi	ng the retention so	chedule page no., re	cord series title and	contents, record	dates, reter	ntion requirem	ents, and	d destruction date.
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court rec	ords, are no	t, to my knowledge	, required to be kept	further by a statute,	are not the minut	es, ordinance	s or resolution	s of the	City Council or any
		ittee, and are no	longer required by t	he City. I request a	uthority to destr	by same pure	suant to Secti	on 3409	0 of the California
	ent Code.	commended fo	r Doctruction:		Date of	Records	Citati	on	Destruction
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Date Ci	ty Council	Approved Reco	ords for Destruction	n:	A	ctual Date F	Records Des	troyed:	