



AGENDA REPORT

Meeting Date: February 19, 2008
Item Number: F-5
To: Honorable Mayor & City Council
From: Patty Ogden, Assistant City Clerk
Subject: **RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA (ADMINISTRATIVE SERVICES - CUSTOMER SERVICE, CITY CLERK, COMMUNITY DEVELOPMENT - PLANNING AND TRANSPORTATION DEPARTMENTS)**

Attachments: 1. Resolution (with Exhibits "A" through "D")

RECOMMENDATION

It is recommended that the City Council adopt the Resolution authorizing the destruction of specified public records.

INTRODUCTION

Pursuant to the California Government Code and the Records Program for the City of Beverly Hills, the City Council must authorize destruction of certain public records.

DISCUSSION

This resolution authorizes the destruction of certain public records listed in Exhibits "A" through "D" for the Administrative Services - Customer Service, City Clerk, Community Development - Planning and Transportation Departments. The requests for records destruction have been signed by the appropriate Department Heads and are pursuant to the California Government Code and the Records Program for the City. The City Clerk, City Attorney and City Manager have also reviewed the requests and approve the destruction of these records.

Meeting Date: February 19, 2008

FISCAL IMPACT

There is no financial impact as a result of this approval.

n/a

Byron Pope
Approved By



RESOLUTION NO. 08-R-

RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY
AUTHORIZING AND DIRECTING THE CITY CLERK TO
DESTROY CERTAIN CITY RECORDS AND DOCUMENTS
PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF
CALIFORNIA (ADMINISTRATIVE SERVICES - CUSTOMER
SERVICE, CITY CLERK, COMMUNITY DEVELOPMENT -
PLANNING AND TRANSPORTATION DEPARTMENTS)

WHEREAS, Section 34090 of the Government Code of the
State of California provides for the destruction of certain
City 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" through "D"); and in the opinion of the Department
Heads concerned, the City Clerk, City Attorney and City
Manager, said City records and documents are no longer
required; and

WHEREAS, the City Attorney has consented to the
destruction of such documents and records;

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

Section 1. The City Clerk or Records Coordinator for
each City department is hereby authorized and directed to
destroy those items listed in Exhibits "A" through "D"
attached, pursuant to procedures established in the Records
Program for the City of Beverly Hills.

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 Council of the City.

Adopted:

JIMMY DELSHAD
Mayor of the City of
Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

Approved as to form:



LAURENCE S. WIENER
City Attorney

Approved as to content:

RODERICK J. WOOD
City Manager



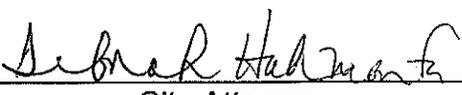
BYRON POPE
City Clerk

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
FA 3-16	Utility Payment Stubs – 14 boxes	X		2003-2004
FA 3-17	Correspondence (Utility) – 2 boxes	X		2001-2004
FA 3b	Monthly Parking Payments – 4 boxes	X		2004-2005
FA 3-2	Miscellaneous Bills – 1 box	X		2004
FA 3-16	Payment Interface Report -2 boxes	X		2004
FA 3-1c	Cash Receipts - 1 box	X		1994-2004
FA 2-1	Business Tax Applications – a total of	X		01/2002-12/2002
FA 2-2	Business Tax Case Files 8 boxes.	X		2001, 2002

APPROVED: 
Department Head


City Attorney

DATE: 1/22/08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
	MEETING AUDIO TAPES			2004
I.H	Architectural Commission Meeting	5		1-14-04 (Tapes 1-5)
I.H	Architectural Commission Meeting	3		2-4-04 (Tapes 1-3)
I.H	Architectural Commission Meeting	4		2-11-04 (Tapes 1-4)
I.H	Architectural Commission Meeting	5		4-14-04 (Tapes 1-5)
I.H	Architectural Commission Meeting	2		5-2-04 (Tapes 1-2)
I.H	Architectural Commission Meeting	5		6-9-04 (Tapes 1-5)
I.H	Architectural Commission Meeting	4		7-14-04 (Tapes 1-4)
I.H	Architectural Commission Meeting	4		8-11-04 (Tapes 1-4)
I.H	Architectural Commission Meeting	4		9-8-04 (Tapes 1-4)
I.H	Architectural Commission Meeting	3		10-4-04 (Tapes 1-3)
I.H	Architectural Commission Meeting	3		11-10-04 (Tapes 1-3)
I.H	Architectural Commission Meeting	4		12-8-04 (Tapes 1-4)
	MEETING AUDIO TAPES			2005
I.H	Architectural Commission Meeting	3		1-12-05 (Tapes 1-3)
I.H	Architectural Commission Meeting	4		2-9-05 (Tapes 1-4)
I.H	Architectural Commission Meeting	5		3-9-05 (Tapes 1-5)
I.H	Architectural Commission Meeting	4		4-13-05 (Tapes 1-4)
I.H	Architectural Commission Meeting	4		5-11-05 (Tapes 1-4)
I.H	Architectural Commission Meeting	4		6-8-05 (Tapes 1-4)
I.H	Architectural Commission Meeting	4		9-14-05 (Tapes 1-4)
I.H	Architectural Commission Meeting	5		10-20-05 (Tapes 1-5)
I.H	Architectural Commission Meeting	4		11-9-05 (Tapes 1-4)
I.H	Architectural Commission Meeting	4		12-15-05 (Tapes 1-4)
I.H	Architectural Commission Meeting	2		8-10-05 (Tapes 1-2)

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
I.H	MEETING AUDIO TAPES			2002
	Architectural Commission Meeting	4		2-13-02
	Architectural Commission Meeting	5		3-13-02
	Architectural Commission Meeting	4		4-10-02
	Architectural Commission Meeting	4		5-08-02
	Architectural Commission Meeting	5		6-12-02
	Architectural Commission Meeting	3		7-10-02
	Architectural Commission Meeting	5		8-14-02
	Architectural Commission Meeting	5		9-11-02
	Architectural Commission Meeting	2		10-09-02
	Architectural Commission Meeting	4		11-13-02
	Architectural Commission Meeting	5		12-10-02
	MEETING AUDIO TAPES			2003
	Architectural Commission Meeting	4		1-08-03
	Architectural Commission Meeting	5		2-12-03
	Architectural Commission Meeting	5		3-12-03
	Architectural Commission Meeting	5		4-09-03
	Architectural Commission Meeting	4		5-14-03
	Architectural Commission Meeting	4		6-11-03
	Architectural Commission Meeting	4		7-09-03
	Architectural Commission Meeting	6		8-11-03
	Architectural Commission Meeting	5		9-10-03
	Architectural Commission Meeting	4		10-08-03
	Architectural Commission Meeting	5		11-12-03
	Architectural Commission Meeting	4		12-10-03
				2000
	Architectural Commission Meeting	2		8-09-00
	Architectural Commission Meeting	2		11-20-00
				2001
	Architectural Commission Meeting	2		4-11-01

APPROVED: 
 Department Head


 City Attorney

DATE: 2.8.08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
	COMMISSION MTG. FILE PACKET			2003
	Architectural Commission	1		1-08-03
	Architectural Commission	1		2-13-03
	Architectural Commission	1		3-12-03
	Architectural Commission	1		4-09-03
	Architectural Commission	1		5-16-03
	Architectural Commission	1		6-11-03
	Architectural Commission	1		7-09-03
	Architectural Commission	1		8-13-03
	Architectural Commission	1		9-10-03
	Architectural Commission	1		10-08-03
	Architectural Commission	1		11-12-03
	Architectural Commission	1		12-10-03

APPROVED: 

 Department Head
 DATE: 5.8.08



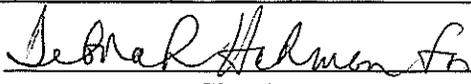
 City Attorney
 FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
I.H	Audio Cassette Tapes of PIng Comm Mtg	7		1.28.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	6		3.01.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	5		11.22.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	2		2.14.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	8		3.24.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	5		8.25.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	4		12.14.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	5		4.08.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	7		2.12.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	5		8.25.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	7		2.25.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	3		12.06.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	2		12.21.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	7		5.26.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	3		8.12.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	3		9.29.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	8		10.27.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	9		10.26.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	6		5.25.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	7		9.22.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	6		4.28.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	2		2.10.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	7		2.23.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	7		1.26.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	6		9.28.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	5		4.27.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	6		3.23.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	3		6.22.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	2		9.08.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	5		11.16.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	3		07.24.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	5		07.28.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	3		6.17.04
I.H	Audio Cassette Tapes of PIng Comm Mtg	1		9.14.05
I.H	Audio Cassette Tapes of PIng Comm Mtg	1		10.14.04

APPROVED: 
 Department Head


 City Attorney

DATE: 10-11-07

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
3B	Reports – Miscellaneous Traffic & Parking Commission re: Parking Meters	X	X	1992-1999
3B	Reports – Miscellaneous Traffic & Parking Commission re: Loading Zones		X	1992-1999
3B	Reports – Miscellaneous Traffic & Parking Commission re: Customer Loading Zone		X	2001-2002
3B	Reports – Miscellaneous re: Speed Humps		X	1991-1999
3A	Reports – Preferential Parking Permit Master Plan		X	1992-1998
2A	Traffic & Parking Commission – Agendas		X	2003
2B	Traffic & Parking Commission – Minutes		X	2003
2C	Traffic & Parking Commission – Synopsis		X	2003
2E	Traffic & Parking Commission – Outgoing Correspondence re: Notices of Adjournment		X	2003
2D	Traffic & Parking Commission – Packet Material for Special Meeting	X	X	2003
2A	Traffic & Parking Commission – Agenda		X	2004
2B	Traffic & Parking Commission – Minutes		X	2003
2E	Traffic & Parking Commission – Incoming Correspondence re: Commission Applicants, Conflict of Interest Forms, & Miscellaneous		X	2002-2003
1B	Correspondence – Incoming and Outgoing Interdepartmental Memos re: Brown Act		X	1987-1997
2E	Traffic & Parking Commission – Incoming and Outgoing Correspondence re: Valet Subcommittee, Permit Parking Consolidation, and City Council/ Traffic & Parking Commission Liaison	X	X	1999-2004
1A	Correspondence – Incoming and Outgoing Miscellaneous Interdepartmental Memos	X	X	1994-2002
8A	Subject Files – City Council Agenda Transmittal Forms re: Taxi Coupon and Lift Van Voucher Program		X	2003

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

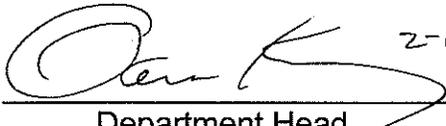
Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
3A	Reports - Multi-space Parking Pay Station Pilot Program	x	x	2004
3A	Reports - Meter Collection Report on 200 S. Beverly	x	x	2004
1A	Incoming Correspondence – Lexis System	X	X	2003
3A	Reports - Traffic Study on 500 N. Camden		X	Jan. 2006
8A	Subject Files – City Council Agenda Statement re: Speed Humps		X	1995
8B	Subject Files - Lexis System Agreement 375-03		X	2003
3A	Reports - Multi-space Parking Pay Station Pilot Program on 200 S. Beverly	X	X	2005
3B	Reports – Miscellaneous; Lexis Systems		X	2003-2005
1B	Outgoing Correspondence – Tour Bus Zones		X	1996-2000
4A	Purchasing – MV Transportation PO and invoices	X	X	2002-2004
8B	Subject Files – Taxi Fare Increase FY 05-06		X	2005- Jan. 2006
3A	Reports – Livable Streets	X	X	1984-1992
2C	Traffic & Parking Commission – Synopsis		X	2005
2A	Traffic & Parking Commission – Agenda		X	2005
2E	Traffic & Parking Commission – Permit Parking	X	X	2005
8A	Subject Files – City Council & Traffic & Parking Liaison Meeting Packet	X	X	2004
2A	Traffic & Parking Commission – Agendas		X	2004
2B	Traffic & Parking Commission – Minutes		X	2005
2E	Traffic & Parking Commission - Notice of Adjournment	X	X	2004
2B	Traffic & Parking Commission – Minutes		X	2004
2C	Traffic & Parking Commission – Synopsis		X	2004
3B	Reports – Miscellaneous Traffic & Parking Commission re: Parking Regulations		X	1989-1996

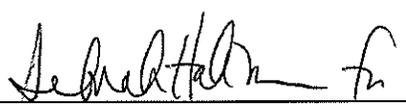
DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
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3A	Reports – Parking Survey for N. Hamilton Dr.	X	X	2002
4A	Purchasing – PO for Forsythe & Associates Inc., Jewish Family Services, LA Metro	X	X	1999-2001
3B	Reports – Tour Bus		X	2001
3B	Reports - Transportation Budget FY 99-02		X	1999-2002
1B	Correspondence – Incoming and Outgoing re: Transit		X	1994
3A	Reports – Traffic Study re: Transit		X	1994-1997
1A	Correspondence – Newspaper Articles	X	X	2004
3B	Reports – Budget Transmittal Information FY 04-05		X	2005
1B	Correspondence – Incoming and Outgoing Interdepartmental Memos		X	2005-2006
8A	Subject Files – City Council Staff Reports		X	2005

APPROVED:  2-12-08
 Department Head


 City Attorney

DATE: 2/12/08

FORM A