

# CITY OF LONG BEACH

# C-11

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

FAX 562-570-6789

August 7, 2018

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for Economic Development Department as shown in Exhibit A; and adopt the resolution.

**DISCUSSION**

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments and elected officials must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Economic Development Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY18 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

Monique De La Garza  
City Clerk  
MD:ll

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH APPROVING AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS, PAPERS, AND WRITINGS BY THE ECONOMIC DEVELOPMENT DEPARTMENT

The City Council of the City of Long Beach resolves as follows:

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Economic Development Department of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old.

Section 2. The City Council hereby finds that none of said records:

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes, ordinances or resolutions of the City of Long Beach or any City Board or Commission.

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///

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2018, by the following vote.

Ayes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Clerk

# EXHIBIT "A"

# RECORDS DESTRUCTION REQUEST

1. Date 6/1/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT DEPARTMENT respectfully requests authority to destroy the following

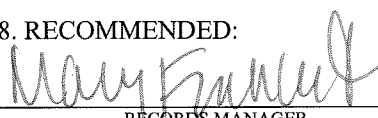
departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:</p> <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> <p>620 San Francisco Avenue Purchase &amp; Sale Agreement</p> <p>620 San Francisco Avenue State Grant Information</p> <p>620 San Francisco Avenue Escrow Documents/Deeds</p> <p>620 San Francisco Avenue Council/Redevelopment Board Letters</p> <p>620 San Francisco Avenue Correspondence</p> <p>620 San Francisco Avenue Occupancy Agreement #30964</p> <p>2300 Martin Luther Kings Jr. Avenue Tenant Relocation</p> <p>2300 Martin Luther Kings Jr. Avenue Environmental Remediation</p>	<p style="text-align: center;">2008</p> <p style="text-align: center;">2003-2005</p> <p style="text-align: center;">2008-2009</p> <p style="text-align: center;">2008</p> <p style="text-align: center;">2008</p> <p style="text-align: center;">2008</p> <p style="text-align: center;">2007-2008</p> <p style="text-align: center;">2007-2008</p>		

**FOR DEPARTMENTAL USE**


**CITY ATTORNEY'S CONSENT**

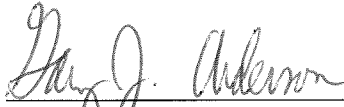
**14. REMARKS:**

8. RECOMMENDED:  
  
RECORDS MANAGER

Consent is hereby given to destroy the records enumerated above.

Retention Schedule used is from Public Works/Asset Management with Council Approval Date November 8, 2011.

9. APPROVED:  
  
DEPARTMENT HEAD

11. By   
CITY ATTORNEY

12. Title DEPUTY CITY ATTORNEY

10. DATE: 7/16/18

13. Date 7/19/18

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:</p> <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> <p>2300 Martin Luther Kings Jr. Avenue RDA Transfer to City-PEROW</p> <p>2300 Martin Luther Kings Jr. Avenue RDA Transfers to City-AOP Landswap Parcel</p> <p>Mung Property-Drake/Chavez Greenbelt 903 Fairbanks Avenue Agreement # 29609</p> <p>Rivers &amp; Mountains Conservancy Grant Project Mgmt Services Grant # 29603</p> <p>Rivers &amp; Mountains Conservancy Grant Project Mgmt Services WCA Grant (prior to RMC)</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange Purchase and Sale Agreement #29562</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange First Amendment to PSA #29562</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW-Walnut Orange Second Amendment to PSA #29562</p> <p>Rivers &amp; Mountains Conservancy Grant Project Mgmt Services Back-up for Payment Request</p>	<p>2008</p> <p>2008</p> <p>2004-2006</p> <p>2005-2006</p> <p>2005-2006</p> <p>2005</p> <p>2005-2006</p> <p>2006</p> <p>2006-2007</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:</p> <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> <p>Rivers &amp; Mountains Conservancy Grant Project Mgmt Services General Correspondence</p> <p>Rivers and Mountains Conservancy Grant Project Mgmt Services Payment Requests</p> <p>Rivers and Mountains Conservancy Grant Project Mgmt Services City Correspondence</p> <p>Rivers and Mountains Conservancy Grant Project Mgmt Services Amendment #1 to Grant #29603</p> <p>Rivers and Mountains Conservancy Grant Project Mgmt Services Work Programs</p> <p>Rivers and Mountains Conservancy Grant Project Mgmt Services Amendment #2 to Grant # 29603</p> <p>Rivers and Mountains Conservancy Grant Project Mgmt Services Council Letter dated March 21, 2006</p> <p>2300 Martin Luther Kings Jr. Ave. Mack Calvin Property Purchase and Sales Agreements</p> <p>2300 Martin Luther Kings Jr. Ave. Mack Calvin Property Council/Board Letters</p> <p>2300 Martin Luther Kings Jr. Ave. Mack Calvin Property Escrow Documents/Deeds</p>	<p>2006-2008</p> <p>2009</p> <p>2006-2008</p> <p>2005-2006</p> <p>2005-2006</p> <p>2005-2008</p> <p>2006</p> <p>2008</p> <p>2008</p> <p>2008</p>		

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(Continuation Sheet)

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1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:</p> <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange Assignment and Assumption of PSA #29562</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange City Correspondence</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange Conveyance to City</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange Council/Redevelopment Board Letters</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange Escrow Documents</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange General Correspondence</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange Grant Deeds</p> <p>Union Pacific Railroad – PE Right-of-Way PE ROW: Walnut-Orange Title Policy</p> <p>Union Pacific Railroad – Company / RDA PE ROW Bike Trail Quitclaim Deeds</p>	<p>2006</p> <p>2006</p> <p>2006</p> <p>2005-2006</p> <p>2005-2006</p> <p>2006</p> <p>2006</p> <p>2006-2007</p> <p>2007</p>		



# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:  <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> </p> <p>Union Pacific Railroad – Company / RDA PE ROW Bike Trail Correspondence</p> <p>Union Pacific Railroad – Company / RDA PE ROW Bike Trail City Council/Agency Board Letters</p> <p>2005B Tax-Defaulted Properties Notification of 2005B Tax Sale</p> <p>2005B Tax-Defaulted Properties Request to Purchase</p> <p>2005B Tax-Defaulted Properties Agreement No. 2494</p> <p>2005B Tax-Defaulted Properties City Council Letter/Resolution-10/11/05</p> <p>2005B Tax-Defaulted Properties County Demand for Payment</p> <p>2007 A Tax –Defaulted Properties 5370 Lime/7130-026-005 Quitclaim Deed</p> <p>2007 A Tax –Defaulted Properties 5370 Lime/7130-026-005 County Demand for Payment</p> <p>2007 A Tax –Defaulted Properties 5370 Lime/7130-026-005 City Council Letter/Resolution-3/13/07</p> <p>2007 A Tax –Defaulted Properties 5370 Lime/7130-026-005 Agreement No.2563</p>	<p>2004-2007</p> <p>2005-2007</p> <p>2005</p> <p>2005</p> <p>2005-2007</p> <p>2005</p> <p>2007</p> <p>2008-2009</p> <p>2007-2008</p> <p>2007</p> <p>2006-2009</p>		

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(Continuation Sheet)

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1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:</p> <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> <p>2007 A Tax –Defaulted Properties 5370 Lime/7130-026-005 Request to Purchase</p> <p>2007 A Tax –Defaulted Properties 5370 Lime/7130-026-005 Title Reports</p> <p>2007 A Tax –Defaulted Properties 5370 Lime/7130-026-005 Notification of 2007 A Tax Sales</p> <p>2007B Tax-Defaulted Properties 15<sup>th</sup> &amp; LB Blvd / 7269-017-009 County Demand for Payment</p> <p>2007B Tax-Defaulted Properties 15<sup>th</sup> &amp; LB Blvd / 7269-017-009 Quitclaim Deed</p> <p>2007B Tax-Defaulted Properties 15<sup>th</sup> &amp; LB Blvd / 7269-017-009 Title Reports</p> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 Notification of 2009A Tax Sales</p> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 Title Reports</p> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 RDA Request to Purchase</p>	<p>2006-2007</p> <p>2006</p> <p>2007-2009</p> <p>2007-2009</p> <p>2009</p> <p>2007</p> <p>2008</p> <p>2008</p> <p>2009</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:</p> <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 City Request to Purchase</p> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 Agreement # 2643</p> <p>2005B Tax Defaulted Properties 7269-017-008-010 Quitclaim Deeds</p> <p>2005B Tax Defaulted Properties 7269-017-008-010 Title Reports</p> <p>2005B Tax Defaulted Properties 7269-017-008-010 Miscellaneous</p> <p>Tax Defaulted Properties – 2008 A</p> <p>2007B Tax-Defaulted Properties 15<sup>th</sup> &amp; LB Blvd / 7269-017-009 Notification of 2007B Tax Sales</p> <p>2007B Tax-Defaulted Properties 15<sup>th</sup> &amp; LB Blvd / 7269-017-009 Request to Purchase</p> <p>2007B Tax-Defaulted Properties 15<sup>th</sup> &amp; LB Blvd / 7269-017-009 Agreement No. 2582</p> <p>2007B Tax-Defaulted Properties 15<sup>th</sup> &amp; LB Blvd / 7269-017-009 City Council Letter/Resolution 10/23/07</p>	<p>2008-2009</p> <p>2009</p> <p>2007-2009</p> <p>2007-2009</p> <p>2006</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS:</p> <ul style="list-style-type: none"> <li>- ACQUISITION AGREEMENTS</li> <li>- DISPOSITION AGREEMENTS</li> </ul> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 City Council Letter/Resolution-5/5/09</p> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 County Demand for payment</p> <p>2009A Tax Defaulted Properties 2331 Locust 7208-014-010 Quitclaim Deeds</p> <p>So. Cal. Edison-125 Elm Ave. City Hall East Agreement</p> <p>So. Cal. Edison-125 Elm Ave. City Hall East City Correspondence (Parking)</p> <p>So. Cal. Edison-125 Elm Ave. City Hall East General Correspondence (Parking)</p> <p>TrizecHan Centers Inc. 301 E. Ocean Blvd. Agreement (Parking)</p> <p>TrizecHan Centers Inc. 301 E. Ocean Blvd. General Correspondence (Parking)</p> <p>TrizecHan Centers Inc. 301 E. Ocean Blvd. City Correspondence (Parking)</p>	<p>2009</p> <p>2011</p> <p>2009-2011</p> <p>2004</p> <p>2004-2004</p> <p>2002-2004</p> <p>2004</p> <p>2002-2005</p> <p>2004-2005</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	<p>ACQUISITION/DISPOSITIONS (CITY OWNED PROPERTY)- AGREEMENTS: - ACQUISITION AGREEMENTS - DISPOSITION AGREEMENTS</p> <p>Urban Growth L.B. – 119 Long Beach Blvd. City Hall East Lease # 27737 (Parking)</p> <p>Urban Growth L.B. – 119 Long Beach Blvd. City Hall East City Correspondence #27737 (Parking)</p> <p>Urban Growth L.B. – 119 Long Beach Blvd. City Hall East General Correspondence #27737</p>	<p>2002</p> <p>2002</p> <p>2001-2002</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS</p> <p>City Owned State of CA-Parking Lot Lease 1965-2002 Agreements/Insurance File #1</p> <p>City Owned State of CA-Parking Lot Lease 1965-2002 City Correspondence File #2</p> <p>City Owned State of CA-Parking Lot Lease 1965-2002 General Correspondence File #3</p> <p>City Owned State of CA-Parking Lot Lease 1965-2002 Rent Collection File #4</p> <p>City Owned State of CA-Parking Lot Lease 1965-2002 Maps. Plans File #5</p> <p>City Owned The Trust For Public Land Agreement of Sales Pac. Electric Right of Way</p> <p>City Owned The Trust For Public Land City Correspondence Pac. Electric Right of Way</p>	<p>1981-1990</p> <p>1984-1999</p> <p>1982-1984</p> <p>1977-2006</p> <p>1975-1979</p> <p>2001</p> <p>2001-2005</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS</p> <p>City Owned The Trust For Public Land Agreement of Sales Wrigley Heights-Parcel 1</p> <p>City Owned Xenergy, Inc. Sublease #28156 Economic Dev. Bureau</p> <p>Harbor Forte Hotels International, Inc. Lease HD-4436 #1 of 4 Viscount Hotel</p>	<p>2001-2005</p> <p>2003</p> <p>1986-1988</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS			
	Harbor Forte Hotels International, Inc. City Correspondence HD-4436 #2 of 4 Viscount Hotel	1987-1989		
	Harbor Forte Hotels International, Inc. City Correspondence HD-4436 #3 of 4 Viscount Hotel	1989-1990		
	Harbor Forte Hotels International, Inc. General Correspondence HD-4436 #4 of 4 Viscount Hotel	1991-1994		
	Harbor Forte Hotels-aka FH International Lease & Amendment HD-4436 #1 of 3 Viscount Hotel	1990-1994		
	Harbor Forte Hotels-aka FH International City Corresp. (1994-97) HD-4436 #2 of 3 Viscount Hotel	1994-1995		
	Harbor Forte Hotels-aka FH International General/Rental Collec. HD-4436 #3 of 3 Viscount Hotel	1994-1995		
	Harbor Harbor Department Real Estate Section	1993		
Harbor Harbor Department Utility Notices to Tenants	1993			



# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS			
	Harbor Harbor District Lease (All)	1994-1995		
	Harbor Queensway Bay Waterfront Development Plan	1993		
	Harbor Queensway Bay-Hotel Development General Correspondence (11986-87)	1981-1986		
	Harbor Queensway Bay-North General Correspondence (Parcel Development)	1986		
	Harbor Queensway Bay-North Exclusive Negotiation Agreement	1995		
	Harbor West Coast Hotel/Forte Hotels Int. Amendment aka Travelodge	1998		
	Marina Alamitos Bay Marina Center Financials & Payments 1998-2000	1998-2000		
	Marina Alamitos Bay Marina Center Financials & Payments 1994-1997	1994-1997		
Marina Alamitos Bay Marina Center Financials & Payments 2001-2005	2002-2005			
Marina Alamitos Bay Marina Center Correspondence 1995-2005	1994-2005			

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS</p> <p>Marina Bancap DBA Alamos Bay Landing Financials &amp; Payments</p> <p>Marina Campo Corporation Correspondence</p> <p>Reference 724 California Avenue Dept. of Water &amp; Power Agreement Negotiation</p> <p>Reference 724 California Avenue Dept. of Water &amp; Power Agreement Negotiation</p> <p>Harbor World Trade Center Parcel Lease</p>	<p style="text-align: center;">1998-2006</p> <p style="text-align: center;">2005</p> <p style="text-align: center;">1984-1985</p> <p style="text-align: center;">1984-1986</p> <p style="text-align: center;">1972-1990</p>		



# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
31	PURCHASING RECORDS (VENDORS, CONTRACTORS AND CONSULTANT FILES) - PURCHASE ORDERS - PURCHASE REQUISITIONS - AGREEMENTS & CONTRACTS (COPIES) - INVOICES & PAYMENT DOCUMENTATION (COPIES) - CORRESPONDENCE, MEMOS & BACKUP DATA - TIMESHEETS (COPIES) - DIRECT PAYMENT FORMS (COPIES)			
	Emergency Board Ups	09/2012		
	Emergency Board Ups	10/2012		
	Emergency Board Ups	11/2012		
	Emergency Board Ups	12/2012		
	Emergency Board Ups	01/2013		
	Emergency Board Ups	02/2013		
	Emergency Board Ups	03/2013		
	Emergency Board Ups	04/2013		
	Emergency Board Ups	05/2013		
	Emergency Board Ups	06/2013		
	Emergency Board Ups	07/2013		
	Emergency Board Ups	08/2013		
	Emergency Board Ups	09/2013		
	Emergency Board Ups	10/2013		
	Emergency Board Ups	11/2013		
	Emergency Board Ups	12/2013		
	Emergency Board Ups	01/2014		
	Emergency Board Ups	02/2014		
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	Emergency Board Ups	07/2014		
	Emergency Board Ups	08/2014		
	Emergency Board Ups	09/2014		
	Emergency Board Ups	10/2014		
	Emergency Board Ups	11/2014		
	Emergency Board Ups	12/2014		
	Emergency Board Ups	01/2015		
	Emergency Board Ups	02/2015		
Emergency Board Ups	03/2015			
Emergency Board Ups	04/2015			
Emergency Board Ups	05/2015			
Emergency Board Ups	06/2015			
Emergency Board Ups	07/2015			

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31	<p>PURCHASING RECORDS (VENDORS, CONTRACTORS AND CONSULTANT FILES)</p> <ul style="list-style-type: none"> <li>- PURCHASE ORDERS</li> <li>- PURCHASE REQUISITIONS</li> <li>- AGREEMENTS &amp; CONTRACTS (COPIES)</li> <li>- INVOICES &amp; PAYMENT DOCUMENTATION (COPIES)</li> <li>- CORRESPONDENCE, MEMOS &amp; BACKUP DATA</li> <li>- TIMESHEETS (COPIES)</li> <li>- DIRECT PAYMENT FORMS (COPIES)</li> </ul> <p>Emergency Board Ups Emergency Board Ups Emergency Board Ups Emergency Board Ups Emergency Board Ups</p>	<p>08/2015 09/2015 10/2015 11/2015 12/2015</p>		