

RESOLUTION NO. C-

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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 DEPARTMENTS OF CITY AUDITOR, CIVIL SERVICE, FINANCIAL MANAGEMENT/COMMERCIAL SERVICES, HUMAN RESOURCES/RISK MANAGEMENT, AND LAW

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

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

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 departments of the City Auditor, Civil Service, Financial Management/Commercial Services, Human Resources/Risk Management, and Law 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.

Sec. 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,

Robert E. Shannon
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333 West Ocean Boulevard
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Commission.

Sec. 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 _____, 2005, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

Audit #
227

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/15/2005
10:14:35

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy 01/01/2005	Location	Space#
<input type="checkbox"/>	14281	10071.0	ADMINISTRATIVE FILES	01/01/1992	12/31/1994		12/31/2004	F-03-03	1

Box Contents: LIST 1600

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		WORKPAPERS	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
2		MARINA BONDS 1992	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
3		MICKEY'S BELMONT 1994	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
4		AIRPORT AUDIT 6/30/94	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
5		QUARTERLY CASH - 4TH QUARTER 6/30/92	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
6		LB PISTOL RANGE CONTRACT COMPLIANCE 1992	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
7		PHONE COMMISSION - ATT, GTE 1993	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
8		LB HOUSING DEV CO - FINANCIAL REVIEW 1992	01/01/1992	12/31/1994	ADMINISTRATIVE FILES

<input type="checkbox"/>	15278	10071.0	ADMINISTRATIVE FILES	01/01/1994	12/31/1994		12/31/2004	C-08-01	16
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Box Contents: LIST 1652

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		ADMINISTRATIVE FILES	01/01/1994	12/31/1994	ADMINISTRATIVE FILES
2		MONTENAY PACIFIC VOUCHERS - 1994	01/01/1994	12/31/1994	ADMINISTRATIVE FILES

<input type="checkbox"/>	D-1008-OF	10006.3	WORK PAPERS	01/01/1991	01/01/1994		01/01/2004	382723078	0
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File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1	1	DEPT OF PLANNING & BUILDING FRAUD CASE	01/01/1991	01/01/1994	WORK PAPERS
1	1	DEPT OF PLANNING & BUILDING FRAUD CASE	01/01/1991	01/01/1994	
2	2	TIME SHEETS - MARY VALDEZ AKA FLORES 1992-94	01/01/1991	01/01/1994	WORK PAPERS

3	1/15/05	Jon Davery	11	<i>[Signature]</i>	3/16/05	M Mo	3/30/05
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**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)**

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy 01/01/2005	Location	Space#
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
3	3	DEPOSIT RECEIPTS - MARY VALDEZ AKA FLORES 1992		01/01/1991	01/01/1994		WORK PAPERS		
4	4	BANK DEPOSIT RECEIPTS - MARY VALDEZ 1991-94		01/01/1991	01/01/1994		WORK PAPERS		
<input type="checkbox"/>	D-1017-OF	10006.3	WORK PAPERS	01/01/1994	01/01/1994		01/01/2004	382723087	
	Box Contents: LIST 1185								
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
1	1	WATER DEPT CAFA WORKING FILES:		01/01/1994	01/01/1994		WORK PAPERS		
2	2	BOARD MINUTES (2 BINDERS)		01/01/1994	01/01/1994		WORK PAPERS		
3	3	REPORTS (5 BINDERS)		01/01/1994	01/01/1994		WORK PAPERS		
<input type="checkbox"/>	G-245	10006.3	WORK PAPERS	01/01/1994	01/01/1994		01/01/2004	G-03-03	
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
1	1	GENERAL BINDER		01/01/1994	01/01/1994		WORK PAPERS		
2	2	GENERAL FUND 1994		01/01/1994	01/01/1994		WORK PAPERS		
3	3	SPECIAL REVENUE FUNDS		01/01/1994	01/01/1994		WORK PAPERS		
4	4	CIVIC CENTER/PARKING AUTHORITY/HOUSING DEVL/		01/01/1994	01/01/1994		WORK PAPERS		
5	5	CAPITAL PROJECTS FUND		01/01/1994	01/01/1994		WORK PAPERS		
6	6	ENTERPRISE FUNDS		01/01/1994	01/01/1994		WORK PAPERS		
7	7	INTERNAL SERVICE FUNDS		01/01/1994	01/01/1994		WORK PAPERS		
8	8	FIDUCIARY FUND TYPES		01/01/1994	01/01/1994		WORK PAPERS		
9	9	DEBT BINDER		01/01/1994	01/01/1994		WORK PAPERS		
10	10	COMMON AREA BINDER (FIXED ASSETS/UNRECORDED)		01/01/1994	01/01/1994		WORK PAPERS		

Audit #
227

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/15/2005
10:14:35

EVINIT 48 03

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005 Location	Space
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
11	11	LIABILITIES/OPERATING TRANSFER IN<OUT>/DUE FROM-		01/01/1994	01/01/1994		WORK PAPERS	
12	12	TO/INTERNAL CONTROL DOCUMENTATION		01/01/1994	01/01/1994		WORK PAPERS	
13	13	SINGLE AUDIT BINDER		01/01/1994	01/01/1994		WORK PAPERS	
14	14	GAS & TOWING FUND (1 BINDER)		01/01/1994	01/01/1994		WORK PAPERS	
15	15	AUDITOR'S WORKING FILE		01/01/1994	01/01/1994		WORK PAPERS	
<input type="checkbox"/>	L-086	10006.3	WORK PAPERS	01/01/1991	01/01/1994		01/01/2004 L-01-05	
<input type="checkbox"/>	11637	10006.3	WORK PAPERS	01/01/1994	12/31/1994		12/31/2004 L-02-01	
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
1		UPRC CLOSE OUT AUDIT 94-595 (JANET DAY)		01/01/1994	12/31/1994		WORK PAPERS	
<input type="checkbox"/>	11638	10006.3	WORK PAPERS	01/01/1994	12/31/1994		12/31/2004 L-02-01	
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
1		UPRC CLOSE OUT AUDIT 94-595 (JANET DAY)		01/01/1994	12/31/1994		WORK PAPERS	
<input type="checkbox"/>	11639	10006.3	WORK PAPERS	01/01/1994	12/31/1994		12/31/2004 L-02-01	
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
1		SERRF VOUCHERS (JANET DAY)		01/01/1994	12/31/1994		WORK PAPERS	
<input type="checkbox"/>	11641	10006.3	WORK PAPERS	01/01/1994	12/31/1994		12/31/2004 L-02-01	
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
1		PERS/SALES USE TAX DOCUMENTS		01/01/1994	12/31/1994		WORK PAPERS	
<input type="checkbox"/>	11642	10006.3	WORK PAPERS	01/01/1994	12/31/1994		12/31/2004 L-02-01	

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Audit #
227

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/15/2005
10:14:35

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy 01/01/2005	Location	Spa
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	1	SALES USE TAX DOCUMENTS		01/01/1994	12/31/1994		WORK PAPERS		

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department	=	11
(Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)		

11

Audit #
209

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

02/18/2005 15:04:34
RECEIVED
05 FEB 22 AM 1:44
CIVIL SERVICE DEPT.

Cost Center: ()

Records Coordinator: SWAN, SUANNE Mail Drop: Phone: (562)570-6058 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005	Location	Space#
<input type="checkbox"/>	14066	10001.1	EXAMINATION BUNDLES	01/01/1997	12/31/1999		12/31/2004	C-11-04	11
Box Contents: LIST 1594									
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
1		BATTALION CHIEF		01/01/1997	12/31/1999		EXAMINATION BUNDLES		
<input type="checkbox"/>	15232	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/1999		12/31/2004	E-09-03	8
Box Contents: LIST 1649									
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
1		EXAMINATION BUNDLE - INACTIVE		01/01/1999	12/31/1999		EXAMINATION BUNDLES		
2		POLICE RECRUIT ETHNIC DATA FORMS & SCANTRONS		01/01/1999	12/31/1999		EXAMINATION BUNDLES		
<input type="checkbox"/>	15233	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/1999		12/31/2004	E-09-03	9
Box Contents: LIST 1649									
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
1		EXAMINATION BUNDLE - INACTIVE		01/01/1999	12/31/1999		EXAMINATION BUNDLES		
2		POLICE RECRUIT INTERVIEWS BOX 1 OF 3		01/01/1999	12/31/1999		EXAMINATION BUNDLES		
<input type="checkbox"/>	15234	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/1999		12/31/2004	E-09-03	10
Box Contents: LIST 1649									
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
1		EXAMINATION BUNDLE - INACTIVE		01/01/1995	12/31/1995		EXAMINATION BUNDLES		
2		POLICE RECRUIT INTERVIEWS BOX 2 OF 3		01/01/1995	12/31/1995		EXAMINATION BUNDLES		
<input type="checkbox"/>	15235	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/1999		12/31/2004	E-09-03	11
Box Contents: LIST 1647									

02 15/05

Jan Dancy
RECORDS MANAGER

2 18/05

Clara R. Bell
DEPARTMENT HEAD

M. Miro 3/30/05
CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)**

AUDIT # 209

Cost Center: ()

Records Coordinator: SWAN, SUANNE Mail Drop: Phone: (562)570-6058 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold? 01/01/2005	Destroy Location	Space#
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	1	EXAMINATION BUNDLE - INACTIVE		01/01/1999	12/31/1999	EXAMINATION BUNDLES		
	2	POLICE RECRUIT INTERVIEWS BOX 3 OF 3		01/01/1999	12/31/1999	EXAMINATION BUNDLES		
<input type="checkbox"/>	15254	10001.1	EXAMINATION BUNDLES	01/01/1997	12/31/1999		12/31/2004 E-09-02	14
Box Contents: LIST 1649								
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	1	EXAMINATION BUNDLE - INACTIVE		01/01/1997	12/31/1999	EXAMINATION BUNDLES		
	2	POLICE LIEUTENANT		01/01/1997	12/31/1999	EXAMINATION BUNDLES		
<input type="checkbox"/>	15256	10001.1	EXAMINATION BUNDLES	01/01/1997	12/31/1999		12/31/2004 E-08-03	9
Box Contents: LIST 1649								
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	1	EXAMINATION BUNDLE - INACTIVE		01/01/1997	12/31/1999	EXAMINATION BUNDLES		
	2	FIRE ENGINEER		01/01/1997	12/31/1999	EXAMINATION BUNDLES		

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department	=	7
(Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)		

Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

17

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005 Location	Space
<input type="checkbox"/>	15224	10075.5	ADMINISTRATIVE HEARING RECORDS	01/01/2001	12/31/2001		12/31/2004 L-01-01	21
Box Contents: LIST 1627								
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
1		E-MAILS		01/01/2001	12/31/2001		ADMINISTRATIVE HEARING RECORDS	
2		SEWER ADJUSTMENTS		01/01/2001	12/31/2001		ADMINISTRATIVE HEARING RECORDS	
3		FORM LETTERS		01/01/2001	12/31/2001		ADMINISTRATIVE HEARING RECORDS	
4		CITYPAY ACCOUNTS		01/01/2001	12/31/2001		ADMINISTRATIVE HEARING RECORDS	
5		CHECK RECONCILIATION AUDIT		01/01/2001	12/31/2001		ADMINISTRATIVE HEARING RECORDS	
<input type="checkbox"/>	10175	10029.3	COLLECTION ACCOUNTS PAID IN FULL	01/01/1997	06/30/1997		06/30/2004 C-01-02	14
Iron Mountain Ref COLLECTION ACCOUNTS PAID IN #: :								
<input type="checkbox"/>	10176	10029.3	COLLECTION ACCOUNTS PAID IN FULL	07/01/1997	09/30/1997		09/30/2004 C-01-02	14
Iron Mountain Ref COLLECITON ACCOUNTS PAID IN #: :								
<input type="checkbox"/>	15211	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004 L-01-03	14
Box Contents: LIST 1627								
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
A	B			01/01/2001	12/31/2001		CUSTOMER CORRESPONDENCE	
<input type="checkbox"/>	15212	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004 L-01-03	14
Box Contents: LIST 1627								

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RECORDS MANAGER	DEPARTMENT HEAD			DATE	3/30/05

Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

DU

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005	Location	Space#
<i>Range Beginning</i> C	<i>Range Ending</i> D	<i>Range Description</i>		<i>Beginning Date</i> 01/01/2001	<i>Ending Date</i> 12/31/2001		<i>Record Title Name</i> CUSTOMER CORRESPONDENCE		
<input type="checkbox"/>	15213	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004	L-01-03	
Box Contents: LIST 1627									
<i>Range Beginning</i> E	<i>Range Ending</i> H	<i>Range Description</i>		<i>Beginning Date</i> 01/01/2001	<i>Ending Date</i> 12/31/2001		<i>Record Title Name</i> CUSTOMER CORRESPONDENCE		
<input type="checkbox"/>	15214	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004	L-01-03	
Box Contents: LIST 1627									
<i>Range Beginning</i> I	<i>Range Ending</i> L	<i>Range Description</i>		<i>Beginning Date</i> 01/01/2001	<i>Ending Date</i> 12/31/2001		<i>Record Title Name</i> CUSTOMER CORRESPONDENCE		
<input type="checkbox"/>	15215	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004	L-01-03	
Box Contents: LIST 1627									
<i>Range Beginning</i> M	<i>Range Ending</i> P	<i>Range Description</i>		<i>Beginning Date</i> 01/01/2001	<i>Ending Date</i> 12/31/2001		<i>Record Title Name</i> CUSTOMER CORRESPONDENCE		
<input type="checkbox"/>	15216	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004	L-01-03	
Box Contents: LIST 1627									
<i>Range Beginning</i> H Q	<i>Range Ending</i> S	<i>Range Description</i>		<i>Beginning Date</i> 01/01/2001	<i>Ending Date</i> 12/31/2001		<i>Record Title Name</i> CUSTOMER CORRESPONDENCE		
<input type="checkbox"/>	15217	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004	L-01-03	
Box Contents: LIST 1627									

 RECORDS MANAGER	 DEPARTMENT HEAD	 CITY ATTORNEY	
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Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

^/6

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005 Location	Space
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
T	Z			01/01/2001	12/31/2001	CUSTOMER CORRESPONDENCE		
<input type="checkbox"/>	15221	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001		12/31/2004 L-01-03	11

Box Contents: LIST 1627

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		REVIEW MANAGER LETTERS A-Z	01/01/2001	12/31/2001	CUSTOMER CORRESPONDENCE

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005 Location	Space
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
A	Z			01/01/2001	12/31/2001	CUSTOMER CORRESPONDENCE		
<input type="checkbox"/>	13319	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/1999	01/31/1999		01/31/2004 D-03-02	11

Box Contents: LIST 1544

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		DEPOSIT RECEIPTS, BANK DEPOSIT RECEIPTS, LOOMIS BOOKS,	01/01/1999	01/31/1999	DEPOSIT RECEIPTS (DR'S)
2		CREDIT CARD RECEIPTS 1/99	01/01/1999	01/31/1999	DEPOSIT RECEIPTS (DR'S)

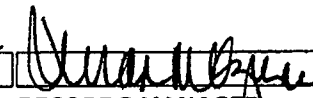
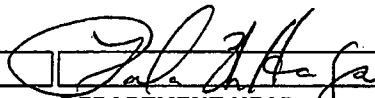
<input type="checkbox"/>	13320	10029.5	DEPOSIT RECEIPTS (DR'S)	02/01/1999	02/28/1999		02/28/2004 D-03-02	11
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Box Contents: LIST 1544

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		DEPOSIT RECEIPTS, BANK DEPOSIT RECEIPTS, CASHIER BALANCE WORKSHEETS, LOOMIS	02/01/1999	02/28/1999	DEPOSIT RECEIPTS (DR'S)
2		BOOKS, CREDIT CARD RECEIPTS 2/2/99 THRU 2/12/99, FEB CHARGE BACKS	02/01/1999	02/28/1999	DEPOSIT RECEIPTS (DR'S)

<input type="checkbox"/>	13321	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/1999	03/31/1999		03/31/2004 D-03-02	11
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Box Contents: LIST 1544

<i>2/2/05</i> 	<i>11</i> 	<i>2</i> <i>2/1/05</i>
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Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

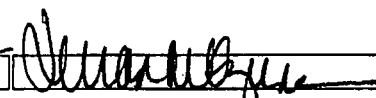
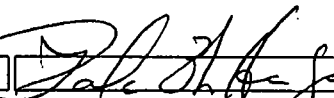
MILLER & THURMOND

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005 Location	Space?
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>								
	1		CREDIT CARD RECEIPTS 2/16/99 THRU 3/16/99	03/01/1999	03/31/1999		DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13322	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/1999	03/31/1999		03/31/2004 D-03-02	1:
Box Contents: LIST 1544								
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>								
	1		DEPOSIT RECEIPTS, BANK DEPOSIT RECEIPTS, CASHIER BALANCE WORKSHEETS, LOOMIS	03/01/1999	03/31/1999		DEPOSIT RECEIPTS (DR'S)	
	2		BOOKS, CREDIT CARD RECEIPTS 3/1/99 THRU 3/31/99	03/01/1999	03/31/1999		DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	12958	10029.5	DEPOSIT RECEIPTS (DR'S)	04/01/1999	04/30/1999		04/30/2004 C-07-05	:
Box Contents: LIST 1506								
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>								
	1		DEPOSIT RECEIPTS/BANK DEPOSIT RECEIPTS/CASHIER BALANCE WORKSHEETS/	04/01/1999	04/30/1999		DEPOSIT RECEIPTS (DR'S)	
	2		MISC RECAP/LOOMIS RECORDS/CREDIT CARD SLIPS	04/01/1999	04/30/1999		DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	12957	10029.5	DEPOSIT RECEIPTS (DR'S)	04/01/1999	05/30/1999		05/30/2004 C-07-05	(
Box Contents: LIST 1506								
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>								
	1		DEPOSIT RECEIPTS/BANK DEPOSIT RECEIPTS/CASHIER BALANCE WORKSHEETS/	04/01/1999	05/30/1999		DEPOSIT RECEIPTS (DR'S)	

2005  11  2 12/10/05

Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

AUDIT # 411

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005	Location	Space#
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	2		MISC RECAP/LOOMIS RECORDS/CREDIT CARD SLIPS	04/01/1999	05/30/1999		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/>	12959	10029.5	DEPOSIT RECEIPTS (DR'S)	05/01/1999	05/30/1999		05/30/2004	C-07-05	8
Box Contents: LIST 1506									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		DEPOSIT RECEIPTS/BANK DEPOSIT RECEIPTS/CASHIER BALANCE WORKSHEETS/	05/01/1999	05/30/1999		DEPOSIT RECEIPTS (DR'S)		
	2		MISC RECAP/LOOMIS RECORDS/CREDIT CARD SLIPS	05/01/1999	05/30/1999		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/>	12960	10029.5	DEPOSIT RECEIPTS (DR'S)	06/14/1999	06/30/1999		06/30/2004	C-07-05	9
Box Contents: LIST 1506									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		DEPOSIT RECEIPTS/BANK DEPOSIT RECEIPTS/CASHIER BALANCE WORKSHEETS/	06/14/1999	06/30/1999		DEPOSIT RECEIPTS (DR'S)		
	2		MISC RECAP/LOOMIS RECORDS/CREDIT CARD SLIPS	06/14/1999	06/30/1999		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/>	13323	10029.5	DEPOSIT RECEIPTS (DR'S)	06/01/1999	06/30/1999		06/30/2004	D-03-02	14
Box Contents: LIST 1544									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		DEPOSIT RECEIPTS, BANK DEPOSIT RECEIPTS, CASHIER BALANCE WORKSHEETS, MISC RECAP,	06/01/1999	06/30/1999				
	2		LOOMIS BOOKS, SII CREDIT CARD RECEIPTS, ONLINE CREDIT CARD RECEIPTS	06/01/1999	06/30/1999		DEPOSIT RECEIPTS (DR'S)		

2/1/05  RECORDS MANAGER
 1/1  DEPARTMENT HEAD
 2/1/05 

Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

EXHIBIT "A" 117

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005	Location	Space#
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	3		6/2/99 THRU 6/11/99	06/01/1999	06/30/1999		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/>	12961	10029.5	DEPOSIT RECEIPTS (DR'S)	07/01/1999	07/31/1999		07/31/2004 C-07-05		10
Box Contents: LIST 1506									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		DEPOSIT RECEIPTS/BANK DEPOSIT RECEIPTS/CASHIER BALANCE WORKSHEETS/	07/01/1999	07/31/1999		DEPOSIT RECEIPTS (DR'S)		
	2		MISC RECAP/LOOMIS RECORDS/CREDIT CARD SLIPS	07/01/1999	07/31/1999		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/>	13324	10029.5	DEPOSIT RECEIPTS (DR'S)	08/01/1999	08/31/1999		08/31/2004 D-03-02		15
Box Contents: LIST 1544									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		CREDIT CARD RECEIPTS 8/3/99 THRU 8/11/99 DEPOSIT RECEIPTS, BANK	08/01/1999	08/31/1999		DEPOSIT RECEIPTS (DR'S)		
	2		DEPOSIT RECEIPTS, CASHIER BALANCE WORKSHEETS, MIS RECAP LOOMIS BOOKS	08/01/1999	08/31/1999		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/>	13325	10029.5	DEPOSIT RECEIPTS (DR'S)	08/01/1999	08/31/1999		08/31/2004 D-03-01		14
Box Contents: LIST 1544									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		CREDIT CARD RECEIPTS 8/12/99 THRU 8/31/99, LOOMIS BOOKS	08/01/1999	08/31/1999		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/>	13711	10029.5	DEPOSIT RECEIPTS (DR'S)	09/01/1999	09/30/1999		09/30/2004 C-02-01		13
Box Contents: LIST 1568									

2/2/05  11  2-23-05

Audit #
222

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)**

02/01/2005
15:44:08

- 112 -

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 01/01/2005	Location	Space#
				Beg.	Ending				

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, CODE 4/5'S, CREDIT CARD	09/01/1999	09/30/1999	DEPOSIT RECEIPTS (DR'S)

2		RECEIPTS 9/1 - 9/10/99	09/01/1999	09/30/1999	DEPOSIT RECEIPTS (DR'S)
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<input type="checkbox"/>	13712	10029.5	DEPOSIT RECEIPTS (DR'S)	09/01/1999	09/30/1999	09/30/2004 C-02-01	14
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Box Contents: LIST 1568

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		CREDIT CARD RECEIPTS 9/13/99 THRU 9/30/99	09/01/1999	09/30/1999	DEPOSIT RECEIPTS (DR'S)

<input type="checkbox"/>	13713	10029.5	DEPOSIT RECEIPTS (DR'S)	10/01/1999	10/30/1999	10/30/2004 C-02-01	15
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Box Contents: LIST 1568

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, CODE 4/5'S, 10/1 - 10/7/99	10/01/1999	10/30/1999	DEPOSIT RECEIPTS (DR'S)

2		CREDIT CARD RECEIPTS	10/01/1999	10/30/1999	DEPOSIT RECEIPTS (DR'S)
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<input type="checkbox"/>	13714	10029.5	DEPOSIT RECEIPTS (DR'S)	10/01/1999	10/30/1999	10/30/2004 C-02-01	16
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Box Contents: LIST 1568

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		CREDIT CARD RECEIPTS 10/11 THRU 10/29/99	10/01/1999	10/30/1999	DEPOSIT RECEIPTS (DR'S)

<input type="checkbox"/>	13715	10029.5	DEPOSIT RECEIPTS (DR'S)	11/01/1999	11/30/1999	11/30/2004 C-02-01	17
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Box Contents: LIST 1568

2/27/05		11	
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Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

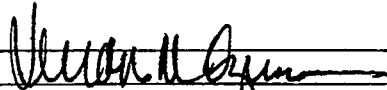
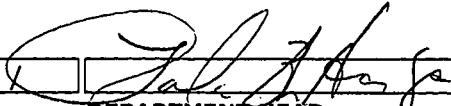
EXHIBIT # 114

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005	Location	Space
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		CREDIT CARD RECEIPTS 11/11 THRU 11/29/99	11/01/1999	11/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13716	10029.5	DEPOSIT RECEIPTS (DR'S)	11/01/1999	11/30/1999			11/30/2004 C-02-01	11
Box Contents: LIST 1568									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		CREDIT CARD RECEIPTS 11/11 THRU 11/29/99	11/01/1999	11/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13717	10029.5	DEPOSIT RECEIPTS (DR'S)	12/01/1999	12/30/1999			12/30/2004 D-02-03	;
Box Contents: LIST 1568									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		DEPOSIT RECEIPTS (DR'S), LOOMIS RECEIPTS, WORKSHEETS, CREDIT CARD	12/01/1999	12/30/1999			DEPOSIT RECEIPTS (DR'S)	
	2		CARD RECEIPTS 12/2 THRU 12/9/99, CODE 4/5'S	12/01/1999	12/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13718	10029.5	DEPOSIT RECEIPTS (DR'S)	12/01/1999	12/30/1999			12/30/2004 D-02-03	1!
Box Contents: LIST 1568									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
	1		CREDIT CARD RECEIPTS 12/10 THRU 12/30/99	12/01/1999	12/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13051	10073.9	RECEIVERSHIPS	01/01/1997	12/31/1997			12/31/2004 383341219	(
Box Contents: LIST 1513									
<input type="checkbox"/>	13392	10073.9	RECEIVERSHIPS	01/01/1997	12/31/1997			12/31/2004 C-06-05	!
Box Contents: LIST 1551									

2-2005  1  2-12-05

Audit #
222

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)**

02/01/2005
15:44:08

EVIDENCE # 4167

Cost Center: ()

Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy 01/01/2005	Location	Space:
<input type="checkbox"/>	15857	10077.2	UTILITY CUSTOMER ACCOUNT CHANGE	01/01/2002	12/31/2002		12/31/2004	F-04-02	

Box Contents: LIST 1700

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		REFUND CHECK FORMS & ADDENDUMS, ADDITIONAL BASELINE	01/01/2002	12/31/2002	UTILITY CUSTOMER ACCOUNT CHANGE INFORMATION
2		ALLOCATION FORMS, CCN CONTROL LOG SHEETS	01/01/2002	12/31/2002	UTILITY CUSTOMER ACCOUNT CHANGE INFORMATION

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department	=	34
(Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)		

2005
 
 RECORDS MANAGER


 DEPARTMENT HEAD

2-13-05
 DATE

RECORDS DESTRUCTION REQUEST

1. Date 03/9/05

Honorable Council of the City of Long Beach

2. The Human Resources/Risk Management/Safety Department Respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	<p><u>ACCOUNTING DOCUMENTS</u></p> <p>Purchase Orders</p>	2000 - 2002	N/A	N/A
<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <i>Jan Sawyer</i> RECORDS MANAGER</p> <p>9. APPROVED: <i>[Signature]</i> DEPARTMENT HEAD</p> <p>10. DATE: <u>3/15/05</u></p>		<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By <u>M. Main</u></p> <p>12. Title <u>Asst. City Atty</u></p> <p>13. Date <u>3/30/05</u></p>		<p>14. REMARKS:</p>

EXHIBIT "A16"

City of Long Beach

Records Destruction Request

1 Date

2/14/2005

Honorable Council of The City of Long Beach

2 The _____ Law _____ (department) respectfully requests authority to destroy the following departmental records:

3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site
17	Live Bait	7495	1992-1993	2
	Zabaleta, Carlos Alfredo	8389	1994-1996	2
	Parsons, Mary	7997	1993-1996	2
	Duran, Conrad	8094	1994-1996	2
	Clarion Publications Inc.	8433	1995-1996	2
	California Amphibious Transportation, Inc.	8453	1995-1996	2
	Jefferson, Elizabeth	8365	1994-1996	2
	Watkins, Michelle	8280	1995-1996	2
	Garcia, Michele	8378	1995-1997	3
	Interinsurance Exchange of the Automobile Club	8458	1995-1997	3
	Elrod, Milton	8541	1995-1997	3
	Vals, Jeanie	8580	1995-1997	3
	Stavros, Louis	8615	1995-1996	3
	Gomez, Ana	8668	1995-1997	3
	Moody, Meri Lee	8677	1996-1997	3
	Interinsurance Exchange of the Automobile Club	8783	1996-1997	3
	Lugan, Ana L.	8809	1996-1997	3
	Johnson, Michael	8892	1996-1997	3
	Latronis, Mary	8686	1997	3
	Bankers Financial Services	8043	1992-1997	4
	Dorame, Manuel	9614	1991-1997	5
	Hillgruber Investment Corp.	7144	1991-1997	7
	BJ Auto Repair	8199	1993-1995	8
	Kitano, Akira	8399	1995-1996	8
	Brown, Garry	8588	1994-1997	8
	Eberhart, Christopher	8390	1994-1996	8
	Kitano, Akira & Harriett	8454	1995-1996	8
	Goodman, Ronald	8468	1996	8
	Inigo, Angelica Aldama	8582	1995-1997	8

For Departmental Use	City Attorney's Consent	
<p>8. Recommended</p> <p><i>[Signature]</i> Records Manager</p> <hr/> <p>City Clerk Records Manager</p>	<p>Consent is hereby given to destroy the records enumerated above.</p> <p>Heather A. Mahood Assistant City Attorney</p>	
<p>9 Date <u>3-23-05</u></p>	<p>10 By <u>Michael J. Morris</u></p>	
	<p>11 Date <u>3/30/05</u></p>	

City of Long Beach

Records Destruction Request

Continuation Sheet

3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site
17	Jones, Robert D. 7048	1990-1994	9&11	
	Hill, Debra II 8253	1994-1998	13	
	Maxwell, Luann 8678	1996-1998	13	
	Pullman, Lavon 8688	1996-1998	13	
	Vomar International, Inc. 8357	1996-1998	14	
	Tassy, Laszlo 8440	1995-1998	14	
	Haverland, Gary 8498	1995-1998	14	
	Traffic Control Service Inc. 8813	1997-1999	14	
	Schulze, Horst F. 8893	1997-1998	14	
	Hawthorne Machinery Co. 8959	1997-1999	14	
	Airpol Construction Inc. 8988	1996-1998	14	
	Esquivel, Juan (Blanco, P.) 9068	1997-1998	14	
	Johnson, Fred 8998	1991-1998	15	
	Szabatura, Steven 8366	1994-1998	15	
	Catalina Cruises 9143	1997-1999	15	
	Corona, Jose 9198	1998-1999	15	
	Sedillo, Margaret 9203	1998-1999	15	
	LBI Technologies Inc. 9276	1998-1999	15	
	Flores, Sylvia Ann Garcia 9211	1998-1999	15	
	Traffic Control Service Inc. 9370	1999	15	
	Black, Edmond James Jr. 9436	1998-99	15	
	Kertis, Timothy 8683	1994-98	16	
	Aguayo, Albert 8927	1996-1999	16	
	Roosevelt Base Foundation 9099	1998	16	
	McNealy, Dane 9145	1997-1999	16	
	Szabatura, Steven 8039	1994-1999	16	
	Yates, Kenneth Earl 8364	1996	16	
	Yates, Kenneth Earl 8375	1996	16	
	Alexander, Cheryl 8954	1997-1999	17	
	Omaha Airplane (Desciose) 7526	1993-1997	18	
	Union Pacific Railroad 8948	1994-1999	19	
	California 21 Auto Body/Paint 8973	1997-1998	19	

EXHIBIT "A18"

City of Long Beach

Records Destruction Request

Continuation Sheet

3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site
17	Wellborn, John A. 8318	1995-1998	32	
	Morris, Steven 8575	1995-1997	32	
	Lawlor, Mark 8706	1996-1998	32	
	Berlie, Cecil 6012	1987-1991	34	
	Driml, Robert 7223	1989-1995	34	
	Fernandez, Mario dba Mexicana 7562	1991-1994	34	
	Sheriff, Bishop John 7569	1992-1994	34	
	Hanscom, Marcia 7855	1992-1996	34	
	Hurd, Robert E. 7858	1992-1995	34	
	Vitorino, Joao 7861	1992-1995	34	
	Hull, Sherman 7904	1994-1995	34	
	Harrell, Ned 7906	1993-1995	34	
	Hancock, George 8066	1994-1995	34	
	Cardullo, Tony (Taurus Enterprises) 7938	1993-1995	34	
	Crellin, Jim 8168	1994-1995	34	
	Urena, Miguel S. 8363	1994-1995	34	
	National Technical Systems 8768	1997-1999	37	
	Cox, Bonnie & Murry 9002	1997-1999	37	
	Glazer, Barry A. 9193	1997-1999	37	
	Surety 9250	1998-1999	37	
	Long Beach Housing Action Association 7327	1992-1997	43	
	Redevelopment Agency 8555	1996-1999	47&48	
	Jensen, Mary E. 8369	1996-1999	60-62	
	Taylor, Donna 8929	1997-1999	63	
	P.R. Burke Corp. 9136	1998-1999	64	
	Hughes, Mathew 8747	1996-1998	65	
	Serrecchia, Donata 8861	1996-1999	67	
	Gandarilla, Maria & Jose 8949	1998-1999	67	
	Harding, Lars 9011	1998-1999	67	
	Park, Tae Sam 8587	1996-1997	68	
	Cherco, Beverly & James 8737	1997-1999	68	
	Hurt, Jermaine 8889	1997-1999	68	
	Rassouli, Hossian 8921	1997-1999	68	
	Simsisulu, Hattie 9065	1998-1999	68	
	Wakimura, Dean T. 9080	1998-1999	68	
	Reid, Wallace 9223	1998-1999	68	

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3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site	
17	County of Los Angeles	8428	1996-1999	70	
	Murillo Construction Co.	9072	1998-1999	70	
	Allstate Insurance Co.	9189	1998-1999	71	
	Alamitos Land Co.	8260	1995-1999	72	
	Nunez, Betty	9044	1998-2000	72	
	Oswald & Yap	9082	1998-1999	72	
	Delgadillo, Bernave	8987	1998-1999	73	
	Austin, Cheryl	8358	1996-1998	74	
	Lewis, Don L.	8712	1997-1999	74	
	Miller, Susan aka Suzanne	8733	1997-1998	74	
	Huso, Faye	8760	1997-1998	74	
	Franklin, Robert L.	8885	1997-1998	74	
	LB/Signal Hill/Seal Beach Oil & Gas Producers	7617	1993-1998	75	
	Lee, Marshall	8165	1995-1998	75	
	Carpenter, Donald J.	7559	1993-1997	75	
	Friedland, Joel B.	8451	1996	75	
	Long Beach Container Terminal Inc.	7697	1993-1998	76	
	Johnson, Sharonlyn & Nesvold, Roy	8810	1997-98	77	
	Thiel, Ann Denise	8317	1995-1998	78	
	Hartnett, Michael	8463	1996-1997	78	
	State Farm Mutual Automobile Insurance Co.	8821	1997-1998	78	
	Powell, John	8920	1997-1998	78	
	Cerda, Karen & Gerardo	8996	1998	78	
	Petrolane Inc.	7614	1993-1998	79	
	Mora, James	8492	1996-1998	79	
	California Capital Insurance Group	8819	1997-1998	79	
	Cabral, Heidi	8877	1997-1998	79	
	Espinoza, Frank	7541	1993-1997	80	
	Paladino, Jillianne	7899	1994-1998	80	
	Burke, Dorothy M.	8578	1996-1998	80	
	McCoy, James O.	8604	1996-1998	80	
	Lepper, Helen	8655	1997-1998	80	
Overbaugh, Lorraine	8876	1997-1998	80		
Petrolane Gas Service Limited Partnership	7002	1991-1995	81 & 82		

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3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site
17	Totton, Richard	8567	1996-1999	86
	Souddress-Hedley, Lisa	9001	1998-1999	86
	20th Century Insurance Co.	9018	1998-1999	86
	Thomas, Terry	9064	1998-1999	86
	First Fidelity Thrift & Loan	7795	1994-1998	87
	State Farm Mutual Automobile Insurance Co.	8442	1996-1998	87
	Cooper, Anasa	8890	1997-1999	87
	Schmidt, Paul & Shafer, Hannah	9000	1998	87
	Zuniga, Ricardo Figueroa	7335	1992-1997	88
	Onubah, Benjamin	8191	1995-1999	92
	Ramirez, Dianna I.	8560	1996-1999	92
	Smith, Doris	8786	1997-1999	92
	Tomlin, Patricia Ann	8925	1997-1999	92
	Garcia, Jose Angel	8918	1998-1999	92
	Stanley, Nancy	8669	1997-1999	93
	Kurdy, Nadia	9187	1998-1999	93
	Renteria, Maria Rosales	6958	1991-1997	94
	Young, Wilma	7719	1994-1997	94
	Sotelo, Heidi	7882	1994-1997	94
	Harco, Nicanor	8637	1996-1997	94
	Fogarty, Rowland	8554	1996-1998	94
	Lonchar, Jean	8382	1996-1997	94
	Wright, Chele Rene	8081	1995-1997	94
	Bengel, Gene	7948	1994-1997	94
	Pacific Land Sales Inc.	400-2086	1992-1998	98
	Transcon Lines	400-2065	1992-1998	98
	Gaines, Charlesetta	8394	1996-1998	98
	System M	8778	1997-1998	98
	TPM Financial Group Seven, Inc.	8805	1997-1998	98
	Merry Lynn Rebar Inc.	8979	1998	98
	Hathaway, Leticia	6232	1987-1988	471
	Queensway Wharf Sportfishing	6245	1988	471
	Kimmett, Jessie	6282	1987-1988	471
Long Beach Police Officers	6233	1987-1988	471	
Zimring, Philip	6244	1987-1988	471	

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3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site
17	Lewis, Catherine	6040	1987-1988	473
	Jackson, Jon	5959	1987-1988	473
	Adalor, Rendo	6003	1987-1988	473
	Newman, William	6021	1987-1999	473
	Chance, Donna	6027	1987-1988	473
	Chrisman, Scott	6005	1987-1988	473
	Pultz, Robert Lee	7384	1992-1996	682
	Anthony, Matthew	7990	1994-1995	679
	Nehad, Ayyoub	7717	1991-1995	679
	Agredano, Armando	7690	1993-1995	679
	Leslie, Robert Andrew	7658	1995	679
	Oceangate Square Homeowners	8624	1996-1997	Records
	McCulloch Int'l Airlines	8981	1998	Records
	Bretz, Robert H.	9048	1998-1999	Records
	Suh, Myung Hee	400-4039	1995	Records
	Marrujo, Ernest & Gudelia	400-3090	1996	Records
	Magallanes, Robert	400-5079	1998	Records
	James, Bill R.	400-5089	1998	Records
	Antode, Angel	400-5101	1998	Records
	East Coast Bagel Co.	400-5066	1999	Records
	Martin, Shirley J.	400-5116	1999	Records
	Weber, Josef Daniel & Seda	400-5117	1999	Records
	Samples, Claudia Lorraine	400-5118	1999	Records
	Soderman, Leonard Walter & McIntyre Stacy	400-5120	1999	Records
	Dickens, Samuel L.	400-5123	1999	Records
	James, Bill R.	400-5124	1999	Records
	Graham, Gertrude Bete	400-5125	1999	Records
	Cassiano, Alan R. & Vicky R.	400-5126	1999	Records
	Steves, Steven Shiloh	400-5127	1999	Records
	Gamboa, Anthony	400-5128	1999	Records
	Mishlove, Juanita Yesenia	400-5129	1999	Records
	C.O.D. Plumbing & Heating	400-5130	1999	Records
	Hart, Jonathan & Debra	400-5131	1999	Records
	Dangerfield, Deonna Latrece	400-5132	1999	Records
	Long Beach Health Management	400-5133	1999	Records
	Kirstein, Alek & Imelda	400-5134	1999	Records
Lee, Eun Kyund	400-5135	1999	Records	
Patel, Pravin & Alka	400-5136	1999	Records	

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3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site
17	Lewis, Sharin	400-5138	1999	Records
	McKinney, Mark Lee	400-5140	1999	Records
	Ferry, Paula aka Woelke & Pate, Ferry Edward	400-5142	1999	Records
	Kneba, Rosemarie A.	400-5144	1999	Records
	Acoff, Amos dba Medical Alliances Services	400-5145	1999	Records
	Scott, Robert K,	400-5148	1999	Records
	Schreiner, William E.	400-5149	1999	Records
	Santana, Miriam	400-5150	1999	Records
	Paterno, Gary A. aka (The Bayou Restaurant)	400-5151	1999	Records
	Ritter, Carlin & Donald	400-5153	1999	Records
	Daniel, Henry Lee dba Little Ciji's Diner	400-5154	1999	Records
	Laurencio, Francisco	400-5156	1999	Records
	Jackson, Kiwan aka Wilson, Kiwan	400-5158	1999	Records
	Venson, Fernard	400-5161	1999	Records
	Hewett, Antoinette	400-5162	1999	Records
	McClain, Darryl R.	400-5163	1999	Records
	Woloshyn, Kirk	400-5165	1999	Records
	Richardson, Noel D.	400-5171	1999	Records
	Dougherty, John	400-5172	1999	Records
	Smart-King, Clara June	400-5173	1999	Records
	Layne, John F.	400-5174	1999	Records
	Davis Industries, Inc.	400-5196	1999	Records
	Heath, Richard S.	400-5176	2000	Records
	Heath, Richard S.	400-5177	2000	Records
	Oliver, Patricia aka Allen, Patricia	400-5178	2000	Records
	Deneen, John Martin	400-5179	2000	Records
	Natural Gas Vehicle Systems, Inc.(NGV)	400-5119	1999-00	Records
	Van Saun, Walter & DCRES	400-5143	1999-00	Records
	Binkley, Lawrence L.	7299	1992-93	Records
	Binkley, Lawrence L.	7475	1992	Records
	Binkley, Lawrence L.	7188	1992	Records
	Binkley, Lawrence L.	7895	1992	Records
COLB vs State of CA, CA Resources Agency, CA Coastal Commission	7703	1994	Records	
Busby, Pat	8661	1997	Records	

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3 Retention Schedule Item No.	4 Records Title And Description	5 Years Involved	6 Box No. On-Site	7 Box No. Off-Site
17	Hernandez, Francis G.	7324	1992-98	Records
	Consolidated Electrical	8761	1997-98	Records
	Glazer, Barry	9141	1998	Records
	Consolidated Electrical	8765	1997-98	Records
	Wright, Deborah R.	8986	1998	Records
	James, Gaylean	400-5073	1998	Records
	Grabinski, Ray	8326	1995-96	Records
	Taylor, Maxann	7370	1992-96	Records
	Ordunez, Aurora	9063	1998-99	Records
	Turner, Eva	9010	1998-99	Records
	Vo, Kelvin	8379	1996-99	Records
	Wooley, Jeff	9219	1999	Records
	Heath, Richard	400-5176	1999-2000	Records
	Shelton, Larry	400-5177	1999-2000	Records
	Oliver, Patricia	400-5178	1999-2000	Records
	Deneen, John Martin	400-5179	1999-2000	Records
	Van Saun, Walter & DCRES	400-5143	1999-2000	Records
	Natural Gas Vehicles System (NGV)	400-5119	1999-2000	Records
	Anderson, Deborah	9526	1999-2000	Records
	Stokley, Will	8717	1997	Records
	Hensch, David R.	400-5010	1997	Records
	Tomlinson, Cindy	7458	1993-1996	Records