



OFFICE OF THE CITY ATTORNEY  
Long Beach, California

**C-7**

ROBERT E. SHANNON  
City Attorney

HEATHER A. MAHOOD  
Chief Assistant City Attorney

MICHAEL J. MAIS  
Assistant City Attorney

July 3, 2007

PRINCIPAL DEPUTIES

Barbara D. de Jong  
Dominic Holzhaus  
Belinda R. Mayes  
J. Charles Parkin

DEPUTIES

Gary J. Anderson  
Richard F. Anthony  
Christina L. Checcl  
Alysha P. Choi  
Lori A. Conway  
Randall C. Fudge  
Charles M. Gale  
Monte H. Machit  
Anne C. Lattime  
Lisa Peskay Malmsten  
Barry M. Meyers  
Cristyl Meyers  
Howard D. Russell  
Tiffani L. Shin

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

RECOMMENDATION:

Adopt Resolution of the City Council of the City of Long Beach  
Approving and Authorizing the Destruction of Certain Records,  
Papers, and Writings By the City Attorney.

DISCUSSION

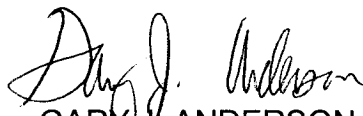
Pursuant to your request of May 20, 2007, this office has prepared and  
submits the above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By   
GARY J. ANDERSON  
Deputy City Attorney

GJA:ikm  
Enclosure  
07-02730  
Document4

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, 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 CITY ATTORNEY

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 City Attorney 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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///

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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 \_\_\_\_\_, 2007, by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

GJA:ikm 6/15/07 #07-02730

Destruction Notification Rpt

City of Long Beach

Unknown

030101 LAW

Records Coordinator: HIGHTOWER, KIM      Mail Drop:      Phone: (562)570-2255 ext:

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

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/1998	Location	Space#
				Beginning	Ending				
<input type="checkbox"/>	A-642	10005.7	COURT CASES	03/08/1986	01/04/1993		01/04/1998	A-07-03	1
	FOLDER Description								
	1		6050 - JACOBI, RICHARD				03/08/1986 01/04/1993	COURT CASES	
	2		5849 - CADY, FRANK				03/08/1986 01/04/1993	COURT CASES	
	3		COURT CASES				03/08/1986 01/04/1993	COURT CASES	
<input type="checkbox"/>	A-643	10005.7	COURT CASES	03/08/1986	01/04/1993		01/04/1998	A-07-03	2
	FOLDER Description								
	1		5849 - CADY, FRANK				03/08/1986 01/04/1993	COURT CASES	
	2		6050 - JACOBI, RICHARD				03/08/1986 01/04/1993	COURT CASES	
<input type="checkbox"/>									4
<input type="checkbox"/>	A-839	10005.7	COURT CASES	01/01/1991	01/01/1993		01/01/1998	A-09-02	17
	FOLDER Description								
	1		#7241				01/01/1991 01/01/1993	COURT CASES	
	2		CORRESP., DIRECT PAYMENTS, NOTES, DISCOVERY,				01/01/1991 01/01/1993	COURT CASES	
	3		SPECIAL COUNSEL CONTRACTS, BILLING FOR EXPERT				01/01/1991 01/01/1993	COURT CASES	
	4		WITNESS, DEPOSITION NOTES, EXHIBITS & TRANSCRIPTS				01/01/1991 01/01/1993	COURT CASES	
	5		OF TURPIN, RODGERS & LAPOINTE				01/01/1991 01/01/1993	COURT CASES	

5/23/07	<i>M. DeHafizer</i>	6/13/07	<i>MM</i>	6/13/07	<i>Dary J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt

City of Long Beach

Unknown

030101 LAW

Records Coordinator: HIGHTOWER, KIM Mail Drop: Phone: (562) 570-2255 ext:

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

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates Beginning Ending	On Hold?	Destroy 12/31/1998	Location	Space#	
	A-840								
<input type="checkbox"/>	1	#7441				01/01/1991	01/01/1993	COURT CASES	
	2	PLEADINGS, PRE-TRIAL PLEADINGS, SUMMARY JUDGMENT				01/01/1991	01/01/1993	COURT CASES	
	3	PLEADINGS, ALISON/CLERKIN DOCUMENTS & TRANSCRIPTS				01/01/1991	01/01/1993	COURT CASES	
<input type="checkbox"/>	A-862	10005.7	COURT CASES	01/01/1991	01/01/1993		01/01/1998	A-09-04	1
	FOLDER Description								
	1	#7241				01/01/1991	01/01/1993	COURT CASES	
	2	PERSONNEL FILES, WITNESS FILES, EXHIBITS,				01/01/1991	01/01/1993	COURT CASES	
	3	CITY POLICY, SALARY RESOLUTION, AFFIRMATIVE ACTION				01/01/1991	01/01/1993	COURT CASES	
<input type="checkbox"/>	A-864	10005.7	COURT CASES	01/01/1988	01/01/1993		01/01/1998	A-09-04	3
	FOLDER Description								
	1	#6728				01/01/1988	01/01/1993	COURT CASES	
	2	HOFFMAN, ROBERT VS HANKLA				01/01/1988	01/01/1993	COURT CASES	
<input type="checkbox"/>	A-909	10005.7	COURT CASES	01/01/1989	01/01/1993		01/01/1998	A-10-01	8
	FOLDER Description								
	1	COURT CASE: 6726 SANTUCCI, KENNETH				01/01/1989	01/01/1993	COURT CASES	
	2	CORRESPONDENCE, PLEADINGS & DISCOVERY				01/01/1989	01/01/1993	COURT CASES	
<input type="checkbox"/>	A-910	10005.7	COURT CASES	01/01/1989	01/01/1993		01/01/1998	A-10-01	9
	FOLDER Description								
	1	COURT CASE: 6726 DEPOSITIONS & MAPS				01/01/1989	01/01/1993	COURT CASES	

5/23/07	<i>W. D. [Signature]</i>	6/13/07	<i>W. M. [Signature]</i>	6/13/07	<i>Greg J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt

City of Long Beach

Unknown

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THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/1998	Location	Space#
				Beginning	Ending				
<input type="checkbox"/>	B-1035	10005.7	COURT CASES	01/01/1987	01/01/1993		01/01/1998	B-11-02	13
	FOLDER Description								
			1 #6093 - LARRY GEORGE VS. CITY ET AL.				01/01/1987 01/01/1993	COURT CASES	
			2 CV 87-02252 JGD (JRX)				01/01/1987 01/01/1993	COURT CASES	
			3 CORRESP; PLEADINGS VOL 1 & 2 APPEAL PLEADINGS;				01/01/1987 01/01/1993	COURT CASES	
			4 CLAIM; DEPOSITION TRANSCRIPTS: LARRY DONNELL -				01/01/1987 01/01/1993	COURT CASES	
			5 GEORGE 6-24-88, ROBERT FOWKES 3-10-88; REPORTER'S				01/01/1987 01/01/1993	COURT CASES	
			6 TRANSCRIPTS FROM: 9-4-91, 9-5-91, 9-6-91, 9-7-91,				01/01/1987 01/01/1993	COURT CASES	
			7 & 9-10-91				01/01/1987 01/01/1993	COURT CASES	
<input type="checkbox"/>	B-1036	10005.7	COURT CASES	01/01/1987	01/01/1993		01/01/1998	B-11-02	14
	FOLDER Description								
			1 #6093 - LARRY GEORGE VS CITY ET. AL.				01/01/1987 01/01/1993	COURT CASES	
			2 CV87-02252 JGD (JRX)				01/01/1987 01/01/1993	COURT CASES	
			3 APPELLANTS OPENING BRIEF; APPELLANTS REPLY BRIEF;				01/01/1987 01/01/1993	COURT CASES	
			4 EXCERPTS OF RECORD; APPELLEES PETITION FOR				01/01/1987 01/01/1993	COURT CASES	
			5 REHEARING; APPELLEES BRIEF; U.S. COURT OF APPEAL				01/01/1987 01/01/1993	COURT CASES	
			6 FOR 9TH CIRCUIT OPINION; U.S. COURT OF APPEAL FOR				01/01/1987 01/01/1993	COURT CASES	
			7 9TH CIRCUIT ORDER AND AMENDED OPINION; SUPREME				01/01/1987 01/01/1993	COURT CASES	
			8 COURT PETITION FOR WRIT OF CERTIORARI; CALLANAN'S				01/01/1987 01/01/1993	COURT CASES	
			9 NOTES; GOV'T EXHIBIT #9; DEFENDANTS' PROPOSED				01/01/1987 01/01/1993	COURT CASES	
			10 JURY INSTRUCTIONS; DEFENDANTS' EXHIBIT LIST				01/01/1987 01/01/1993	COURT CASES	
<input type="checkbox"/>	B-1040	10005.7	COURT CASES	01/01/1987	01/01/1993		01/01/1998	B-11-02	18
	FOLDER Description								
			1 #6093 - LARRY GEORGE VS CITY ET AL.				01/01/1987 01/01/1993	COURT CASES	
			2 U.S.D.C. MASTER INDEX; REPORTER'S TRANSCRIPTS:				01/01/1987 01/01/1993	COURT CASES	
			3 6-22, 30-87, 7-1-87, 7-2-87, 7-7-87, 7-8-87,				01/01/1987 01/01/1993	COURT CASES	
			4 7-9-87, 7-10-87, 7-14-87, 7-15-87				01/01/1987 01/01/1993	COURT CASES	

5/23/07 Date	<i>[Signature]</i> RECORDS MANAGER	5/13/07 Date	<i>[Signature]</i> DEPARTMENT HEAD	6/13/07 Date	<i>[Signature]</i> CITY ATTORNEY
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Destruction Notification Rpt

City of Long Beach

Unknown

030101 LAW

Records Coordinator: HIGHTOWER, KIM      Mail Drop:      Phone: (562)570-2255 ext:

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

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy		Space#
				Beginning	Ending		12/31/1998	Location	
<input type="checkbox"/>	B-1093	10005.7	COURT CASES	01/01/1986	01/01/1993		01/01/1998	B-11-05	13
	FOLDER Description								
	1	#6028	FOSTER V. CITY				01/01/1986	01/01/1993	COURT CASES
	2	CLAIMS					01/01/1986	01/01/1993	COURT CASES
	3	PLEADINGS					01/01/1986	01/01/1993	COURT CASES
	4	CORRESPONDENCE					01/01/1986	01/01/1993	COURT CASES
	5	MISCELLANEOUS ATTORNEY FILE					01/01/1986	01/01/1993	COURT CASES
<input type="checkbox"/>	B-1094	10005.7	COURT CASES	01/01/1986	01/01/1993		01/01/1998	B-11-05	14
	FOLDER Description								
	1	#6028	FOSTER V. CITY				01/01/1986	01/01/1993	COURT CASES
	2	DISCOVERY					01/01/1986	01/01/1993	COURT CASES
	3	MEDICAL FILE					01/01/1986	01/01/1993	COURT CASES
	4	LONG BEACH INTERNAL AFFAIRS FILE (CONFIDENTIAL)					01/01/1986	01/01/1993	COURT CASES
	5	COPY FOR OFFICE					01/01/1986	01/01/1993	COURT CASES
	6	DEPOSITIONS:					01/01/1986	01/01/1993	COURT CASES
	7	WILLIAM JAMES CAMPBELL					01/01/1986	01/01/1993	COURT CASES
	8	BRYAN JOSEPH MCMAHON					01/01/1986	01/01/1993	COURT CASES
	9	DELVIDA K. CLARKE					01/01/1986	01/01/1993	COURT CASES
	10	HARVEY LEON FOSTER					01/01/1986	01/01/1993	COURT CASES
	11	ROBERT EUGENE WILLIAMS					01/01/1986	01/01/1993	COURT CASES
<input type="checkbox"/>	B-1122	10005.7	COURT CASES	01/01/1987	01/01/1993		01/01/1998	B-12-02	1
	FOLDER Description								
	1	#6093	LARRY GEORGE VS CITY ET AL.				01/01/1987	01/01/1993	COURT CASES
	2	REPORTER'S TRANSCRIPTS:	7-16-87, 7-17-87,				01/01/1987	01/01/1993	COURT CASES
	3	7-21-87;	APPELLANTS OPENING BRIEF; APPELLEES				01/01/1987	01/01/1993	COURT CASES
	4	BRIEF;	APPELLANT'S REPLY BRIEF; RECORDS OF LARRY				01/01/1987	01/01/1993	COURT CASES
	5	GEORGE FROM U.S. ATTORNEY DATED	11-3-88; MISC.				01/01/1987	01/01/1993	COURT CASES
	6	NOTES AND PHOTOS					01/01/1987	01/01/1993	COURT CASES

5/23/07	<i>[Signature]</i>	6/13/07	<i>[Signature]</i>	6/13/07	<i>[Signature]</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt

City of Long Beach

Unknown

030101 LAW

Records Coordinator: HIGHTOWER, KIM Mail Drop: Phone: (562)570-2255 ext:

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

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/1998	Location	Space#
				Beginning	Ending				
<input type="checkbox"/>	B-1123	10005.7	COURT CASES	01/01/1987	01/01/1993		01/01/1998	B-12-02	2
	FOLDER Description								
			1 COURT CASE #6143 COORESP., PLEADINGS, VOLUMES 1-3,				01/01/1987 01/01/1993	COURT CASES	
			2 CLAIM FILE, PRE-TRIAL AND TRIAL DOCUMENTS				01/01/1987 01/01/1993	COURT CASES	
			3 DISCOVERY FILE				01/01/1987 01/01/1993	COURT CASES	
<input type="checkbox"/>	B-1124	10005.7	COURT CASES	01/01/1987	12/31/1993		12/31/1998	B-12-02	3
	FOLDER Description								
			1 COURT CASE #6143 MEDICAL RECORDS, PHOTOGRAPHS,				01/01/1987 01/01/1993	COURT CASES	
			2 ACCIDENT REPORTS AND DEPOSITIONS OF RALPH GILLET,				01/01/1987 01/01/1993	COURT CASES	
			3 GERALD WOOD, PLAINTIFF, RESENTHAL, DAVID ESREY				01/01/1987 01/01/1993	COURT CASES	
			4 DANA STANNARD V. CITY OF LONG BEACH, ET AL.				01/01/1987 01/01/1993	COURT CASES	

5/23/07	<i>[Signature]</i>	6/23/07	<i>[Signature]</i>	6/13/07	<i>[Signature]</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY



Destruction Notification Rpt

City of Long Beach

Unknown

030101 LAW

Records Coordinator: HIGHTOWER, KIM Mail Drop: Phone: (562)570-2255 ext:

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

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/1998	Location	Space#
				Beginning	Ending				
<input type="checkbox"/>	D-628	10005.7	COURT CASES	01/01/1989	01/01/1993		01/01/1998	D-07-02	7
	FOLDER Description								
			1 COURT CASE 7030 O'CONNELL, GRAY VS CITY				01/01/1989 01/01/1993	COURT CASES	
			2 CORRESP, CLAIM FILE, PLEADINGS, VOL 1-3, DISCOVERY				01/01/1989 01/01/1993	COURT CASES	
<input type="checkbox"/>	D-638	10005.7	COURT CASES	01/01/1989	01/01/1993		01/01/1998	D-07-02	16
	FOLDER Description								
			1 COURT CASE 7030 O'CONNELL, GRAY VS CITY				01/01/1989 01/01/1993	COURT CASES	
			2 DEPOSITIONS & MEDICAL RECORDS				01/01/1989 01/01/1993	COURT CASES	
	RANGES IN THIS BOX								
			BEGINNING : APRIL 3, 1990	ENDING : JUNE 26, 1990	/ /	/ /			
<input type="checkbox"/>	D-643	10005.7	COURT CASES	01/01/1989	01/01/1993		01/01/1998	D-07-03	2

5/23/07	<i>[Signature]</i>	6/13/07	<i>[Signature]</i>	6/13/07	<i>[Signature]</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt

City of Long Beach

Unknown

030101 LAW

Cost Center:

Records Coordinator: HIGHTOWER, KIM Mail Drop: Phone: (562)570-2255 ext:

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

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates Beginning Ending	On Hold?	Destroy 12/31/1998	Location	Space#
	FOLDER Description							
	1		COURT CASE 7030 O'CONNELL, GRAY VS CITY			01/01/1989 01/01/1993	COURT CASES	
	2		MAPS, DIAGRAMS, BICYCLE MATERIALS			01/01/1989 01/01/1993	COURT CASES	
<input type="checkbox"/>	D-659	10005.7	COURT CASES	01/01/1989 01/01/1993		01/01/1998	D-07-03	17
	FOLDER Description							
	1		COURT CASE FILE 7030 O'CONNELL, GRAY VS CITY			01/01/1989 01/01/1993	COURT CASES	
	2		REPORTER'S TRANSCRIPTS & EXHIBITS			01/01/1989 01/01/1993	COURT CASES	
<input type="checkbox"/>	D-750	10005.7	COURT CASES	01/01/1991 01/01/1993		01/01/1998	D-08-03	9
	FOLDER Description							
	1		7047 - CARLON, CHARLES			01/01/1991 01/01/1993	COURT CASES	
	2		5836 FERNBERG, RONALD 1985-92			01/01/1991 01/01/1993	COURT CASES	
<input type="checkbox"/>	E-547	10005.7	COURT CASES	01/01/1985 01/01/1993		01/01/1998	E-06-03	6
	FOLDER Description							
	1		#C-5575 GREGORY ODELL REED V. CITY			01/01/1985 01/01/1993	COURT CASES	
	2		ATTY NOTES, CRIMINAL TRANSCRIPT CRIMINAL -			01/01/1985 01/01/1993	COURT CASES	
	3		TRANSCRIPT, "SEPCIAL VERDICT" FOLDER, PLAINTIFFS			01/01/1985 01/01/1993	COURT CASES	
	4		ARB BRIEF, PLAINTIFF'S CRIMINAL RECORDS, -			01/01/1985 01/01/1993	COURT CASES	
	5		VARIOUS DISCOVERY			01/01/1985 01/01/1993	COURT CASES	
<input type="checkbox"/>	E-548	10005.7	COURT CASES	01/01/1985 01/01/1993		01/01/1998	E-06-03	7
	FOLDER Description							
	1		#C-5575 GREGORY ODELL REED V. CITY			01/01/1985 01/01/1993	COURT CASES	
	2		SEVEN VOLUMES OF REPORTER'S TRANSCRIPT ON APPEAL			01/01/1985 01/01/1993	COURT CASES	
<input type="checkbox"/>	E-549	10005.7	COURT CASES	01/01/1985 01/01/1993		01/01/1998	E-06-03	8

5/23/07	<i>[Signature]</i>	6/13/07	<i>[Signature]</i>	6/13/07	<i>[Signature]</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt

City of Long Beach

Unknown

030101 LAW

Records Coordinator: HIGHTOWER, KIM      Mail Drop:      Phone: (562) 570-2255 ext:

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

Mark (X)	Permanent Box Number	Code	Record Title Name (Box Contents)	Dates Beginning Ending	On Hold?	Destroy 12/31/1998	Location	Space#
	FOLDER Description							
	1	#C-5575	GREGORY ODELL REED V. CITY			01/01/1985 01/01/1993	COURT CASES	
	2		ALL MEDS/EMPLOYMENT RECORDS OF PLAINTIFF.			01/01/1985 01/01/1993	COURT CASES	
	3		DEPOSITIONS OF THE PLAINTIFFS & OFFICERS.			01/01/1985 01/01/1993	COURT CASES	
<input type="checkbox"/>	E-550	10005.7	COURT CASES	01/01/1985	01/01/1993		01/01/1998 E-06-03	9
	FOLDER Description							
	1	#C-5575	GREGORY ODELL REED V. CITY			01/01/1985 01/01/1993	COURT CASES	
	2		PLEADINGS, VOLUMES 1 & 2, CLAIM, CORRESPONDENCE,			01/01/1985 01/01/1993	COURT CASES	
	3		APPELLATE BRIEF MATERIALS, AND CLERK'S PARTIAL -			01/01/1985 01/01/1993	COURT CASES	
	4		TRANSCRIPT.			01/01/1985 01/01/1993	COURT CASES	

Eligible Boxes on Hold = 0

Elgibile Boxes Checked Out = 0

Elgibile Boxes Excepted = 0

Boxes to be Destroyed for this Department = ~~26~~  
25

(Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)

5/23/07 Date	<i>[Signature]</i> RECORDS MANAGER	6/13/07 Date	<i>[Signature]</i> DEPARTMENT HEAD	6/13/07 Date		<i>[Signature]</i> CITY ATTORNEY
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