



C-7

CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

December 4, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Health and Human Services, Housing Authority Bureau 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Health and Human Services, Housing Authority concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 13 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

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 DEPARTMENT OF HEALTH AND
HUMAN SERVICES – HOUSING AUTHORITY BUREAU

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, with the City Attorney giving his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Department of Health and Human Services – Housing Authority Bureau, 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:

- 1.1 Affect the title to real property or liens thereon;
- 1.2 Constitute official court records;
- 1.3 Constitute records which are required to be kept by statute;
- 1.4 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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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 _____, 20____ by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

Exhibit A

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
H&HS-HOUSING AUTHORITY (2105)

Cost Center: H&HS-HOUSING AUTHORITY ()

Records Coordinator: ROYCE BELL Mail Drop: 521 E. 4TH Phone: (562)570-6348 ext:

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2011	Location	Space#
<input type="checkbox"/> 1	21801	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563501	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	ACEVEDO, L	ANDERSON, A		01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/> 1	21802	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563502	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	ANDERSON, L	BIBLE, P		01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/> 1	21803	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563503	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	BISHOP, V	BOATMAN, M		01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/> 1	21804	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563504	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	BOBBITT, E	BROWN, K		01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/> 1	21805	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563505	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	BROWN, S	BURNS, J		01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/> 1	21806	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563506	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	BURTON, L	BUSHNELL, J		01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/> 1	21807	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563507	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	BURTON, L	BUSHNELL, J		01/01/2008	12/31/2008		TENANT FILES - CLOSED		

Unknown (TMP)
H&HS-HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning Ending Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
	DAVIDSON, J		DELUNA, R	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/> 1	21814	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563514	0
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning Ending Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
	DELANO, C		DIGGS, D	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/> 1	21815	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563515	0
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning Ending Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
	DIXON, K		ELIAS, L	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/> 1	21816	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563516	0
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning Ending Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
	ESCOBAR, G		FARD, A	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/> 1	21817	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563517	0
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning Ending Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
	FARMER, H		FLORES, V	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/> 1	21818	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563518	0
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning Ending Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
	FORTUNE, F		FREAR, B	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/> 1	21819	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563519	0
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning Ending Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
	FRODGE, T		GARTNER, R	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/> 1	21820	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563520	0

H&HS-HOUSING AUTHORITY (2105)
Unknown (TMP)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date 12/31/2011	Location	Space#
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			GILLYARD, D GODFREY, J	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	21821	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563521	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			GOZY, E GRABLE, S	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	21822	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563522	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			GRANT, R GRIGSBY, R	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	21823	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563523	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			GRIM, J HALBERT, C	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	21824	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563524	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			HALE, M HAM, M	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	21825	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563525	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			HAMMOND, T HARRIS, C	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	21826	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563526	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			HARRIS, L HAYWOOD, M	01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	21827	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563527	0

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

H&HS-HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Range Ending	Range Description	Record Title (Box Contents)	Dates		Ending	On Hold?	Destroy Date	Location	Space#
					Beginning	Ending					
<input type="checkbox"/>	21828	10019.9	TENANT FILES - CLOSED		01/01/2008	12/31/2008	12/31/2008		12/31/2011	553563528	0
					01/01/2008	12/31/2008				TENANT FILES - CLOSED	
<input type="checkbox"/>	21829	10019.9	TENANT FILES - CLOSED		01/01/2008	12/31/2008	12/31/2008		12/31/2011	553563529	0
					01/01/2008	12/31/2008				TENANT FILES - CLOSED	
<input type="checkbox"/>	21830	10019.9	TENANT FILES - CLOSED		01/01/2008	12/31/2008	12/31/2008		12/31/2011	553563530	0
					01/01/2008	12/31/2008				TENANT FILES - CLOSED	
<input type="checkbox"/>	21831	10019.9	TENANT FILES - CLOSED		01/01/2008	12/31/2008	12/31/2008		12/31/2011	553563531	0
					01/01/2008	12/31/2008				TENANT FILES - CLOSED	
<input type="checkbox"/>	21832	10019.9	TENANT FILES - CLOSED		01/01/2008	12/31/2008	12/31/2008		12/31/2011	553563532	0
					01/01/2008	12/31/2008				TENANT FILES - CLOSED	
<input type="checkbox"/>	21833	10019.9	TENANT FILES - CLOSED		01/01/2008	12/31/2008	12/31/2008		12/31/2011	553563533	0
					01/01/2008	12/31/2008				TENANT FILES - CLOSED	
<input type="checkbox"/>	21834	10019.9	TENANT FILES - CLOSED		01/01/2008	12/31/2008	12/31/2008		12/31/2011	553563534	0
					01/01/2008	12/31/2008				TENANT FILES - CLOSED	

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Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Record Title Name	Beginning Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
				<i>Range Beginning</i>	<i>Range Ending</i>		<i>Record Title Name</i>		
				KELLEY, F	KEO, K		TENANT FILES - CLOSED		
<input type="checkbox"/>	21835	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563535		0
				<i>Range Beginning</i>	<i>Range Ending</i>		<i>Record Title Name</i>		
				KERN, C	KHIEV, S		TENANT FILES - CLOSED		
<input type="checkbox"/>	21836	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563536		0
				<i>Range Beginning</i>	<i>Range Ending</i>		<i>Record Title Name</i>		
				KHOTH, T	KOL, S		TENANT FILES - CLOSED		
<input type="checkbox"/>	21837	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563537		0
				<i>Range Beginning</i>	<i>Range Ending</i>		<i>Record Title Name</i>		
				KURTZ, M	LAWSON, A		TENANT FILES - CLOSED		
<input type="checkbox"/>	21838	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563538		0
				<i>Range Beginning</i>	<i>Range Ending</i>		<i>Record Title Name</i>		
				LE, T	LEIGH, E		TENANT FILES - CLOSED		
<input type="checkbox"/>	21839	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563539		0
				<i>Range Beginning</i>	<i>Range Ending</i>		<i>Record Title Name</i>		
				LELEA, M	LYNCH, D		TENANT FILES - CLOSED		
<input type="checkbox"/>	21840	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563540		0
				<i>Range Beginning</i>	<i>Range Ending</i>		<i>Record Title Name</i>		
				MACIAS, E	MARTINEZ, M		TENANT FILES - CLOSED		
<input type="checkbox"/>	21841	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563541		0

Destruction Notification Rpt
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H&HS-HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beginning Date	Ending Date	On Hold?	Destroy Date 12/31/2011	Location	Space#
			Range Description	Beginning	Ending Date		Record Title Name		
			MARTINSEN, E	01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	21842	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563542		0
			Range Description	Beginning	Ending Date		Record Title Name		
			MAYFIELD, B	01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	21843	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563543		0
			Range Description	Beginning	Ending Date		Record Title Name		
			MCKINLEY, A	01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	21844	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563544		0
			Range Description	Beginning	Ending Date		Record Title Name		
			METCALF, I	01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	21845	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563545		0
			Range Description	Beginning	Ending Date		Record Title Name		
			MILLER, D	01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	21846	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563546		0
			Range Description	Beginning	Ending Date		Record Title Name		
			MIRANDA, J	01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	21847	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563547		0
			Range Description	Beginning	Ending Date		Record Title Name		
			MONTELLANO, P	01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	21848	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563548		0

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

H&HS-HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	On Hold?	Destroy Date	Location	Space#	
				MORBLEY, G	21849	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563549	0
				MOT, M	21850	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563550	0
				NGOUN, S	21851	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563551	0
				NIEDWEIZ, J	21852	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563552	0
				NORWOOD, T	21853	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563553	0
				ONTIVEROS, F	21854	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563554	0
				OVERTON, G	21855	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	553563555	0

Destruction Notification Rpt
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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Range Beginning	Range Ending	Range Description	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	21856	10019.9	TENANT FILES - CLOSED	Range Beginning PALOMINO, V	Range Ending PETERSON, T	Range Description	Beginning 01/01/2008	Ending Date 12/31/2008		Record Title Name TENANT FILES - CLOSED	12/31/2011 553563556	0
<input type="checkbox"/>	21857	10019.9	TENANT FILES - CLOSED	Range Beginning PETRY, S	Range Ending POLK, L	Range Description	Beginning 01/01/2008	Ending Date 12/31/2008		Record Title Name TENANT FILES - CLOSED	12/31/2011 553563557	0
<input type="checkbox"/>	21858	10019.9	TENANT FILES - CLOSED	Range Beginning RALLS, K	Range Ending ROBINSON, M	Range Description	Beginning 01/01/2008	Ending Date 12/31/2008		Record Title Name TENANT FILES - CLOSED	12/31/2011 553563558	0
<input type="checkbox"/>	21859	10019.9	TENANT FILES - CLOSED	Range Beginning ROBINSON, P	Range Ending RODROGUEZ, C	Range Description	Beginning 01/01/2008	Ending Date 12/31/2008		Record Title Name TENANT FILES - CLOSED	12/31/2011 553563559	0
<input type="checkbox"/>	21860	10019.9	TENANT FILES - CLOSED	Range Beginning ROLAND, T	Range Ending ROSS, W	Range Description	Beginning 01/01/2008	Ending Date 12/31/2008		Record Title Name TENANT FILES - CLOSED	12/31/2011 553563560	0
<input type="checkbox"/>	21861	10019.9	TENANT FILES - CLOSED	Range Beginning ROSTON, T	Range Ending RUELAS, P	Range Description	Beginning 01/01/2008	Ending Date 12/31/2008		Record Title Name TENANT FILES - CLOSED	12/31/2011 553563561	0
<input type="checkbox"/>	21862	10019.9	TENANT FILES - CLOSED	Range Beginning RUIZ, T	Range Ending SALIM, H	Range Description	Beginning 01/01/2008	Ending Date 12/31/2008		Record Title Name TENANT FILES - CLOSED	12/31/2011 553563562	0

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Range Ending	Range Description	Beginning Dates	Ending Dates	On Hold?	Destroy Date Location	Space#
<input type="checkbox"/>	21863	10019.9	TENANT FILES - CLOSED	SAN, S	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563563	0
<input type="checkbox"/>	21864	10019.9	TENANT FILES - CLOSED	SANCHEZ, M SCHNEIDER, B	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563564	0
<input type="checkbox"/>	21865	10019.9	TENANT FILES - CLOSED	SCHOENK, H SCOTT, E	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563565	0
<input type="checkbox"/>	21866	10019.9	TENANT FILES - CLOSED	SCOTT, L SEGURA, L	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563566	0
<input type="checkbox"/>	21867	10019.9	TENANT FILES - CLOSED	SEJA, R SIMRIL, L	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563567	0
<input type="checkbox"/>	21868	10019.9	TENANT FILES - CLOSED	SIVERAND, R STEWART-HARRIS,	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563568	0
<input type="checkbox"/>	21869	10019.9	TENANT FILES - CLOSED	SUAREZ, H SWAN, T	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011 553563569	0

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Range Beginning	Range Ending	Range Description	Beginning Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	TANNER, K	21870	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	TENANT FILES - CLOSED	12/31/2011		553563570		0
<input type="checkbox"/>	TECH, S	21871	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	TENANT FILES - CLOSED	12/31/2011		553563571		0
<input type="checkbox"/>	TERRY, T	21872	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	TENANT FILES - CLOSED	12/31/2011		553563572		0
<input type="checkbox"/>	THOMAS, J	21873	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	TENANT FILES - CLOSED	12/31/2011		553563573		0
<input type="checkbox"/>	THORNTON, B	21874	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	TENANT FILES - CLOSED	12/31/2011		553563574		0
<input type="checkbox"/>	TRUJILLO, J	21875	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	TENANT FILES - CLOSED	12/31/2011		553563575		0
<input type="checkbox"/>	TURNER, A	21876	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	TENANT FILES - CLOSED	12/31/2011		553563576		0

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		Ending	On Hold?	Destroy Date 12/31/2011	Location	Space#
				Beg.	Ending					
<input type="checkbox"/>	21877	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011		553563577	0	
			Range Beginning Range Ending VIDANA, E WALKER, V							
<input type="checkbox"/>	21878	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011		553563578	0	
			Range Beginning Range Ending WALLS, E WASHINGTON, M							
<input type="checkbox"/>	21879	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011		553563579	0	
			Range Beginning Range Ending WHITE, L							
<input type="checkbox"/>	21880	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011		553563580	0	
			Range Beginning Range Ending WHITMAN, R WILLIAMS, K							
<input type="checkbox"/>	21881	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011		553563581	0	
			Range Beginning Range Ending WILLIAMS, RACHE WILLIAMS, ROBER							
<input type="checkbox"/>	21882	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011		553563582	0	
			Range Beginning Range Ending WILSON, A WILSON, D							
<input type="checkbox"/>	22122	10019.9	TENANT FILES - CLOSED	01/01/2007	12/31/2008	12/31/2011		553563622	0	
			Range Beginning Range Ending YOUNG, N ZAK, J							

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(X) Code	Destroy Code	Permanent Box Number	Record Title (Box Contents)	Dates		Ending	On Hold?	Destroy Date	Location	Space#
				Beg.	End					
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>		
		CRUDUP		01/01/2007	12/31/2008			TENANT FILES - CLOSED		
<input type="checkbox"/>	1	22123	10019.9 TENANT FILES - CLOSED	01/01/2007	12/31/2008			12/31/2011 553563623		0
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>		
		GREENE		01/01/2007	12/31/2008			TENANT FILES - CLOSED		
<input type="checkbox"/>	1	22124	10019.9 TENANT FILES - CLOSED	01/01/2007	12/31/2008			12/31/2011 553563624		0
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>		
		JOHNSON		01/01/2007	12/31/2008			TENANT FILES - CLOSED		
<input type="checkbox"/>	1	22125	10019.9 TENANT FILES - CLOSED	01/01/2007	12/31/2008			12/31/2011 553563625		0
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>		
		OCHOA		01/01/2007	12/31/2008			TENANT FILES - CLOSED		
<input type="checkbox"/>	1	22126	10019.9 TENANT FILES - CLOSED	01/01/2007	12/31/2008			12/31/2011 553563626		0
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>		
		STEWART		01/01/2007	12/31/2008			TENANT FILES - CLOSED		
<input type="checkbox"/>	1	22127	10019.9 TENANT FILES - CLOSED	01/01/2007	12/31/2008			12/31/2011 553563627		0
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>		
		WISHUM		01/01/2007	12/31/2008			TENANT FILES - CLOSED		
<input type="checkbox"/>	1	22139	10019.9 TENANT FILES - CLOSED	01/01/2007	12/31/2008			12/31/2011 553563639		0
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>		
		Z		01/01/2007	12/31/2008			TENANT FILES - CLOSED		
<input type="checkbox"/>	1	22140	10019.9 TENANT FILES - CLOSED	01/01/2007	12/31/2008			12/31/2011 553563640		0

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
	A	L	PORT	01/01/2007	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	22141	10019.9	TENANT FILES - CLOSED	01/01/2007	12/31/2008	12/31/2011 553563641	0		
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
	M	Z	PORT	01/01/2007	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	22142	10019.9	TENANT FILES - CLOSED	01/01/2007	12/31/2008	12/31/2011 553563642	0		
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
	1996	1999	US VETS - MHA -530 ELM	01/01/2007	12/31/2008	TENANT FILES - CLOSED			
	MHA	530 ELM		01/01/2007	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	22143	10019.9	TENANT FILES - CLOSED	01/01/2007	12/31/2008	12/31/2011 553563643	0		
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
	1995	2004	SPC MHA	01/01/2007	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	22236	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011 553563707	0		
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
	ABRAMS, N	PORTER, H		01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	22237	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011 553563708	0		
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
	PORTIS, J	TRIEU, B		01/01/2008	12/31/2008	TENANT FILES - CLOSED			
<input type="checkbox"/>	22479	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2008	12/31/2011 395737879	0		
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Range Beginning	Range Ending	Range Description	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
							<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
							01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	22480	10019.9	TENANT FILES - CLOSED				01/01/2008	12/31/2008		12/31/2011	395737880	0
							<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
							01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	22481	10019.9	TENANT FILES - CLOSED				01/01/2008	12/31/2008		12/31/2011	395737881	0
							<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
							01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	22482	10019.9	TENANT FILES - CLOSED				01/01/2008	12/31/2008		12/31/2011	395737882	0
							<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
							01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	22483	10019.9	TENANT FILES - CLOSED				01/01/2008	12/31/2008		12/31/2011	395737883	0
							<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
							01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	22484	10019.9	TENANT FILES - CLOSED				01/01/2008	12/31/2008		12/31/2011	395737884	0
							<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
							01/01/2008	12/31/2008		TENANT FILES - CLOSED		
<input type="checkbox"/>	22485	10019.9	TENANT FILES - CLOSED				01/01/2008	12/31/2008		12/31/2011	395737885	0
							<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
							01/01/2008	12/31/2008		TENANT FILES - CLOSED		

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	22486			10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	395737886	0
	22487			10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	395737887	0
	22488			10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	395737888	0
	22489			10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2008	12/31/2008		12/31/2011	395737889	0

Total Eligible Boxes to be destroyed	=	106
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	106

Date 10-12-12 RECORDS MANAGER M. De G. [Signature] Date 11/12/12 DEPARTMENT HEAD [Signature]

Date 11/8/12 CITY ATTORNEY [Signature]