

CITY OF LONG BEACH

C-12

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

FAX 562-570-6789

August 7, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Parks, Recreation and Marine Department as shown in Exhibit A: and adopt the resolution.

DISCUSSION

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

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

The City Attorney and Parks, Recreation and Marine concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 18 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,


Monique De La Garza
City Clerk

MD:ll

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

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH APPROVING AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS, PAPERS, AND WRITINGS BY THE DEPARTMENT OF PARKS, RECREATION AND MARINE

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 Department of Parks, Recreation and Marine of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old.

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

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

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

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

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

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"




RECORDS DESTRUCTION REQUEST

1. Date 07/10/18

Honorable Council of the City of Long Beach

2. The Department of Parks, Recreation and Marine respectfully requests authority to destroy the following departmental records:
DEPARTMENT

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
4	Deposit Receipts (Copies) -	DR copies	1997	2-2-255	
4	Deposit Receipts (Copies) -	DR copies	2009	7-T-4	
4	Deposit Receipts (Copies) -	DR copies	2009	7-T-6	
4	Deposit Receipts (Copies) -	DR copies	2011	7-T-13	
4	Deposit Receipts (Copies) -	DR copies	2010	7-T-16	
4	Deposit Receipts (Copies) -	DR copies	2011	7-T-24	
4	Deposit Receipts (Copies) -	DR copies	2006	9-F-412	
4	Deposit Receipts (Copies) -	DR copies	2006	9-E-418	
4	Deposit Receipts (Copies) -	DR copies	2011	12-CR-RR-11	
4	Deposit Receipts (Copies) -	DR copies	1996	2-B-265	
4	Deposit Receipts (Copies) -	DR copies	2010	7-T-10	
4	Deposit Receipts (Copies) -	DR copies	2010	7-T-15	
4	Deposit Receipts (Copies) -	DR copies	2010	7-T-18	
4	Deposit Receipts (Copies) -	DR copies	2010	7-T-21	
4	Deposit Receipts (Copies) -	DR copies	2005	7-T-23	
4	Deposit Receipts (Copies) -	DR copies	2009	7-2-42	
4	Deposit Receipts (Copies) -	DR copies	2008	7-B-53	
4	Deposit Receipts (Copies) -	DR copies	2008	7-B-54	
4	Deposit Receipts (Copies) -	DR copies	2007	7-B-58	
4	Deposit Receipts (Copies) -	DR copies	2007	7-B-61	
4	Deposit Receipts (Copies) -	DR copies	2005	9-F-398	
4	Deposit Receipts (Copies) -	DR copies	2007	9-F-401	
4	Deposit Receipts (Copies) -	DR copies	2006-2007	08-BS-RR-18	
4	Deposit Receipts (Copies) -	DR copies	2005	07-BS-RR-20	
4	Deposit Receipts (Copies) -	DR copies	2008	08-BS-RR-16	
4	Deposit Receipts (Copies) -	DR copies	2006	07-BS-RR-32	
4	Deposit Receipts (Copies) -	DR copies	2005-2006	07-BS-RR-13	
4	Deposit Receipts (Copies) -	DR copies	2006	07-BS-RR-02	
4	Deposit Receipts (Copies) -	DR copies	2007	08-BS-RR-10	
4	Deposit Receipts (Copies) -	DR copies	2005	07-BS-RR-22	
4	Deposit Receipts (Copies) -	DR copies	2006	07-BS-RR-05	
4	Deposit Receipts (Copies) -	DR copies	2007	4-T-282	
4	Deposit Receipts (Copies) -	DR copies	2008	4-T-283	
4	Deposit Receipts (Copies) -	DR copies	2003 - 2004	07-MB-235	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>7/19/2018</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By </p> <p>12. Title <u>Deputy City Attorney</u></p> <p>13. Date <u>7/20/18</u></p>	<p>14. REMARKS:</p> <p>Pcards – Has retention of seven years from end of fiscal year per retention period noted in the California Secretary of State's General Retention Schedule for Fiscal Records about Procurement and Supply</p>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
4	Deposit Receipts (copies) -	DR copies	1997	4-2-302	
4	Deposit Receipts (copies)	DR copies	1997	4-2-306	
4	Deposit Receipts (Copies) -	DR copies ABM & DTM	1997	4-2-309	
4	Deposit Receipts (Copies) -	DR copies	2008	7-B-62	
6	Imprest Checking -	Imprest cash refunds	2000	00-MB-012	
6	Imprest Checking -	Imprest checking 7/00-9/00	2000	02-BS-A-018	
6	Imprest Checking -	Imprest check 4/02-8/02	2002	02-BS-A-035	
6	Imprest Checking -	Imprest check 9/02-12/02	2002	02-BS-A-036	
6	Imprest Checking -	Imprest checks 8/03-1/04	2003-2004	04-BS-A-004	
6	Imprest Checking -	Imprest cash (DP's reimbursement) 10/01-9/03	2001-2003	04-BS-A-009	
6	Imprest Checking -	Bank reconciliations - Calendar years 2001 and 2004	2001-2004	04-BS-A-064	
6	Imprest Checking -	Imprest cash FY04	2004	05-BS-A-004	
6	Imprest Checking -	Bank reconciliations - Dec 2001 to Dec. 2005; misc petty cash/check	2001-2005	05-BS-A-024	
6	Imprest Checking -	Imprest checking Jan-Dec 2005; Voided checking 2001-2005; reimbursements 2002-2003	2001-2005	05-BS-A-025	
6	Imprest Checking -	Imprest checking P-card info Oct 2003-Dec 2005; Bank Reconciliations 2004; imprest cash Dec 1998-Aug 1999	1998-2005	05-BS-A-027	
6	Imprest Checking -	Imprest checking 2/04-9/04	2004	06-BS-A-001	
6	Imprest Checking -	Imprest checking - Bank statement and cancelled checks	2008	08-BS-A-023	
6	Imprest Checking -	Imprest Refunds FY08	2008	11-BS-A-021	
6	Imprest Checking -	Imprest Refunds FY09	2009	11-BS-A-024	
6	Imprest Checking -	Imprest Cash & Refunds FY10	2010	11-BS-A-025	
6	Imprest Checking -	Imprest checking back up, DP reimbursement	2004	2-2-254	
6	Imprest Checking -	Imprest Vouchers	1997	97-MB-008	
8	Invoice (vendor) -	Invoices Admin Bus Ops	2004	2-2-252	
8	Invoice (vendor) -	Invoices LA County Storm Debris	2006	2-2-253	
8	Invoice (Vendor) -	Recreation services invoices	2013	Floor 508	
9	Journal Vouchers -	CDBG files	2006	4-1-286	
9	Journal Vouchers -	Journal vouchers	1998-2007	4-1-288	
9	Journal Vouchers -	Journal vouchers	2008	4-1-291	
9	Journal Vouchers -	Journal vouchers	2009	4-T-276	
9	Journal Vouchers -	Journal vouchers	2010	4-T-277	
16	Reports Revenue -	2000-2002 Revenue worksheets; lessee's various fixed assets 2000	2000-2002	02-BS-A-069	
19	Administration Files -	Misc files	2008	7-2-43	
19	Administration Files -	SSSP Program files	1990-2000	00-CR-SSSP-011	
19	Administration Files -	Customer Satisfaction surveys	1999-2000	00-CR-SSSP-06	
19	Administration Files -	Muni Band	2001-2007	02-CR-AD-026	
19	Administration Files -	Charitable Solicitation Files	2001-2004	04-SE-015	
19	Administration Files -	Pole Banner	2001-2004	04-SE-063	
19	Administration Files -	Community Events	2007	05-CRS-043	
19	Administration Files -	DC Surveys, Inc. Reports, Accident Rpt, Parks Daily Checklist	2005-2006	05-CRS-044	
10, 39	Purchase Orders, Boat Check Reports	marina PO's slip audits 2003-2004	2005	05-MB-009	
19	Administration Files -	P Cards	2006	06-CR-AD-01	
19	Administration Files -	Leadership Long Beach	2005-2006	06-SE-064	
19	Administration Files -	Leadership Long Beach	2005-2006	06-SE-076	
19	Administration Files -	DTM Updates	2006-2007	07-MB-257	
19	Administration Files -	All information pertains to the strategic plan	1996-2001	08-BZ-AD-005	
19	Administration Files -	Volunteer Committee	1996-2003	09-CRCP-039	
19	Administration Files -	Admin Files (Special events, Kite surfing RFP, Parking study, Summer food)	2004	2-1-245	
19	Administration Files -	Admin Files (City and general correspondence, Maps and aerials reports)	2011	2-1-249	
19	Administration Files -	MuniBand 96-98 / Strategic Plan	1996-1998	2-B-260	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
19	Administration Files -	Smoking ban, Alarm system, Charity drive, CPRS	2002	2-B-261	
19	Administration Files -	Ranger assignments and reports	2004	4-1-294	
19	Administration Files -	ML Accounts	1995	4-2-303	
19	Administration Files -	Marine Stadium	1997	4-2-304	
19	Administration Files -	DR Forms	1997	4-2-305	
19	Administration Files -	Slip updates DTM	1997	4-2-307	
19	Administration Files -	News articles	2008	4-B-310	
19	Administration Files -	Copies only - Accident reports, accrued hours reports, carryover, training, Employee data forms, OT, vacancies	2008	4-B-311	
19	Administration Files -	Customer comment cards, assigned items	2008	4-B-312	
19	Administration Files -	Meetings, reports, schedules	2008	4-B-313	
19	Administration Files -	Customer comment cards, assigned items	2008	4-B-314	
19, 4	Administration Files; Deposit Receipts (copies)	Copies of Offline deposits, collection accounts files	2006-2007	4-E-317	
19	Administration Files -	Analyst notes, Training, FAMIS manual, CEP personnel	2010	4-T-270	
19	Administration Files -	Labor distribution	1998	4-T-271	
19	Administration Files -	FOR reports	2011	4-T-275	
19	Administration Files -	Tech request, Tech MOU	2001	4-T-284	
19	Administration Files -	Reserved sites	2010	7-B-63	
19	Administration Files -	Program files	2010	7-B-64	
19	Administration Files -	Chavez reports and correspondence	1999	8-1-382	
19	Administration Files -	Sports park	1997	8-1-383	
19	Administration Files -	CPP Program Files	1996-1997	97-CR-CP-07	
19	Administration Files -	Misc Park Ranger files	1995-1997	97-CR-SS-01	
19	Administration Files -	Admin Files (tech services papers)	1996-1998	98-BS-A-074	
19	Administration Files -	Volunteer forms; muni band pre-98; aquatics	1998-2001	98-CR-CP-040	
19	Administration Files -	Bureau Reallocations/Reductions	1998-2001	98-CRCP-041	
19	Administration Files -	Special Olympics	1998-2000	98-CR-SSP-37	
19	Administration Files -	89-99 Admin files	1989-1999	98-CR-SSSP-10	
19	Administration Files -	Senior Olympics 99-01, Summer Food 2000-2002	1999-2003	99-CRCP-038	
63	Registrations / Reservations -	TA & sun classes	2005	9-E-417	
19	Administration Files -	Accounting files	2005	E-T-499	
19	Administration Files -	Community programs, comment cards	2010	Floor 505	
19	Administration Files -	Community Programs and services	2010	Floor 506	
19	Administration Files -	Summer programs, P-card, budget, comment cards	2010	Floor 507	
21	Correspondence Files -	Correspondence files	2001	2-2-251	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2002	2-1-235	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2002	2-1-236	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2004	2-1-237	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2002	2-1-238	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2004	2-1-239	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2004	2-1-240	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2000	2-1-241	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2004	2-1-242	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2002	2-1-243	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	1999	2-1-244	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2002	2-1-246	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2006	2-1-247	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	2004	2-1-248	
23	Agreements, Contracts, Concessions, Permits -	Contracts/agreements	1994	94-BSC-003	
23	Agreements, Contracts, Concessions, Permits -	Cancelled Vendor Permits	2006	MB-07-MB-256	
25	Budget Files -	Budget files	2004	4-T-269	
25	Budget Files -	Budget files	1995	7-B-65	
26	Budget Work Files -	FY 1990-2001	1990-2001	08-BS-AD-002	
26	Budget Work Files -	Proposed FY 2004 Budget	2004-2006	08-BS-AD-004	
26	Budget Work Files -	FY09 Budget Work files	2009	13-CR-AD-02	
26	Budget Work Files -	FY07-09 Budget Work Files	2007-2009	13-CR-AD-03	
26	Budget Work Files -	FY03-05 Budget Work Files	2003-2005	13-CR-AD-04	
26	Budget Work Files -	FY09 Budget Work Files	2008-2010	13-CR-AD-06	
26	Budget Work Files -	FY 02 08-BS-AD-001	2001-2004	2-B-259	
26	Budget Work Files -	Budget	2001-2007	4-1-289	
26	Budget Work Files -	Budget	2000-2004	4-1-290	
26	Budget Work Files -	Budget work files	2008	4-T-278	
28	Community Information/Printing/Graphics	Programs, Murals, Yes grant	2008	4-T-279	
35	Marine Bureau Administrative Files	Correspondence, meeting notes	1993	8-2-384	
35	Marine Bureau Administrative Files	Correspondence misc	1991	8-2-385	
35	Marine Bureau Administrative Files	Correspondence, park perpetuity meeting	2002	8-2-386	
38	Accounts Receivable Invoices (Slips)	Copies of ABM invoice 3/02-7/04	2003	03-MB-007	
39	Boat Check Reports -	Boat checks, bank deposits	2006	4-E-320	
39	Boat Check Reports -	Boat checks, Guest dock checks	2003	4-E-322	
39	Boat Check Reports -	Boat checks, guest dock checks	2003	4-E-324	
39	Boat Check Reports -	Boat checks, bank deposits	2006	4-E-325	
39	Boat Check Reports -	Boat checks, guest dock checks	2006	4-E-326	
39	Boat Check Reports -	Boat checks, bank deposits, impounds	2005	4-E-327	
39	Boat Check Reports -	Special events	2005	5-T-328	
39	Boat Check Reports -	Boat Checks	1996	96-MB-06	
39	Boat Check Reports -	Boat Checks	1996-1998	98-MB-013	
39	Boat Check Reports -	Boat checks, bank deposits	2004	9-E-414	
39	Boat Check Reports -	Boat checks	2003	9-E-416	
39	Boat Check Reports -	Boat check reports	2013	W-T-420	
39, 4	Boat Check Reports; Deposit receipts (copies)	Boat checks, Bank deposits/DR copies	2009	9-B-392	
40	Guest Mooring Invoice	Guest mooring invoices	2013	9-F-399	
40	Guest Mooring Invoice -	DTM guest mooring	1998	W-T-424	
41	Guest Reservation Cards -	Wait list apps, Grand Prix information	1993	4-E-321	
41	Guest Reservation Cards -	Waiting list apps	2006	4-E-323	
39	Boat Check Reports -	Daily Guest Boat Check Logs	1998	98-MB-008	
41	Guest Reservation Cards -	DTM Guest reservations cards	2009	9-B-393	
41	Guest Reservation Cards	Guest reservation cards	2013	9-F-400	
41	Guest Reservation Cards -	Guest reservation cards, boat checks	2014	W-T-421	
42	Head Key Receipts -	Key deposit receipts	1997	4-2-308	
42	Head Key Receipts -	ABM, parking and key logs	2012-2014	W-T-422	
43	Impound Records -	Released impounds, bank deposits	2009	9-B-391	
44	Launch Ramp/Pay Beach -	Marina Green parking receipts	2008	4-T-281	
44	Launch Ramp/Pay Beach -	Launch ramp close out ticket receipts	2011	9-F-408	
44	Launch Ramp/Pay Beach -	Launch Ramp Closed out ticket receipts	2012-2013	9-F-503	
52	Payroll/Personnel Confidential Files	Self-Identification forms report	1993-2008	10-BS-PP-09	
8	Invoice (Vendor)	Copies of invoices	2013	2-E-268	
52	Payroll/Personnel Confidential Files	PR&M requisition reports	1997	3-2-180	
52	Payroll/Personnel Confidential Files	Applicants not hired	2005	3-2-181	
59	Payroll Time Sheets -	Timecards	2004	04-BS-PP-45	
59	Payroll Time Sheets -	Time records 1/1/06-12/31/06	2006	06-BS-PP-04	
59	Payroll Time Sheets -	Timecards	2008	08-BS-PP-20	
59	Payroll Time Sheets -	Timecards CRS - 2/26-5/6/11	2011	11-BS-PP-13	
59	Payroll Time Sheets -	Timecards CRS - 5/7-7/8/11	2011	11-BS-PP-14	
59	Payroll Time Sheets -	Timecards CRS - 7/9-9/9/11	2011	11-BS-PP-15	
59	Payroll Time Sheets -	Time cards	2012	2-E-266	
59	Payroll Time Sheets -	Time cards	2008	3-1-126	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
59	Payroll Time Sheets -	Time cards	2007	3-1-127	
59	Payroll Time Sheets -	Time cards	2008	3-1-128	
59	Payroll Time Sheets -	Time cards	2006	3-1-129	
59	Payroll Time Sheets -	Time cards	2012	3-1-130	
59	Payroll Time Sheets -	Time cards	2012	3-1-131	
59	Payroll Time Sheets -	Time cards	2009	3-1-132	
59	Payroll Time Sheets -	Time cards	2004	3-1-133	
59	Payroll Time Sheets -	Time cards	2010	3-1-134	
59	Payroll Time Sheets -	Time cards	2009	3-1-135	
59	Payroll Time Sheets -	Time cards	2006	3-1-136	
59	Payroll Time Sheets -	Time cards	2010	3-1-137	
59	Payroll Time Sheets -	Time cards	2008	3-1-138	
59	Payroll Time Sheets -	Time cards	2010	3-1-139	
59	Payroll Time Sheets -	Time cards	2009	3-1-140	
59	Payroll Time Sheets -	Time cards	2009	3-1-141	
59	Payroll Time Sheets -	Time cards	2010	3-1-142	
59	Payroll Time Sheets -	Time cards	2011	3-1-143	
59	Payroll Time Sheets -	Time cards	2011	3-1-144	
59	Payroll Time Sheets -	Time cards	2011	3-1-145	
59	Payroll Time Sheets -	Time cards	2012	3-1-146	
59	Payroll Time Sheets -	Time cards	2010	3-1-147	
59	Payroll Time Sheets -	Time cards	2011	3-1-148	
59	Payroll Time Sheets -	Time cards	2010	3-1-149	
59	Payroll Time Sheets -	Time cards	2011	3-1-150	
59	Payroll Time Sheets -	Time cards	2011	3-1-151	
59	Payroll Time Sheets -	Time cards	2011	3-1-152	
59	Payroll Time Sheets -	Time cards	2011	3-1-153	
59	Payroll Time Sheets -	Time cards	2011	3-1-154	
59	Payroll Time Sheets -	Time cards	2011	3-1-155	
59	Payroll Time Sheets -	Time cards	2010	3-1-156	
59	Payroll Time Sheets -	Time cards	2011	3-1-157	
59	Payroll Time Sheets -	Time cards	2011	3-1-158	
59	Payroll Time Sheets -	Time cards	2006	3-1-159	
59	Payroll Time Sheets -	Time cards	2008	3-1-160	
59	Payroll Time Sheets -	Time cards	2012	3-1-161	
59	Payroll Time Sheets -	Time cards	2008	3-1-162	
59	Payroll Time Sheets -	Time cards	2009	3-2-163	
59	Payroll Time Sheets -	Time cards	2008	3-2-164	
59	Payroll Time Sheets -	Time cards	2007	3-2-165	
59	Payroll Time Sheets -	Time cards	2006	3-2-166	
59	Payroll Time Sheets -	Time cards	2008	3-2-167	
59	Payroll Time Sheets -	Time cards	2008	3-2-168	
59	Payroll Time Sheets -	Time cards	2007	3-2-169	
59	Payroll Time Sheets -	Time cards	2009	3-2-170	
59	Payroll Time Sheets -	Time cards	2008	3-2-171	
59	Payroll Time Sheets -	Time cards	2009	3-2-172	
59	Payroll Time Sheets -	Time cards	2009	3-2-173	
59	Payroll Time Sheets -	Time cards	2009	3-2-174	
59	Payroll Time Sheets -	Time cards	2009	3-2-175	
59	Payroll Time Sheets -	Time cards	2008	3-2-176	
59	Payroll Time Sheets -	Time cards	2004	3-2-177	
59	Payroll Time Sheets -	Time cards	2003	3-2-178	
59	Payroll Time Sheets -	Time cards	2007	3-2-179	
59	Payroll Time Sheets -	Time cards	2007	3-2-182	
59	Payroll Time Sheets -	Time cards	2012	3-2-183	
59	Payroll Time Sheets -	Time cards	2007	3-2-184	
59	Payroll Time Sheets -	Time cards	2007	3-2-185	
59	Payroll Time Sheets -	Time cards	2012	3-2-186	
59	Payroll Time Sheets -	Time cards	2007	3-2-187	
59	Payroll Time Sheets -	Time cards	2012	3-2-188	
59	Payroll Time Sheets -	Time cards	2008	3-2-189	
59	Payroll Time Sheets -	Time cards	2012	3-2-190	
59	Payroll Time Sheets -	Time cards	2008	3-2-191	
59	Payroll Time Sheets -	Time cards	2012	3-2-192	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
59	Payroll Time Sheets -	Time cards	2008	3-2-193	
59	Payroll Time Sheets -	Time cards	2008	3-2-194	
59	Payroll Time Sheets -	Time cards	2003	3-2-195	
59	Payroll Time Sheets -	Time cards	2011	3-2-196	
59	Payroll Time Sheets -	Time cards	2007	3-2-197	
59	Payroll Time Sheets -	Time cards	2007	3-2-198	
59	Payroll Time Sheets -	Time cards	2007	3-2-199	
59	Payroll Time Sheets -	Time cards	2005	3-2-200	
59	Payroll Time Sheets -	Time cards	2012	3-2-201	
59	Payroll Time Sheets -	Time cards	2002	3-2-202	
59	Payroll Time Sheets -	Time cards	2007	3-B-203	
59	Payroll Time Sheets -	Time cards	2006	3-B-204	
59	Payroll Time Sheets -	Time cards	2009	3-B-205	
59	Payroll Time Sheets -	Time cards	2006	3-B-206	
59	Payroll Time Sheets -	Time cards	2005	3-B-207	
59	Payroll Time Sheets -	Time cards	2010	3-B-208	
59	Payroll Time Sheets -	Time cards	2003	3-B-209	
59	Payroll Time Sheets -	Time cards	2009	3-B-210	
59	Payroll Time Sheets -	Time cards	2010	3-B-211	
59	Payroll Time Sheets -	Time cards	2006	3-B-212	
59	Payroll Time Sheets -	Time cards	2010	3-B-213	
59	Payroll Time Sheets -	Time cards	2010	3-B-214	
59	Payroll Time Sheets -	Time cards	2009	3-B-215	
59	Payroll Time Sheets -	Time cards	2008	3-B-216	
59	Payroll Time Sheets -	Time cards	2004	3-B-217	
59	Payroll Time Sheets -	Time cards	2010	3-B-218	
59	Payroll Time Sheets -	Time cards	2010	3-B-219	
59	Payroll Time Sheets -	Time cards	2005	3-B-220	
59	Payroll Time Sheets -	Time cards	2010	3-B-221	
59	Payroll Time Sheets -	Time cards	2005	3-B-222	
59	Payroll Time Sheets -	Time cards	2003	3-B-223	
59	Payroll Time Sheets -	Time cards	2011	3-B-224	
59	Payroll Time Sheets -	Time cards	2006	3-B-225	
59	Payroll Time Sheets -	Time cards	2011	3-B-226	
59	Payroll Time Sheets -	Time cards	2006	3-B-227	
59	Payroll Time Sheets -	Time cards	2006	3-B-228	
59	Payroll Time Sheets -	Time cards	2006	3-B-229	
59	Payroll Time Sheets -	Time cards	2006	3-B-230	
59	Payroll Time Sheets -	Time cards	2010	3-B-231	
59	Payroll Time Sheets -	Time cards	2012	3-E-232	
59	Payroll Time Sheets -	Animal care time cards	2011	3-T-122	
59	Payroll Time Sheets -	Time sheets	2011	3-T-123	
59	Payroll Time Sheets -	Time cards	2009	3-T-124	
59	Payroll Time Sheets -	Time cards	2009	3-T-125	
63	Registration / Reservations -	PTG El Dorado East and West	2010	7-1-34	
63	Registration / Reservations -	Registration forms, days end	2009	7-1-35	
63	Registration / Reservations -	EDE reservations	2007	7-1-36	
63	Registration / Reservations -	Misc library resource	1996	7-1-38	
63	Registration / Reservations -	Social hall	2009	7-1-39	
63	Registration / Reservations -	Free site reservations	2005	7-1-40	
63	Registration / Reservations -	Registrations forms, days end	2007	7-1-41	
63	Registration / Reservations -	Misc files	2008	7-2-44	
63	Registration / Reservations -	Day camps	1998	7-2-45	
63	Registration / Reservations -	Moyoyar Docs, park sites, impact TRN	1998	7-2-46	
63	Registration / Reservations -	Recreation services misc files	1998	7-2-47	
63	Registration / Reservations -	Day ends registration files	2010	7-2-48	
63	Registration / Reservations -	PTG	2010	7-2-50	
63	Registration / Reservations -	Class Registration	2004-2005	04-BS-RR-001	
63	Registration / Reservations -	Registration	2004-2005	04-BS-RR-02	
63	Registrations / Reservations -	Special event files	2003-2004	04-SE-046	
63	Registrations / Reservations -	Special Event Files	2000-2004	04-SE-050	
63	Registrations / Reservations -	Special Event Files	2004	04-SE-067	
63	Registrations / Reservations -	Special Event Files, Misc. Admin. Files	2004	04-SE-068	
63	Registrations / Reservations -	Special event files	2004-2005	05-SE-032	
63	Registrations / Reservations -	Film insurance Files	2003-2005	05-SE-055	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	Registrations / Reservations -	Special Event Files	2004-2005	05-SE-069	
63	Registrations / Reservations -	Special Event Files	2003-2005	05-SE-070	
63	Registrations / Reservations -	Special event administrative files	2000-2005	05-SE-075	
63	Registrations / Reservations -	Special Event Files	2003-2006	06-SE-057	
63	Registrations / Reservations -	Block Party Files	2006	06-SE-060	
63	Registrations / Reservations -	Event Files (Hand letters)	2006	06-SE-061	
63	Registrations / Reservations -	Special event administrative files	2005-2006	06-SE-066	
19	Administration Files	Leadership Long Beach	2005-2006	06-SE-073	
63	Registration / Reservations -	Day Ends	2005-2006	07-BS-RR-03	
63	Registration / Reservations -	Day End	2006-2007	07-BS-RR-06	
63	Registration / Reservations -	Class Registrations	2006	07-BS-RR-09	
63	Registration / Reservations -	Copies of refunds	2005-2007	07-BS-RR-10	
63	Registration / Reservations -	Copies of refunds for class registration	2003-2005	07-BS-RR-16	
63	Registration / Reservations -	Waivers/Interface	2005	07-BS-RR-17	
63	Registrations / Reservations -	Rentals S-E 2005, Refunds, Reg 07/06-12/06	2005-2006	07-BS-RR-24	
63	Registration / Reservations -	All Denied and X'd Requests	2005	07-BS-RR-26	
63	Registration / Reservations -	All site reservations and rentals	2005	07-BS-RR-27	
63	Registration / Reservations -	Refunds copies	2005	07-BS-RR-28	
63	Registration / Reservations -	Class Registration	2006-2007	07-BS-RR-29	
63	Registration / Reservations -	Class Registration	2007-2008	08-BS-RR-02	
63	Registration / Reservations -	Reservations for Bixby thru Whaley	2007	08-BS-RR-06	
63	Registrations / Reservations -	Free Reservations AK-EDE	2007	08-BS-RR-07	
63	Registration / Reservations -	TTR/WEB PMT Reports	2004-2007	08-BS-RR-12	
63	Registration / Reservations -	Free reservations to Gather	2007	08-BS-RR-13	
63	Registration / Reservations -	All Paid Picnic and Facility Reservations	2006	08-BS-RR-14	
63	Registration / Reservations -	Daily Day Ends	2005	08-BS-RR-15	
63	Registration / Reservations -	Free Reservations to Gather for EDWest	2007	08-BS-RR-17	
63	Registration / Reservations -	Day Ends 01/08-06/08	2008	08-BS-RR-21	
63	Registration / Reservations -	Reservations 2008	2008	10-CR-RR-17	
63	Registration / Reservations -	Social Hall Rentals West-Whaley	2009	11-CR-RR-08	
63	Registration / Reservations -	Reg Forms 01/11-05/11	2011	12-CR-RR-01	
63	Registration / Reservations -	Day Ends 06/11-09/11	2011	12-CR-RR-02	
63	Registration / Reservations -	Old Blanket Reservations 2003	2003	12-CR-RR-07	
63	Registration / Reservations -	Day Ends 06/11-08/11	2011	12-CR-RR-09	
63	Registration / Reservations -	Day Ends 01/11-05/11 DRs 07/11	2011	12-CR-RR-12	
63	Registration / Reservations -	Facility Rentals	2011	13-CR-RR-05	
63	Registration / Reservations -	PTG-EDE-Sommerest	2011	13-CR-RR-07	
63	Registration / Reservations -	PTG-Heartwell Silverado	2011	13-CR-RR-09	
63	Registration / Reservations -	Free site reservations	2005	2-B-262	
63	Registration / Reservations -	Facility Rentals	2004	2-B-263	
63	Registration / Reservations -	Registration/Reservations files	2004	2-B-264	
63	Registration / Reservations -	Invoices copies	2013	2-E-267	
63	Registration / Reservations -	Reservations from Ranger	2005	4-1-292	
63	Registration / Reservations -	Park program summary & reports	2008	4-1-293	
63	Registration / Reservations -	Reservations at EDE	2006	4-1-295	
63	Registration / Reservations -	Reservations vehicle reports	2004	4-1-296	
63	Registration / Reservations -	Reservations various sites	2006	4-1-297	
63	Registration / Reservations -	EDE vehicle billing, Avon walk	2008	7-B-51	
63	Registration / Reservations -	Reservations to gather	2008	7-B-52	
63	Registration / Reservations -	Publicity fee, RTC, yoga class, policy RTC	2008	7-B-55	
63	Registration / Reservations -	Day end receipts	2009	7-B-56	
63	Registration / Reservations -	Registrations EDE camp ground	2008	7-B-57	
63	Registration / Reservations -	Day ends	2010	7-T-1	
63	Registration / Reservations -	Registration receipts	2009	7-T-11	
63	Registration / Reservations -	Registration forms	2010	7-T-12	
63	Registration / Reservations -	Class registrations	2005	7-T-14	
63	Registration / Reservations -	Class Registration	2010	7-T-17	
63	Registration / Reservations -	Daily registrations	2005	7-T-19	
63	Registration / Reservations -	Free site reservations	2013	7-T-2	
63	Registration / Reservations -	Day end sheets, Class registration	2007	7-T-20	
63	Registration / Reservations -	Day ends	2011	7-T-22	
63	Registration / Reservations -	Free reservations	2006	7-T-26	
63	Registration / Reservations -	Social hall rentals	2009	7-T-27	
63	Registration / Reservations -	Free site reservations	2006	7-T-29	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE	DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	Registration / Reservations -	Registration forms	2010	7-T-3	
63	Registration / Reservations -	Copies of refunds	2010	7-T-30	
63	Registration / Reservations -	PTG-social hall	2009	7-T-32	
63	Registration / Reservations -	Registration forms, days end	2010	7-T-33	
63	Registration / Reservations -	Registration forms	2010	7-T-5	
63	Registration / Reservations -	Facility reservations	2009	7-T-8	
63	Registration / Reservations -	Day end receipts	2009	7-T-9	
63	Registration / Reservations -	Copies of purchase orders	2008	9-B-390	
63	Registration / Reservations -	Registration	2005	9-E-413	
63	Registration / Reservations -	All paid rentals picnic and social halls	2005	9-F-396	
63	Registration / Reservations -	Copies of refunds	2005-2006	9-F-397	
63	Registration / Reservations -	Day end reports	2007	9-F-402	
63	Registration / Reservations -	Waivers	2004	9-F-406	
63	Registration / Reservations -	Day ends	2006	9-F-411	
63	Registration / Reservations -	Film files	2004	E-T-440	
63	Registration / Reservations -	Carnival files	2004	E-T-442	
63	Registration / Reservations -	Film files	2004	E-T-443	
63	Registration / Reservations -	Special events info	2004	E-T-444	
63	Registration / Reservations -	Event files	2004	E-T-455	
63	Registration / Reservations -	Film files	2004	E-T-458	
63	Registration / Reservations -	Special event files	2005	E-T-462	
63	Registration / Reservations -	Special event files	2004	E-T-464	
63	Registration / Reservations -	Film files	2004	E-T-465	
63	Registration / Reservations -	Event files	2004	E-T-466	
63	Registration / Reservations -	Film files	2004	E-T-467	
63	Registration / Reservations -	Special event files	2004	E-T-468	
63	Registration / Reservations -	Special event files	2004	E-T-469	
63	Registration / Reservations -	Special event files	2006	E-T-471	
63	Registration / Reservations -	Film files	2005	E-T-472	
63	Registration / Reservations -	Block party files	2005	E-T-473	
63	Registration / Reservations -	Special event files	2007	E-T-474	
63	Registration / Reservations -	Special event files	2005	E-T-475	
63	Registration / Reservations -	Special event files	2006	E-T-476	
63	Registration / Reservations -	Special event files	2006	E-T-477	
63	Registration / Reservations -	Special events files	2006	E-T-478	
63	Registration / Reservations -	Film files	2005	E-T-479	
63	Registration / Reservations -	Film files	2005	E-T-480	
63	Registration / Reservations -	Special event files	2009	E-T-481	
63	Registration / Reservations -	Special event files	2006	E-T-482	
63	Registration / Reservations -	Special event files	2006	E-T-483	
63	Registration / Reservations -	Film files	2005	E-T-484	
63	Registration / Reservations -	Special event files	2005	E-T-485	
63	Registration / Reservations -	Grand Prix files	2005	E-T-486	
63	Registration / Reservations -	Special event files	2005	E-T-487	
63	Registration / Reservations -	Special event files	2005	E-T-488	
63	Registration / Reservations -	Special event files	2005	E-T-489	
63	Registration / Reservations -	Film files	2006	E-T-490	
63	Registration / Reservations -	Film files	2006	E-T-491	
63	Registration / Reservations -	Special event files	2006	E-T-492	
63	Registration / Reservations -	Special event files	2006	E-T-493	
63	Registration / Reservations -	Film files	2006	E-T-494	
63	Registration / Reservations -	Special event files	2006	E-T-495	
63	Registration / Reservations -	Special event files	2007	E-T-496	
63	Registration / Reservations -	Film files	2006	E-T-497	
63	Registration / Reservations -	Special event files	2006	E-T-498	
63	Registration / Reservations -	Special event files	2006	E-T-500	
63	Registration / Reservations -	Special event files	2006	E-T-501	
63	Registration / Reservations -	Special event files	2007	E-T-502	
63	Registration / Reservations -	PTG	2009	N-T-435	