



CITY OF LONG BEACH

C-12

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 5, 2013

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:

- 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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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 _____, 2013 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: 0

Records Coordinator: JOSE AGUINAGA Mail Drop: 521 E. 4TH Phone: (562)570-5509 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		Ending Date	On Hold?	Destroy Date 12/31/2012	Location	Space#
				Beg.	End.					
<input type="checkbox"/> 1	22128	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009	12/31/2009		12/31/2012	553563628	0
			Range Beginning Range Ending Range Description							
			ADAMS CUSTER	01/01/2008	12/31/2009	12/31/2009				
<input type="checkbox"/> 1	22129	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009	12/31/2009		12/31/2012	553563629	0
			Range Beginning Range Ending Range Description							
			DANIELS HARRIS	01/01/2008	12/31/2009	12/31/2009				
<input type="checkbox"/> 1	22130	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009	12/31/2009		12/31/2012	553563630	0
			Range Beginning Range Ending Range Description							
			HAYES KELLEY	01/01/2008	12/31/2009	12/31/2009				
<input type="checkbox"/> 1	22131	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009	12/31/2009		12/31/2012	553563631	0
			Range Beginning Range Ending Range Description							
			LEIGH MITCHELL	01/01/2008	12/31/2009	12/31/2009				
<input type="checkbox"/> 1	22132	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009	12/31/2009		12/31/2012	553563632	0
			Range Beginning Range Ending Range Description							
			MOCK PARKER	01/01/2008	12/31/2009	12/31/2009				
<input type="checkbox"/> 1	22133	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009	12/31/2009		12/31/2012	553563633	0
			Range Beginning Range Ending Range Description							
			PADILLA SIMMONS	01/01/2008	12/31/2009	12/31/2009				
<input type="checkbox"/> 1	22134	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009	12/31/2009		12/31/2012	553563634	0
			Range Beginning Range Ending Range Description							

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H&MS-HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanant Box Number	Record Title Code	Record Title Name (Box Contents)	Beginning Date	Ending Date	On Hold?	Destroy Date 12/31/2012	Location	Space#
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
A	E	10019.9	PORT	01/01/2008	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22150	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009		12/31/2012	5535563650	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
F	M	10019.9	PORT	01/01/2008	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22151	10019.9	TENANT FILES - CLOSED	01/01/2008	12/31/2009		12/31/2012	5535563651	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
N	Z	10019.9	PORT	01/01/2008	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22490	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737890	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			ADAMAS, C - BACA, E	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22491	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737891	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			BALDERSA, F - BAUL, R	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22492	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737892	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			BELL, B - BOOTH, D	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22493	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737893	0
			Range Beginning Range Ending Range Description	Beginning	Ending Date	Record Title Name			
			BOUCE, U - BRADY, A	01/01/2009	12/31/2009	TENANT FILES - CLOSED			

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Destroy (X) Code	Permanent Box Number	Range Beginning	Range Ending	Record Title Code	Record Title Name (Box Contents)	Range Description	Begining Dates	Ending Dates	On Hold?	Destroy Date 12/31/2012	Location	Space#
<input type="checkbox"/>	22494			10019.9	TENANT FILES - CLOSED		Beginning 01/01/2009	Ending Date 12/31/2009		12/31/2012	395737894	0
<input type="checkbox"/>	22495			10019.9	TENANT FILES - CLOSED		Beginning 01/01/2009	Ending Date 12/31/2009		12/31/2012	395737895	0
<input type="checkbox"/>	22496			10019.9	TENANT FILES - CLOSED		Beginning 01/01/2009	Ending Date 12/31/2009		12/31/2012	395737896	0
<input type="checkbox"/>	22497			10019.9	TENANT FILES - CLOSED		Beginning 01/01/2009	Ending Date 12/31/2009		12/31/2012	395737897	0
<input type="checkbox"/>	22498			10019.9	TENANT FILES - CLOSED		Beginning 01/01/2009	Ending Date 12/31/2009		12/31/2012	395737898	0
<input type="checkbox"/>	22499			10019.9	TENANT FILES - CLOSED		Beginning 01/01/2009	Ending Date 12/31/2009		12/31/2012	395737899	0
<input type="checkbox"/>	22500			10019.9	TENANT FILES - CLOSED		Beginning 01/01/2009	Ending Date 12/31/2009		12/31/2012	395737900	0

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<input type="checkbox"/>	22501	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737901	0
<input type="checkbox"/>	22502	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737902	0
<input type="checkbox"/>	22503	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737903	0
<input type="checkbox"/>	22504	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737904	0
<input type="checkbox"/>	22505	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737905	0
<input type="checkbox"/>	22506	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737906	0
<input type="checkbox"/>	22507	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737907	0

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Destroy (X) Code	Permanant Box Number	Record Title Code	Record Title Name (Box Contents)	Beginning Date	Ending Date	On Hold?	Destroy Date 12/31/2012	Location	Space#
			Range Beginning Range Ending Range Description	Beginning	Ending Date		Record Title Name		
<input type="checkbox"/>	22515	10019.9	HILL,S - HOLDER, J TENANT FILES - CLOSED	01/01/2009	12/31/2009		TENANT FILES - CLOSED		0
<input type="checkbox"/>	22516	10019.9	HOLLIDAY,F - JENKINS,A TENANT FILES - CLOSED	01/01/2009	12/31/2009		TENANT FILES - CLOSED		0
<input type="checkbox"/>	22517	10019.9	JOHNSON,R - JOHNSON,W TENANT FILES - CLOSED	01/01/2009	12/31/2009		TENANT FILES - CLOSED		0
<input type="checkbox"/>	22518	10019.9	JOLLA,W - JONES,S TENANT FILES - CLOSED	01/01/2009	12/31/2009		TENANT FILES - CLOSED		0
<input type="checkbox"/>	22519	10019.9	KING,I - KINNEAR, B TENANT FILES - CLOSED	01/01/2009	12/31/2009		TENANT FILES - CLOSED		0
<input type="checkbox"/>	22520	10019.9	KOERNER,J - LAMARCA,S TENANT FILES - CLOSED	01/01/2009	12/31/2009		TENANT FILES - CLOSED		0
<input type="checkbox"/>	22521	10019.9	LAWNING,S - LENNEAR,E TENANT FILES - CLOSED	01/01/2009	12/31/2009		TENANT FILES - CLOSED		0

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<input type="checkbox"/>	22522	10019.9	TENANT FILES - CLOSED	LESURE,N - LEWIS,T	LESURE,N - LEWIS,T	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737922	0
<input type="checkbox"/>	22523	10019.9	TENANT FILES - CLOSED	LIMAR,T - LOUIS,T	LIMAR,T - LOUIS,T	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737923	0
<input type="checkbox"/>	22524	10019.9	TENANT FILES - CLOSED	MANG,J - MCPETERS,C	MANG,J - MCPETERS,C	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737924	0
<input type="checkbox"/>	22525	10019.9	TENANT FILES - CLOSED	MORRIS,E - MORRIS,V	MORRIS,E - MORRIS,V	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737925	0
<input type="checkbox"/>	22526	10019.9	TENANT FILES - CLOSED	MORRISON,W - MOSS,K	MORRISON,W - MOSS,K	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737926	0
<input type="checkbox"/>	22527	10019.9	TENANT FILES - CLOSED	NAKHOST - NEWBORN,L	NAKHOST - NEWBORN,L	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737927	0
<input type="checkbox"/>	22528	10019.9	TENANT FILES - CLOSED	NGAU,L - NGUYEN,M	NGAU,L - NGUYEN,M	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737928	0

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Destroy (X) Code	Permanent Box Number	Range Beginning	Range Ending	Record Title Code	Record Title (Box Contents)	Range Description	Beginning Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	22529	Range Beginning	Range Ending	10019.9	TENANT FILES - CLOSED	Range Description NHEV,A - NOLAN,K	Beginning 01/01/2009	Ending 12/31/2009		Record Title Name TENANT FILES - CLOSED	12/31/2012 395737929	0
<input type="checkbox"/>	22530	Range Beginning	Range Ending	10019.9	TENANT FILES - CLOSED	Range Description NORTH,M - NOVELLI,P	Beginning 01/01/2009	Ending 12/31/2009		Record Title Name TENANT FILES - CLOSED	12/31/2012 395737930	0
<input type="checkbox"/>	22531	Range Beginning	Range Ending	10019.9	TENANT FILES - CLOSED	Range Description OATS, M - OLIVER,T	Beginning 01/01/2009	Ending 12/31/2009		Record Title Name TENANT FILES - CLOSED	12/31/2012 395737931	0
<input type="checkbox"/>	22532	Range Beginning	Range Ending	10019.9	TENANT FILES - CLOSED	Range Description OLSON,B - OUK,P	Beginning 01/01/2009	Ending 12/31/2009		Record Title Name TENANT FILES - CLOSED	12/31/2012 395737932	0
<input type="checkbox"/>	22533	Range Beginning	Range Ending	10019.9	TENANT FILES - CLOSED	Range Description PARKER,C - PENN,G	Beginning 01/01/2009	Ending 12/31/2009		Record Title Name TENANT FILES - CLOSED	12/31/2012 395737933	0
<input type="checkbox"/>	22534	Range Beginning	Range Ending	10019.9	TENANT FILES - CLOSED	Range Description PHAN,H - PRICE,W	Beginning 01/01/2009	Ending 12/31/2009		Record Title Name TENANT FILES - CLOSED	12/31/2012 395737934	0
<input type="checkbox"/>	22535	Range Beginning	Range Ending	10019.9	TENANT FILES - CLOSED	Range Description RAGLIN,S - RAMOS,J	Beginning 01/01/2009	Ending 12/31/2009		Record Title Name TENANT FILES - CLOSED	12/31/2012 395737935	0

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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#
	22536	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737936	0
	22537	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737937	0
	22538	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737938	0
	22539	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737939	0
	22540	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737940	0
	22541	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737941	0
	22542	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	395737942	0

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Record Title Name	Dates	Ending	On Hold?	Destroy Date	Location	Space#
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22543	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009		12/31/2012	395737943	0
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22544	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009		12/31/2012	395737944	0
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22545	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009		12/31/2012	395737945	0
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22546	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009		12/31/2012	395737946	0
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22547	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009		12/31/2012	395737947	0
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22548	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009		12/31/2012	395737948	0
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	22549	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009		12/31/2012	395737949	0
					Beginning	Ending Date	Record Title Name			
					01/01/2009	12/31/2009	TENANT FILES - CLOSED			

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Range Beginning	Range Ending	Range Description	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	22550	10019.9	TENANT FILES - CLOSED	WILSON,P - TUN,K	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009		12/31/2012	395737950	0
<input type="checkbox"/>	22551	10019.9	TENANT FILES - CLOSED	BRANT,L - WILBORN,C	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009		12/31/2012	395737951	0
<input type="checkbox"/>	22552	10019.9	TENANT FILES - CLOSED	AUSTIN,R - DIGGS,N	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009		12/31/2012	395737952	0
<input type="checkbox"/>	22553	10019.9	TENANT FILES - CLOSED	BATTISTI,M - MIMMS,R	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009		12/31/2012	395737953	0
<input type="checkbox"/>	22554	10019.9	TENANT FILES - CLOSED	CAMP,C - MINOR,J	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009		12/31/2012	395737954	0
<input type="checkbox"/>	22555	10019.9	TENANT FILES - CLOSED	DAVIS, T - MORGAN, S	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009		12/31/2012	395737955	0
<input type="checkbox"/>	22556	10019.9	TENANT FILES - CLOSED	MITCHELL,J - MITCHELL,M	01/01/2009	12/31/2009	TENANT FILES - CLOSED	01/01/2009		12/31/2012	395737956	0

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				<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning Ending Date</i>	<i>Record Title Name</i>			
<input type="checkbox"/>	22557	10019.9	TENANT FILES - CLOSED	MITCHELL,P - PLUMA, A	01/01/2009 12/31/2009	12/31/2012 395737957	TENANT FILES - CLOSED			0
<input type="checkbox"/>	22558	10019.9	TENANT FILES - CLOSED	ROGERS,C - WEBB,W	01/01/2009 12/31/2009	12/31/2012 395737958	TENANT FILES - CLOSED			0
<input type="checkbox"/>	22559	10019.9	TENANT FILES - CLOSED	TATE,V - WALTERS,L	01/01/2009 12/31/2009	12/31/2012 395737959	TENANT FILES - CLOSED			0
<input type="checkbox"/>	22560	10019.9	TENANT FILES - CLOSED	WHITAKER,A - WILLIAMS,L	01/01/2009 12/31/2009	12/31/2012 395737960	TENANT FILES - CLOSED			0
<input type="checkbox"/>	22561	10019.9	TENANT FILES - CLOSED	WILSON,E - WOOLLEY,M	01/01/2009 12/31/2009	12/31/2012 395737961	TENANT FILES - CLOSED			0
<input type="checkbox"/>	24040	10019.9	TENANT FILES - CLOSED	WOOLVERTON,A - YOUNG,T	01/01/2009 12/31/2009	12/31/2012 557898340	TENANT FILES - CLOSED			0
<input type="checkbox"/>	24041	10019.9	TENANT FILES - CLOSED	JONES, D STARKS	01/01/2009 12/31/2009	12/31/2012 557898340	TENANT FILES - CLOSED			0

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2012	Location	Space#
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	COTA		JOHNSON, W	TENANT FILES	01/01/2009	12/31/2009	TENANT FILES - CLOSED		
<input type="checkbox"/>	24042	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009	12/31/2012 557898342		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	BLAND		NEEDOM GIVENS	TENANT FILES	01/01/2009	12/31/2009	TENANT FILES - CLOSED		
<input type="checkbox"/>	24043	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009	12/31/2012 557898343		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	COMSTOCK		GUMPALL	TENANT FILES	01/01/2009	12/31/2009	TENANT FILES - CLOSED		
<input type="checkbox"/>	24044	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009	12/31/2012 557898344		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	HALL		PARRALES	TENANT FILES	01/01/2009	12/31/2009	TENANT FILES - CLOSED		
<input type="checkbox"/>	24045	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009	12/31/2012 557898345		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	HAMILTON		HOLDER	TENANT FILES	01/01/2009	12/31/2009	TENANT FILES - CLOSED		
<input type="checkbox"/>	24046	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009	12/31/2012 557898346		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	CARR		ERBY	TENANT FILES	01/01/2009	12/31/2009	TENANT FILES - CLOSED		
<input type="checkbox"/>	24047	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009	12/31/2012 557898347		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>		
	FARMER		GOMEZ, M	TENANT FILES	01/01/2009	12/31/2009	TENANT FILES - CLOSED		
<input type="checkbox"/>	24048	10019.9	TENANT FILES - CLOSED		01/01/2009	12/31/2009	12/31/2012 557898348		0

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(X) Code	Destroy	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Dates		Ending	On Hold?	Destroy Date	Space#
					Beg.	End				
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	1	24049	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED		12/31/2012 557898349	0
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	1	24050	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED		12/31/2012 557898350	0
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	1	24051	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED		12/31/2012 557898351	0
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	1	24052	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED		12/31/2012 557898352	0
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	1	24220	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED		12/31/2012 395738720	0
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	1	24221	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED		12/31/2012 395738721	0
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			
<input type="checkbox"/>	1	24221	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED		12/31/2012 395738721	0
				Range Description	Beginning	Ending Date	Record Title Name			
			TENANT FILES	TENANT FILES - CLOSED	01/01/2009	12/31/2009	TENANT FILES - CLOSED			

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		
<input type="checkbox"/>	24222	10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012 395738722		0
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		
<input type="checkbox"/>	24223	10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012 395738723		0
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		
<input type="checkbox"/>	24224	10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012 395738724		0
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		
<input type="checkbox"/>	24225	10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012 395738725		0
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		
<input type="checkbox"/>	24226	10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012 395738726		0
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		
<input type="checkbox"/>	24227	10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012 395738727		0
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		
<input type="checkbox"/>	24228	10019.9	TENANT FILES - CLOSED	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012 395738728		0
					<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
					01/01/2009	12/31/2009		TENANT FILES - CLOSED		

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(X) Code	Destroy	Permanent	Box Number	Record Title Code	Record Title (Box Contents)	Dates		Ending	On Hold?	Destroy Date	Location	Space#
						Beg.	Ending					
<input type="checkbox"/>	1				Range Beginning Range Ending PAK ZUNIGA	Range Description TENANT FILES - CLOSED	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187875	0
<input type="checkbox"/>	1		25175	10019.9	TENANT FILES - CLOSED	Range Description TENANT FILES - CLOSED SEC. 8	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187876	0
<input type="checkbox"/>	1		25176	10019.9	TENANT FILES - CLOSED	Range Description TENANT FILES - CLOSED SEC. 8	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187877	0
<input type="checkbox"/>	1		25177	10019.9	TENANT FILES - CLOSED	Range Description TENANT FILES - CLOSED SEC. 8	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187878	0
<input type="checkbox"/>	1		25178	10019.9	TENANT FILES - CLOSED	Range Description TENANT FILES - CLOSED SEC. 8	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187879	0
<input type="checkbox"/>	1		25179	10019.9	TENANT FILES - CLOSED	Range Description TENANT FILES - CLOSED SEC. 8	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187880	0
<input type="checkbox"/>	1		25180	10019.9	TENANT FILES - CLOSED	Range Description TENANT FILES - CLOSED SEC. 8	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187881	0
<input type="checkbox"/>	1		25181	10019.9	TENANT FILES - CLOSED	Range Description TENANT FILES - CLOSED SEC. 8	Beginning 01/01/2009	Ending 12/31/2009		TENANT FILES - CLOSED	12/31/2012 726187882	0

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Destroy (X) Code	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Beginning Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
	25182	10019.9	TENANT FILES - CLOSED	01/01/2009	12/31/2009		12/31/2012	726187882	0
				01/01/2009	12/31/2009				

Total Eligible Boxes to be destroyed = 117
 Eligible Boxes on Hold = 0
 Eligible Boxes Checked Out = 0
 Eligible Boxes Removed = 0
 Total Available Boxes to be destroyed = 117

Date
12-20-12

CITY CLERK
[Signature]

Date
1/3/13

DEPARTMENT
[Signature]

Date
1/5/13

CITY ATTORNEY
[Signature]