

August 1, 2023

**C-16**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Financial Management 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, elected officials and appointed offices 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the Financial Management Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 23 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

MD:kb

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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 FINANCIAL  
MANAGEMENT

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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Department of Financial Management 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 unless otherwise authorized by law.

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.

Section 3. This resolution shall take effect immediately upon its adoption

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City  
3 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2023,  
4 by the following vote:

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

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8 \_\_\_\_\_

9 \_\_\_\_\_

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

11 \_\_\_\_\_

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

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14 Recusal(s): Councilmembers: \_\_\_\_\_

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City Clerk

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# EXHIBIT “A”

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH  
Department FM/COMMERCIAL SERVICES

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34886	DEPOSIT RECEIPTS (DR'S) DR'S 2/10/2016 TO 3/28/2016	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965865086
34894	DEPOSIT RECEIPTS (DR'S) DR'S 3/29/2016 TO 5/10/2016	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965865094
34897	DEPOSIT RECEIPTS (DR'S) DIRECT DEPOSITS 7/20/2016 TO 8/10/2016	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965865097
34898	DEPOSIT RECEIPTS (DR'S) DIRECT DEPOSITS MAY 2016 TO JUNE 2016	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965865098
35109	DEPOSIT RECEIPTS (DR'S) DR 10/18/16 - 11/15/16	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965864947
35141	DEPOSIT RECEIPTS (DR'S) DR's FROM 9/16/16 - 10/17/16	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965864979
35142	DEPOSIT RECEIPTS (DR'S) DR's FROM 8/16/16 - 9/15/16	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965864980
35148	DEPOSIT RECEIPTS (DR'S) TRISTAN DR FROM 11/16/16 - 12/30/16	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	965864986
35537	DEPOSIT RECEIPTS (DR'S) DRs (EOBs) 3/25/17 - 4/27/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864551

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
35549	DEPOSIT RECEIPTS (DR'S) DRs (EOBs) 1/3/17 - 2/14/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864563
35566	DEPOSIT RECEIPTS (DR'S) DRs (EOBs) 2/15/17 - 3/22/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864580
35676	DEPOSIT RECEIPTS (DR'S) MEDICARE EFT'S 02/03/2017 - 06/16/2017	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864690
35690	DEPOSIT RECEIPTS (DR'S) DR's EOB 01/06/17 - 02/04/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864701
35691	DEPOSIT RECEIPTS (DR'S) DR's EOB 04/27/17 - 05/31/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864702
35692	DEPOSIT RECEIPTS (DR'S) DR's EOB 06/01/17 - 06/30/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864703
35693	DEPOSIT RECEIPTS (DR'S) DR's EOB 07/07/17 - 07/31/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	965864704
36050	DEPOSIT RECEIPTS (DR'S) EOB 8/01/17 - 8/31/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF041803377
36051	DEPOSIT RECEIPTS (DR'S) EOB 9/01/17 - 9/29/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF041803378
36052	DEPOSIT RECEIPTS (DR'S) EOB 10/02/17 - 10/31/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF041803379

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36053	DEPOSIT RECEIPTS (DR'S) EOB 11/01/17 - 11/30/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF041803380
36054	DEPOSIT RECEIPTS (DR'S) EOB 12/01/17 - 12/28/17	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF041803381
36262	MEDI-CAL PAID ACCOUNTS EOB'S/EOMB'S DATA ENTRY CASH 12/18/2017 - 01/16/2018	12/18/2017	01/16/2018	12/31/2021	IRON MOUNTAIN	RF044063443
36263	MEDI-CAL PAID ACCOUNTS EOB'S/EOMB'S DATA ENTRY MEDGROUP 12/06/2017 - 01/08/2018	12/06/2017	01/08/2018	12/31/2021	IRON MOUNTAIN	RF044063444
36264	MEDI-CAL PAID ACCOUNTS EOB'S/EOMB'S DATA ENTRY MEDI-CAL 12/18/2017 - 01/16/2018	12/18/2017	01/16/2018	12/31/2021	IRON MOUNTAIN	RF044063445
36265	MEDI-CAL PAID ACCOUNTS EOB'S/EOMB'S DATA ENTRY MEDICARE 11/27/2017 - 01/16/2018	11/27/2017	01/16/2018	12/31/2021	IRON MOUNTAIN	RF044063446
37330	DEPOSIT RECEIPTS (DR'S) DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS RANGE: 1/4/2016 - 1/29/2016	01/04/2016	01/29/2016	12/31/2021	IRON MOUNTAIN	RF049512449
37331	DEPOSIT RECEIPTS (DR'S) DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS RANGE: 2/1/2016 - 2/29/2016	02/01/2016	02/29/2016	12/31/2021	IRON MOUNTAIN	RF049512450

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37332	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS  RANGE: 3/1/2016 - 3/31/2016	03/01/2016	03/31/2016	12/31/2021	IRON MOUNTAIN	RF049512451
37333	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS  RANGE: 4/1/2016 - 4/30/2016	04/01/2016	04/30/2016	12/31/2021	IRON MOUNTAIN	RF049512452
37334	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS  RANGE: 5/1/2016 - 5/31/2016	05/01/2016	05/31/2016	12/31/2021	IRON MOUNTAIN	RF049512453
37335	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS  RANGE: 6/1/2016 - 6/30/2016	06/01/2016	06/30/2016	12/31/2021	IRON MOUNTAIN	RF049512454
37336	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS  RANGE: 7/1/2016 - 7/31/2016	07/01/2016	07/31/2016	12/31/2021	IRON MOUNTAIN	RF049512455
37337	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS  RANGE: 8/1/2016 - 8/31/2016	08/01/2016	08/31/2016	12/31/2021	IRON MOUNTAIN	RF049512456



Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37338	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS (DR's), DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS  RANGE: 9/1/2016 - 9/30/2016	09/01/2016	09/30/2016	12/31/2021	IRON MOUNTAIN	RF049512457
37655	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (10/1/2016 - 10/31/2016)	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	RF049512777
37656	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (11/1/2016 - 11/30/2016)	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	RF049512778
37657	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (12/1/2016 - 12/31/2016)	01/01/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	RF049512779
37658	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (1/1/2017 - 1/31/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512780
37659	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (2/1/2017 - 2/28/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512781
37660	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (3/1/2017 - 3/31/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512782

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37661	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (4/1/2017 – 4/30/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512783
37662	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (5/1/2017 – 5/31/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512784
37663	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (6/1/2017 – 6/30/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512785
37664	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (7/1/2017 – 7/31/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512786
37665	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (8/1/2017 – 8/31/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512787
37666	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (9/1/2017 – 9/30/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512788
37667	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (10/1/2017 – 10/31/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512789

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37668	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (11/1/2017 – 11/30/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512790
37669	DEPOSIT RECEIPTS (DR'S)  DEPOSIT RECEIPTS, DAILY BALANCE SHEETS, LOOMIS RECORDS, DIRECT PAYMENTS, MONTHLY STATISTIC REPORTS (12/1/2017 – 12/31/2017)	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF049512791

Total Boxes to be Destroyed: 49

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

\_\_\_\_\_  
Date

Amanda Hall  
Amanda Hall (Jun 20, 2023 07:08 PDT)

\_\_\_\_\_  
Department Head

Jun 20, 2023

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney

7/18/23  
\_\_\_\_\_  
Date

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department PARKING CITATION SECTION


According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
28279	CITATION VOIDS  CITATION VOIDS  RANGE: CITATION VOIDS, JUNE 2014 - DEC 2014	06/01/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	948273179
28282	CITATION VOIDS  CITATION VOIDS  RANGE: CITATION VOIDS, -	04/01/2014	05/31/2014	05/31/2019	IRON MOUNTAIN	948273182
34152	ADMINISTRATIVE FILES  RANGE: 01/02/14-04/30/14 DMV ERROR REPORT	01/01/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	948273086
34153	ADMINISTRATIVE FILES  RANGE: 05/01/14-06/18/14 DMV ERROR REPORT	01/01/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	948273087

<b>Total Boxes to be Destroyed:    4</b>
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\_\_\_\_\_  
City Clerk

6/20/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Amanda Hall (Jun 26, 2023 12:15 PDT)  
Department Head

Jun 26, 2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney

7-18-23  
\_\_\_\_\_  
Date

## DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department FM/ACCOUNTING/PAYROLL

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
D-4077-OF	WITHHOLDING TAX STATEMENT (W-2)	01/01/1968	12/31/1969	12/31/2019	IRON MOUNTAIN	382723513
D-4078-OF	WITHHOLDING TAX STATEMENT (W-2)  LIST 1341	01/01/1970	12/31/1970	12/31/2020	IRON MOUNTAIN	382723514
D-4079-OF	WITHHOLDING TAX STATEMENT (W-2)	01/01/1971	12/31/1972	12/31/2022	IRON MOUNTAIN	382723515
E-119	PAYROLL DEDUCTION/CANCELATION AUTH  INSURANCE FOLDERS:	01/01/1993	12/31/1994	12/31/1999	Internal Record Center	E -002-0001 0017
E-254	PAYROLL DEDUCTION/CANCELATION AUTH	01/01/1993	12/31/1994	12/31/1999	Internal Record Center	E -003-0003 0012
E-255	PAYROLL DEDUCTION/CANCELATION AUTH  LIST 1280 INSURANCE REFUNDS	01/01/1993	12/31/1994	12/31/1999	Internal Record Center	E -003-0003 0013
E-256	PAYROLL DEDUCTION/CANCELATION AUTH	01/01/1993	12/31/1994	12/31/1999	Internal Record Center	E -003-0003 0014
E-257	PAYROLL DEDUCTION/CANCELATION AUTH  LIST 1280	01/01/1993	12/31/1994	12/31/1999	Internal Record Center	E -003-0003 0015

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
E-522	PAYROLL DEDUCTION/CANCELTATION AUTH	01/01/1989	01/01/1992	12/31/1998	Internal Record Center	F -003-0004 0001
E-523	PAYROLL DEDUCTION/CANCELTATION AUTH	01/01/1990	01/01/1991	12/31/1998	Internal Record Center	F -003-0004 0002
E-524	PAYROLL DEDUCTION/CANCELTATION AUTH	08/01/1990	08/01/1991	12/31/1998	Internal Record Center	F -003-0004 0003
E-525	PAYROLL DEDUCTION/CANCELTATION AUTH	08/01/1990	08/01/1991	12/31/1998	Internal Record Center	F -003-0004 0005
E-526	PAYROLL DEDUCTION/CANCELTATION AUTH	08/01/1990	08/01/1991	12/31/1998	Internal Record Center	F -003-0004 0006
E-527	PAYROLL DEDUCTION/CANCELTATION AUTH	08/01/1990	08/01/1991	12/31/1998	Internal Record Center	F -003-0004 0007
E-528	PAYROLL DEDUCTION/CANCELTATION AUTH	08/01/1990	07/01/1991	12/31/1998	Internal Record Center	F -003-0004 0008
F-272	PAYROLL DEDUCTION/CANCELTATION AUTH	09/01/1994	11/30/1995	12/31/2000	Internal Record Center	F -003-0004 0010
	INSURANCE FOLDERS					
F-273	PAYROLL DEDUCTION/CANCELTATION AUTH	01/01/1994	12/31/1995	12/31/2000	Internal Record Center	F -003-0004 0011
	INSURANCE FOLDERS					
F-275	PAYROLL DEDUCTION/CANCELTATION AUTH	01/01/1994	12/31/1995	12/31/2000	Internal Record Center	F -003-0004 0013
	INSURANCE FOLDERS					
F-276	PAYROLL DEDUCTION/CANCELTATION AUTH	01/01/1994	12/31/1995	12/31/2000	Internal Record Center	F -003-0004 0014
	INSURANCE FOLDERS					
F-277	PAYROLL DEDUCTION/CANCELTATION AUTH	01/01/1994	12/31/1995	12/31/2000	Internal Record Center	F -003-0004 0015
	INSURANCE FOLDERS					
F-278	PAYROLL DEDUCTION/CANCELTATION AUTH	01/01/1994	12/31/1995	12/31/2000	Internal Record Center	F -003-0004 0016
	INSURANCE FOLDERS					

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
11974	WITHHOLDING TAX STATEMENT (W-2)	01/01/1971	12/31/1971	12/31/2021	IRON MOUNTAIN	382723651
	RANGE: EMPLOYEE W-4's, A - L					
12019	WITHHOLDING TAX STATEMENT (W-2)	01/01/1971	12/31/1971	12/31/2021	IRON MOUNTAIN	382723696
	W-4'S					
	RANGE: PENSIO, M - Z					
13120	WORKMEN'S COMPENSATION	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799114
	LIST 1522					
	RANGE: WCLB00007330 - WCLB00008400					
13121	WORKMEN'S COMPENSATION	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799115
	LIST 1522					
	RANGE: WCLB00008401 - WCLB00009303					
13122	WORKMEN'S COMPENSATION	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799116
	LIST 1522					
	RANGE: WCLB00009304 - WCLB00009948					
13123	WORKMEN'S COMPENSATION	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799117
	LIST 1522					
	RANGE: WCLB00009949 - WCLB00010900					

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
13124	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00010901 - WCLB00011749	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799118
13125	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB0001750 - WCLB00012400	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799119
13126	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00012401 - WCLB00013200	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799120
13127	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00013201 - WCLB00014101	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799121
13128	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00014102 - WCLB00014750	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799122
13129	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00014751 - WCLB00015601	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799123



Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
13130	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00015602 - WCLB00016199	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799124
13131	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00016200 - WCLB00017001	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799125
13132	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00017002 - WCLB00017900	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799126
13134	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00018705 - WCLB00019599	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799128
13135	WORKMEN'S COMPENSATION  LIST 1522  RANGE: WCLB00019600 - WCLB00020200	01/01/1999	12/31/2000	12/31/2020	IRON MOUNTAIN	445799129
35732	BILLING/COLLECT RPT/RECONCILIATIONS  BILLING & COLLECTION SYSTEM REPORTS  JAN 2014 - DEC 2014 JAN 2015 - DEC 2015  STATE CONTROLLER'S REPORT FY 11 - 12	10/01/2011	12/31/2015	12/31/2019	IRON MOUNTAIN	965864743

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
37784	PAYROLL - MICROFILM  MICROFICHE (1964 – 1971 VARIOUS) a. TIME RECORDS b. PAYROLL REGISTERS c. TIME SHEETS	01/01/1964	12/31/1971	12/31/2021	IRON MOUNTAIN	RF049513145
38371	FINANCIAL STATEMENT WORKPAPERS  LIST 2590 FINANCIAL STATEMENT WORK PAPERS (1 OF 4)	01/01/2011	12/31/2011	12/31/2021	IRON MOUNTAIN	RF016994270
38372	FINANCIAL STATEMENT WORKPAPERS  LIST FINANCIAL STATEMENT WORK PAPERS (2 OF 4)	01/01/2011	12/31/2011	12/31/2021	IRON MOUNTAIN	RF016994271
38373	FINANCIAL STATEMENT WORKPAPERS  LIST 2590 FINANCIAL STATEMENT WORK PAPERS (3 OF 4)	01/01/2011	12/31/2011	12/31/2021	IRON MOUNTAIN	RF016994272
38374	FINANCIAL STATEMENT WORKPAPERS  LIST 2590 FINANCIAL STATEMENT WORK PAPERS (4 OF 4)	01/01/2011	12/31/2011	12/31/2021	IRON MOUNTAIN	RF016994273

<b>Total Boxes to be Destroyed: 44</b>
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\_\_\_\_\_  
City Clerk

6/22/23  
\_\_\_\_\_  
Date

**Amanda Hall** Digitally signed by Amanda Hall  
Date: 2023.06.20 10:41:19 -07'00'  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney

7-18-23  
\_\_\_\_\_  
Date