



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

May 14, 2019

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the City Auditor 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 City Auditor Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

**SUGGESTED ACTION**

Approve recommendation.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M. De La Garza", written over a horizontal line.

Monique De La Garza  
City Clerk

MD:ll

RESOLUTION NO.

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

The City Council of the City of Long Beach resolves as follows:

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Auditor Department 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.

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.

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I hereby certify that the foregoing resolution was adopted by the City  
Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2019,  
by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

# EXHIBIT “A”

# RECORDS DESTRUCTION REQUEST

1. Date 4/18/2019

Honorable Council of the City of Long Beach

2. The City Auditor respectfully requests authority to destroy the following  
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5.  YEARS INVOLVED	6.  BOX NO. ON-SITE	7.  BOX NO. OFF-SITE
9	<b>3<sup>rd</sup> Quarter Cash and Investments Audit FY08</b> <ul style="list-style-type: none"> <li>Job No: 08-308</li> <li>Workpaper Binder 1 of 2</li> </ul> <b>3<sup>rd</sup> Quarter Cash and Investments Audit FY08</b> <ul style="list-style-type: none"> <li>Job No: 08-308</li> <li>Workpaper Binder 2 of 2</li> </ul> <b>4<sup>th</sup> Quarter Cash and Investments Audit FY08</b> <ul style="list-style-type: none"> <li>Job No: 09-301</li> <li>Workpaper Binder 1 of 1</li> </ul> <b>ITGC Workpapers</b> <ul style="list-style-type: none"> <li>2006</li> <li>2007</li> <li>2008</li> </ul>	 2008  2008  2008  2006-2008	 200       201	
9	<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Quarter FY 2008 Investments Audit</b> <ul style="list-style-type: none"> <li>Job No: 09-302</li> </ul> <b>1<sup>st</sup> Quarter Cash and Investments Audit FY09</b> <ul style="list-style-type: none"> <li>Job No: 09-303</li> <li>Workpaper Binder 1 of 1</li> </ul>	 2008  2008		

## FOR DEPARTMENTAL USE

8. RECOMMENDED:

*[Signature]*  
CITY CLERK

9. APPROVED:

*[Signature]*  
DEPARTMENT HEAD

10. DATE: 4/22/19

## CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

11. By

12. Title

13. Date

*[Signature]*

DEPUTY CITY ATTORNEY

4/26/19

14. REMARKS:

# RECORDS DESTRUCTION REQUEST

**(Continuation Sheet)**

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# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

<b>3. RETENTION SCHEDULE ITEM NO.</b>	<b>4.  RECORD TITLE AND DESCRIPTION</b>	<b>5.  YEARS INVOLVED</b>	<b>6.  BOX NO. ON-SITE</b>	<b>7.  BOX NO. OFF-SITE</b>
9	<b>WORKPAPERS</b> <b>Cash 2<sup>nd</sup> Quarter 2006 Related Documents</b> <ul style="list-style-type: none"> <li>Job No: 07-301</li> <li>Includes Q-Cash as of March 31, 2005</li> </ul> <b>Cash 3<sup>rd</sup> Quarter 2006 Related Documents</b> <ul style="list-style-type: none"> <li>Job No: 07-302</li> <li>Includes Q-Cash as of June 30, 2005</li> </ul> <b>Cash 4<sup>th</sup> Quarter 2006 Related Documents</b> <ul style="list-style-type: none"> <li>Job No: 07-303</li> <li>Includes Q-Cash as of September 30, 2005</li> </ul> <b>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Quarter FY07 Q-Cash Related Docs</b> <ul style="list-style-type: none"> <li>Job No(s): 07-304, 07-305, 07-306</li> <li>Includes Q-Cash as of December 31, 2005</li> <li>All in the same folder</li> </ul> <b>LB Towne Center/Vestar</b> <ul style="list-style-type: none"> <li>Job No: 07-402</li> </ul> <b>Being Alive (Contract Audit)</b> <ul style="list-style-type: none"> <li>Job No: 07-406</li> </ul> <b>Martin &amp; Chapman</b> <ul style="list-style-type: none"> <li>Job No: 07-407</li> </ul> <b>Long Beach Museum of Art Inventory Audit</b> <ul style="list-style-type: none"> <li>Job No: 07-408</li> <li>Includes LB Museum of Art Annual Report FY10</li> </ul> <b>Water Conjunctive Use Audit</b> <ul style="list-style-type: none"> <li>Job No: 07-410</li> </ul> <b>Sea Festival Contact and Operational Compliance Audit</b> <ul style="list-style-type: none"> <li>Job No: 07-412</li> </ul> <b>Monthly P-card Audits</b> <ul style="list-style-type: none"> <li>Job No: 07-501</li> </ul> <b>PFM Police Optimization Assessment</b> <ul style="list-style-type: none"> <li>Job No: 07-503</li> </ul> <b>Audit of the City Auditor's Office</b> <ul style="list-style-type: none"> <li>Job No: 07-506</li> </ul> <b>Wire Transfer Interest</b> <ul style="list-style-type: none"> <li>Job No: 07-602</li> </ul> <b>Streets CIP</b> <ul style="list-style-type: none"> <li>Job No: 07-605</li> </ul>	2006   2006  2006  2007  2004-2007  2004-2006  2005-2006  2007-2008  2002-2005  2005-2007  2007  2007  2003-2006  2005-2006  2007	212	

# RECORDS DESTRUCTION REQUEST

**(Continuation Sheet)**

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
9	<b>WORKPAPERS</b> <b>Transient Occupancy Tax Compliance Review</b> <ul style="list-style-type: none"><li>Job No: 07-606</li></ul> <b>Transient Occupancy Tax Compliance Review</b> <ul style="list-style-type: none"><li>Job No: 07-606</li></ul> <b>Transient Occupancy Tax Compliance Review</b> <ul style="list-style-type: none"><li>Job No: 07-606</li></ul> <b>Transient Occupancy Tax Audits</b> <ul style="list-style-type: none"><li>Job No: 07-606</li></ul> <b>Oil Production Tax</b> <ul style="list-style-type: none"><li>Job No: 07-706</li></ul> <b>Museum/Art Capital Fund (LBMA Capital Campaign Audit)</b> <ul style="list-style-type: none"><li>Job No: 07-801</li></ul> <b>Proposition H FY 2007 Audit</b> Job No: 08-301 <b>GANN Appropriations Limit FY 2007</b> <ul style="list-style-type: none"><li>Job No: 08-303</li></ul> <b>Cash 4<sup>th</sup> Quarter 2007 Related Documents</b> <ul style="list-style-type: none"><li>Job No: 08-305</li><li>Includes Q-Cash as of September 30, 2006</li></ul> <b>Cash 1<sup>st</sup> Quarter 2008 Related Documents</b> <ul style="list-style-type: none"><li>Job No: 08-306</li><li>Includes Q-Cash as of December 31, 2007</li></ul> <b>Cash 2<sup>nd</sup> Quarter 2008 Related Documents</b> <ul style="list-style-type: none"><li>Job No: 08-307</li></ul> <b>Cash 3<sup>rd</sup> Quarter 2008 Related Documents</b> <ul style="list-style-type: none"><li>Job No: 08-308</li></ul> Includes Q-Cash as of June 30, 2008	2005  2006  2007  2005-2007  2007  1995-2006  2007  2007-2008 2007-2008  2007-2008 2007-2008 2007-2008	213	
9	<b>WORKPAPERS</b> <b>TOPKO Audit</b> <ul style="list-style-type: none"><li>Job No: 08-401</li></ul> <b>ARAMARK Contract Audit</b> <ul style="list-style-type: none"><li>Job No: 08-402</li></ul> <b>Sales Tax Audit</b> <ul style="list-style-type: none"><li>Job No: 08-503</li></ul> <b>Citywide Bonus Program</b> <ul style="list-style-type: none"><li>Job No: 08-504</li></ul> <b>Animal Control Review</b> <ul style="list-style-type: none"><li>Job No: 08-507</li></ul> <b>Citywide Grants</b> <ul style="list-style-type: none"><li>Job No: 08-512</li></ul> <b>Transient Occupancy Tax Compliance Review</b> <ul style="list-style-type: none"><li>Job No: 08-601</li></ul> <b>Transient Occupancy Tax 3<sup>rd</sup> Party Booking Agent</b> <ul style="list-style-type: none"><li>Job No: 08-602</li></ul> <b>Transient Occupancy Tax Princess Inn Audit</b> <ul style="list-style-type: none"><li>Job No: 08-603</li></ul> <b>Utility Users Tax Compliance Review</b> <ul style="list-style-type: none"><li>Job No: 09-714</li></ul> <b>Reverse Sales Tax Audit</b> <ul style="list-style-type: none"><li>Job No: 09-713</li></ul>	2006-2008  2006-2007  1995-2006  2005-2007  2007-2008  2007-2008  2005-2008  2007-2008  2005-2008  2006-2008  2008	214	



# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
9	<b>WORKPAPERS</b>		Cont. 214	
	<b>City of Long Beach Airport Files</b>	2004		
	<ul style="list-style-type: none"><li>Resolution Authorizing the Establishment of a Commercial Paper Note Program</li></ul>			
	<ul style="list-style-type: none"><li>\$15,000,00 Subordinate Airport Revenue Commercial Paper Notes</li></ul>			
	<ul style="list-style-type: none"><li>\$16,815,000 Certificates of Participation (1993 Airport Refunding Project)</li></ul>			
	<b>1985 Marina Refunding Revenue Bonds</b>	1985		
	<ul style="list-style-type: none"><li>\$38,315,000</li></ul>		218	
	<b>1988 Lancaster County Solid Waste Management Authority Resource Recovery System Revenue Bonds – Landfill Series of 1988</b>	1988		
	<ul style="list-style-type: none"><li>\$39,670,000</li></ul>			
	<b>1988 Lancaster County Solid Waste Management Authority Resource Recovery System Revenue Bonds – Series A of 1988</b>	1988		
	<ul style="list-style-type: none"><li>\$135,600,000</li></ul>			
	<b>1990 Limited Obligation Improvement Bonds Assessment District No. 90-2 (Airport Area)</b>	1990		
	<ul style="list-style-type: none"><li>\$10,213,850</li></ul>			
	<b>1991 Limited Obligation Improvement Bonds Assessment District No. 90-2 (Airport Area)</b>	1991		
<ul style="list-style-type: none"><li>\$10,213,850</li></ul>				
<b>1991 West LB Business Parks Special Tax Bonds</b>	1991			
<ul style="list-style-type: none"><li>\$5,340,000</li></ul>				
<b>1992 LB Financing Authority Revenue Bonds, Series 1992</b>	1992			
<ul style="list-style-type: none"><li>\$126,245,000</li></ul>				
<b>1993 Gas Utility Revenue Bonds, 1993 Series A</b>	1993			
<ul style="list-style-type: none"><li>\$13,490,000</li></ul>				
<b>1993 Harbor Revenue Bonds, Series 1993 – Final</b>	1993			
<ul style="list-style-type: none"><li>\$166,500,000</li></ul>				
<b>1993 Harbor Revenue Bonds, Series 1993 – Draft</b>	1993			
<ul style="list-style-type: none"><li>\$170,000,000</li></ul>				
<b>1993 Pine Avenue Public Improvements Special Tax Bonds – Preliminary Official Statement</b>	1993			
<ul style="list-style-type: none"><li>\$13,366,103.40</li></ul>				
<b>1993 Pine Avenue Public Improvements Special Tax Bonds – Final</b>	1993			
<ul style="list-style-type: none"><li>\$13,625,000</li></ul>				
	<b>Proposition H FY 2008 Audit - Job # 09-503</b>			
	<b>Proposition H FY 2009 Audit - Job # 10-307</b>			

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5.  YEARS INVOLVED	6.  BOX NO. ON-SITE	7.  BOX NO. OFF-SITE
9	<p><b>WORKPAPERS</b></p> <p><b>1997 LB Bond Finance Authority Limited Obligation Revenue Bonds – Series A (Assessment District No. 90-3 Refinancing)</b></p> <ul style="list-style-type: none"> <li>• \$5,800,000</li> <li>• \$5,900,000</li> </ul> <p><b>1997 California Economic Development Financing Authority Industrial Development Revenue Bonds – Series 1997 (Advanced Aerodynamics and Structures, Inc. Project)</b></p> <ul style="list-style-type: none"> <li>• \$8,500,000</li> </ul> <p><b>1997 Water Revenue Refunding Bonds – 1997 Series A</b></p> <ul style="list-style-type: none"> <li>• \$48,720,000</li> </ul> <p><b>1998 Harbor Revenue Refunding Bonds – Series 1998A</b></p> <ul style="list-style-type: none"> <li>• \$206,330,000</li> </ul> <p><b>1998 Temple &amp; Willow Facilities Lease Revenue and Refunding Bonds</b></p> <ul style="list-style-type: none"> <li>• \$8,500,000 – 1998 Series A</li> <li>• \$29,565,000 – 1998 Series B</li> </ul> <p><b>1999 Marina Pacific Land Acquisition Revenue Bonds – Series 1999A</b></p> <ul style="list-style-type: none"> <li>• \$22,000,000</li> </ul> <p><b>1999 LB Museum of Art Project Lease Revenue Bonds – Series 1999</b></p> <ul style="list-style-type: none"> <li>• \$3,060,000</li> </ul> <p><b>2001 Plaza Parking Facility Lease Revenue Bonds</b></p> <ul style="list-style-type: none"> <li>• \$11,500,000</li> </ul> <p><b>(CD) 2001 Aquarium Lease Revenue Refunding Bonds</b></p> <p><b>2002 Tax Allocation Revenue Bonds – 2002 Series A</b></p> <ul style="list-style-type: none"> <li>• \$77,715,000</li> </ul> <p><b>(CD) 2002 Pike Public Improvements Special Tax Bonds</b></p> <p><b>2002 Limited Obligation Improvement Bonds Assessment District No. 90-2 (Airport Area)</b></p> <ul style="list-style-type: none"> <li>• \$10,213,850</li> </ul> <p><b>2002 Pension Obligation Refund Bonds</b></p> <ul style="list-style-type: none"> <li>• \$38,300,000 – Series 2002A</li> <li>• \$38,250,000 – Series 2002B</li> <li>• (CD) 00\$87,950,000</li> </ul> <p><b>(CD) 2002 Harbor Revenue Bonds 2002A &amp; B</b></p> <ul style="list-style-type: none"> <li>• \$300,000,000</li> <li>• \$288,480,000</li> </ul> <p><b>(CD) 2003 SERRF Authority Lease Bonds</b></p> <ul style="list-style-type: none"> <li>• \$120,235,000</li> </ul> <p><b>(CD) 2005 Subordinate Gas Utility Revenue Commercial Paper Notes Series A &amp; B</b></p> <ul style="list-style-type: none"> <li>• \$35,000,000</li> </ul> <p><b>1994 Water Revenue Bonds – 1994 Series A</b></p> <ul style="list-style-type: none"> <li>• \$47,280,000</li> </ul> <p><b>1994 Harbor Department Commercial Paper Notes</b></p> <ul style="list-style-type: none"> <li>• \$383,500,000</li> </ul> <p><b>1995 Pension Obligation Refunding Bonds – Series 1995</b></p> <ul style="list-style-type: none"> <li>• \$108,635,000</li> </ul> <p><b>1995 SERRF Authority Lease Revenue Refunding Bonds</b></p> <ul style="list-style-type: none"> <li>• \$105,900,000 – Series 1995A (Non-AMT)</li> <li>• \$37,400,000 – Series 1995B (AMT)</li> </ul>	<p>1997</p> <p>1997</p> <p>1997</p> <p>1998</p> <p>1998</p> <p>1999</p> <p>1999</p> <p>2001</p> <p>2001</p> <p>2002</p> <p>2002</p> <p>2002</p> <p>2002</p> <p>2002</p> <p>2002</p> <p>2002</p> <p>2002</p> <p>2002</p> <p>2003</p> <p>2005</p> <p>1994</p> <p>1994</p>	220	

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5.  YEARS INVOLVED	6.  BOX NO. ON-SITE	7.  BOX NO. OFF-SITE
9	<p><b>WORKPAPERS</b></p> <p><b>2005 Temple &amp; Willow Facility Refinancing Project Lease Revenue Bond – 2005 Series A</b></p> <ul style="list-style-type: none"> <li>• \$8,100,000 &amp; \$8,145,000</li> </ul> <p><b>2005 Temple &amp; Willow Facility Refinancing Project – 2005 Series A (includes CD)</b></p> <ul style="list-style-type: none"> <li>• \$8,145,000</li> </ul> <p><b>2005 Limited Obligation Revenue Refunding Bonds – Series A (Assessment District No. 90-3)</b></p> <ul style="list-style-type: none"> <li>• \$2,100,000</li> <li>• \$1,965,000</li> </ul> <p><b>2005 Tax Allocation Revenue Bonds – 2005 Series C (includes CD)</b></p> <ul style="list-style-type: none"> <li>• \$35,045,000</li> </ul> <p><b>2005 Revenue Bonds – 2005 Series A &amp; B</b></p> <ul style="list-style-type: none"> <li>• \$74,050,000 – 2005 Series A-1</li> <li>• \$3,397,305.90 – 2005 Series A-2</li> <li>• \$114,985,000 – 2005 Series B</li> </ul> <p><b>2006 Rainbow Harbor Refinancing Project Revenue Refunding Bonds – 2006 Series A (includes CD)</b></p> <ul style="list-style-type: none"> <li>• \$50,785,000</li> </ul> <p><b>2007 Natural Gas Purchase Revenue Bonds</b></p> <ul style="list-style-type: none"> <li>• \$1,100,000,000</li> <li>• \$887,360,000 (3 docs)</li> </ul> <p><b>Annual Bond Certificate Requirements Binder</b></p>	<p>2005</p> <p>2005</p> <p>2005</p> <p>2005</p> <p>2005</p> <p>2006</p> <p>2007</p> <p>1992-2002</p>	221	

# RECORDS DESTRUCTION REQUEST

CITY OF LONG BEACH  
LONG BEACH, CA

1. Date 4/25/2019

19 APR 29 AM 7:46

Honorable Council of the City of Long Beach


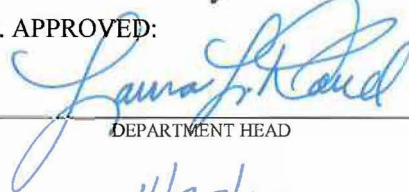
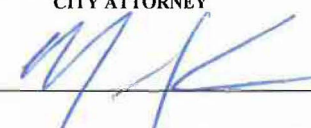
2. The City Auditor respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
9	Workpapers	1988-1999	A-873-OF	
9	Workpapers	1981-1993	A-885-OF	
9	Workpapers	1988-1990	C-843	
9	Workpapers	1991	C-844	
9	Workpapers	1993	C-845	
9	Workpapers	1987	C-846	
9	Workpapers	1986	C-847	
9	Workpapers	1993-1994	C-848	
9	Workpapers	1993	C-877	
9	Workpapers	1989-1991	D-941-OF	
9	Workpapers	1991-1992	D-942-OF	
9	Workpapers	1994	D-944-OF	
9	Workpapers	1991	D-945-OF	
9	Workpapers	1987-1991	D-946-OF	
9	Workpapers	1992-1993	D-947-OF	
9	Workpapers	1982-1985	D-948-OF	
9	Workpapers	1978-1995	E-863	
9	Workpapers	1990-1997	E-864	
9	Workpapers	1988-1995	E-867	
9	Workpapers	1990-1997	E-869	
9	Workpapers	1995	E-870	
9	Workpapers	1995	E-872	
9	Workpapers	1989-1991	F-506	
9	Workpapers	1989	F-508	
9	Workpapers	1987-1992	H-056	
9	Workpapers	1988-1990	H-057	
9	Workpapers	1989-1993	H-058	
9	Workpapers	1987-1988	J-113	
9	Workpapers	1993-1995	11640	
9	Workpapers	1997	11643	
9	Workpapers	1997	11644	

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:</p> <p> CITY CLERK</p> <p>9. APPROVED:</p> <p> DEPARTMENT HEAD</p> <p>10. DATE: <u>4/25/19</u></p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>5/2/19</u></p>	<p>14. REMARKS:</p>
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# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5.  YEARS INVOLVED	6.  BOX NO. ON-SITE	7.  BOX NO. OFF-SITE
9	Workpapers	1996	11645	
9	Workpapers	1996	11646	
9	Workpapers	1992-1995	12114	
9	Workpapers	1994-1995	12115	
9	Workpapers	1992-1995	12116	
9	Workpapers	1994-1996	12117	
1	Administrative Files	1992-1998	12118	
1	Administrative Files	1996-1995	13334	
1	Administrative Files	1995-1998	13339	
1	Administrative Files	1991-1998	14214	
1	Administrative Files	1989-1998	14215	
9	Workpapers	1996-1997	14217	
9	Workpapers	1996-1999	14218	
1	Administrative Files	1996-1997	14223	
1	Administrative Files	1997-1998	14224	
1	Administrative Files	1993-1998	14225	
1	Administrative Files	1993-1998	14226	
1	Administrative Files	1993-1998	14227	
1	Administrative Files	1991-1997	14228	