

January 7, 2020

C-5

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Office of the City Clerk 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 Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 20 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

Prepared by: Lynsey Lascano

MD:ll

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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 CITY CLERK

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 Clerk 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 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

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

EXHIBIT "A"

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department CITY CLERK ELECTIONS

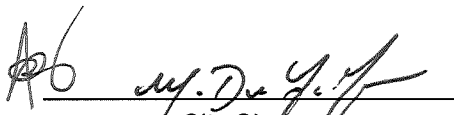
According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
26862	ELECTION WORKING FILES	1/1/2012	12/31/2012	12/31/2018	Internal Record Center	E -004-0002 0018
27197	ROSTER OF VOTERS PNE APRIL 8, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -004-0005 0001
27198	ROSTER OF VOTERS PNE APRIL 8, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -004-0005 0002
27199	ROSTER OF VOTERS PNE APRIL 8, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -004-0005 0003
27200	ROSTER OF VOTERS PNE APRIL 8, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -004-0005 0004
27201	ROSTER OF VOTERS PNE APRIL 8, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -005-0005 0001
27381	ROSTER OF VOTERS	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -005-0005 0002

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
27382	ROSTER OF VOTERS GME JUNE 3, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -005-0005 0003
27383	ROSTER OF VOTERS	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -005-0005 0004
27384	ROSTER OF VOTERS GME JUNE 3, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -006-0005 0001
27385	ROSTER OF VOTERS GME JUNE 3, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -006-0005 0002
27386	ROSTER OF VOTERS GME JUNE 3, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -006-0005 0003
27387	ROSTER OF VOTERS GME JUNE 3, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -006-0005 0004
27388	ROSTER OF VOTERS GME JUNE 3, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -006-0005 0005

Term Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
27389	ROSTER OF VOTERS GME JUNE 3, 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	A -006-0005 0006
28540	CAMPAIGN STATEMENTS - LOSING CANDIDATES & 1/1/2014 CAMPAIGN STATEMENTS-LOSING CANDIDATES 400 SERIES 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	E -003-0002 0009
28541	CAMPAIGN STATEMENTS - LOSING CANDIDATES & 1/1/2014 CAMPAIGN STATEMENTS-LOSING CANDIDATES 400 SERIES 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	E -003-0002 0010
28542	CAMPAIGN STATEMENTS - LOSING CANDIDATES & 1/1/2014 CAMPAIGN STATEMENTS-LOSING CANDIDATES 400 SERIES 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	E -003-0002 0011
28543	CAMPAIGN STATEMENTS - LOSING CANDIDATES & 1/1/2014 CAMPAIGN STATEMENTS-LOSING CANDIDATES 400 SERIES 2014	1/1/2014	12/31/2014	12/31/2019	Internal Record Center	E -003-0002 0012
36613	STATEMENT OF ECONOMIC INTEREST- LOSING	1/1/2010	12/31/2012	12/31/2019	IRON MOUNTAIN	RF018641554
36616	CAMPAIGN STATEMENTS - LOSING CANDIDATES & 1/1/1980	1/1/1980	12/31/2014	12/31/2019	IRON MOUNTAIN	RF018641557

Total Boxes to be Destroyed: 21



City Clerk

11-25-19

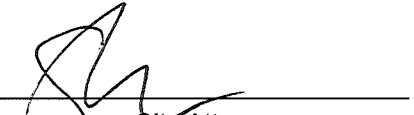
Date



Department Head

11-26-19

Date



City Attorney

12/2/19

Date

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department CITY CLERK LEGISLATIVE

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			
A-429	VIDEO'S/ COUNCIL MTG'S LIST 1017 RANGE: MAR 16, 1993 - JUNE 18, 1993	3/16/1993	6/18/1993	12/31/9999	IRON MOUNTAIN	442900339
A-984	AUDIO TAPES - COMMISSION	1/1/1991	12/31/1992	12/31/9999	Internal Record Center	A -010-0005 0004
B-205	AUDIO TAPES/ TASK FORCES	1/1/1986	1/1/1988	12/31/9999	Internal Record Center	B -003-0001 0004
B-206	AUDIO TAPES - COMMITTEES	1/1/1978	1/1/1983	12/31/9999	Internal Record Center	B -003-0001 0005
B-208	VIDEO'S/ COUNCIL MTG'S LIST 1292	7/9/1996	12/17/1996	12/31/9999	IRON MOUNTAIN	442900329
B-210	VIDEO'S/ COUNCIL MTG'S LIST 1000 RANGE: NOV 24, 1992 - MAR 2, 1993	11/24/1992	3/2/1993	12/31/9999	IRON MOUNTAIN	442900338

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
B-218	VIDEO'S/ COUNCIL MTG'S LIST 1262	1/2/1996	7/2/1996	12/31/9999	IRON MOUNTAIN	442900330
D-052	VIDEO'S/ COUNCIL MTG'S LIST 1362	6/3/1997	10/21/1997	12/31/9999	IRON MOUNTAIN	442900328
D-053	VIDEO'S/ COUNCIL MTG'S LIST 1366	10/28/1997	12/16/1997	12/31/9999	IRON MOUNTAIN	442900326
E-259	VIDEO'S/ COUNCIL MTG'S LIST 1142 RANGE: NOV 15 1994 - DEC 20, 1994	11/15/1994	12/20/1994	12/31/9999	IRON MOUNTAIN	442900337
E-322	AUDIO TAPES/ MIXED RANGE: 1989 - 1993	1/1/1993	12/31/1993	12/31/9999	Internal Record Center	E -004-0002 0001
E-324	AUDIO TAPES/ MIXED	1/1/1995	12/31/1995	12/31/9999	Internal Record Center	E -004-0002 0003
E-335	AUDIO TAPES/CITY COUNCIL	1/3/1995	6/13/1995	12/31/9999	Internal Record Center	E -004-0002 0013

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
E-337	AUDIO TAPES/CITY COUNCIL	6/20/1995	12/19/1995	12/31/9999	Internal Record Center	E -004-0002 0015
F-002	AUDIO TAPES/ TASK FORCES LIST 1224	1/1/1986	1/1/1986	12/31/9999	Internal Record Center	A -002-0002 0007
F-003	VIDEO'S/ COUNCIL MTG'S LIST 1223	8/29/1995	12/19/1995	12/31/9999	IRON MOUNTAIN	442900331
F-007	VIDEO'S/ COUNCIL MTG'S LIST 1397	5/12/1998	9/30/1998	12/31/9999	IRON MOUNTAIN	442900325
F-008	VIDEO'S/ COUNCIL MTG'S LIST 1033 RANGE: APRIL 13, 1993 - AUGUST 17, 1993	4/13/1993	8/17/1993	12/31/9999	IRON MOUNTAIN	442900340
F-030	VIDEO'S/ COUNCIL MTG'S LIST 1097 RANGE: MARCH 22, 1994 - JUNE 21, 1994	3/22/1994	6/21/1994	12/31/9999	IRON MOUNTAIN	442900335
F-034	VIDEO'S/ COUNCIL MTG'S LIST 1074 RANGE: DEC 29, 1993 - MARCH 8, 1994	12/21/1993	3/8/1994	12/31/9999	IRON MOUNTAIN	442900334
F-103	VIDEO'S/ COUNCIL MTG'S LIST 1155 JANUARY 1995-APRIL 1995	1/3/1995	4/11/1995	12/31/9999	IRON MOUNTAIN	442900333

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
F-104	VIDEO'S/ COUNCIL MTG'S LIST 1186	4/28/1995	8/22/1995	12/31/9999	IRON MOUNTAIN	442900332
F-156	AUDIO TAPES/CITY COUNCIL RANGE: CITY COUNCIL AUDIO TAPES 1993, JANUARY - JULY	1/1/1993	1/1/1993	12/31/9999	Internal Record Center	B -003-0003 0009
F-159	VIDEO'S/ COUNCIL MTG'S LIST 1055 RANGE: AUG 24, 1993 - DEC 14, 1993	8/24/1993	12/7/1993	12/31/9999	IRON MOUNTAIN	442900341
F-160	AUDIO TAPES/CITY COUNCIL RANGE: CITY COUNCIL AUDIO TAPES 1993, JULY - DECEMBER	1/1/1993	1/1/1993	12/31/9999	Internal Record Center	B -003-0003 0010
F-233	VIDEO'S/ COUNCIL MTG'S LIST 1329	1/1/1997	12/31/1997	12/31/9999	IRON MOUNTAIN	442900327
F-318	AUDIO TAPES/CITY COUNCIL	1/4/1994	5/10/1994	12/31/9999	Internal Record Center	B -003-0003 0012
F-320	AUDIO TAPES/CITY COUNCIL	5/17/1994	12/20/1994	12/31/9999	Internal Record Center	B -003-0003 0011

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
F-323	AUDIO TAPES/STANDING COMMITTEES	1/11/1994	12/13/1994	12/31/9999	Internal Record Center	F -004-0002 0002
F-360	VIDEO'S/ COUNCIL MTG'S LIST 1134 RANGE: JUNE 28, 1994 - NOV 1, 1994	6/28/1994	11/1/1994	12/31/9999	IRON MOUNTAIN	442900336
L-051	AUDIO TAPES/REDEVELOPMENT AGENCY	1/1/1991	12/31/1994	12/31/9999	Internal Record Center	L -001-0003 0011
10090	AUDIO TAPES - CULTURAL HERITAGE COMMISSION/1/1993		12/31/1996	12/31/9999	Internal Record Center	E -002-0001 0005
10223	VIDEO'S/ COUNCIL MTG'S LIST 1383	1/6/1998	5/5/1998	12/31/9999	IRON MOUNTAIN	442900324
10505	AUDIO TAPES/CITY COUNCIL CITY COUNCIL 1997	1/1/1997	12/31/1997	12/31/9999	Internal Record Center	B -003-0001 0015
10507	AUDIO TAPES - COMMITTEES AUDIO TAPES - COMMITTEES	1/1/1997	12/31/1997	12/31/9999	Internal Record Center	B -003-0001 0016

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
10510	AUDIO TAPES - COMMITTEES AIRPORT ADVISORY COMMISSION	1/1/1982	12/31/1994	12/31/9999	Internal Record Center	B -003-0001 0013
10511	AUDIO TAPES - COMMITTEES AUDIO TAPES - COMMITTEES	1/1/1996	12/31/1996	12/31/9999	Internal Record Center	B -003-0001 0014
10512	AUDIO TAPES/CITY COUNCIL	1/1/1996	12/31/1996	12/31/9999	Internal Record Center	B -004-0003 0015
10697	AUDIO TAPES/CITY COUNCIL 1998 AUDIO TAPES-CITY COUNCIL	1/1/1998	12/31/1998	12/31/9999	Internal Record Center	A -002-0002 0006
10769	AUDIO TAPES/REDEVELOPMENT AGENCY REDEVELOPMENT AGENCY	1/1/1995	12/31/1996	12/31/9999	Internal Record Center	E -002-0001 0013
10770	AUDIO TAPES/ MIXED CAL STATE UNIVERSITY HEADQUARTERS BLDG A HOMELESS SERVICES ADVISORY COMMITTEE	1/1/1993	12/31/1995	12/31/9999	Internal Record Center	E -002-0001 0014
10774	AUDIO TAPES - COMMITTEES BOARD OF HEALTH & HUMAN SERVICES	1/1/1993	12/31/1996	12/31/9999	Internal Record Center	E -002-0001 0012

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
10801	AUDIO TAPES - COMMITTEES	1/1/1989	12/31/1996	12/31/9999	Internal Record Center	A -002-0002 0001
10802	AUDIO TAPES - COMMITTEES BELMONT SHORE PBIA CITIZEN POLICE COMPLAINT COMMISSION	1/1/1992	12/31/1996	12/31/9999	Internal Record Center	A -002-0002 0002
10803	AUDIO TAPES - COMMITTEES	1/1/1992	12/31/1996	12/31/9999	Internal Record Center	A -002-0002 0003
11477	VIDEO'S/ COUNCIL MTG'S LIST 1434	2/23/1998	10/6/1998	12/31/9999	IRON MOUNTAIN	442900323
11916	VIDEO'S/ COUNCIL MTG'S LIST 1459	2/2/1999	6/29/1999	12/31/9999	IRON MOUNTAIN	442900322
12111	AUDIO TAPES/ TASK FORCES	1/1/1981	12/31/1992	12/31/9999	IRON MOUNTAIN	382723792
12462	AUDIO TAPES/CITY COUNCIL LIST 1469 RANGE: AUDIO TAPES CITY COUNCIL, JANUARY 5, 1999 - DECEMBER 21, 19	1/1/1999	12/31/1999	12/31/9999	Internal Record Center	E -001-0002 0018

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
12506	VIDEO'S/ COUNCIL MTG'S LIST 1483	1/1/1999	10/26/1999	12/31/9999	IRON MOUNTAIN	442900320
13054	VIDEO'S/ COUNCIL MTG'S LIST 1515	11/2/1999	4/25/2000	12/31/9999	IRON MOUNTAIN	442900321
13167	AUDIO TAPES/CITY COUNCIL LIST 1525	1/4/2000	9/12/2000	12/31/9999	Internal Record Center	B -003-0001 0018
13293	VIDEO'S/ COUNCIL MTG'S	5/2/2000	10/10/2000	12/31/9999	Internal Record Center	C -001-0002 0005
13562	AUDIO TAPES/ MIXED LIST 1560	1/1/1992	12/31/1999	12/31/9999	Internal Record Center	E -001-0003 0012
13578	AUDIO TAPES/ MIXED LIST 1562	1/1/1985	12/31/1998	12/31/9999	Internal Record Center	L -001-0004 0016
13785	VIDEO'S/ COUNCIL MTG'S LIST 1575	10/17/2000	3/6/2001	12/31/9999	Internal Record Center	E -002-0001 0001

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
13987	VIDEO'S/ COUNCIL MTG'S LIST 1587 RANGE: APRIL 3,2001 - JULY 24, 2001	4/3/2001	7/24/2001	12/31/9999	IRON MOUNTAIN	442900342
14372	AUDIO TAPES/CITY COUNCIL LIST 1604	9/9/2000	10/30/2001	12/31/9999	Internal Record Center	A -002-0002 0009
14381	AUDIO TAPES - COMMITTEES LIST 1608	1/1/1997	12/31/1999	12/31/9999	Internal Record Center	C -011-0003 0015
14594	VIDEO'S/ COUNCIL MTG'S LIST 1618	7/31/2001	11/20/2001	12/31/9999	Internal Record Center	F -001-0002 0014
15335	VIDEO'S/ COUNCIL MTG'S LIST 1656	12/4/2001	5/14/2002	12/31/9999	Internal Record Center	E -001-0003 0002
15351	AUDIO TAPES/CITY COUNCIL LIST 1661	11/6/2001	9/24/2002	12/31/9999	Internal Record Center	F -001-0002 0008
15368	AUDIO TAPES/ MIXED LIST 1664	1/1/2000	12/31/2000	12/31/9999	Internal Record Center	C -001-0002 0008

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
15479	VIDEO'S/ COUNCIL MTG'S LIST 1675	5/21/2002	10/1/2002	12/31/9999	Internal Record Center	E -001-0003 0003
15692	AUDIO TAPES/ MIXED LIST 1689	1/1/2000	12/31/2000	12/31/9999	Internal Record Center	A -002-0002 0010
16115	AUDIO TAPES/CITY COUNCIL LIST 1721	10/1/2002	7/22/2003	12/31/9999	Internal Record Center	A -002-0002 0005
16302	AUDIO TAPES/ MIXED LIST 1727	1/1/1997	12/31/2001	12/31/9999	Internal Record Center	A -002-0002 0016
17114	AUDIO TAPES/CITY COUNCIL LIST 1779	8/5/2003	12/12/2003	12/31/9999	Internal Record Center	B -004-0003 0018
17117	VIDEO'S/ COUNCIL MTG'S LIST 1781 AND LIST 1912 OCTOBER 1, 2002 TO DECEMBER 17, 2002 APRIL 4, 2006 TO DECEMBER 19, 2006	10/3/2002	11/11/2006	12/31/9999	Internal Record Center	D -001-0003 0010
17600	AUDIO TAPES/ MIXED LIST 1810	1/1/2002	12/31/2002	12/31/9999	Internal Record Center	G -004-0003 0014

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18329	VIDEO'S/ COUNCIL MTG'S LIST 1848	1/1/2003	12/31/2004	12/31/9999	Internal Record Center	F -001-0002 0001
18708	VIDEO'S/ COUNCIL MTG'S LIST 1867	1/1/2005	12/31/2005	12/31/9999	Internal Record Center	E -001-0002 0010
18951	VIDEO'S/ COUNCIL MTG'S CITY COUNCIL VIDEO TAPES 2003	1/1/2003	12/31/2003	12/31/9999	Internal Record Center	E -001-0003 0005
19268	AUDIO TAPES/ MIXED BELMONT SHORE PBIA COMMISSION BOARD OF HEALTH & HUMAN SERVICES HUMAN RELATIONS COMMISSION	1/1/2003	12/31/2003	12/31/9999	Internal Record Center	B -003-0001 0007
19269	AUDIO TAPES/ MIXED BELMONT SHORE PBIA - BOARD OF HEALTH HUMAN RELATIONS COMMISSION HOMELESS SERVICES ADVISORY COMMITTEE	1/1/2004	12/31/2004	12/31/9999	Internal Record Center	B -003-0001 0009
19270	AUDIO TAPES - CULTURAL HERITAGE COMMISSION CULTURAL HERITAGE COMMISSION 2003-2004	1/1/2003	12/31/2004	12/31/9999	Internal Record Center	B -003-0001 0011
19271	AUDIO TAPES/ MIXED HOMELESS SERVICES ADVISORY COMMITTEE PUBLIC SAFETY ADVISORY COMMISSION PUBLIC SAFETY ADVISORY COMMISSION	1/1/2002	12/31/2003	12/31/9999	Internal Record Center	B -003-0001 0012
20195	VIDEO'S/ COUNCIL MTG'S CITY COUNCIL VIDEO TAPES	1/1/2007	12/31/2007	12/31/9999	Internal Record Center	E -001-0003 0006

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
20638	AUDIO TAPES/ MIXED LONG BEACH TRANSIT REDEVELOPMENT AGENCY CITIZEN POLICE COMPLAINT COMMISSION RANGE: LONG BEACH TRANSIT, 2002 - 2003 RANGE: REDEVELOPMENT AGENCY, 2002 - 2003 RANGE: CITIZEN POLICE COMPLAINT COMMISSION, 2002 - 2003	1/1/2002	12/31/2003	12/31/9999	Internal Record Center	A -002-0002 0004
21154	AUDIO TAPES/CITY COUNCIL	1/1/2004	12/31/2004	12/31/9999	Internal Record Center	B -003-0002 0013
21205	AUDIO TAPES - COMMISSION CITIZEN POLICE COMPLAINT COMMISSION PUBLIC SAFETY ADVISORY COMMISSION	1/1/2004	12/31/2007	12/31/9999	Internal Record Center	B -003-0002 0014
21370	VIDEO'S/ COUNCIL MTG'S	1/1/2008	12/31/2008	12/31/9999	Internal Record Center	E -001-0003 0011
27945	BUDGET FILES	1/1/2007	12/31/2013	12/31/2018	Internal Record Center	E -001-0002 0002
34815	BUDGET FILES ELECTION BUDGET FILES: ELECTIONS 2009-2014	1/1/2009	12/31/2014	12/31/2019	Internal Record Center	C -001-0003 0004

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
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Total Boxes to be Destroyed: 84

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	City Clerk		Department Head		City Attorney	