



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-5

ROBERT E. SHANNON
City Attorney

HEATHER A. MAHOOD
Chief Assistant City Attorney

MICHAEL J. MAIS
Assistant City Attorney

PRINCIPAL DEPUTIES

Barbara D. de Jong
Dominic Holzhaus
Belinda R. Mayes
J. Charles Parkin

DEPUTIES

C. Geoffrey Allred
Gary J. Anderson
Richard F. Anthony
Amy R. Burton
Christina L. Checel
Randall C. Fudge
Charles M. Gale
Anne C. Lattime
Monte H. Machit
Barbara J. McTigue
Barry M. Meyers
Cristyl Meyers
Howard D. Russell
Tiffani L. Shin
Linda Trang

June 10, 2008

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Resolution of the City Council of the City of Long Beach Approving and Authorizing the Destruction of Certain Records, Papers, and Writings by the Community Development Department, Community Development Department Housing Authority Bureau and Community Development Department Code Enforcement Division.

DISCUSSION

Pursuant to your request of May 29, 2008, this office has prepared and submits the above-described resolution for your consideration.


SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By


GARY J. ANDERSON
Deputy City Attorney

GJA:ikm
Enclosure

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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 COMMUNITY DEVELOPMENT DEPARTMENT, COMMUNITY DEVELOPMENT DEPARTMENT HOUSING AUTHORITY BUREAU AND COMMUNITY DEVELOPMENT DEPARTMENT CODE ENFORCEMENT DIVISION.

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 Community Development Department, Community Development Department Housing Authority Bureau and Community Development Department Code Enforcement Division 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;

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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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.

I hereby certify that the foregoing resolution was adopted by the City
Council of the City of Long Beach at its meeting of _____, 2008, by the
following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
COMMUNITY DEVELOPMENT (210121)

Cost Center: ()

Records Coordinator: DENNIS THYS Mail Drop: PROP SRVS Phone: (562)570-5282 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	11041	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/12/2000		12/12/2006	G-03-03	10
<input type="checkbox"/>	11042	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/12/2000		12/12/2006	G-03-03	5
<input type="checkbox"/>	11043	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/12/2000		12/12/2006	G-03-03	15
<input type="checkbox"/>	11044	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/12/2000		12/12/2006	G-03-03	16
<input type="checkbox"/>	11045	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/12/2000		12/12/2006	G-03-03	17
<input type="checkbox"/>	15382	10000.1	CORRESPONDENCE FILES	01/01/2001	12/31/2001		12/31/2006	F-01-02	18
<input type="checkbox"/>	15383	10000.1	CORRESPONDENCE FILES	01/01/2001	12/31/2001		12/31/2006	F-01-03	16
<input type="checkbox"/>	13989	10013.9	PROPERTY MANAGEMENT	01/01/1992	12/31/1996		12/31/2006	D-03-02	17
<input type="checkbox"/>	13990	10013.9	PROPERTY MANAGEMENT	01/01/1992	12/31/1996		12/31/2006	D-03-02	18

E = Excluded

Total Eligible Boxes to be destroyed	=	11
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	2
Total Available Boxes to be destroyed	=	9

INITIAL
cmf

5/19/08 *[Signature]*
Date RECORDS MANAGER

5/27/08 *[Signature]*
Date DEPARTMENT HEAD

5/30/08 *[Signature]*
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

COMMUNITY DEVELOPMENT (210121)

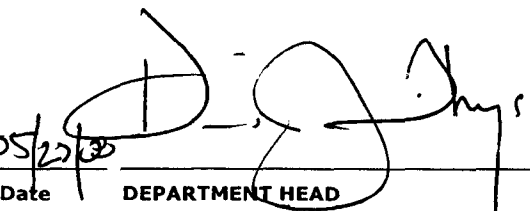
Cost Center: ()

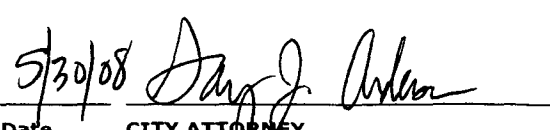
Records Coordinator: DENNIS THYS Mail Drop: PROP SRVS Phone: (562)570-5282 ext:

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		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	D-644	10018.0	ACQUISITION/DISPOSITIONS	01/01/1985	12/31/1997		12/31/2003		0
<input type="checkbox"/> 1	G-444	10018.0	ACQUISITION/DISPOSITIONS	01/01/1993	12/31/1997		12/31/2003		0
<input type="checkbox"/> 1	10578	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/31/1999		12/31/2007	D-10-04	1
<input type="checkbox"/> 1	10579	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/31/1999		12/31/2007	D-10-04	2
<input type="checkbox"/> 1	15206	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/31/2001		12/31/2007	G-04-02	11
<input type="checkbox"/> 1	15207	10018.0	ACQUISITION/DISPOSITIONS	01/01/1999	12/31/2001		12/31/2007	G-04-02	12
<input type="checkbox"/> 1	15208	10018.0	ACQUISITION/DISPOSITIONS	01/01/2000	12/31/2001		12/31/2007	G-04-02	13
<input type="checkbox"/> 1	15209	10018.0	ACQUISITION/DISPOSITIONS	01/01/2000	12/31/2001		12/31/2007	G-04-02	14
<input type="checkbox"/> 1	19224	10016.8	BUDGET WORK FILES	01/01/2002	12/31/2005		12/31/2007	391436166	0
<input type="checkbox"/> 1	16950	10000.1	CORRESPONDENCE FILES	01/01/2002	07/31/2002		07/31/2007	G-02-02	5
<input type="checkbox"/> 1	16951	10000.1	CORRESPONDENCE FILES	01/01/2002	07/31/2002		07/31/2007	G-02-02	11
<input type="checkbox"/> 1	20219	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1992	12/31/1995		12/31/1998	345696395	0
<input type="checkbox"/> 1	20232	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1995	12/31/1999		12/31/2002	345696408	0
<input type="checkbox"/> 1	20233	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1995	12/31/1999		12/31/2002	345696409	0

5/19/08 
Date RECORDS MANAGER

05/23/08 
Date DEPARTMENT HEAD

5/30/08 
Date CITY ATTORNEY

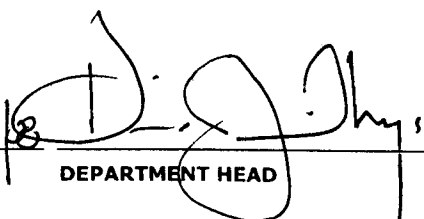
Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

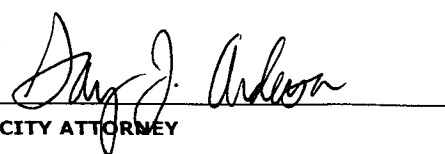
COMMUNITY DEVELOPMENT (210121)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	20222	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1995	12/31/2002		12/31/2005	345696398	0
<input type="checkbox"/> 1	20224	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1997	12/31/2002		12/31/2005	345696400	0
<input type="checkbox"/> 1	20229	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/2000	12/31/2002		12/31/2005	345696405	0
<input type="checkbox"/> 1	20218	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1993	12/31/2003		12/31/2006	345696394	0
<input type="checkbox"/> 1	20223	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1997	12/31/2003		12/31/2006	345696399	0
<input type="checkbox"/> 1	20216	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1997	12/31/2004		12/31/2007	345696392	0
<input type="checkbox"/> 1	20217	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1992	12/31/2004		12/31/2007	345696393	0
<input type="checkbox"/> 1	20226	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1998	12/31/2004		12/31/2007	345696402	0
<input type="checkbox"/> 1	20231	10014.6	DEFERRED PAYMENT LOANS (DPL	01/01/1994	12/31/2004		12/31/2007	345696407	0

Total Eligible Boxes to be destroyed	=	25
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	2
Total Available Boxes to be destroyed	=	23

5/19/08 
Date RECORDS MANAGER

05/27/08 
Date DEPARTMENT HEAD

5/30/08 
Date CITY ATTORNEY

RECORDS DESTRUCTION REQUEST

04/25/08

1. Date _____


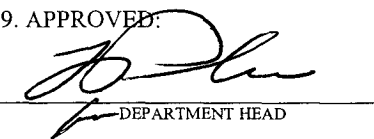
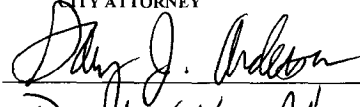
Honorable Council of the City of Long Beach
 2. The COMMUNITY DEVELOPMENT

DEPARTMENT

respectfully requests authority to destroy the following

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO OFF-SIT
39	Timesheets	07/19/97-10/24/97		T97-01
		10/25/97- 12/12/97		T97-02
		12/13/97 -04/07/98		T97-03
		04/18/98 -06/19/98		T98-01
		06/2/98 -08/07/98		T98-02
		02/05/99-06/18/99		T99-01
		06/19/99-08/27/99		T99-02
		08/28/99-01/14/00		T99-03
		01/15/00-04/14/00		T00-01
		04/15/00-07/28/00		T00-02
		07/29/00-10/20/00		T00-03
		10/21/00-12/31/00		T00-04
		01/01/01-03/23/01		T01-01
		03/24/01-06/15/01		T01-02
06/16/01-09/17/01		T01-03		
09/18/01-11/30/01		T01-04		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE:</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>Deputy City Atty.</u></p> <p>13. Date <u>5/30/08</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON- SITE	7. BOX NO. OFF-SITE
39	Timesheets	12/01/01-02/14/02 02/15/02-04/19/02 04/20/02-06/26/02 06/27/02-09/06/02 09/07/02-11/29/02 11/30/02-12/23/02 12/24/02 -02/07/03 02/08/03-04/05/03 04/06/03-05/30/03 06/01/03-07/25/03 07/26/03-09/27/03 09/28/03-11/28/03 11/29/03-02/26/04 02/27/04-04/16/04 04/17/04-06/11/04 06/12/04-07/16/04 07/17/04-09/29/04 09/30/04-12/17/04		T02-01 T02-02 T02-03 T02-04 T02-05 T02-06 T02-07 T03-01 T03-02 T03-03 T03-04 T03-05 T04-01 T04-02 T04-03 T04-04 T04-05 T04-06
39	CSULB Timesheets	12/1999 - 09/2000 10/2000 - 12/2000 01/2001 - 03/2001 04/2001 -08/2001 09/2001 - 03/2002 04/2002 - 10/2002 11/2002 - 12/2002		CSULB-01 CSULB-02 CSULB-03 CSULB-04 CSULB-04 CSULB-05 CSULB-06

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON- SITE	7. BOX NO. OFF-SITE
22	CSULB - MISCELLANEOUS REPORTS	2001		CSULB-07
22	ATTENDANCE RECORDS	1997-1998		AR-01
		2001-2002-2003		AR-02
22	PAYROLL REGISTERS	2/1999 – 8/1999		PR-01
		9/1999 –7/2000		PR-02
		8/2000-6/2001		PR-03
		7/2001-12/2001		PR-04
		1/2002-8/2002		PR-05
		9/2002-3/2003		PR-06
		3/2003-9/2003		PR-07
		10/2003-3/2004		PR-08
		4/2004-12/2004		PR-09
22	LABOR REPORTS	01/1999-03/1999		PR-10
		04/1999-08/1999		PR-11
		9/1999-12/1999		PR-12
		1/2000-05/2000		PR-13
		06/2000-12/2000		PR-14
		1/2001-06/2001		PR-15
		7/2001-12/2001		PR-16
		01/2002-06/2002		PR-17
		07/2002-12/2002		PR-18

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON- SITE	7. BOX NO. OFF-SITE
22	MISCELLANEOUS PAYROLL REPORTS	1998 1999 2000 2001 2002 2003 2004		MPR-01 MPR-02 MPR-03 MPR-04 MPR-05 MPR-05 MPR-06
23	PERSONNEL INVENTORY	2003		PI-01

C.D./HOUSING AUTHORITY (2105)

Cost Center: ()

Records Coordinator: ROYCE BELL Mail Drop: 521 E. 4TH Phone: (562)570-6348 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		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	16647	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872463	0
<input type="checkbox"/> 1	16648	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872464	0
<input type="checkbox"/> 1	16649	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872465	0
<input type="checkbox"/> 1	16650	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872466	0
<input type="checkbox"/> 1	16651	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872467	0
<input type="checkbox"/> 1	16652	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872468	0
<input type="checkbox"/> 1	16653	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872469	0
<input type="checkbox"/> 1	16654	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872470	0
<input type="checkbox"/> 1	16655	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872471	0
<input type="checkbox"/> 1	16656	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872472	0
<input type="checkbox"/> 1	16657	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872473	0
<input type="checkbox"/> 1	16658	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872474	0
<input type="checkbox"/> 1	16659	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872475	0
<input type="checkbox"/> 1	16660	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872476	0

4-10-08
Date

Monique De La Haye
RECORDS MANAGER

Date

[Signature]
DEPARTMENT HEAD

5/30/08
Date

[Signature]
CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	16661	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872477	0
<input type="checkbox"/> 1	16662	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872478	0
<input type="checkbox"/> 1	16663	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872479	0
<input type="checkbox"/> 1	16664	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872480	0
<input type="checkbox"/> 1	16665	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872481	0
<input type="checkbox"/> 1	16666	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872482	0
<input type="checkbox"/> 1	16667	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872483	0
<input type="checkbox"/> 1	16668	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872484	0
<input type="checkbox"/> 1	16669	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872485	0
<input type="checkbox"/> 1	16670	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872486	0
<input type="checkbox"/> 1	16671	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872487	0
<input type="checkbox"/> 1	16672	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872488	0
<input type="checkbox"/> 1	16673	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872489	0
<input type="checkbox"/> 1	16674	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872490	0
<input type="checkbox"/> 1	16675	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872491	0
<input type="checkbox"/> 1	16676	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872492	0

4-10-08



Date

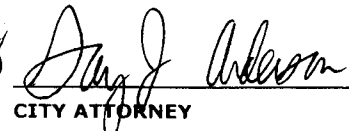
RECORDS MANAGER



Date

DEPARTMENT HEAD

5/30/08



Date

CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	16677	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872493	0
<input type="checkbox"/> 1	16678	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872494	0
<input type="checkbox"/> 1	16679	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872495	0
<input type="checkbox"/> 1	16680	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872496	0
<input type="checkbox"/> 1	16681	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872497	0
<input type="checkbox"/> 1	16682	10019.9	TENANT FILES - CLOSED	01/01/2003	12/31/2003		12/31/2006	214872498	0
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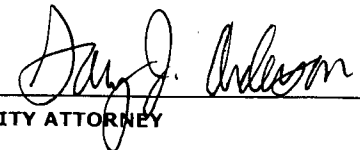
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City of Long Beach (CLB)
Unknown (TMP)

C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
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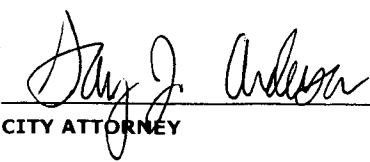


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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
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5/31/08 *Ang J. Anderson*
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C.D./HOUSING AUTHORITY (2105)

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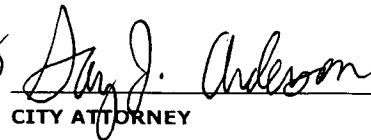


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City of Long Beach (CLB)
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C.D./HOUSING AUTHORITY (2105)

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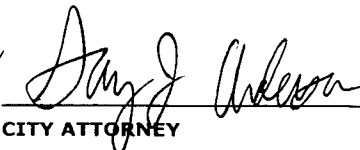
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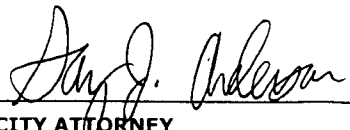
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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
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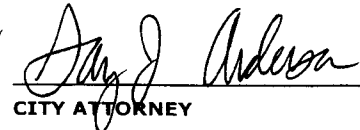


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Unknown (TMP)

C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17899	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613624	0
<input type="checkbox"/> 1	17900	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613625	0
<input type="checkbox"/> 1	17901	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613626	0
<input type="checkbox"/> 1	17902	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613627	0
<input type="checkbox"/> 1	17903	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613628	0
<input type="checkbox"/> 1	17904	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613629	0
<input type="checkbox"/> 1	17905	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613630	0
<input type="checkbox"/> 1	17906	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613631	0
<input type="checkbox"/> 1	17907	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613632	0
<input type="checkbox"/> 1	17908	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613633	0
<input type="checkbox"/> 1	17909	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613634	0
<input type="checkbox"/> 1	17910	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613635	0
<input type="checkbox"/> 1	17911	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613636	0
<input type="checkbox"/> 1	17912	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613637	0
<input type="checkbox"/> 1	17913	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613638	0
<input type="checkbox"/> 1	17914	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613639	0

4-10-08

Date

[Signature]

RECORDS MANAGER

[Signature]

Date

DEPARTMENT HEAD

5/30/08

Date

[Signature]

CITY ATTORNEY

Audit #
267

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

04/10/2008 12:35:37
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C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17915	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613640	0
<input type="checkbox"/> 1	17916	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613641	0
<input type="checkbox"/> 1	17917	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613642	0
<input type="checkbox"/> 1	17918	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613643	0
<input type="checkbox"/> 1	17919	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613644	0
<input type="checkbox"/> 1	17920	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613645	0
<input type="checkbox"/> 1	17921	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613646	0
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<input type="checkbox"/> 1	17927	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613652	0
<input type="checkbox"/> 1	17928	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613653	0
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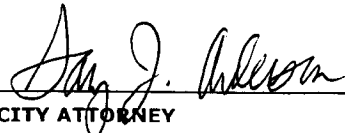
4-10-08
Date


RECORDS MANAGER

Date


DEPARTMENT HEAD

5/30/08
Date


CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17931	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613656	0
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<input type="checkbox"/> 1	17934	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613659	0
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<input type="checkbox"/> 1	17937	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613662	0
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<input type="checkbox"/> 1	17940	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613665	0
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<input type="checkbox"/> 1	17942	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613667	0
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<input type="checkbox"/> 1	17947	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613672	0

4-10-08

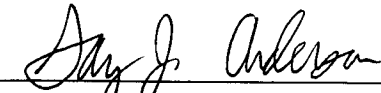


Date RECORDS MANAGER



Date DEPARTMENT HEAD

5/30/08



Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17948	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613673	0
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<input type="checkbox"/> 1	17953	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613678	0
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<input type="checkbox"/> 1	17963	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613688	0

4-10-08
Date


RECORDS MANAGER

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DEPARTMENT HEAD

Date

5/30/08 
CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17964	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613689	0
<input type="checkbox"/> 1	17965	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613690	0
<input type="checkbox"/> 1	17966	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613691	0
<input type="checkbox"/> 1	17967	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613692	0
<input type="checkbox"/> 1	17968	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613693	0
<input type="checkbox"/> 1	17969	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613694	0
<input type="checkbox"/> 1	17970	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613695	0
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<input type="checkbox"/> 1	17972	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613697	0
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<input type="checkbox"/> 1	17978	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613703	0
<input type="checkbox"/> 1	17979	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613704	0

4-10-08
Date

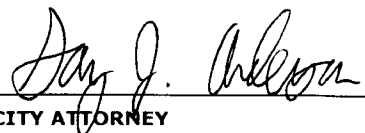

RECORDS MANAGER

Date



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Date

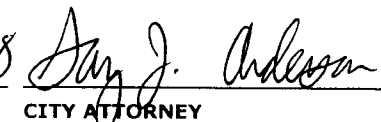
5/30/08 
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C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17980	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613705	0
<input type="checkbox"/> 1	17981	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613706	0
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<input type="checkbox"/> 1	17986	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613711	0
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4-10-08 
Date RECORDS MANAGER


Date DEPARTMENT HEAD

5/30/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

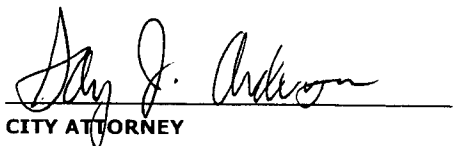
C.D./HOUSING AUTHORITY (2105)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17996	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	312613721	0
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<input type="checkbox"/> 1	18883	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	390422981	0
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<input type="checkbox"/> 1	19710	10019.9	TENANT FILES - CLOSED	01/01/2004	12/31/2004		12/31/2007	345695567	0

Total Eligible Boxes to be destroyed	=	266
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	1
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	265

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Date RECORDS MANAGER


Date DEPARTMENT HEAD

5/30/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
C.D./CODE ENFORCEMENT (210121C)

Cost Center: ()

Records Coordinator: TOM SLATER Mail Drop: Phone: (562)570-6336 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	18926	10013.2	VIOLATION NOTICES	01/01/2000	12/31/2000		12/31/2007	391436039	0
<i>Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name</i>									
	131 E 69TH STRE	1030 DAISY	SB-WA-AV-PM CLOSED CASES-VIOLATION NOTICES	01/01/2000	12/31/2000			VIOLATION NOTICES	
<input type="checkbox"/>	18927	10013.2	VIOLATION NOTICES	01/01/2000	12/31/2000		12/31/2007	391436040	0
<i>Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name</i>									
	1146 DAISY AVE	2119 MYRTLE	SB-WA-AV-PM CLOSED CASES-VIOLATION NOTICES	01/01/2000	12/31/2000			VIOLATION NOTICES	
<input type="checkbox"/>	18928	10013.2	VIOLATION NOTICES	01/01/2000	12/31/2000		12/31/2007	391436041	0
<i>Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name</i>									
	540 GOLDEN AVE	1959 PALMER	SB-WA-AV-PM CLOSED CASES-VIOLATION NOTICES	01/01/2000	12/31/2000			VIOLATION NOTICES	
<input type="checkbox"/>	18929	10013.2	VIOLATION NOTICES	01/01/2000	12/31/2000		12/31/2007	391436042	0
<i>Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name</i>									
	1638 W PARADE	425 E 61 STREET	SB-WA-AV-PM CLOSED CASES-VIOLATION NOTICES	01/01/2000	12/31/2000			VIOLATION NOTICES	

E = Excluded

Total Eligible Boxes to be destroyed	=	4
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	4

4-2-08
Date

Monique De G...
RECORDS MANAGER

4-2-08
Date

Tom Slater
DEPARTMENT HEAD

5/30/08
Date

Ang J. Anderson
CITY ATTORNEY

