



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-9

ROBERT E. SHANNON
City Attorney

HEATHER A. MAHOOD
Chief Assistant City Attorney

MICHAEL J. MAIS
Assistant City Attorney

March 20, 2007

PRINCIPAL DEPUTIES

Barbara D. de Jong
Dominic Holzhaus
Belinda R. Mayes

DEPUTIES

Gary J. Anderson
Richard F. Anthony
Christina L. Checel
Alysha Park Choi
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Everett L. Glenn
Donna F. Gwin
Monte H. Machit
Lisa Peskay Malmsten
Barry M. Meyers
Cristyl Meyers
J. Charles Parkin
Howard D. Russell
Carol A. Shaw

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 Departments of Human Resources and Long Beach Police Department.

DISCUSSION

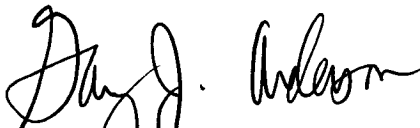
Pursuant to your request of March 2, 2007, this office has prepared and submits the above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By 
GARY J. ANDERSON
Deputy City Attorney

GJA:tag
Enclosure

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07-0111

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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 DEPARTMENTS OF HUMAN RESOURCES, AND LONG BEACH POLICE 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 Departments of Human Resources, and Long Beach Police Department 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.

Sec. 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.

Sec. 3. This resolution shall take effect immediately upon its adoption by the

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

1 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 Council
3 of the City of Long Beach at its meeting of _____, 2007, by the following
4 vote:

5 Ayes: Councilmembers: _____
6 _____
7 _____
8 _____

9
10 Noes: Councilmembers: _____
11 _____

12 Absent: Councilmembers: _____
13 _____
14 _____
15 _____

16 City Clerk

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25 GJA 12/5/07 #07-01111
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RECORDS DESTRUCTION REQUEST



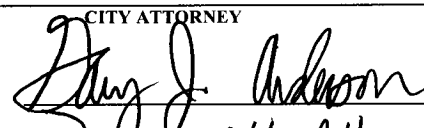
02/26/07

1. Date _____

Honorable Council of the City of Long Beach

2. The POLICE 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-SITE
#30	PAYROLL TIME RECORDS	7/2001-2003	N/A	
#32	CHANGE OF ASSIGNMENTS	2003	N/A	
#26	PROJECT ASSIGNMENTS	1999 - 2002	N/A	
#25	BACKGROUND PACKAGES	1999 - 2002	N/A	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS: REFER TO RECORDS RETENTION SCHEDULE UNDER ADMINISTRATION/PERSONNEL
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE:		12. Title <u>Deputy City Attorney</u> 13. Date <u>March 9, 2007</u>		

**CITY OF LONG BEACH
RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT**

Title of Document.	Form Number	Retention Periods			Maximum Retention	Remarks
		Legal Citation	Legal Req.	Dept. Pref.		
Background Packages	25	29 CFR 627.3	5Yr	5 Yr	5 Yr	Revised June 2003
Change of Assignments	26	FEHC 7287.0	2 Yr	2 Yr	2 Yr	Revised June 2003
Concealed Weapons Permit	27	CGC 4090 CPC 12053	2 Yr	2 Yr	2 Yr	
Department Grievance Appeal Form	28	CGC 34090	2 Yr	2 Yr	2 Yr	Revised June 2003
Payroll Time Records	30	US 29 CFR 516.5	3 Yr	3 Yr	3 Yr	Revised June 2003
Personnel Files	31	CFR 1627.3	3 Yr	3 Yr	3 Yr in Dept. 15 Yrs total	Revised June 2003 Files are kept in Dept. for 3 years then transferred to Human Resources where they are maintained for 15 years
Project Assignments	32	CGC34090	2 Yr	2 Yr	2 Yr	
Uniform Requests	33	None	None	2 Yr	2 Yr	
Workmen's Compensation File (IOD File)	34	29 CFR 1627.3	CY + 5 Y	CY + 5 Y	CY + 5 Y	Revised June 2003

DEPARTMENT SECTION	CITY COUNCIL APPROVAL DATE:	REFERENCES
ADMINISTRATION / PERSONNEL (1 OF 2)	Rev:	PERM - While Needed Y - Year MO - Month Act - In Use

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

Cost Center: ()

Records Coordinator: BREWER, TARA Mail Drop: Phone: (562)570-6372 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 Beg.	Ending	On Hold?	Destroy 12/31/2006	Location	Space#
<input type="checkbox"/>	16764	10050.3	ACCOUNTING DOCUMENTS	01/01/2001	12/31/2002		12/31/2004	F-02-03	15
<input type="checkbox"/>	16765	10050.3	ACCOUNTING DOCUMENTS	01/01/2001	12/31/2002		12/31/2004	F-02-03	16
<input type="checkbox"/>	17718	10050.3	ACCOUNTING DOCUMENTS	01/01/2003	12/31/2003		12/31/2005	E-11-04	14
<input type="checkbox"/>	17513	10053.8	AFFIRMATIVE ACTION	10/10/1991	12/31/1994		12/31/2004	H-01-04	12
<input type="checkbox"/>	13007	10053.8	AFFIRMATIVE ACTION	01/01/1993	12/31/1995		12/31/2005	138050211	0
<input type="checkbox"/>	13008	10053.8	AFFIRMATIVE ACTION	01/01/1993	12/31/1995		12/31/2005	138050212	0
<input type="checkbox"/>	13009	10053.8	AFFIRMATIVE ACTION	01/01/1993	12/31/1995		12/31/2005	138050213	0
<input type="checkbox"/>	13010	10053.8	AFFIRMATIVE ACTION	01/01/1993	12/31/1995		12/31/2005	138050214	0
<input type="checkbox"/>	13011	10053.8	AFFIRMATIVE ACTION	01/01/1993	12/31/1995		12/31/2005	138050215	0
<input type="checkbox"/>	17517	10053.8	AFFIRMATIVE ACTION	10/10/1986	12/31/1996		12/31/2006	H-01-04	16
<input type="checkbox"/>	12733	10000.1	CORRESPONDENCE FILES	01/01/1999	12/31/1999		12/31/2004	C-05-01	10
<input type="checkbox"/>	12734	10000.1	CORRESPONDENCE FILES	01/01/1999	12/31/1999		12/31/2004	C-05-01	11
<input type="checkbox"/>	14414	10000.1	CORRESPONDENCE FILES	01/01/1999	12/31/1999		12/31/2004	138050194	0
<input type="checkbox"/>	15356	10000.1	CORRESPONDENCE FILES	01/01/2000	12/31/2000		12/31/2005	C-09-03	1
<input type="checkbox"/>	16326	10000.1	CORRESPONDENCE FILES	01/01/2001	12/31/2001		12/31/2006	C-08-04	7
<input type="checkbox"/>	10696	10050.6	HEALTH INSURANCE FILES	01/01/1968	12/31/1994		12/31/2004	D-10-03	16
<input type="checkbox"/>	G-602	10050.6	HEALTH INSURANCE FILES	01/01/1993	12/31/1994		12/31/2004		0
<input type="checkbox"/>	G-605	10050.6	HEALTH INSURANCE FILES	01/01/1994	12/31/1994		12/31/2004	138050255	0
<input type="checkbox"/>	G-609	10050.6	HEALTH INSURANCE FILES	01/01/1993	12/31/1994		12/31/2004	138050256	0
<input type="checkbox"/>	G-610	10050.6	HEALTH INSURANCE FILES	01/01/1993	12/31/1994		12/31/2004	138050257	0
<input type="checkbox"/>	G-612	10050.6	HEALTH INSURANCE FILES	01/01/1993	12/31/1994		12/31/2004	138050258	0
<input type="checkbox"/>	G-613	10050.6	HEALTH INSURANCE FILES	01/01/1994	12/31/1994		12/31/2004	138049009	0
<input type="checkbox"/>	G-616	10050.6	HEALTH INSURANCE FILES	01/01/1994	12/31/1994		12/31/2004	138050260	0
<input type="checkbox"/>	G-617	10050.6	HEALTH INSURANCE FILES	01/01/1992	12/31/1994		12/31/2004	138050259	0
<input type="checkbox"/>	G-618	10050.6	HEALTH INSURANCE FILES	01/01/1993	12/31/1994		12/31/2004	138049007	0
<input type="checkbox"/>	G-619	10050.6	HEALTH INSURANCE FILES	01/01/1994	12/31/1994		12/31/2004	138049008	0

3 10/07	<i>Yvonne DeGuzman</i>	2 12/07	<i>David Miller</i>	3 19/09	<i>Darryl Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

Cost Center: ()

Records Coordinator: BREWER, TARA Mail Drop: Phone: (562)570-6372 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 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	10694	10050.6	HEALTH INSURANCE FILES	01/01/1995	12/31/1995		12/31/2005	138050238	0
<input type="checkbox"/>	10695	10050.6	HEALTH INSURANCE FILES	01/01/1995	12/31/1995		12/31/2005	138050239	0
<input type="checkbox"/>	C-1055	10050.6	HEALTH INSURANCE FILES	01/01/1995	12/31/1995		12/31/2005	138050240	0
<input type="checkbox"/>	C-1056	10050.6	HEALTH INSURANCE FILES	01/01/1995	12/31/1995		12/31/2005	138050241	0
<input type="checkbox"/>	C-1057	10050.6	HEALTH INSURANCE FILES	01/01/1995	12/31/1995		12/31/2005	138050242	0
<input type="checkbox"/>	C-1058	10050.6	HEALTH INSURANCE FILES	01/01/1995	12/31/1995		12/31/2005	138050243	0
<input type="checkbox"/>	C-1059	10050.6	HEALTH INSURANCE FILES	01/01/1995	12/31/1995		12/31/2005	138050244	0
<input type="checkbox"/>	C-1060	10050.6	HEALTH INSURANCE FILES	01/01/1992	12/31/1995		12/31/2005	138050245	0
<input type="checkbox"/>	10684	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050228	0
<input type="checkbox"/>	10685	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050229	0
<input type="checkbox"/>	10686	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050230	0
<input type="checkbox"/>	10687	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050231	0
<input type="checkbox"/>	10688	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050232	0
<input type="checkbox"/>	10689	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050233	0
<input type="checkbox"/>	10690	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050234	0
<input type="checkbox"/>	10691	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050235	0
<input type="checkbox"/>	10692	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050236	0
<input type="checkbox"/>	10693	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1996		12/31/2006	138050237	0
<input type="checkbox"/>	G-630	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1993	01/01/1994		01/01/2004	138049018	0
<input type="checkbox"/>	G-639	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1993	01/01/1994		01/01/2004	138049019	0
<input type="checkbox"/>	C-525	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1995	01/01/1995		01/01/2005	138049014	0
<input type="checkbox"/>	C-526	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1995	01/01/1995		01/01/2005	138049015	0
<input type="checkbox"/>	D-262	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1994	01/01/1995		01/01/2005	138049016	0
<input type="checkbox"/>	D-263	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1994	01/01/1995		01/01/2005	138049017	0
<input type="checkbox"/>	C-528	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1995	01/01/1996		01/01/2006	138049010	0
<input type="checkbox"/>	C-532	10051.4	MANAGEMENT ASSISTANT PROGRAM	01/01/1995	01/01/1996		01/01/2006	138049011	0

02/20/07		2/27/07		3/19/07	
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

Cost Center: ()

Records Coordinator: BREWER, TARA Mail Drop: Phone: (562)570-6372 ext:

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Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 12/31/2006	Location	Space#
<input type="checkbox"/>	E-1016	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-11-01	14
<input type="checkbox"/>	E-602	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	1
<input type="checkbox"/>	E-603	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	2
<input type="checkbox"/>	E-604	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	3
<input type="checkbox"/>	E-605	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	4
<input type="checkbox"/>	E-606	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	5
<input type="checkbox"/>	E-607	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	6
<input type="checkbox"/>	E-608	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	7
<input type="checkbox"/>	E-609	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	8
<input type="checkbox"/>	E-610	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	9
<input type="checkbox"/>	E-612	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	10
<input type="checkbox"/>	E-613	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	11
<input type="checkbox"/>	E-614	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	12
<input type="checkbox"/>	E-615	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	13
<input type="checkbox"/>	E-616	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	14
<input type="checkbox"/>	E-617	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	15
<input type="checkbox"/>	E-618	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	16
<input type="checkbox"/>	E-619	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	17
<input type="checkbox"/>	E-620	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	E-07-01	18
<input type="checkbox"/>	F-510	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	9
<input type="checkbox"/>	F-512	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	10
<input type="checkbox"/>	F-513	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	11
<input type="checkbox"/>	F-514	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	12
<input type="checkbox"/>	F-515	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	13
<input type="checkbox"/>	F-516	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	14
<input type="checkbox"/>	F-517	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	15

2/20/07	<i>[Signature]</i>	2/27/07	<i>[Signature]</i>	3/19/07	<i>[Signature]</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)**

Cost Center: ()

Records Coordinator: BREWER, TARA Mail Drop: Phone: (562)570-6372 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 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	F-518	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	16
<input type="checkbox"/>	F-519	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	17
<input type="checkbox"/>	F-520	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-06-02	18
<input type="checkbox"/>	F-642	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	1
<input type="checkbox"/>	F-644	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	3
<input type="checkbox"/>	F-646	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	5
<input type="checkbox"/>	F-648	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	7
<input type="checkbox"/>	F-650	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	9
<input type="checkbox"/>	F-652	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	10
<input type="checkbox"/>	F-654	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	12
<input type="checkbox"/>	F-656	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	F-08-01	14
<input type="checkbox"/>	I-045	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1989		01/01/2004	I-01-03	4
<input type="checkbox"/>	L-017	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004	L-01-02	7
<input type="checkbox"/>	E-1019	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-11-01	17
<input type="checkbox"/>	E-1020	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-11-01	18
<input type="checkbox"/>	E-1040	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-11-02	18
<input type="checkbox"/>	E-1058	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-11-03	16
<input type="checkbox"/>	E-1059	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-11-03	17
<input type="checkbox"/>	E-303	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	2
<input type="checkbox"/>	E-307	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	6
<input type="checkbox"/>	E-314	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	12
<input type="checkbox"/>	E-315	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	13
<input type="checkbox"/>	E-316	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	14
<input type="checkbox"/>	E-317	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	15
<input type="checkbox"/>	E-319	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	17
<input type="checkbox"/>	E-320	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-01	18

2/20/07 Date	 RECORDS MANAGER	2/27/07 Date	 DEPARTMENT HEAD	3/19/07 Date	 CITY ATTORNEY
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**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)**

Cost Center: ()

Records Coordinator: BREWER, TARA Mail Drop: Phone: (562)570-6372 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 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	E-329	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-02	8
<input type="checkbox"/>	E-330	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-02	9
<input type="checkbox"/>	E-339	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	E-04-02	17
<input type="checkbox"/>	F-728	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-09-02	7
<input type="checkbox"/>	F-730	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-09-02	9
<input type="checkbox"/>	F-738	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-09-02	16
<input type="checkbox"/>	F-777	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-10-01	15
<input type="checkbox"/>	F-778	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-10-01	16
<input type="checkbox"/>	F-779	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-10-01	17
<input type="checkbox"/>	F-780	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-10-01	18
<input type="checkbox"/>	F-800	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-10-02	18
<input type="checkbox"/>	F-872	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-11-02	10
<input type="checkbox"/>	F-874	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-11-02	12
<input type="checkbox"/>	F-958	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-12-02	7
<input type="checkbox"/>	F-959	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-12-02	8
<input type="checkbox"/>	F-960	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1989	01/01/1990		01/01/2005	F-12-02	9
<input type="checkbox"/>	I-040	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1990		01/01/2005	I-01-02	18
<input type="checkbox"/>	I-042	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1990		01/01/2005	I-01-03	1
<input type="checkbox"/>	E-334	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	E-04-02	12
<input type="checkbox"/>	E-837	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	E-09-02	15
<input type="checkbox"/>	F-482	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	1
<input type="checkbox"/>	F-483	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	2
<input type="checkbox"/>	F-484	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	3
<input type="checkbox"/>	F-485	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	4
<input type="checkbox"/>	F-486	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	5
<input type="checkbox"/>	F-487	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	6

2/20/07		2/20/07		3/9/07	
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)**

Cost Center: ()

Records Coordinator: BREWER, TARA Mail Drop: Phone: (562)570-6372 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 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	F-488	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	7
<input type="checkbox"/>	F-489	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	8
<input type="checkbox"/>	F-490	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	9
<input type="checkbox"/>	F-492	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	10
<input type="checkbox"/>	F-493	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	11
<input type="checkbox"/>	F-494	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	12
<input type="checkbox"/>	F-495	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	13
<input type="checkbox"/>	F-496	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	14
<input type="checkbox"/>	F-497	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	15
<input type="checkbox"/>	F-498	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	16
<input type="checkbox"/>	F-500	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-06-01	18
<input type="checkbox"/>	F-722	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-09-02	1
<input type="checkbox"/>	F-724	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-09-02	3
<input type="checkbox"/>	F-726	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-09-02	5
<input type="checkbox"/>	F-868	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	7
<input type="checkbox"/>	F-869	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	8
<input type="checkbox"/>	F-870	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	9
<input type="checkbox"/>	F-873	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	11
<input type="checkbox"/>	F-875	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	13
<input type="checkbox"/>	F-876	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	14
<input type="checkbox"/>	F-877	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	15
<input type="checkbox"/>	F-878	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	16
<input type="checkbox"/>	F-879	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	17
<input type="checkbox"/>	F-880	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1990	01/01/1991		01/01/2006	F-11-02	18
<input type="checkbox"/>	I-044	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1991		01/01/2006	I-01-03	3
<input type="checkbox"/>	16760	10051.2	SAFETY STATISTICS	01/01/1999	12/31/1999		12/31/2004	F-02-03	5

2/20/07		2/27/07		3/19/07	
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)


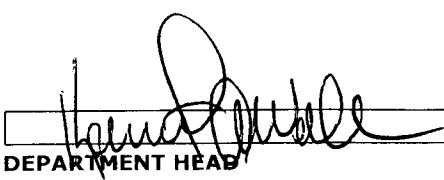
Cost Center: ()

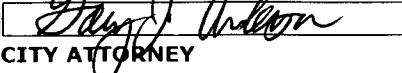
Records Coordinator: BREWER, TARA Mail Drop: Phone: (562)570-6372 ext:

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 Beg. Ending		On Hold?	Destroy 12/31/2006	Location	Space#
<input type="checkbox"/>	16761	10051.2	SAFETY STATISTICS	01/01/2001	12/31/2001		12/31/2006	F-02-03	9

Total Eligible Boxes to be destroyed	=	157
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	157

2/12/07		2/27/07	
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD

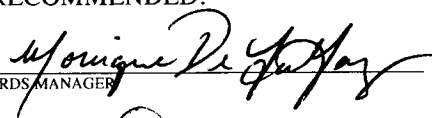
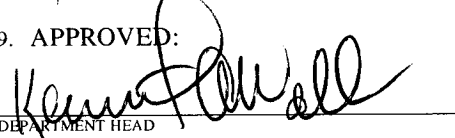
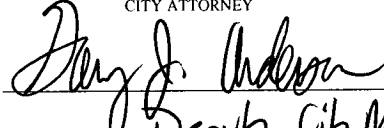
3/19/07	
Date	CITY ATTORNEY

RECORDS DESTRUCTION REQUEST

1. January 11, 2007

Honorable Council of the City of Long Beach

2. The HUMAN RESOURCES 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-SITE
11	PERSONNEL EMPLOYEE FILES Abdelmalek, Adel Ramsis Adams, Ardella Lee Adams, Doris Dean Adams, Jeffrey Craig Adams, John Clifford Aimone, Kenneth James Alexander, Gloria Allen, Jewel Dagmar Allgood, Robert Duane Alonso, Maria Amrhein, James E. Ancheta, Henry Aguilar Anderson, Eugene Anderson, Henry Lee Anderson, Jerry Billy Anderson, Jack Jerome Andrew, George E. Andrews, Bradford Lyng Archie, Margaret Dinta Lee Ashley, Shawn Layden Atkinson, Arlena Mae August, Joan Tonia Austria, Stella M.	88-89	E-622	
FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small> 9. APPROVED:  <small>DEPARTMENT HEAD</small> 10. Date <u>1-27-07</u>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small> 11. By  12. Title <u>Deputy City Attorney</u> 13. Date <u>March 9, 2007</u>		14. REMARKS:

**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
11	<p>Bachtelle, Violette Martha Baird, Kirk L. Barnes, Bradley Scott Barnes, Theodore Barrio, April R. Barter, Janet Denise Bartlett, Richard Irving Batch, Vaughn Clayton Bearup, Thomas Walter Beaulieu, Gerard J. Bee, Dennis W. Beimer, Deborah Anne Beisel, David Jonathan Belcher, James Allen</p> <p>Benart, Alice Bennett, Charles Porter Bennett, Pearson Murdoch Bergeron, Julie Ann Bertram, Phyllis Ann Bessant, Roosevelt Beyer, Roberta L. Billinger, Robert J. Bishop, Karen L. Black, Matthew Steven Blake, Theresa M. Blumberg, Shirley J. Boatright, Robert Earl Boatright, Steven Michael Boies, Lisa Marie Bonakdar, Morteza Shirazi Bonneau, Philip Gene Booker, Jonathan R. Bostard, Douglas Eugene Bourbon, Ellen M. Bowden, Russell Alan Boyd, Michael Boyea, Chizuru N. Boyle, Lawrence Scott Brace, Mary C. Bradley, Mark Anthony Bradley, Lois Elaine Bradshaw, Alma Dee Brainard, Alice Jenny Brandt, Clarence W. Brawley, Michael E. Bridges, Joan Winifred Brimage, James Allen Brown, Annette A. Brown, Chevelle R. Brown, Gerald</p>		E-622	
			E-623	

**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
11	<p>Brown, Harry Franklin Brown, Michelle A. Brown, Ralph J. Brown, Warren Ricardo Brown Jr., Riley W. Brubaker, Philip N. Bryden, Joel H. Brzuska, Lawrence Joseph Buck, Thomas Franklin Buckley, Vernon Lee Bunthung, At Bush, Percy Willie Bussey, Philip S. Butler, Janet V. Byers, Jacqueline Annette</p> <p>Cade, Gregory Cady, Garrett B. Cain, William L. Calhoun, James P. Callanan, Agatha Kotary Calloway, Craig Sanders Campbell, Lois S. Cannon, Richard Carmichael, Casey Lee Carter, Donald Caruthers, Ted W. Casares, Thomas Lee Castanon, Eugene Jessie Casteel, Cindy Lea Castillo, Ana Maria Catlow, Mark A. Caton, Thomas P. Cervantez, Yreina Doreen Chandler, Leonard Truman Chinsky, Ira Marc Christian, David William Clabough, Mark Allen Clark, Curtis Claunch, Cassandra P. Clements, Alfred Leroy Cloud, Jeffrey Paul Commeau, Marilyn Kay Conkings, Larry Conner, Leola Mae Constancio, Guadalupe Lara Cook, Kathy Jeanne Cook, Michael Charles Corbin Jr., Albert Fred Cornwall, Cheryl Lee</p>		E-623	
			E-624	

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
11	<p>Coronado, Robert Joe Creighton, Robert Coultrup, William Kelly Covall, Shirley Jean Covington, Michael Creek, Michael Stephen Crosby, David L. Crosby, Donald Richard Crowell, James Patrick Crump, Judy Kay Cullum, Vernon Eugene Cummings, James Michael Cutrone, Mark Alan De Haan, John DeLang, Paul Francis De Lorme, Donald Brian De Remer, Gary Lee De Vera, Maria T. Daniels, Angela C. Daniels, Barbara Danielsen, Glen Mark Davidson, Norman Patrick Davis, Michael Russell Davis Richard Allen</p> <p>Dean, Terence Edward Dean Ammirato, Marlyn Jean Demello, Richard Michael Dengerd, Kenneth E Diane, Cheryl Dill, Donald M. Dillenbeck, Charles Le Roy Dillon, Charles Robert Dillon, Donna Cline Djokic, George Dobb, Bruce H Dohara, Shig Dorfman, Lance Steven Douglass, Robert S Dow, Bruce Michael Drouin, Sharon Kay Durand, Gregg Paul Duarte, Bertha Louise Dyer, Anthony Dana Eaton, Chris A Ehle, Royce C Edwards, James Barnett Eklund, Louise Cecelia Emery, Kevin W Endo, Ronald Tsuyoshi</p>		<p>E-324</p> <p>E-625</p>	

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
11	<p>Engle, Charles Edward Epstein, Michelle P Erickson, Robert A Esoy, Robinson P Esparza, John Evans, Remona Fagalar, George Farley, Mark Albert Faulkner, Cornell Feleen, Marguerite Ferguson, Martin Thomas Fields, David Alan Field, Eleanor Louise Fikes, Charles Michael Finn, Barbara June Fiore, Stephany Ellen Fischer, John Dave</p> <p>Fleetwood, Robert R Fleming, Mary J Fletcher, Nanci Lynn Flippin, David L Flippin, Michael L Flores, Joe C Ford, Anna C Foss, Kathleen Elise Foster, Arland S Fox, Charlotte Lynn Fraser, Timothy Frasier, Gary Jimmy Freeman, Dennis James Fuentes, Marco Antonio Friedmann, John E Fuller, Marcus Allen Fusik, Gordon Scott Gabbard, Johanna Gabriel, Kathleen Mc Cool Gallagher, Leo Andrew Gamble, Willie E Gammie, Laurie Lee Gaponoff, Sharma Lynn Garcia, Melinda C Gardner, Cedric Neal Garey, Martha F Garretson, Karen Louise Gartrell, Stephanie Elaine Gaston, Eugenia Ethel Gath, Darrell Thomas Gay, Charles Donald Gaylord, Joseph</p>		E-625	
			E-626	

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
11	<p>Gee, Ruth Gentleman, William C Germany, Malvern Anthony Giacalone, Marilyn Francesca Gidwani, Sanjay Giel, Michael Kenneth Gifford, J.H. Gilbert, Suzanne Giles, Lawrence Gilliam, Ronald Ging, Jack Charles Gipe, John Robert</p> <p>Goldblum, Mark Steven Gong, Vernon Gongala, Leonard Gonzalez, David Gonzalez, Peter Edmund Good, Thomas J Goodwin, Wesley Lee Gordon, Lisa Gordon, Russell Gorman, Joseph Patrick Gotch, Matthew F Gough, Robert M Gould, Gregory S Grace, Randall James Gray, Joan Amina Green, Tyrone Greene, Daniel Allen Greene, Michael Ray Greer, Kenneth Ray Greer, Michael Darnell Gregory, Joyce E Grewal, Sonja Lorraine Griffin, Ellis Griffin, Virginia L Grimsby, Teri L Grinde, Allen Thomas Hakans, Dorothy Jean Halcomb, Gerald Reed Halpin, Cindy E Halsted, Craig Franklin Hamilton, Katherine Elizabeth Hamm, Janis R Hammer, James Daniel Hampton, Linda Jo Hanania, James Hansen, Carol Katherine Hanson, Stephen Cosby</p>		E-626	
			E-627	

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
11	<p>Harbison, Larry Scott Harding, Fred G Hardison, Melvin Hardy, Adrienne Gayle Hargove, Andri Pierre Harris, Denise Marie Harris, Sandra Harrison, Jimmie Hartman, Martha Duke Hartmann, Mary Luella Hassell, Rachel Maria Hawkins, Michelle Haworth, Nancy Haxton, Aloha Vale Haynes, Billie Ray Hayter, Wendy A</p> <p>Hellen, Shelley Verdie Henderson, Willette Hendricks, Pamela D Hernandez, Elda Hernandez, Sheila Marie Herndon, Eugene Leonard Hester, David W Hicks, Sandra J Higgins, Pamela K Hill, Grant Russell Hill, Phil Truman Hines, Bonnie Michele Hitchings, Jarvis Brent Hodge, Reylynd Douglas Hoefler, Norman L Hoffman, Frank A Hoiland, Cynthia Ann Holland, Yvonne Ann Holmes, Vivian Faye Holtzinger, Linda L Hong, Jeong H Horton, Debra Louise Housden, Steve Wilson Howard, Derrick Anthony Howard, Rogers Howze, John L Jackson Hubbard, Agatha Dean Hudson, Donna L Hudson, Wesley A Hulstein, Randall Lee Humphreys, Kimberly L Husband, Willie</p>		E-627	
			E-628	

**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
11	<p>Ibata, Utah U Isom, William E Issacouliau, Ronald D Iwasaki, Harry M Iwashika, Kenneth K Jackson, Dwight Jackson, Patricia Linn Jackson, Travis W James, Charles Ray</p> <p>Jencks, Horace M Jensen White, Allene F Johnson, Calvin J Johnson, Clyde Johnson, Eric Raymond Johnson, Jerry Allen Johnson, Nathaniel Harvey Johnson, Ronald W Johnson, Terril M Johnson, Victor Marvin Johnson Jr., James Harvey Johnston, Kenneth L Joles, Robert William Jones, Paula Jones, Thomas R Jones, Tony Ray Jones, Winifred La Vera Jones Jr., Robert Jonson, Sandy T Jordan, Stanley P Josenberger, Derk Andre Joseph, Martin Julian, Leonard Steven Junk, Angela Marie Kane, David Bruce Kardell, Linda Marie Karimbakas, Spiros Kato, Angela Kawashima, Yasura Kaye, Ann Kellis, Kathy L Kelly, Fred Cecil Kelly, Hilda M Kemnitz, Margaret Anne Kennedy, Michael Phillips Kent, Paul Kerig, Patricia Kay Kerth, Lawrence Ross Kessler, Mary Etta</p>		E-628	
			E-629	

**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
11	<p>Kim, Kang S King, Patricia Denice King, Rodney D Kintop, Sylvester R Kitchen, Roy Knapp, Hendrick John Knox, Darlene Koehler, Doreen E Kramer, Ellanora H Krisik, Sharon L Kyle, Smithie Joe La Blanc, Nina C Lageson, Lee E Lalley, Robert M Lamb, James Charles Lamo, Linda Marie Lampton, Harold Wallace Lane, Gary R Lang, Artis Lawrence Jr., George Joseph Larragoitiy, Frank Lawson, Lillian Layton, Carolyn Russell Leatherwood, Al Lee, Derrick Lee, John Willie Lee, Lillian Irismae</p> <p>Leggio, Marjorie Levi, Demetrius Lewis, Daniel Magee Lewis, Jesse J. Lewis, Ronald J. Lewis, Stephen Eric Ligon, Ricky A. Lilly, Keith J. Liwanag, Danilo J. Lizon, Terry L. Logan, Melvin Loughborough, Mel Lovett, Edward Earl Lowe, Jacqueline Yvonne Lucas, Eric Linton Luster, Carl Edward Lyda, Herbert Williard Lyda, Tui M. Lynch, Vivan B. Lynn, Robert A. Lyons, Laurie Sue</p>		E-630	
			E-632	

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
11	<p>Mac Neal, Eric D. Mack, Darryl Kevin Maguglin, Sherry Louise Malmsten, Lisa Peskay Mara, Michael Jerry Maranville, Lonnie A. Marble, Bruce Brian Marquette, Ethel M. Marrah, Diane Louise Marschno, Dorothy B. Marshall, Jacqueline Marshall, Leonard C. Marshall, Richard Joseph Martin, Daniel J. Martin, John Martin, Michele Denise Martin, Robert Michael Martin, Sarah Elizabeth Martin II, Julius Martinez, Ruben Rodriquez Masten, Wendy May Mathieu, Jeffrey P. Mathieus, Linda Ann Matthews, Clifton</p> <p>Mc Cain, Felice Dorsay McCobb, David T McConnell, Lorraine Mc Cornell, Gregory Lewis McDonald, Michael B McDonough, Idell J Mc Eveny, Marc Steven McFarlin, Pearl T McGinnis, Walter Monroe Mc Grath, Eugenia A Mc Grew, Aliene Mc Sweeney, Linda Sue Mendoza, Rosemary Merchat, Roger E Meyer, Casey James Miller, James Walter Miller, Mary Emma Miller, Sharon Denise Millimet, James Andrew Mills, Michael John Milnor, Bayard L Minter, Patrick Joseph Mirsky, Louis Thor Mitchell, Walter C Moffett Reid, Rebecca Ann</p>		E-632	
			E-633	

**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
11	<p>Monda, Lori C Monnier, Dorothy Louimor Montgomery, Rodney James Mooney, Mark V Moore, Sheldon Verono Morgan, Lebron</p> <p>Naeem, Nasir Natelson, Sara Neal, Judy Marie Nededog, Vincente Toves Negrete, Robert Nelson, Cynthia J. Nelson, Donald F. Newborn, Avon Newman, Kenneth Raphael Newton, Bernice O. Nicole, Tresa Anne Nies, Patricia Ann Noble, Dennis R. Noldon, Denise Faye Ochinero, Gerri Anne O'Donnell, Robert Jean Ogden, Charmaine Marguerite Oliver, Robert R. Olson, Cheryl Lynn Operchuck, Leon R. Orosco, Robert Orozco, Mark J. Overstreet, Linda Louise Owens, Charles Marion</p> <p>Pagan, Janet Anne Papadinoff, Donna Jean Parcon, Erlinda Reyes Parkin, Geraldine B. Pearce, Marcus D Pearce, Richard A Pearson, David Carl Pegross, William Pendleton, Clay Reed Peoples, Hoslin Denise Perez, Victor Perkins, Lori Anna Phelps, Karen Sue Phillips, Eddie Pitts, Mary Kathryn Porter Jr., James S Potter, Ann Christine Potter, Brenda Sue</p>		<p>E-633</p> <p>E-634</p> <p>E-635</p>	

**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
11	Potter, Michael J Potter Jr., D.S Prado, Fidencio A Price, Rachel Denise Pringle, Suzan Lyn Procopio, Paul Proetz, James Fred Quintana, Joseph Anthony Ragsdale, Vernon D Rainey, Kathleen Ann Rainey, Robert Hugh Raison, Wayne L Read, Paul J Redmond, Edward Russell Redmond, Kenneth Frank Renaud, Paul Ronald Rentie, William H Riave, Anne P Richmond Jr., Bobby Leroy Riemer, Thomas Edward Ries, Deborah Ann Rimlinger, Richard Dean Ringsrud, Gayle E Roach, Melbourne Waldo Robberson, Robert C Roberts, Albert Brook Roberts, Curtis T Roberts, Dale Audrey Roberts, Glenn Eudell Roberts, Patricia Ann Roberts, Richard R Robertson, Michael S Robinson, Julia Annette Robinson, Rhonda E Robinson, Robert E Rocha, Carlos Rodgers, Randall Ray Rogers, Ira M Rodriguez, Nellie Esperanza Rosborough, Juanita Rosenquist, Karen C.L Ross, Guy Vincente Rowan Jr., John Francis Rowland, Arthur E Rowzee, Ralph Elliott Rozniewski, Tina Marie Rup, Chester Stephen Russell, Margoth J		E-635	
			E-636	

**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
11	Ryan, Daniel S Ryan, Patricia Ann Saechao, Yaosio Saephan, Meyfow Saetern, Chai Meng Saffaripour, Mohammad Sampson, Theresa Sanchez, Charles Sasaki, Gregory R Scanlin, Mike P Scarcelli, Paula Schiffner, Robert L Schill, Roland R Schmeling, Arnold E Schroeder, Ronald R Schulberg, David Edward Senescu, Robert Frazier Shee, Mary Verner Sheldon, Joseph W Shellman, Buford L Shoptaw, Steven Joseph Silver, Helene Anne Sims, Dorothy R Skaggs, Ronnie Joe Slater, Steven Smith, Donald Eugene Smith, James N Smith, Lynn Gail Smith, Michael D Smith Jr., Herbert Snow, George V Snow, Vida E So, Phat South Jr., Martin Robert Sparks, Bridgette Marie Staub, Harrison L Staples, Bert A Stauch, Ilene Beth Stewart, Patricia Ann Stinson, Christine R Stokes, Katherine Marie Stone, Phillip George Stotts Sr., Jerome Richard Stout, John James Strider, Jesse L Sulakme, Shamala D Sullivan, T L Summers, Arnold Jack Summers, Barbara J Summers, Gloriana M		E-636	
			E-637	

**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
11	Washington, Kenneth Clay Washington, Lajuan Aakaaryawi Washington, Ricky L Wasson, Rose Marie Waterford, Gwen A Waywick, Sylvia Joy Webb, Gregory Webb, Zenna F Webber, Sharon E Welch, Lawrence Well, Rebecca Lynne Werner, Junior W West, James McRoy Whatley, Frederick Leonard Whatley, Samella Jean White, Elvis La Garto White, Tina M Whitely, Melanie Janee Whittle, Howard Wickremesinghe, George Edward Wilkerson, Chris John Willard, James E Williams, David Eric Williams, Minette P Williams, Timothy Oliver Williamson, Walter F Willyard, Randy Lee Wilson, Dana Wilson, George Jeffrey Wilson, Richard J Winer, Lewis Samuel Witham, David Jay Witherly, Fayette Lenora Woesner, Stephen Kenneth Wolff, Philip Evan Woods, Robert G Worley, Margie Elliott Wright, Cassandra Wright, John William Wynn, Freda Rena Yamagawa, Candace Yeargin, Perry Dow Young, Kathleen Ann Yuhashi, Joyce Zapata, Larry Zemaitis, Ettorina Zmudzinski, Lucille Victoria		E-639	