

RESOLUTION NO. C-

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

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 department of the City Auditor 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.

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

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

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

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

2 I hereby certify that the foregoing resolution was adopted by the City  
3 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2004, by the  
4 following vote:

5 Ayes: Councilmembers: \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_

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

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

13 \_\_\_\_\_  
14 \_\_\_\_\_  
15 City Clerk

Audit #  
190

**Destruction Notification Rpt**  
**City of Long Beach (CLB)**  
**Unknown (TMP)**  
**AUDITOR (050100)**

09/14/2004  
15:37:49

Cost Center: ( )  
Records Coordinator: **WILLIAMS, DEBRA** Mail Drop: Phone: (562)570-6267 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.	Dates Ending	On Hold?	Destroy 12/31/2003	Location	Space#
<input type="checkbox"/>	12118	10071.0	ADMINISTRATIVE FILES	01/01/1992	12/31/1998		12/31/2003	C-09-02	14
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date		Record Title Name		
	1		NOTED COUNCIL AGENDAS 1992-98	01/01/1992	12/31/1998		ADMINISTRATIVE FILES		
<input type="checkbox"/>	D-1035-OF	10006.3	AUDITOR'S WORKING FILE	09/03/1977	02/28/1992		02/28/2002	382723104	0
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date		Record Title Name		

Iron Mountain Ref LIST 1121  
#:

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1	1	WORKING FILES - WATER DEPT DOCUMENTS	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
3	3	CAPITAL IMPROVEMENT PROGRAM 91/92 THRU 95/96	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
4	4	ORGANIZATIONAL CHARTS 2/91	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
6	6	WATER QUALITY LAB REPORT 3/91	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
7	7	ANNUAL REPORT 1991	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
8	8	ANNUAL BUDGET 90/91	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
9	9	GOALS FOR FY 90/91	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
10	10	CAPITAL IMPROVEMENT PROGRAM 89/90	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
12	12	RULES, REGULATIONS AND CHARGES GOVERNING WATER	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
13	13	SERVICE 9/89	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
14	14	PROCEDURAL MANUAL 4/89	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
15	15	CAPITAL IMPROVEMENT PROGRAM 88/89	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
18	18	WATER RATE ANALYSIS 1988	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
19	19	RULES, REGULATIONS AND CHARGES GOVERNING WATER	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
20	20	SERVICE 9/88	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE
21	21	PROCEDURAL MANUAL 4/88	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE

Date 09/14/04 Jan Dawney RECORDS MANAGER

Date 11 [Signature] DEPARTMENT HEAD

Date 9/15/04 [Signature] CITY ATTORNEY

EXHIBIT "A.I."

Date \_\_\_\_\_ Page 1

Audit # 190

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
AUDITOR (050100)

09/14/2004  
15:37:49

Cost Center: ( )  
Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 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.	Dates Ending	On Hold?	Destroy 12/31/2003	Location	Spaces#
<input type="checkbox"/>	D-1035-OF	10006.3	AUDITOR'S WORKING FILE	09/03/1977	02/28/1992		02/28/2002	382723104	0

Iron Mountain Ref LIST 1121 #:

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name		
22	22	DEPARTMENT INFORMATION SUMMARY 1/15/79	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE		
23	23	MEMO-ORGANIZATION SURVEY BY CITY MANAGER'S OFFICE	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE		
24	24	5/4/78	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE		
25	25	YOURTOWNE ANALYSIS OF METER REPLACEMENT ECONOMICS	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE		
26	26	9/30/77	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE		
27	27	TREATMENT PLANT PROJECT REPORT	09/03/1977	02/28/1992	AUDITOR'S WORKING FILE		
<input type="checkbox"/>	D-1013-OF	10006.3	AUDITOR'S WORKING FILE	06/30/1992	06/30/2002	382723083	0

Box Contents: LIST 1185

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
1	1	WORKING FILES: LB PUBLIC TRANSPORTATION	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
2	2	PERMANENT FILE	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
3	3	"A" WORKPAPERS	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
4	4	"B110-130" WORKPAPERS	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
5	5	"B" WORKPAPERS	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
6	6	"C-N" WORKPAPERS	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
7	7	"P-U" WORKPAPERS	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
8	8	COMPUTER CONTROL REVIEW	06/30/1992	06/30/1992	AUDITOR'S WORKING FILE			
<input type="checkbox"/>	D-1032-OF	10006.3	AUDITOR'S WORKING FILE	01/01/1992	12/31/1992	12/31/2002	382723101	0

Iron Mountain Ref LIST 1117 #:

EXHIBIT 4-2

*[Signature]*  
DEPARTMENT HEAD

Date	11	Date	11	Date	09/14/2004
RECORDS MANAGER		DEPARTMENT HEAD		CITY ATTORNEY	

Audit #  
190

**Destruction Notification Rpt**  
**City of Long Beach (CLB)**  
**Unknown (TMP)**  
**AUDITOR (050100)**

09/14/2004  
15:37:49

Cost Center: ( )

Records Coordinator: WILLIAMS, DEBRA    Mail Drop:    Phone: (562)570-6267 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	Ending	On Hold?	Destroy 12/31/2003	Location	Space#
<input type="checkbox"/>	D-1032-OF	10006.3	AUDITOR'S WORKING FILE	01/01/1992	12/31/1992		12/31/2002	382723101	0

Iron Mountain Ref LIST 1117  
#:

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name				
1	1	WORKING FILES - CONDENSED ANNUAL FINANCIAL REPORT	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
2	2	6/30/92 - HARBOR	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
3	3	INDEPENDENT REVIEW PACKAGE	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
4	4	CONTROL AND REVIEW A1-A3	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
5	5	CONTROL AND REVIEW A4-A7	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
6	6	CONTROL AND REVIEW A8-PLANNING	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
7	7	CONTROL AND REVIEW A9-A13	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
8	8	SYSTEM DOCUMENTATION	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
9	9	WORKPAPERS C-G	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
10	10	WORKPAPERS H-L	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
11	11	WORKPAPERS U AND W	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
12	12	WORKPAPERS M-Q	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
13	13	WORKPAPERS R-T	01/01/1992	12/31/1992	AUDITOR'S WORKING FILE				
<input type="checkbox"/>	L-040	10006.3	AUDITOR'S WORKING FILE	01/01/1988	12/31/1992		12/31/2002	L-01-02	20

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		Transient Occupancy Tax-Friendship Inn 1991	01/01/1988	12/31/1992	AUDITOR'S WORKING FILE
2		Hispanic Services Agency - 91-347 1991	01/01/1988	12/31/1992	AUDITOR'S WORKING FILE
3		BAYSIDE YACHT SALES 92-815 1992	01/01/1988	12/31/1992	AUDITOR'S WORKING FILE

EXHIBIT "A3"

*[Signature]*  
DEPARTMENT HEAD

Date       Date

RECORDS MANAGER    CITY ATTORNEY

Audit # 190  
 09/14/2004  
 15:37:49

**Destruction Notification Rpt**  
**City of Long Beach (CLB)**  
**Unknown (TMP)**  
**AUDITOR (050100)**

Cost Center: ( )  
 Records Coordinator: **WILLIAMS, DEBRA** Mail Drop: Phone: (562)570-6267 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)	Beg. Dates	Ending Dates	On Hold?	Destroy Location	Space#
<input type="checkbox"/>	L-040	10006.3	AUDITOR'S WORKING FILE	01/01/1988	12/31/1992		12/31/2002 L-01-02	20
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date		Record Title Name	
	4		LBDP IMPREST CASH 92-572 1992	01/01/1988	12/31/1992		AUDITOR'S WORKING FILE	
	5		CONDENSED REPORT 1991	01/01/1988	12/31/1992		AUDITOR'S WORKING FILE	
	6		MARINA BONDS 89-316 1988	01/01/1988	12/31/1992		AUDITOR'S WORKING FILE	
	7		MARINA BONDS 90-32A 88-89	01/01/1988	12/31/1992		AUDITOR'S WORKING FILE	
	8		MARINA BONDS 91-336 90	01/01/1988	12/31/1992		AUDITOR'S WORKING FILE	
	9		HARBOR DEPT MAINTENANCE BUREAU 89-536 (1 OF 2) 1989	01/01/1988	12/31/1992		AUDITOR'S WORKING FILE	
	10		HARBOR DEPT MAINTENANCE BUREAU 89-536 (2 OF 2) 1989	01/01/1988	12/31/1992		AUDITOR'S WORKING FILE	
<input type="checkbox"/>	L-144	10006.3	AUDITOR'S WORKING FILE	01/01/1992	12/31/1992		12/31/2002 L-02-03	14

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Location	Space#
<input type="checkbox"/>	A-885-OF	10006.3	AUDITOR'S WORKING FILE	01/01/1981	01/01/1993		01/01/2003 382709689	0
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date		Record Title Name	
	1		Airport Bureau Sustain Parking 90-542 (1 of 2) 1989	01/01/1992	12/31/1992		AUDITOR'S WORKING FILE	
	2		Airport Bureau System Parking 90-542 (2 of 2) 1989	01/01/1992	12/31/1992		AUDITOR'S WORKING FILE	
	3		Consultants 90-537 1989	01/01/1992	12/31/1992		AUDITOR'S WORKING FILE	
	4		Belmont Plaza Pool 90-545 1990	01/01/1992	12/31/1992		AUDITOR'S WORKING FILE	
	5		LB Fair Housing Audit Report 90-733 6/89	01/01/1992	12/31/1992		AUDITOR'S WORKING FILE	
	6		Public Works Traffic Division 89-525 1988	01/01/1992	12/31/1992		AUDITOR'S WORKING FILE	

Box Contents: LIST 1133  
 File Number Iron Mountain Ref # Description

EXHIBIT "A-4"

Date 11 / 11 / 09 09/15/2004 Date 09/15/2004 Date 09/15/2004

RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY

Page 4

Audit #  
190

**Destruction Notification Rpt**  
**City of Long Beach (CLB)**  
**Unknown (TMP)**  
**AUDITOR (050100)**

09/14/2004  
15:37:49

Cost Center: ( )

Records Coordinator: WILLIAMS, DEBRA    Mail Drop:    Phone: (562)570-6267 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.	Dates Ending	On Hold?	Destroy 12/31/2003	Location	Space#
<input type="checkbox"/>	A-885-OF	10006.3	AUDITOR'S WORKING FILE	01/01/1981	01/01/1993		01/01/2003	382709689	0

Box Contents: LIST 1133

File Number	Iron	Mountain	Ref #	Description	Beginning Date	Ending Date	Record Title Name
1	1			WORKING FILES - CLOSED	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
2	2			TIDELANDS PARCELS/CONVENTION CENTER	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
3	3			LEGAL DOCUMENTS 1981	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
4	4			LB AIRPORT LEASE-SYSTEM PARKING 1991	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
5	5			UNION PACIFIC LEASE 1991	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
6	6			DRAFT-JOINT ESCROW/KOAR LB INVESTMENT PARTNERSHIP	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
7	7			RESOLUTION C-24864 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
8	8			RESOLUTION C-23864 1982	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
9	9			ORDINANCE C-6727 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
10	10			ORDINANCE C-6731 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
11	11			ORDINANCE C-6732 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
12	12			ORDINANCE C-6733 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
13	13			ORDINANCE C-6734 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
14	14			ORDINANCE C-6735 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
15	15			ORDINANCE C-6737 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
16	16			ORDINANCE C-6722 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
17	17			ORDINANCE C-6723 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
18	18			ORDINANCE C-6727 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
19	19			ORDINANCE C-6728 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE
20	20			NORTH AMERICAN TITLE 1993	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE

EXHIBIT "A-5"

Date	11	Date	11	Date	09/15/2004
RECORDS MANAGER		DEPARTMENT HEAD		CITY ATTORNEY	

Audit #  
190

**Destruction Notification Rpt**  
**City of Long Beach (CLB)**  
**Unknown (TMP)**  
**AUDITOR (050100)**

09/14/2004  
15:37:49

Cost Center: ( )  
 Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 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)	Beg. Dates	Ending Dates	On Hold?	Destroy 12/31/2003	Location	Space#
<input type="checkbox"/>	A-885-OF	10006.3	AUDITOR'S WORKING FILE	01/01/1981	01/01/1993		01/01/2003	382709689	0

Box Contents: LIST 1133

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
21		AGREEMENT OF PURCHASE & SALE & JOINT ESCROW INSTRUCTIONS BY AND BETWEEN---	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE			
22		CONT... KOAR - LB INVESTMENT PARTNERSHIP (SELLER) & C OF L.B. (BUYER)	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE			
23		HYATT L.B. CORP. AMENDED & RESTATED GROUND LEASE (#15326A)	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE			
24		FOR LEASE OF TIDELANDS PARCEL FOR DEVELOPEMENT OF CONVENTION HOTEL	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE			
25		COPY OF ORDINANCE C-6737 COUNCIL MTG. MAY 15, 1990	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE			
26		12 BOOKS OF "NORTH AMERICAN TITLE Co." PREPARED FOR C OF L.B.	01/01/1981	01/01/1993	AUDITOR'S WORKING FILE			
<input type="checkbox"/>	D-1005-OF	10006.3	AUDITOR'S WORKING FILE	01/01/1992	01/01/1993	01/01/2003	382723075	0

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name		
1	1	DEPT OF PLANNING & BUILDING FRAUD CASE	01/01/1992	01/01/1993	AUDITOR'S WORKING FILE		
2	2	SUMMARY OF FEES	01/01/1992	01/01/1993	AUDITOR'S WORKING FILE		
<input type="checkbox"/>	G-242	10006.3	AUDITOR'S WORKING FILE	01/01/1993	01/01/2003	G-03-03	1

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1	1	GENERAL BINDER	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE
2	2	NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE

*[Signature]*  
 DEPARTMENT HEAD

Date:  /  /  Date: 09/15/2004 Date:  CITY ATTORNEY

EXHIBIT "A-6"



Audit #  
190

**Destruction Notification Rpt**  
**City of Long Beach (CLB)**  
**Unknown (TMP)**  
**AUDITOR (050100)**

09/14/2004  
15:37:49

Cost Center: ( )

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 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 12/31/2003	Location	Space#
<input type="checkbox"/>	G-242	10006.3	AUDITOR'S WORKING FILE	01/01/1993 01/01/1993			01/01/2003 G-03-03	1
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date		Record Title Name	
	3	3	GENERAL FUND 1993	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	4	4	SPECIAL REVENUE	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	5	5	CIVIC CENTER	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	6	6	MISSING	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	7	7	CAPITAL PROJECTS	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	8	8	ENTERPRISE FUNDS	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	9	9	INSURANCE FUND	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	10	10	SERRF	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	11	11	INTERNAL SERVICES	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	12	12	FIDUCIARY FUNDS	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
	13	13	TIDELANDS OPERATING FUNDS	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE	
<input type="checkbox"/>	G-243	10006.3	AUDITOR'S WORKING FILE	01/01/1993 01/01/1993			01/01/2003 G-03-03	2

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1	1	AGENCY FUNDS	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE
2	2	DEBT FINDER	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE
3	3	COMMON AUDIT AREAS	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE
4	4	CONFIRM CONTROL LOG	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE
5	5	SINGLE AUDIT RDA MINUTES - (1 BINDER)	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE
6	6	CITY COUNCIL MINUTES - (1 BINDER)	01/01/1993	01/01/1993	AUDITOR'S WORKING FILE

Date

RECORDS MANAGER

DEPARTMENT HEAD

Date

CITY ATTORNEY

Date

Page 7

Audit #  
190

**Destruction Notification Rpt**  
**City of Long Beach (CLB)**  
**Unknown (TMP)**  
**AUDITOR (050100)**

09/14/2004  
15:37:49

Cost Center: ( )  
Records Coordinator: WILLIAMS, DEBRA    Mail Drop:    Phone: (562)570-6267 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)	Beg. Dates	Ending Dates	On Hold?	Destroy 12/31/2003	Location	Space#
<input type="checkbox"/>	G-243	10006.3	AUDITOR'S WORKING FILE	01/01/1993	01/01/1993		01/01/2003	G-03-03	2
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date		Record Title Name		
	7	7	COMMON AUDIT AREAS INTERNAL CONTROL #93-366	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		
	8	8	RDA - (1 BINDER)	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		
	9	9	RDA CAPITAL PROJECTS (1 BINDER)	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		
	10	10	PARKS & RECREATION/SENIOR SERVS & SPECIAL PROGRAMS	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		
	11	11	DIVISION SPROTS OFFICE (2 BINDERS)	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		
<input type="checkbox"/>	G-244	10006.3	AUDITOR'S WORKING FILE	01/01/1993	01/01/1993		01/01/2003	G-03-03	3
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date		Record Title Name		
	1	1	HOUSING DEVL-EVERGREEN APTS (1 BINDER)	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		
	2	2	HOUSING DEVELOPMENT - FINANCIAL AUDIT #93-366	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		
	3	3	HOUSING DEVL - GENERAL BINDER (1 BINDER)	01/01/1993	01/01/1993		AUDITOR'S WORKING FILE		

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department ( Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception )	=	11

Date       Date       Date

RECORDS MANAGER    DEPARTMENT HEAD    CITY ATTORNEY

EXHIBIT - A-8