



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

**C-2**

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

December 18, 2018

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for Economic Development Department as shown in Exhibit A; and adopt the resolution.

**DISCUSSION**

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments and elected officials must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Economic Development Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY19 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza  
City Clerk  
MD:ll

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF LONG BEACH APPROVING AND AUTHORIZING  
THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,  
AND WRITINGS BY THE ECONOMIC DEVELOPMENT  
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 Economic Development Department of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old.

Section 2. The City Council hereby finds that none of said records:

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes,

ordinances or resolutions of the City of Long Beach or any City Board or Commission.

Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2018, by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

# EXHIBIT "A"


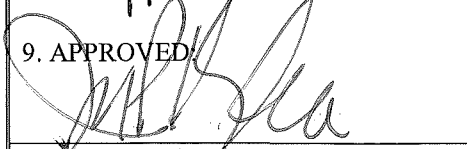

# RECORDS DESTRUCTION REQUEST

1. Date 11/13/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT DEPARTMENT respectfully requests authority to destroy the following

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
9	<b>Acquisitions/Dispositions (Redevelopment Agency-Owned Property)</b>  Public Service Yard Request for Proposal – File #1  Public Service Yard History – File #2  North Village Center – 5709-5711 Lime Avenue (Hodgeman)  North Village Center – 5866 Linden (Mota)  North Village Center – 5721 Lime Avenue (Verdin Trust) – Case No. BC 353293  2 <sup>nd</sup> District Parking Study  Camelot – 4800 Long Beach Blvd. (Garibay) – North Project Area  Camelot – 4856 Long Beach Blvd. (Maatubang)  Camelot – 4860 Long Beach Blvd. (Eurocan) – North Project Area  Camelot – 4870 Long Beach Blvd. (Alpin Motel Partners) – North Project Area	2006-07  2001-04  2006  2006  2006  2006  2006  2006		
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  RECORDS MANAGER		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  CITY ATTORNEY		14. REMARKS:  Retention Schedule used is from Public Works/Asset Management with Council Approval Date November 8, 2011.
9. APPROVED:  DEPARTMENT HEAD		11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>11/28/18</u>		13. Date <u>12/5/18</u>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
9	<p><b>Acquisitions/Dispositions (Redevelopment Agency-Owned Property)</b></p> <p>Downtown – 115 Long Beach Blvd. (Albert Trust)</p> <p>Downtown – 269 Elm Avenue/340-390 E. 3<sup>rd</sup> Street (Michener Trust)</p> <p>LBRDA v. David Rath LASC Case No. BC 339 143 West Gateway Site 11, 210-212 Magnolia (Rath)</p> <p>Complete Summary Report – 210 Magnolia Ave. Long Beach, CA</p> <p>Ganow Chu – 529-535 W. Broadway Case No. BC 338 784 –Central Project Area West Gateway Site 10 - 529-535 W. Broadway (Chu)</p> <p>LBRDA v. Floriza Martinez, Case No. BC 339 144 Central Project Area West Gateway Site 10 – 221 Magnolia (Martinez)</p> <p>Boyd – 216-212 Daisy Avenue, Case No. BC339 145 Central Project Area West Gateway Site 10, 216-222 Daisy (Boyd)</p> <p>LBRDA v. Louis Walker, Case No. BC 340 749 Central Project Area West Gateway Site 9, 216 Maine/620-643 W. Broadway (Walker)</p> <p>Menorah Site C – 2545 Atlantic Ave. Central Project Area (Barnes)</p>	<p>2006</p> <p>2006</p> <p>2006</p> <p>2006</p> <p>2006</p> <p>2006-08</p> <p>2006</p> <p>2006</p> <p>2006</p>		

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(Continuation Sheet)

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9	<p><b>Acquisitions/Dispositions (Redevelopment Agency-Owned Property)</b></p> <p>LBRDA v. Antonio Macias, et al LASC Case No. BC 353 274 Central Project Area Menorah Site C – 2525 Atlantic Avenue (Macias)</p> <p>LBRDA v. William Ho, et al LASC Case No. BC 350 814 Central Project Area Menorah Site C – 2535 Atlantic Avenue (Ho/Nguyen)</p> <p>LBRDA v. Paul Nguyen, et al. LASC Case No. BC 350 813, BC 350 814, BC 350 814, BC 350 815 Central Project Area Menorah Site C – 572 Vernon (Nguyen)</p> <p>LBRDA v. Linda Farah BC 358 362 Central Project Area Central Misc. Gas Station – 1790 Atlantic Avenue (Farah/Roshini)</p> <p>Updated Valuation Study 1790 Atlantic Avenue, APN: 7268-006-020, 021, 022, 023 – Central Long Beach Project</p> <p>LBRDA v. Chi Ngo, et al. Case No. BC358 361 Central Project Area Central Misc. Cash4Cans – 101 E. PCH (Pine &amp; Pacific)</p> <p>Orizaba Park – 2837 E. 14<sup>th</sup> Street (Willholt) 1724 West 21<sup>st</sup> Street, Long Beach, CA</p>	<p>2006-07</p> <p>2006-07</p> <p>2006-07</p> <p>2007</p> <p>2006</p> <p>2006</p> <p>2006</p>		

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(Continuation Sheet)

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9	<p><b>Acquisitions/Dispositions (Redevelopment Agency-Owned Property)</b></p> <p>Green Monster Macaw's Lumber</p> <p>Two Privately-Owned Properties 101 East Pacific Coast Highway, and 1814 Pine Avenue, Long Beach, CA</p> <p>Atlantic Avenue Phase III</p> <p>2110 Cowles Avenue – Site E</p> <p>Washington HAP</p> <p>Atlantic/ Artesia – 6600-6604 Atlantic (Te)</p> <p>Atlantic/ Artesia – 6620-6630 Atlantic (Kohn)</p> <p>Atlantic/Artesia Project Melvin Hoard/ High Performance Sounds APN 7115-003-037, 039, 040 North Project Area</p> <p>LBRDA v. Lewis D. Morales, et al LASC No. BC 326 364 North Project Area North-6101-6141 Atlantic Avenue (Morales)</p> <p>LBRDA v. Marie Joyce Johnson, etc. et al Case No. BC 311 184</p> <p>LBRA v. Him Naing, et al. LASC Case No. BC 311 223</p> <p>Redevelopment Agency of the City of Long Beach v. Morales, et al. LASC No. BC 326 3645; 2<sup>nd</sup> Civil No. B190552</p>	<p>2006</p> <p>2005</p> <p>2006</p> <p>2005</p> <p>2005-06</p> <p>2006-07</p> <p>2006</p> <p>2006</p> <p>2006</p> <p>2006</p> <p>2006</p> <p>2006</p> <p>2006</p>		



# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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9	<p><b>Acquisitions/Dispositions (Redevelopment Agency-Owned Property)</b></p> <p>Waite Motel Block – North Long Beach Project (Sang Hyun Kim/Mohawk Liquor) APN-7131-032-009 – North Project Area</p> <p>Waite Motel Block – 5060 Long Beach Blvd. (F&amp;M Bank)</p> <p>Waite Motel Block – 5096 Long Beach Blvd. (Savar) – North Project Area</p> <p>Waite Motel Block – 5098 Long Beach Blvd. (Hoertz) – North Project Area</p> <p>Condemnation (Downtown Parking Garage) 125 – 131 W. 3rd / 328 – 338 Pacific. Hahn &amp; Hahn Correspondence</p> <p>Condemnation (Downtown Parking Garage) 125 – 131 W. 3rd / 328 – 338 Pacific. Hahn &amp; Hahn Board Documents</p>	<p>2006</p> <p>2006</p> <p>2006</p> <p>2006</p> <p>2005</p> <p>2005</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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5	<p><b>Acquisitions/Disposition (City-owned Property)</b></p> <p>LBA/266 – RDA / Smith-Co 14<sup>th</sup> &amp; Hayes</p> <p>LBA/266 – RDA (7429-018-904, 906 &amp; 907) 14<sup>th</sup> &amp; Hayes</p> <p>LBA/299 – Macias 2525 Atlantic Ave</p> <p>LBA/351 – RDA 3<sup>rd</sup> Street &amp; Promenade North</p> <p>LBA/351 – RDA 3<sup>rd</sup> Street &amp; Promenade North</p> <p>LBA/396 – Kindermann Atlantic Avenue</p> <p>LBA/434 – Reinelt 552-558 E. Willow Street</p> <p>LBA/451 – Boundary Waters Properties 1911 Pine Avenue</p> <p>LBA/464 – Lugan 239 Elm Avenue</p> <p>LBA/488 – Hoque 306 E. Home Street</p> <p>LBA/490 – RDA Vernon &amp; Atlantic</p> <p>LBA/166 – Im, Sotan &amp; Chan S. 1530/1540/1546 e. Anaheim St</p> <p>LBA/303 – Belen, Rudencio M &amp; Aleli M. 560 E. Vernon St.</p> <p>LBA/399 – GREESON, MAURICE M &amp; ANNE H 232 Long Beach Blvd.</p>	<p>2003-04</p> <p>2004</p> <p>2005-07</p> <p>2006</p> <p>2007</p> <p>2006</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2003-05</p> <p>2004-05</p> <p>2006</p>		

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(Continuation Sheet)

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5	<p><b>Acquisitions/Disposition (City-owned Property)</b></p> <p>LBA/094 – PEARSON, GEORGE A. 2085 Atlantic Ave.</p> <p>LBA/155 – RDA/STAHL/LONG BEACH IRON WORKS 7429-017-901 thru 921 &amp; 923 (Site Q-1) (4 Files)</p> <p>LBA/395 – Ability First 1500 &amp; 1501 E. Anaheim St.</p> <p>LBA/595 – 2000 W. Cowles Street Taurus Control Corporation</p> <p>LBA/300 – Rad, Leila 2515 Atlantic Avenue</p> <p>LBA/316 – Grana, Joseph/Blinn, George W &amp; Patricia R. et al 530 – 542 E. Willow Street</p> <p>LBA/292 – Huizar, Ceverino &amp; Maria D. 567-569 E. Vernon Street</p> <p>LBA/375 – Palos, Rosendo Cortes &amp; Rosendo, Inc. 1565 Santa Fe Ave</p> <p>LBA/ 454- Smith, Philip &amp; Jacqueline, TST. 240 Long Beach Blvd.</p> <p>LBA/532 Petroleum Midway Co. (14<sup>th</sup> Street)</p> <p>LBA/533 Petroleum Midway Co., Kupfer (14<sup>th</sup> Street)</p> <p>LBA/534 Petroleum Midway Co. (14<sup>th</sup> Street)</p> <p>LBA/ 057- RDA/ D’Orsay International Partners 127 &amp; 135 E. Broadway (3 files)</p> <p>LBA/ 321- Sarvian, Iraj &amp; Neda 5400 Long Beach Blvd. &amp; Market St.</p> <p>LBA/ 364- Garibay, Rogelio T. &amp; Elizabeth A. 4800-4810 Long Beach Blvd.</p>	<p>2000-06</p> <p>2002-03</p> <p>2005-06</p> <p>2009</p> <p>2004-05</p> <p>2005</p> <p>2004-05</p> <p>2006</p> <p>2007-08</p> <p>2008</p> <p>2008</p> <p>2008</p> <p>2000-09</p> <p>2005-07</p> <p>2006-08</p>		

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(Continuation Sheet)

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5	<p><b>Acquisitions/Dispositions (City Owned Property)</b></p> <p>LBA/ 365- Maatubank, Salustiano, Tst. &amp; Torres Imelda M., Tst., 4856 Long Beach Blvd.</p> <p>LBA/ 366- Alpin Motel Partners 4870 Long Beach Blvd.</p> <p>LBA/ 372- Savar, Nassar &amp; Homayra 5096 Long Beach Blvd.</p> <p>LBA/ 373- Hoertz, George &amp; Margaret, Tst. 5098 Long Beach Blvd.</p> <p>LBA/ 402- Farah, Linda &amp; Nand, Roshini 1790 Atlantic Ave.</p> <p>LBA/ 513- Joshua One Community Development Corp., 2300 Martin Luther King Jr. Blvd.</p> <p>LBA/ 525- Joshua One Community Dev. Corp. Martin Luther King Jr. Blvd. &amp; Lewis Ave. (APN: 7211-017-037)</p>	<p>2005-07</p> <p>2005-07</p> <p>2005-07</p> <p>2007-08</p> <p>2006-08</p> <p>2005-07</p> <p>2005-08</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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5	<b>Acquisitions/Dispositions (City-owned Property)</b>			
	620 San Francisco Avenue- Appraisals	2003-08		
	620 San Francisco Avenue- Phase II	2006-07		
	620 San Francisco- Grant Documents	2004-06		
	620 San Francisco- Correspondence	2004		
	903 Fairbanks- Appraisal	2004-06		
	903 Fairbanks- Escrow Documents	2005-09		
	903 Fairbanks- Correspondence	2005		
	970 W. Chester- MTA Appraisal	2005		
	970 W. Chester- City Appraisal	2006-07		
	970 W. Chester- Purchase & Sale Agreement	2006		
	970 W. Chester- Purchase & Sale Agreement (Drafts)	2005-06		
	970 W. Chester- Council Letter(s)	2005-06		
	970 W. Chester- Escrow Documents	2006-07		
	970 W. Chester- Memorandum of Unrecorded Grant Agreement	2005-06		
	960 DeForest- Appraisals	2005-06		
	960 DeForest- Council Letter(s)	2005-06		
	960 DeForest- Terms & Conditions Letter	2006		
	960 DeForest- Title Report	2006		
	960 DeForest- Memorandum of Unrecorded Grant Agreement	2007		
960 DeForest- Title Report	2006			
960 DeForest- Purchase & Sale Agreement	2007			

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(Continuation Sheet)

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5	<p><b>Acquisitions/Dispositions (City-owned Property)</b></p> <p>960 DeForest- Escrow Documents</p> <p>960 DeForest- Invoices</p> <p>960 DeForest- Correspondence</p> <p>960 DeForest- Title Exceptions</p> <p>Across from Camelot- Miscellaneous 4856, 4860, 4870 Long Beach Blvd. (APN: 7133-032-023, 024)- 11/12/04- 11/23/04</p> <p>Camelot- 4800 Long Beach Blvd. (Garibay) 4800-4916 Long Beach Blvd. 4800-4810 Long Beach Blvd. (APN: 7133-010-001, 007)- 7/14/05-11/12/07</p> <p>Camelot- 4856 Long Beach Blvd. (Maatubang) 4800-4916 Long Beach Blvd. 4856 Long Beach Blvd. (APN: 7133-010-006)- 2/3/06-3/5/08</p> <p>Camelot- 4860 Long Beach Blvd. (Eurocan) 4860 Long Beach Blvd. (APN: 7133-010-027)- 7/14/05- 10/29/07</p> <p>Camelot- 4870 Long Beach Blvd. (Alpin) 4870 Long Beach Blvd. (APN: 7133-010-008)- 7/14/05-12/4/07</p> <p>Camelot- 4823 Long Beach Blvd. (Bhagat) 4823 Long Beach Blvd. (APN: 7133-032-023)- 2/9/06</p> <p>Camelot- 4821 Long Beach Blvd. (Ishan) 4821 Long Beach Blvd. (APN: 7133-032-024)- 2/9/06</p> <p>Camelot- 4916 Long Beach Blvd. (Patel) 4916 &amp; 4900 Long Beach Blvd. (APN: 7133-004-015 &amp; 7133-004-016)- 7/14/05- 9/12/06</p>	<p style="text-align: center;">2007</p> <p style="text-align: center;">2005-06</p> <p style="text-align: center;">2006</p> <p style="text-align: center;">2006</p> <p style="text-align: center;">2004</p> <p style="text-align: center;">2005-07</p> <p style="text-align: center;">2006-08</p> <p style="text-align: center;">2005-07</p> <p style="text-align: center;">2005-07</p> <p style="text-align: center;">2006</p> <p style="text-align: center;">2006</p> <p style="text-align: center;">2005-06</p>		

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5	<b>Acquisitions/Dispositions (City-owned Property)</b>			
	North- Miscellaneous- (Artesia & Atlantic) 6600-6630 Atlantic Ave. 609-695 Artesia Blvd. (APN: 7115-003-042 & 7115-003-036, 038)- 2/15/05- 12/4/07	2005-07		
	North- 6620-6630 Atlantic Ave. 6620-6630 Atlantic Ave. (APN: 7115-003-035)- 4/21/05-1/22/08	2005-08		
	North- 6600-6604 Atlantic Ave. 6600-6604 Atlantic Ave. (APN: 7115-003-036 & 7115-003-038)- 4/21/05- 10/21/08	2005-08		
	North- 609 E. Artesia Blvd. 6600, 6620 Atlantic Ave. & 609, 669 Artesia Blvd. (APN: 7115-003-902, 903, 036, 035, 038, 901)- 4/21/05-10/25/07	2005-07		
	Waite Motel Block- Miscellaneous 5057-5101 Long Beach Blvd. 34-40 Sunset St. & 5101 Cedar (APN: 7131-032-003, 004, 005, 008, 009, 010 & 011)- 2/4/05-8/18/08	2005-08		
	Waite- 5096 Long Beach Blvd. (Savar) 5096 Long Beach Blvd. (APN: 7131-032-008)- 5/13/04-8/13/07	2004-07		
	Waite- 5098 Long Beach Blvd. (Hoertz) 5098 Long Beach Blvd. (APN: 7131-032-010)- 5/13/04-12/10/07	2004-07		
	Waite- Vacant Land (Hartry) (APN: 7131-032-004)- 5/13/04-5/13/05	2004-05		
Waite- 40 E. Sunset St. (Davison) 40 E. Sunset St. (APN: 7131-032-003, 004, 005)- 5/13/04-3/10/08	2004-08			

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(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
5	<p><b>Acquisitions/Dispositions (City-owned Property)</b></p> <p>Waite- 5060 Long Beach Blvd. (F &amp; M Trust) 5060 Long Beach Blvd. (APN: 7131-032-009)- 5/13/04-10/24/06</p> <p>Waite- 5101 Cedar (Euclid Group) 5101 Cedar Ave. &amp; 5060, 5096, 5098 Long Beach Blvd. (APN: 7131-032-901, 008, 010, 900) 5/13/04-10/25/07</p> <p>Miscellaneous- Chestnut Ave. 1413, 1421, 1431 Chestnut Ave. (APN: 7269-040-040, 042)- 10/19/06-10/31/07</p> <p>1417 Chestnut Ave.- Miscellaneous 10/22/07-3/5/08</p> <p>1413 Chestnut Ave.- Miscellaneous (APN: 7269-040-042)-1/10/07-10/22/07</p> <p>1536-1850 Locust Ave.- Miscellaneous (APN: 7209-015-018)- 9/20/06-7/22/08</p> <p>1421-1427 Chestnut Ave.-Miscellaneous 1421-1427 Chestnut Ave.- Miscellaneous (APN: 7269-040-041)- 12/19/06-10/19/07</p> <p>1431 Chestnut Ave.- Miscellaneous (APN: 7269-040-040)-10/25/07-12/10/07</p> <p>West Gateway Site 10 (Chu) 529 W. Broadway Habitat for Humanity- 9/4/03-4/13/05</p> <p>LBA/217 – Ratajczak 301 Maine Ave &amp; 715-721 W. 3rd St.</p> <p>LBA/ 367- Eurocan Enterprises, Inc. 4860 Long Beach Blvd.</p> <p>LBA/ 530- France, Ada E. (Taylor, Shirley-Mae, Successor Trustee) 612 E. Sunrise Blvd.</p>	<p>2004-06</p> <p>2004-07</p> <p>2006-07</p> <p>2007-08</p> <p>2007</p> <p>2006-08</p> <p>2006-07</p> <p>2007</p> <p>2003-05</p> <p>2003-05</p> <p>2008</p> <p>2008-09</p>		



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5	<p><b>Acquisitions/Dispositions (City-owned Property)</b></p> <p>LBA/283 – RDA/Olson-737 Long Beach 2, LLC Broadway/The Promenade North (APN 7280-027-901-902-903-907)</p> <p>LBA/295 – Perry, Thomas G &amp; Raquel L. 555 E. Vernon St.</p> <p>LBA/308 - RDA 4<sup>th</sup> &amp; Pacific Ave (APN 7280-016-900,901)</p> <p>LBA/337 - CITY OF LONG BEACH Arbor &amp; 47<sup>th</sup> Street</p> <p>LBA/383 - RDA 138 The Promenade North</p> <p>LBA/344 – KOMBOSCH, WILFRIED &amp; ROSEMARIE 609-669 E. Artesia Blvd.</p> <p>LBA/006 – Redevelopment Agency 234/248 E. Broadway &amp; 133 Long Beach Blvd (American Hotel, etc) (2 files)</p> <p>LBA/130 – Waite, TST (Waite Hotel) Long Beach Blvd.</p> <p>LBA/152 - W. Cowles/14<sup>th</sup> Street RDA</p>	<p>2004</p> <p>2004-05</p> <p>2004</p> <p>2005</p> <p>2005</p> <p>2005-06</p> <p>2000-02</p> <p>2006</p> <p>2002-03</p>		

# RECORDS DESTRUCTION REQUEST

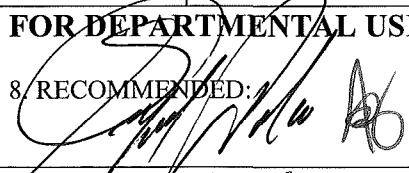
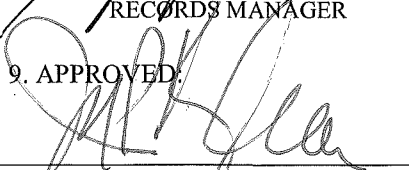

1. Date 11/13/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT DEPARTMENT respectfully requests authority to destroy the following

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	LOAN FILES  Delco Machine & Gear Loan No. 9596004  Second Pine Association Loan No. 9596005  Paul J. Marron  Pasta Presto, Inc. Loan No. 9293006  Daily Café Loan No. ETW 923036  Adolpho & Eliseria Amador dba Tres Estrellas Loan No. RTD 99005-8  Charis Hrenak Loan No. 99005-3  Russell & Williams Manufacturing Construction & Design  Cindy Anderson DBA Kava Yoga	1996-2000  1995-1996  1995  1993  1995  2000  2000  1995  2010		

<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:   RECORDS MANAGER  9. APPROVED:   DEPARTMENT HEAD  10. DATE: <u>11/28/18</u>	<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  CITY ATTORNEY  11. By:   12. Title: <u>DEPUTY CITY ATTORNEY</u>  13. Date: <u>12/5/18</u>	14. REMARKS:  Retention Schedule used is from Community Development/Economic Development/Business Assistance with Council Approval Date of May 10, 1994
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# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	<p>LOAN FILES</p> <p>Unique Sweets, Inc. Mary Dela Torre Loan No. JCD 045007</p> <p>Lee Ladies Shoes Lisa Ann (Means) Carmichael Loan No. JED/JCD 045002</p> <p>Matt Winefield &amp; Associates, Inc. Loan No. RCD023004</p> <p>Levy, Michael R. Loan No. 9495010</p> <p>Talco Plastics #2 Loan No. 9596001</p> <p>Tan, Kim Reng Shoe Palace &amp; Accessories Loan No. JCD 03400-3</p> <p>Kaoru S. Markey Loan No. RCD023003</p> <p>Sun Ja Hong SK Auto Loan No. RCD023002</p> <p>Memorial Maritime Clinic, Inc. Loan No. JED 03400-1</p> <p>Steve Liberman Steve's Vending Loan No. JCD03400-9</p> <p>John Morris Loan No. LTI 989027</p> <p>Sithea San Sithea's Salon Loan No. RCD023005</p>	<p>2005</p> <p>2005</p> <p>2003</p> <p>1996</p> <p>1996</p> <p>2004</p> <p>2003</p> <p>2003</p> <p>2003</p> <p>2004</p> <p>2009</p> <p>2003</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	<p>LOAN FILES</p> <p>Pacific Coast Direct Marketing Loan No. RCD 023006</p> <p>Lord Windsor Roasters Loan No. JED 112003WS</p> <p>American Solutions Plus, LLC Loan No. ATN045004</p> <p>Simply Skin, Inc. Ambiance Day Spa Loan No. JED 056001</p> <p>Steven Alonge Partners in Motion Loan No. JED 03400-6</p> <p>Valeria &amp; Michael Ruggieri New Leaf Staffing, Inc. Loan No. JED 078001</p> <p>Michael Levy, Art of Hands Loan No. RTD 945009</p> <p>Cal Worthington Worthington Ford, Inc. Loan No. JED 089002</p> <p>Chin, Ian Tithdara C/N Salon Loan No. JCD 03400-7</p> <p>Lalich, John Loan No. RCD 95600 8</p> <p>Pacific Pallet Company Loan No. JTW 034004</p> <p>Robert Robles California Sandblasting &amp; Coating, Inc.</p>	<p>2003</p> <p>2011</p> <p>2005</p> <p>2005-2009</p> <p>2004</p> <p>2008</p> <p>1995</p> <p>2008</p> <p>2004</p> <p>1996-2005</p> <p>2004</p> <p>2005</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	<p>LOAN FILES</p> <p>Tenth House Enterprises, a California Corp. Loan No. ATW 045001</p> <p>Machelle Thompson Senior Solutions Team, Inc. Loan No. JED 056002</p> <p>San, Cindy Cindy's Beauty Salon Loan No. JCD 023002</p> <p>E &amp; E Mini Market Loan No. RCD 01200-4</p> <p>Metaforce, Inc. Loan No. JED/JCD 034011</p> <p>Heidi's Swensen's of Long Beach, LLC Loan No. JCD/JED 0340-10</p> <p>Molaoi, Inc. dba Café Bixby &amp; Pizza Loan No. JTN 089004</p> <p>Eugene &amp; RayAnn Rotondo Sports Legends, Inc. Loan No. JED 067003</p> <p>British Imparts Loan No. ETW 92304-2</p> <p>Abner Shui-Chuen Yu Rosie's Kitchen Loan No. ETW 92302-9</p> <p>Kennedy Coach Works Loan No. ETW 92303-2</p> <p>Launderland Laundry Lienha T. Ngo Loan No. ETW 92303-5</p>	<p>2009</p> <p>2006</p> <p>2005</p> <p>2002</p> <p>2004</p> <p>2004</p> <p>2009</p> <p>2007</p> <p>1992</p> <p>1992</p> <p>1992</p> <p>1992</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	LOAN FILES  Kim T. Tran Loan No. ETW 92303-7  Thai Robin Restaurant Loan No. ETW 92303-8  Doctor Electronics Bergstrom & Price Loan No. ETW 923041  Young's Fashion Sung Yul Ahn Loan No. ETW 92304-3  Olympic Cleaners Loan No. ETW 92304-4  Dong Khanh Restaurant Loan No. ETW 92304-6  Tyler Barnes dba LB Hardware Loan No. RCD 9697001	1992  1992  1992  1992  1992  1993  1997		

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

DEPARTMENT OF ECONOMIC DEVELOPMENT / ASSET MANAGEMENT

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

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
15881	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/2001	12/31/2003	12/31/2013	Internal Record Center	J -002-0003 0009
15886	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/2000	12/31/2003	12/31/2013	Internal Record Center	J -002-0003 0014
15888	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/2000	12/31/2002	12/31/2012	Internal Record Center	J -002-0003 0016
15889	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/1989	12/31/2003	12/31/2013	Internal Record Center	J -002-0003 0017
15891	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/2000	12/31/2003	12/31/2013	Internal Record Center	G -008-0003 0001
15897	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/1997	12/31/2002	12/31/2012	Internal Record Center	G -008-0003 0007

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
15898	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/1999	12/31/2003	12/31/2013	Internal Record Center	G -008-0003 0008
15905	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/1990	12/31/2002	12/31/2012	Internal Record Center	G -008-0003 0015
15906	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/1995	12/31/2001	12/31/2011	Internal Record Center	G -008-0003 0016
15907	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/1995	12/31/2000	12/31/2017	Internal Record Center	G -008-0003 0017
15908	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/2000	12/31/2002	12/31/2012	Internal Record Center	G -008-0003 0018
15909	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 1702	1/1/1990	12/31/2002	12/31/2012	Internal Record Center	G -008-0003 0013
17509	PROPERTY MGT (CITY-OWNED) WORK FILES  LIST 1804	1/1/1995	12/31/2001	12/31/2017	Internal Record Center	G -004-0003 0011



Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
18149	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 1837	1/1/2002	12/31/2005	12/31/2017	Internal Record Center	C -001-0002 0013
18150	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 1837	1/1/2002	12/31/2005	12/31/2017	Internal Record Center	C -001-0002 0014
18947	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES ACQUISITIONS/DISPOSITIONS	1/1/2002	12/31/2005	12/31/2017	Internal Record Center	C -003-0001 0011
19221	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LEASES & AGREEMENTS	1/1/1990	12/31/2005	12/31/2015	IRON MOUNTAIN	391436163
19222	PROPERTY MGT (CITY-OWNED) TENANT INSURANCE TENANT INSURANCE DOCUMENTATION	1/1/1990	12/31/2005	12/31/2015	IRON MOUNTAIN	391436164
19223	PROPERTY MGT (CITY-OWNED) TENANT INSURANCE TENANT INSURANCE DOCUMENTATION	1/1/1990	12/31/2005	12/31/2015	IRON MOUNTAIN	391436165
19225	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES ATLANTIC AVE WORKFORCE HOUSING DEV. PHASES III & IV 2001-2175 BLOCKS	1/1/2003	12/31/2005	12/31/2017	IRON MOUNTAIN	391436167

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19226	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES ATLANTIC AVE WORKFORCE HOUSING DEV. PHASES III & IV 2001-2175 BLOCKS	1/1/2003	12/31/2005	12/31/2017	IRON MOUNTAIN	391436168
19721	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2005	12/31/2017	Internal Record Center	C -002-0001 0015
19722	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2005	12/31/2017	Internal Record Center	C -002-0001 0016
19723	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2005	12/31/2017	Internal Record Center	C -002-0001 0017
19724	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0017
20052	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2002	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0002
20055	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0005

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
20057	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0007
20058	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2001	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0008
20059	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2002	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0009
20060	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0010
20061	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2002	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0011
20062	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2002	12/31/2005	12/31/2017	Internal Record Center	C -001-0003 0012
20063	PROPERTY MGT (CITY-OWNED) WORK FILES	1/1/1996	12/31/2006	12/31/2016	Internal Record Center	C -001-0003 0013

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
20065	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS	1/1/1994	12/31/2003	12/31/2013	Internal Record Center	C -001-0003 0015
20066	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS	1/1/1994	12/31/2005	12/31/2015	Internal Record Center	C -001-0003 0016
20075	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2006	12/31/2017	Internal Record Center	C -003-0001 0001
20076	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2006	12/31/2017	Internal Record Center	C -003-0001 0002
20078	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2007	12/31/2013	Internal Record Center	C -003-0001 0004
20079	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2007	12/31/2013	Internal Record Center	C -003-0001 0005
20080	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2006	12/31/2017	Internal Record Center	C -003-0001 0006

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
20081	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2006	12/31/2017	Internal Record Center	C -003-0001 0007
20082	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2007	12/31/2013	Internal Record Center	C -003-0001 0008
20644	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS	1/1/1999	12/31/2005	12/31/2015	Internal Record Center	D -008-0001 0015
20645	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS	1/1/1999	12/31/2004	12/31/2014	Internal Record Center	D -008-0001 0016
20646	PROPERTY MGT (RDA-OWNED) LEASES & AGREEMENTS	1/1/1999	12/31/2005	12/31/2015	Internal Record Center	D -008-0001 0017
20648	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS OUTSIDE-LEASES	1/1/1987	12/31/2005	12/31/2015	Internal Record Center	D -008-0001 0018
20933	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2006	12/31/2017	Internal Record Center	C -003-0001 0009

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
20960	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0005
20961	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0006
20962	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0007
20963	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0008
20964	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2000	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0009
20965	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0010
20966	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2008	12/31/2014	Internal Record Center	F -011-0002 0011

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
20968	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0013
21038	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0014
21039	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0015
21040	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2007	12/31/2013	Internal Record Center	F -011-0002 0016
21041	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2008	12/31/2014	Internal Record Center	F -011-0002 0017
21072	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2007	12/31/2013	Internal Record Center	D -006-0001 0001
RANGE: ACCOMODATION RECORDINGS, MAY 22, 2002 - JULY 11, 2003 RANGE: ACCOMODATION RECORDINGS, AUGUST 13, 2003 - DECEMBER 2004 RANGE: ACCOMODATION RECORDINGS, JANUARY 2005 - DECEMBER 27, 20 RANGE: ACCOMODATION RECORDINGS, JANUARY 2006 - JUNE 2006 RANGE: ACCOMODATION RECORDINGS, JULY 2006 - FEBRUARY 2007 RANGE: ACCOMODATION RECORDINGS, MARCH 2007 - JUNE 2007						

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21075	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2008	12/31/2014	Internal Record Center	D -006-0001 0004
21076	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2005	12/31/2008	12/31/2014	Internal Record Center	D -006-0001 0005
21077	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2008	12/31/2014	Internal Record Center	D -006-0001 0006
21078	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) CONDEMNATION	1/1/2005	12/31/2007	12/31/2013	Internal Record Center	D -006-0001 0007
21079	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) CONDEMNATION	1/1/2001	12/31/2007	12/31/2013	Internal Record Center	D -006-0001 0008
21080	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) CONDEMNATION	1/1/1992	12/31/2007	12/31/2013	Internal Record Center	D -006-0001 0009
21081	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) CONDEMNATION	1/1/2003	12/31/2006	12/31/2017	Internal Record Center	C -003-0001 0003



Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21088	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES	1/1/2003	12/31/2003	12/31/2017	Internal Record Center	E -009-0003 0011
21151	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2007	12/31/2013	Internal Record Center	D -006-0001 0015
21152	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2007	12/31/2013	Internal Record Center	D -006-0001 0016
21153	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2007	12/31/2013	Internal Record Center	D -006-0001 0017
21983	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2001	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0002
21984	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2002	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0003
21985	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0004

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21986	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0005
21987	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2008	12/31/2014	Internal Record Center	J -002-0002 0006
21988	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2005	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0007
21990	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0009
21992	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2008	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0011
21993	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2008	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0012
21994	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2008	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0013

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21995	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2008	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0014
21996	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES  RANGE: - RANGE: DEPAZ OWNERSHIP AUTOMOBILE SERVICE FACILITY 901-907E.PCH - 12/12/08, - RANGE: 4 DEV. AGENCY OWNERSHIP-SINGLE FAMILY RES. PROP. - 1/21/09, - RANGE: MANAGEMENT ACTIVITIES OWNERSHIP - 652 ALAMITOS &1000-1004E. 7TH - 1/5/09, - RANGE: MANAGEMENT ACTIVITIES OWNERSHIP - 652 ALAMITOS &1000-1004E. 7TH - 1/5/09, - RANGE: MAGDALENO OWNERSHIP - 1746-1748 MAGNOLIA - 6/2/09, - RANGE: DEPAZ VALUE STUDY AUTOMOBILE SERVICE FACILITY-902-907 PCH - 12/12/08, - RANGE: 5 PRIVATELY-OWNED PROP 1746-1748,1752,1760-62,1770 MAGNOLIA, 460 W.PCH-1/13/09, -	1/1/2008	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0015
21997	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0016
21998	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2009	12/31/2009	12/31/2015	Internal Record Center	J -002-0002 0017
21999	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2001	12/31/2008	12/31/2014	Internal Record Center	J -002-0002 0018
22000	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2008	12/31/2008	12/31/2014	Internal Record Center	J -002-0001 0002

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
22001	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2008	12/31/2014	Internal Record Center	J -002-0001 0003
22110	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2002	12/31/2009	12/31/2015	Internal Record Center	J -002-0001 0009
22466	PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULT	1/1/2004	12/31/2010	12/31/2015	Internal Record Center	J -002-0001 0010
22467	PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULT	1/1/2004	12/31/2008	12/31/2013	Internal Record Center	J -002-0001 0011
22983	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2009	12/31/2015	Internal Record Center	J -002-0001 0012
22984	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2009	12/31/2015	Internal Record Center	J -002-0001 0013
23903	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2010	12/31/2016	Internal Record Center	J -002-0001 0014

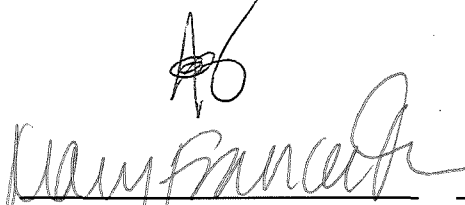
Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
23904	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2009	12/31/2010	12/31/2016	Internal Record Center	J -002-0001 0015
23911	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2010	12/31/2016	Internal Record Center	J -002-0001 0016
23912	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2010	12/31/2016	Internal Record Center	J -002-0001 0017
24254	ACQUISITION/DISPOSITIONS (CITY-OWNED) CONDEMNATION	1/1/2003	12/31/2005	12/31/2017	Internal Record Center	C -001-0002 0007
24255	ACQUISITION/DISPOSITIONS (CITY-OWNED) CONDEMNATION	1/1/2006	12/31/2010	12/31/2016	Internal Record Center	C -001-0002 0009
24256	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2009	12/31/2010	12/31/2016	Internal Record Center	C -001-0002 0011
24257	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2010	12/31/2016	Internal Record Center	C -001-0002 0012

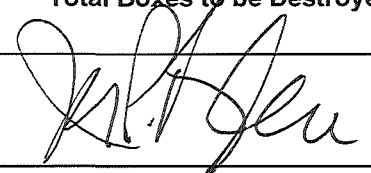
Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24617	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS	1/1/2005	12/31/2007	12/31/2017	Internal Record Center	C -006-0001 0004
24618	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS	1/1/1993	12/31/1998	12/31/2017	Internal Record Center	C -006-0001 0010
24619	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS	1/1/1994	12/31/1998	12/31/2017	Internal Record Center	C -006-0001 0011
25101	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2006	12/31/2011	12/31/2017	Internal Record Center	D -005-0001 0014
25102	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2005	12/31/2010	12/31/2016	Internal Record Center	D -005-0001 0015
25103	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2010	12/31/2016	Internal Record Center	D -005-0001 0016
25104	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2008	12/31/2011	12/31/2017	Internal Record Center	D -005-0001 0017


Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
25121	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2003	12/31/2010	12/31/2016	Internal Record Center	J -002-0003 0001
25637	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2004	12/31/2010	12/31/2016	Internal Record Center	G -008-0001 0001
25638	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2011	12/31/2017	Internal Record Center	G -008-0001 0002
25639	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2010	12/31/2016	Internal Record Center	G -008-0001 0003
25668	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/2007	12/31/2011	12/31/2017	Internal Record Center	C -006-0001 0012
25670	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES	1/1/1999	12/31/2011	12/31/2017	Internal Record Center	C -006-0001 0014
25671	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES	1/1/2009	12/31/2011	12/31/2017	Internal Record Center	C -006-0001 0015

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34199	ACQUISITION/DISPOSITIONS (CITY-OWNED) AGREEMENTS	1/1/2001	12/31/2010	12/31/2016	Internal Record Center	J -002-0001 0007
34203	PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULT	1/1/2006	12/31/2013	12/31/2015	Internal Record Center	G -008-0001 0014
34615	LOAN FILES	1/1/1996	12/31/2005	12/31/2016	IRON MOUNTAIN	965865315
34616	LOAN FILES	1/1/1999	12/31/2009	12/31/2016	IRON MOUNTAIN	965865316
34617	LOAN FILES	1/1/2005	12/31/2010	12/31/2016	IRON MOUNTAIN	965865317
34618	LOAN FILES	1/1/1990	12/31/2013	12/31/2016	IRON MOUNTAIN	965865318
34620	LOAN FILES	1/1/1995	12/31/2011	12/31/2016	IRON MOUNTAIN	965865320
34621	LOAN FILES	1/1/1999	12/31/2007	12/31/2016	IRON MOUNTAIN	965865321

**Total Boxes to be Destroyed: 124**

  
 Nancy Francis  
 Records Manager  
 12/4/2018  
 Date

  
 Department Head  
 12/4/18  
 Date

  
 City Attorney  
 12/7/18  
 Date