



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-5

ROBERT E. SHANNON
City Attorney

HEATHER A. MAHOOD
Chief Assistant City Attorney

MICHAEL J. MAIS
Assistant City Attorney

PRINCIPAL DEPUTIES

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

DEPUTIES

Gary J. Anderson
Richard F. Anthony
Amy R. Burton
Christina L. Checel
Lori A. Conway
Randall C. Fudge
Charles M. Gale
Monte H. Machit
Anne C. Lattime
Barry M. Meyers
Cristyl Meyers
Howard D. Russell
Tiffani L. Shin

February 12, 2008

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Resolution of the City Council of the City of Long Beach Approving and Authorizing the Destruction of Certain Records, Papers, and Writings by the Civil Service Department.

DISCUSSION

Pursuant to your request of January 16, 2008, this office has prepared and submits the above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By

GARY J. ANDERSON
Deputy City Attorney

GJA:ikm
Enclosure

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LONG BEACH APPROVING AND AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
AND WRITINGS BY THE CIVIL SERVICE 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 Civil Service 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.

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

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OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

GJA: lkm - 1/22/08
A08-00294

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Cost Center: ()

Records Coordinator: SWAN, SUANNE Mail Drop: Phone: (562)570-6058 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 Date 12/31/2005	Location	Space#
<input type="checkbox"/>	14053	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	K-02-04	18

Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 1 OF 9

<input type="checkbox"/>	14054	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	K-02-04	19
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 2 OF 9

<input type="checkbox"/>	14055	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	K-02-04	20
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 3 OF 9

<input type="checkbox"/>	14056	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	C-11-04	1
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 4 OF 9

<input type="checkbox"/>	14057	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	C-11-04	2
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 5 OF 9

<input type="checkbox"/>	14058	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	C-11-04	3
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1/16/08
Date

[Signature]
RECORDS MANAGER

1/15/08
Date

[Signature]
DEPARTMENT HEAD

1/22/08
Date

[Signature]
CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg. Ending		On Hold?	Destroy Date 12/31/2005	Location	Space#
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 6 OF 9

<input type="checkbox"/>	14059	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	C-11-04	4
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 7 OF 9

<input type="checkbox"/>	14060	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	C-11-04	5
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 8 OF 9

<input type="checkbox"/>	14061	10001.1	EXAMINATION BUNDLES	01/01/1998	12/31/2000		12/31/2005	C-11-04	6
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Folders within the above box

File Number1

Beginning Date: 01/01/1998 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE SERGEANT BOX 9 OF 9

<input type="checkbox"/>	15236	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-09-03	12
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: EXAMINATION BUNDLES

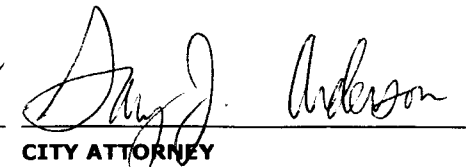
Iron Mountain Ref #:

Description: FIRE RECRUIT ORALS BOX 1 OF 11

<input type="checkbox"/>	15237	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-09-03	13
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4/10/08 
Date RECORDS MANAGER

11/14/08 
Date DEPARTMENT HEAD

1/22/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date 12/31/2005	Location	Space#
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: EXAMINATION BUNDLES
Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: EXAMINATION BUNDLES
Description: FIRE RECRUIT ORALS BOX 2 OF 11

<input type="checkbox"/>	15238	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-09-03	14
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES
Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES
Description: FIRE RECRUIT ORALS BOX 3 OF 11

<input type="checkbox"/>	15239	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-09-03	15
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES
Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES
Description: FIRE RECRUIT ORALS BOX 4 OF 11

<input type="checkbox"/>	15240	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-09-03	16
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES
Description: EXAMINATION BUNDLE - INACTIVE

File Number2

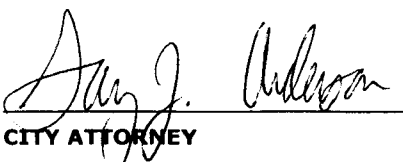
Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES
Description: FIRE RECRUIT ORALS BOX 5 OF 11

<input type="checkbox"/>	15241	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-09-03	17
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1/14/08 
Date RECORDS MANAGER

1/14/08 
Date DEPARTMENT HEAD

1/22/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg. Ending		On Hold?	Destroy Date 12/31/2005	Location	Space#
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT ORALS BOX 6 OF 11

<input type="checkbox"/>	15242	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-09-03	18
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT ORALS BOX 7 OF 11

<input type="checkbox"/>	15243	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-02	3
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT ORALS BOX 8 OF 11

<input type="checkbox"/>	15244	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-02	14
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

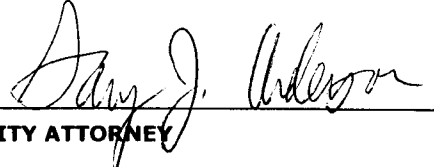
Iron Mountain Ref #:

Description: FIRE RECRUIT ORALS BOX 9 OF 11

<input type="checkbox"/>	15245	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-02	15
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1/16/08 
Date RECORDS MANAGER

1/14/08 
Date DEPARTMENT HEAD

1/22/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg. Ending		On Hold?	Destroy Date 12/31/2005	Location	Space#
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT ORALS BOX 10 OF 11

<input type="checkbox"/>	15246	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-02	16
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT ORALS BOX 11 OF 11

<input type="checkbox"/>	15247	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-03	6
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT SCANTRONS BOX 1 OF 5

<input type="checkbox"/>	15248	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-03	7
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

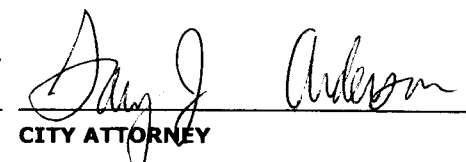
Iron Mountain Ref #:

Description: FIRE RECRUIT SCANTRONS BOX 2 OF 5

<input type="checkbox"/>	15249	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-03	14
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1/16/08 
Date RECORDS MANAGER

1/14/08 
Date DEPARTMENT HEAD

1/22/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Location	Space#
				Beg.	Ending		12/31/2005		

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT SCANTRONS BOX 3 OF 5

<input type="checkbox"/>	15250	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-03	17
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: FIRE RECRUIT SCANTRONS BOX 4 OF 5

<input type="checkbox"/>	15251	10001.1	EXAMINATION BUNDLES	01/01/2000	12/31/2000		12/31/2005	E-08-01	9
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Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE


File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: EXAMINATION BUNDLES

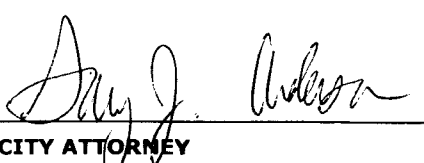
Iron Mountain Ref #:

Description: FIRE RECRUIT SCANTRONS BOX 5 OF 5

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

1/16/08 
Date RECORDS MANAGER

1/14/08 
Date DEPARTMENT HEAD

1/22/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Cost Center: ()

Records Coordinator: SWAN, SUANNE Mail Drop: Phone: (562)570-6058 ext:

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

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	14062	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/2001		12/31/2006	C-11-04	7

Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE LIEUTENANT BOX 1 OF 3

<input type="checkbox"/>	14063	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/2001		12/31/2006	C-11-04	8
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE LIEUTENANT BOX 2 OF 3

<input type="checkbox"/>	14064	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/2001		12/31/2006	C-11-04	9
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: POLICE LIEUTENANT BOX 3 OF 3

<input type="checkbox"/>	15257	10001.1	EXAMINATION BUNDLES	01/01/1999	12/31/2001		12/31/2006	E-08-03	15
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Beginning Date: 01/01/1999 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES

Iron Mountain Ref #:

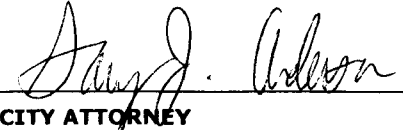
Description: FIRE ENGINEER

<input type="checkbox"/>	15258	10001.1	EXAMINATION BUNDLES	01/01/2001	12/31/2001		12/31/2006	E-08-03	16
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Folders within the above box

1/16/08 
Date RECORDS MANAGER

1/14/08 
Date DEPARTMENT HEAD

1/22/08 
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CIVIL SERVICE (110105)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date 12/31/2006	Location	Space#
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES
Description: EXAMINATION BUNDLE - INACTIVE

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES
Description: FIRE ENGINEER

<input type="checkbox"/>	15259	10001.1	EXAMINATION BUNDLES	01/01/2001	12/31/2001		12/31/2006	E-08-03	18
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2001 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES
Description: EXAMINATION BUNDLE - INACTIVE

File Number2

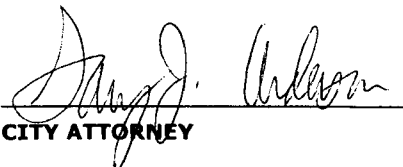
Iron Mountain Ref #:

Beginning Date: 01/01/2001 Ending Date: 12/31/2001 Record Title Name: EXAMINATION BUNDLES
Description: CLERK TYPIST

Total Eligible Boxes to be destroyed	=	6
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	6

1/16/08 
Date RECORDS MANAGER

1/14/08 
Date DEPARTMENT HEAD

1/22/08 
Date CITY ATTORNEY