



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-6

ROBERT E. SHANNON
City Attorney

HEATHER A. MAHOOD
Chief Assistant City Attorney

MICHAEL J. MAIS
Assistant City Attorney

PRINCIPAL DEPUTIES

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

DEPUTIES

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

August 5, 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
Human Resources Department.

DISCUSSION

Pursuant to your request of July 23, 2008, this office has prepared and submits the
above-described resolution for your consideration.

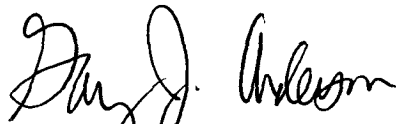
SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By


GARY J. ANDERSON
Deputy City Attorney

GJA:ikm
Enclosure

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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 HUMAN RESOURCES 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 Human Resources 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.

///
///

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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

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

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

GJA: lkm - 07/28/08
A08-02243

HUMAN RESOURCES/ADMIN (190300)

Cost Center: ()

Records Coordinator: BEATRICE SANCHEZ Mail Drop: 13TH FLOOR Phone: (562)570-6612 ext:

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	17514	10053.8	AFFIRMATIVE ACTION	10/10/1994	12/31/1997		12/31/2007	H-01-04	13
<input type="checkbox"/> 3	17515	10053.8	AFFIRMATIVE ACTION	10/10/1997	12/31/1997		12/31/2007	H-01-04	14
<input type="checkbox"/> 1	20563	10000.1	CORRESPONDENCE FILES	01/01/1990	12/31/1991		12/31/1996	E-08-01	13
<input type="checkbox"/> 1	20564	10000.1	CORRESPONDENCE FILES	01/01/1989	12/31/1997		12/31/2002	E-08-01	14
<input type="checkbox"/> 1	16763	10000.1	CORRESPONDENCE FILES	01/01/2001	12/31/2002		12/31/2007	F-02-03	13
<input type="checkbox"/> 1	17715	10000.1	CORRESPONDENCE FILES	01/01/2002	12/31/2002		12/31/2007	E-11-04	11
<input type="checkbox"/> 3	12616	10050.6	HEALTH INSURANCE FILES	01/01/1996	12/31/1997		12/31/2007	138050217	0
<input type="checkbox"/> 3	12617	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050218	0
<input type="checkbox"/> 3	12618	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050219	0
<input type="checkbox"/> 3	12619	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050220	0
<input type="checkbox"/> 3	12620	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050221	0
<input type="checkbox"/> 3	12621	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050222	0
<input type="checkbox"/> 3	12622	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050223	0
<input type="checkbox"/> 3	12623	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050224	0

4/10/08
Date

Monique De La Haye
RECORDS MANAGER

Date

A. Mason
DEPARTMENT HEAD

7/14/08
Date

Gay J. Anderson
CITY ATTORNEY

Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	12624	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1997		12/31/2007	138050225	0
<input type="checkbox"/> 1	12732	10051.4	MANAGEMENT ASSISTANT	01/01/1996	12/31/1997		12/31/2007	C-05-01	9
<input type="checkbox"/> 3	L-017	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004		0
<i>Removed by Records Manager</i>									
<input type="checkbox"/> 3	I-002	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	1
<input type="checkbox"/> 3	I-003	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	2
<input type="checkbox"/> 3	I-004	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	3
<input type="checkbox"/> 3	I-005	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	4
<input type="checkbox"/> 3	I-006	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	5
<input type="checkbox"/> 3	I-007	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	6
<input type="checkbox"/> 3	I-008	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	7
<input type="checkbox"/> 3	I-009	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	8
<input type="checkbox"/> 3	I-010	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	9
<input type="checkbox"/> 3	I-012	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	10
<input type="checkbox"/> 3	I-013	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	11
<input type="checkbox"/> 3	I-014	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	12

4/10/08
Date

Debra J. Taylor
RECORDS MANAGER

Date

DEPARTMENT HEAD

7/25/08
Date

Shirley J. Anderson
CITY ATTORNEY

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

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	I-015	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	13
<input type="checkbox"/> 3	I-016	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	14
<input type="checkbox"/> 3	I-017	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	15
<input type="checkbox"/> 3	I-018	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	16
<input type="checkbox"/> 3	I-019	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	17
<input type="checkbox"/> 3	I-020	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-01	18
<input type="checkbox"/> 3	I-022	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	1
<input type="checkbox"/> 3	I-023	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	2
<input type="checkbox"/> 3	I-024	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	3
<input type="checkbox"/> 3	I-025	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	4
<input type="checkbox"/> 3	I-026	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	5
<input type="checkbox"/> 3	I-027	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	6
<input type="checkbox"/> 3	I-028	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	7
<input type="checkbox"/> 3	I-029	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	8
<input type="checkbox"/> 3	I-030	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	9
<input type="checkbox"/> 3	I-032	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	10

4/10/08
Date

[Signature]
RECORDS MANAGER

Date

DEPARTMENT HEAD

7/25/08
Date

[Signature]
CITY ATTORNEY

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

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	I-033	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	11
<input type="checkbox"/> 3	I-034	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	12
<input type="checkbox"/> 3	I-035	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	13
<input type="checkbox"/> 3	I-036	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1991	01/01/1992		01/01/2007	I-01-02	14
<input type="checkbox"/> 1	14774	10051.0	PERSONNEL REQUISITIONS <i>OK</i>	01/01/1993	12/31/1997		12/31/2002	138050158	0
<input type="checkbox"/> 3	16762 <i>OK</i>	10051.2	SAFETY STATISTICS <i>Mike</i>	01/01/2001	12/31/2002		12/31/2007	F-02-03	12

Total Eligible Boxes to be destroyed	=	51
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	1
Total Available Boxes to be destroyed	=	50

Date _____ RECORDS MANAGER

Date _____ DEPARTMENT HEAD

7/25/08 *Ang J. Anderson*
Date _____ CITY ATTORNEY



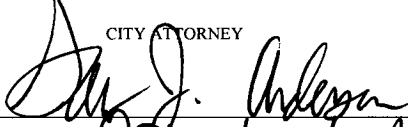
RECORDS DESTRUCTION REQUEST

1. JUNE 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 Alcodia, J. Flordelis Allen, Leland Leroy Allen, Patricia Allison, John R. Anand, Asha Angela Anderson Jr., Chester G. Asder, John Atherton, Richard Alan Baglietto Jr., Louis G. Barajas, Martin Barcott, Frank A. Bassetti, Mary Ruth Baxter, Gwendolyn Beckman, Duane Frances Bell, Michael Roy Bell, William Trites	1985-1986	F-202	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. Date <u>7-14-08</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p style="text-align: center;">Consent is hereby given to destroy the records enumerated above.</p> <hr/> <p style="text-align: center;">CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>Deputy City Atty.</u></p> <p>13. Date <u>7/25/08</u></p>	<p>14. REMARKS:</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>Eccleston, Sandra Ellen Edrehi, Carole Sue Ekstrom, Alyce J. Eldridge, R. W. Elliot, Christine C. Elsey, Gary D. Engelke, John M. Enger, Dolores J. Erickson, Harry W. Escobar Jr., Hector Gerald Eskijian, Effie S. Estep, Melanie J. Esters, Tammy L. Estrada, Glenn Gonzales Estrada, Ruben Everett, Katherine Farrell, Kimberly Anne</p> <p>Faulk, William T. Felipe, Natijesse Fennessy, John R. Ferron, Jon Andre Fiamengo, Robin C. Fillet, Carlos Fitzsimons, Constance Fleets, Kenneth Fly, Lauren M. Flynn, Douglas Eugene Fortner, Daryl Mark Frainie, Jack A. Freeman, Ronald B. Friedenbach, George Carl Friedman, Florence Frister, Mary Ellen Fuller, Darryl Craig Fullerton, Beth S. Gaddis, Bryant W. Garcia, Anthony David Gardner, Jack C. Gaskin, Freelon Gasper, William John Gildersleeve, Walter Gilman, Clay Benton</p>	1985-1986	<p>F-207</p> <p>F-208</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	Engelke, John M. Giniewicz, Barbara Ann Gizitsky, Donna M. Glover, Jack H. Gonzales, Hildo Gonzales, Virginia Gonzales Jr., Ricardo Gooch, Gregory G. Gordon, Wendy R. Gorme Jr., Jose Inson Goss Jr., Joseph James Gravell Jr., H. Frederick Green, Sharon Ann Griego, Richard Gilbert Griffin, Homer C. Guss, Deborah Louise Gylseth, Doris H. Hahn, Scott C. Hair, Ernie Clifford Hall, Brian Michael Hall, Mollie A. Hall, Salvadore J. Hanover, Krystyn	1985-1986	F-209	

**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	Hargis, Annette M. Harmon Linda R. Harris, Freddie Lee Harter, Carolyn Sue Hastings, Janet L. Hay, Donald L. Heaton, Rebecca Ann Heckman, Katherine Ann Henderson, W. Michael Henshaw, Hugh Hendrick, Barbara Lee Henry, Dortheney D. Hernandez, Douglas I. Hernandez, Rose Mary Hernandez, Virginia Alvarado Herrera, Saturnino Herrera, Michael Telmo Herron, Jeri Hessel, Eric K Hilleke, Horst W. Hollis, Catherine Jordan Horsey, Gregory A. Housel, Mary B. Houston, Wayne Raymond Howard, Elvie Howard, Ronald Vernardo Hudgins, Joseph E. Huitt, Sherry Lee Hunter, Jason Hunter, Secolar Hunsaker Lance A. Hutton, Julie A.	1985-1986	F-210	

**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	Meade, James Meier, Steven John Meyer, Scott J. Miller, Dorothy E. Miller, Gloria H. Miller, Sharon Gerette Miller Terry T. Minck, Kathryn Grace Mishler, John L Mollinedo, Manuel A. Montgomery, Carolyn Denise Montgomery, Charles Edward Moore, Bennie Jean Moore, Jeff D. Moore, Kathryn Coleen Moore, Rita B. Mooyman, Peter Raymond Morales, Antonio Morales, David Ramirez Morgan, Eric C. Mossler, Patricia S. Murray, John Wilcliffe Nava, Catherine Navaja, William Z. Newton, Timothy Joel Nicholson, Timothy J. Nieto, Emergedo H. Noon, Janeen H. Nwon, Kan Nytzen, Eric M.	1985-1986	F-214	

**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>Pederson, Janice L. Perez, Elizabeth A. Peska Jr., Frank J. Peters, Lucille F. Peterson, Diana L. Peterson, Michael Gordon Phan, Diep H. Pino, Daniel J. Pleasant, Paulette E. Pope, nina Celeste Powell, Henry H. Prince, Jean M. Prince, Donald N. Prom, Vanary Pruitt, Maryanne Quach, Lan T. Quach, Quan Hue Quinones, Enrique Racobs, Vernon J. Rahm, Sharon Ann</p> <p>Ramirez, Ruben Ramirez, Sandra Mae Ramirez, Sylvia R. Ramirez Jr., Eddie S. Ramos, Charlie R. Redkey, Linda J. Reed, Jessie B. Rendaci, Scott E. Reyes, Rolando N. Rhone, Jeanne Richmond, Karen Sherry Robbins, Kathleen S. Robinson, Patricia Rock, Kathy Susan Rodriguez, Miriam Phyllis Rogers, Daniel Mark Rombough, Rachel Romero, Marty Roop, Rudolph F. Rosser, Karen A. Roston, Molly Suzanne Rothman, Shelley K.</p>	1985-1986	F-217	
			F-216	

**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>Snyder, Robert Lee Softa Jr., Thomas J. Sorbo, Joseph Charles Soyka, Sharon Ann Sparks, Bridgette M. Sray, Tina T. Stack, Margaret Staley, Keith A. Standish, Malcolm Joseph Stanley, Verna Claudine Steel, Sharon Louise Steimle Jr., Douglas A. Stephens, Irving Bernard Stevenson Jr., Edwin Stone, Angelica Storrs, Beverly A. Struthers, Jenny E. Tall, Joshua C. Talley, Harry Z. Tanner, John Allen Tanzillo, Mark Lee Taylor, Janet C. Taylor, Pearline Teran, Sylvia Elena Thomas, Claude E. Thomas, Clyde Barry Thomas, Donald B. Thompson, William M. Thomsen, Karen J. Thornton, Valerie J. Tiernan, Knox J. Todd, Michael Anthony</p>	1985-1986	F-219	

**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>Treat, Doyle R. Trimm, Fred C. Trotter, Aubrey R. Tucker, Barbara Ann Tyler, Jocelyn I. Uhl, Bernard Dale Ulrich, Hazel Mae Valenzuela, Jess Wan Hook, John W. Van Orden, Mary Ann Varipapa, Michael A. Vaughn, Patrick G. Vega, Rolando Nestor Velasco, Michael Ocampo Vince, Barry James Vivero, Janet Aurora Wacha, Leigh Ann Wailes, Lydia D. Walker, Gail M. Walker, James H. Wallace, Margaret M. Walton, Yolanda G.</p> <p>Ward, Charles Lee Ward, William Delbert Washington, Betty Jean Washington, Ronnie M. Watterson, Robert James Weiss, Ken S. Wells, Willard D. Wickham, Daniel R. White, Woody M. Wienholz, Linda Erlene</p>	1985-1986	F-305	
			F-304	

**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	Wiley, Geraldine Beverly Williams, Dorothy Bynon Williams Jannie V. Williams, Latonya S. Williams, Letitia R. Williams, Yasmin Marche Williamson, George Randolph Wilson, Donald C. Wilson, Gerald Woodrow Wilson, Robert William Woods, Ronald Kevin Wright, Camille Denise Wright, Donald W. Wright, Shawn A. Yasutake, Paul Yeager, Yvonne Michelle Yoon, David Hyung-Sang Young, Carolyn A. Young, John Lynn Yumich, Lillian Anna Zemanek, Jan A. Ziegler, Dennis L. Zuniga, Lupe M.	1985-1986	F-303	