

RESOLUTION NO. RES-05-0015

1
2
3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE DEPARTMENTS OF CITY
7 AUDITOR, CIVIL SERVICE, FINANCIAL
8 MANAGEMENT/COMMERCIAL SERVICES, HUMAN
9 RESOURCES/RISK MANAGEMENT, AND LAW

10
11 The City Council of the City of Long Beach resolves as follows:

12
13 Section 1. Pursuant to and in accordance with the provisions of Section
14 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
15 Beach Municipal Code relating to the destruction of City records, and the City Attorney
16 having heretofore given his written consent, the City Council of the City of Long Beach
17 does hereby approve and authorize the destruction by the departments of the City
18 Auditor, Civil Service, Financial Management/Commercial Services, Human
19 Resources/Risk Management, and Law of any and all of the records, documents,
20 instruments, books, papers, and writings as set forth in the documents attached hereto
21 and marked Exhibit "A" and by reference thereto made a part hereof, which records are
22 under its charge and are no longer required for use in its respective office, said records
23 being no less than two (2) years old.

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

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

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

1 Commission.

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

4 I hereby certify that the foregoing resolution was adopted by the City
5 Council of the City of Long Beach at its meeting of April 5, 2005, by the
6 following vote:

7 Ayes: Councilmembers: Lowenthal, Baker, Colonna, O'Donnell,
8 Kell, Richardson, Reyes Uranga,
9 Gabelich, Lerch.

10
11 Noes: Councilmembers: None.

12
13 Absent: Councilmembers: None.

14
15
16 
17 _____
18 City Clerk

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20
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22
23
24
25
26 MJM:KJM #05-00879
27 L: \APPS\CtyLaw32\WPDOCS\D030\P004\00072427.WPD
28

Audit # 227

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

03/15/2005
10:14:35

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 Code	Title (Box Contents)	Record Title Name	Beg. Dates	Ending Dates	On Hold?	Destroy	Location	Space #
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<input type="checkbox"/>	14281	10071.0	ADMINISTRATIVE FILES		01/01/1992	12/31/1994			12/31/2004 F-03-03	1
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Box Contents: LST 1600

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
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1		WORKPAPERS	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
2		MARINA BONDS 1992	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
3		MICKEY'S BELMONT 1994	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
4		AIRPORT AUDIT 6/30/94	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
5		QUARTERLY CASH - 4TH QUARTER 6/30/92	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
6		LB PISTOL RANGE CONTRACT COMPLIANCE 1992	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
7		PHONE COMMISSION - ATT, GTE 1993	01/01/1992	12/31/1994	ADMINISTRATIVE FILES
8		LB HOUSING DEV CO - FINANCIAL REVIEW 1992	01/01/1992	12/31/1994	ADMINISTRATIVE FILES

<input type="checkbox"/>	15278	10071.0	ADMINISTRATIVE FILES		01/01/1994	12/31/1994			12/31/2004 C-08-01	16
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Box Contents: LST 1652

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
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1		ADMINISTRATIVE FILES	01/01/1994	12/31/1994	ADMINISTRATIVE FILES
2		MONTENAY PACIFIC VOUCHERS - 1994	01/01/1994	12/31/1994	ADMINISTRATIVE FILES

<input type="checkbox"/>	D-1008-OF	10006.3	WORK PAPERS		01/01/1991	01/01/1994			01/01/2004 382723078	0
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Box Contents: LST 1652

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
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1		DEPT OF PLANNING & BUILDING FRAUD CASE	01/01/1991	01/01/1994	WORK PAPERS
1		DEPT OF PLANNING & BUILDING FRAUD CASE	01/01/1991	01/01/1994	WORK PAPERS
2		TIME SHEETS - MARY VALDEZ AKA FLORES 1992-94	01/01/1991	01/01/1994	WORK PAPERS

3	1/15/05	Jordan Dorey	1/1	DEPARTMENT HEAD	3/16/05	Ms. Ms. 3/30/05	CITY ATTORNEY
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EXHIBIT 1

Audit # 227

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

03/15/2005
10:14:35

EXHIBIT # A3

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 01/01/2005	Location	Space#
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
	11	11	LIABILITIES/OPERATING TRANSFER IN<OUT>/DUE FROM-TO/INTERNAL CONTROL DOCUMENTATION	01/01/1994	01/01/1994	WORK PAPERS			
	12	12	SINGLE AUDIT BINDER	01/01/1994	01/01/1994	WORK PAPERS			
	13	13	GAS & TOWING FUND (1 BINDER)	01/01/1994	01/01/1994	WORK PAPERS			
	14	14	AUDITOR'S WORKING FILE	01/01/1994	01/01/1994	WORK PAPERS			
	15	15							
<input type="checkbox"/>	L-086	10006.3	WORK PAPERS	01/01/1991	01/01/1994			01/01/2004 L-01-05	6
<input type="checkbox"/>	11637	10006.3	WORK PAPERS	01/01/1994	12/31/1994			12/31/2004 L-02-01	2
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
	1	1	UPRC CLOSE OUT AUDIT 94-595 (JANET DAY)	01/01/1994	12/31/1994	WORK PAPERS			
<input type="checkbox"/>	11638	10006.3	WORK PAPERS	01/01/1994	12/31/1994			12/31/2004 L-02-01	3
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
	1	1	UPRC CLOSE OUT AUDIT 94-595 (JANET DAY)	01/01/1994	12/31/1994	WORK PAPERS			
<input type="checkbox"/>	11639	10006.3	WORK PAPERS	01/01/1994	12/31/1994			12/31/2004 L-02-01	4
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
	1	1	SERF VOUCHERS (JANET DAY)	01/01/1994	12/31/1994	WORK PAPERS			
<input type="checkbox"/>	11641	10006.3	WORK PAPERS	01/01/1994	12/31/1994			12/31/2004 L-02-01	6
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
	1	1	PERS/SALES USE TAX DOCUMENTS	01/01/1994	12/31/1994	WORK PAPERS			
<input type="checkbox"/>	11642	10006.3	WORK PAPERS	01/01/1994	12/31/1994			12/31/2004 L-02-01	7

Date: / / RECORDS MANAGER Date: / / DEPARTMENT HEAD Date: / / CITY ATTORNEY

Audit # 227

Destruction Notification Rpt
City of Long Beach (CLB)

03/15/2005
10:14:35

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 Code	Title (Box Contents)	Dates	Ending	On Hold?	Destroy	Location	Space #
	1		SALES USE TAX DOCUMENTS	01/01/1994	12/31/1994			WORK PAPERS	

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department	=	11

(Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)

EXHIBIT # A4

Date / / RECORDS MANAGER Date / / DEPARTMENT HEAD Date / / CITY ATTORNEY

Audit # 209

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

02/18/2005
15:04:34

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

RECEIVED
FEB 22 AM 10:44
CIVIL SERVICE DEPT

EXHIBIT # A5

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

Event (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Dates	On Hold?	Destroy	Location	Space #
<input type="checkbox"/>	14066	10001.1	EXAMINATION BUNDLES	01/01/1997 12/31/1999		01/01/2005	C-11-04	11
	Box Contents: LIST 1594							
	File Number Iron Mountain Ref # Description							
	1		BATTALION CHIEF	01/01/1997 12/31/1999			EXAMINATION BUNDLES	
<input type="checkbox"/>	15232	10001.1	EXAMINATION BUNDLES	01/01/1999 12/31/1999			E-09-03	8
	Box Contents: LIST 1649							
	File Number Iron Mountain Ref # Description							
	1		EXAMINATION BUNDLE - INACTIVE	01/01/1999 12/31/1999			EXAMINATION BUNDLES	
	2		POLICE RECRUIT ETHNIC DATA FORMS & SCANTRONS	01/01/1999 12/31/1999			EXAMINATION BUNDLES	
<input type="checkbox"/>	15233	10001.1	EXAMINATION BUNDLES	01/01/1999 12/31/1999			E-09-03	9
	Box Contents: LIST 1649							
	File Number Iron Mountain Ref # Description							
	1		EXAMINATION BUNDLE - INACTIVE	01/01/1999 12/31/1999			EXAMINATION BUNDLES	
	2		POLICE RECRUIT INTERVIEWS BOX 1 OF 3	01/01/1999 12/31/1999			EXAMINATION BUNDLES	
<input type="checkbox"/>	15234	10001.1	EXAMINATION BUNDLES	01/01/1999 12/31/1999			E-09-03	10
	Box Contents: LIST 1649							
	File Number Iron Mountain Ref # Description							
	1		EXAMINATION BUNDLE - INACTIVE	01/01/1995 12/31/1995			EXAMINATION BUNDLES	
	2		POLICE RECRUIT INTERVIEWS BOX 2 OF 3	01/01/1995 12/31/1995			EXAMINATION BUNDLES	
<input type="checkbox"/>	15235	10001.1	EXAMINATION BUNDLES	01/01/1999 12/31/1999			E-09-03	11
	Box Contents: LIST 1647							

02/18/05 *[Signature]* 2/18/05 *[Signature]* 11 *[Signature]*
 Date RECORDS MANAGER Date DEPARTMENT HEAD 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:

EXHIBIT # AG

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

(X) Code	Event	Permanent Box Number	Record Code	Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy	Location	Space #
		File Number		Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name		
<input type="checkbox"/>	1			EXAMINATION BUNDLE - INACTIVE	01/01/1999	12/31/1999		EXAMINATION BUNDLES		
	2			POLICE RECRUIT INTERVIEWS BOX 3 OF 3	01/01/1999	12/31/1999		EXAMINATION BUNDLES		
<input type="checkbox"/>		15254	10001.1	EXAMINATION BUNDLES	01/01/1997	12/31/1999		12/31/2004 E-09-02		18
		Box Contents:		LST 1649						
		File Number		Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name		
<input type="checkbox"/>	1			EXAMINATION BUNDLE - INACTIVE	01/01/1997	12/31/1999		EXAMINATION BUNDLES		
	2			POLICE LIEUTENANT	01/01/1997	12/31/1999		EXAMINATION BUNDLES		
<input type="checkbox"/>		15256	10001.1	EXAMINATION BUNDLES	01/01/1997	12/31/1999		12/31/2004 E-08-03		9
		Box Contents:		LST 1649						
		File Number		Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name		
	1			EXAMINATION BUNDLE - INACTIVE	01/01/1997	12/31/1999		EXAMINATION BUNDLES		
	2			FIRE ENGINEER	01/01/1997	12/31/1999		EXAMINATION BUNDLES		

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)	=	7

Date / / RECORDS MANAGER Date / / DEPARTMENT HEAD Date / / CITY ATTORNEY

Audit # 222

02/01/2005 15:44:08

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

Cost Center: ()
Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

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

Event (X) Code	Permanent Box Number	Record Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy 01/01/2005	Location	Space#
	Box Contents: LST 1627								
	15224	10075.5	ADMINISTRATIVE HEARING RECORDS	01/01/2001	12/31/2001			12/31/2004 L-01-01	20
	File Number Iron Mountain Ref # Description								
	1		E-MAILS	01/01/2001	12/31/2001			ADMINISTRATIVE HEARING RECORDS	
	2		SEWER ADJUSTMENTS	01/01/2001	12/31/2001			ADMINISTRATIVE HEARING RECORDS	
	3		FORM LETTERS	01/01/2001	12/31/2001			ADMINISTRATIVE HEARING RECORDS	
	4		CITYPAY ACCOUNTS	01/01/2001	12/31/2001			ADMINISTRATIVE HEARING RECORDS	
	5		CHECK RECONCILIATION AUDIT	01/01/2001	12/31/2001			ADMINISTRATIVE HEARING RECORDS	
	10175	10029.3	COLLECTION ACCOUNTS PAID IN FULL	01/01/1997	06/30/1997			06/30/2004 C-01-02	14
	Iron Mountain Ref COLLECTION ACCOUNTS PAID IN #:								
	10176	10029.3	COLLECTION ACCOUNTS PAID IN FULL	07/01/1997	09/30/1997			09/30/2004 C-01-02	15
	Iron Mountain Ref COLLECTION ACCOUNTS PAID IN #:								
	15211	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001			12/31/2004 L-01-03	3
	Box Contents: LST 1627								
	Range Beginning Range Ending Range Description								
A	15212	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001			12/31/2004 L-01-03	5
B				01/01/2001	12/31/2001			CUSTOMER CORRESPONDENCE	
	Box Contents: LST 1627								

2/27/05 *[Signature]* Date *[Signature]* Date 2/27/05 *[Signature]* Date
 RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY

EXHIBIT 142

Audit # 222

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

02/01/2005 15:44:08

FM/COMMERCIAL SERVICES (151206)

Cost Center: ()
Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

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

Event (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Begin. Date	Ending Date	On Hold?	Destroy 01/01/2005	Location	Space#
	Box Contents: LIST 1627								
C	15213	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001			CUSTOMER CORRESPONDENCE	6
	Box Contents: LIST 1627								
E	15214	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001			CUSTOMER CORRESPONDENCE	7
	Box Contents: LIST 1627								
I	15215	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001			CUSTOMER CORRESPONDENCE	8
	Box Contents: LIST 1627								
M	15216	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001			CUSTOMER CORRESPONDENCE	9
	Box Contents: LIST 1627								
H Q	15217	10075.3	CUSTOMER CORRESPONDENCE	01/01/2001	12/31/2001			CUSTOMER CORRESPONDENCE	10
	Box Contents: LIST 1627								

Date 2/2/05 W. Miller RECORDS MANAGER
 Date 1/11/05 Patricia H. H. H. DEPARTMENT HEAD
 Date 2/23/05 [Signature] CITY ATTORNEY

EXHIBIT # 18

Audit # 222

02/01/2005 15:44:08

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

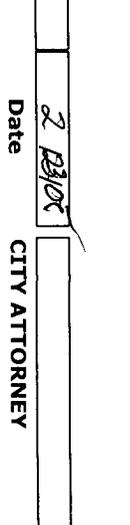
Cost Center: ()
Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

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 01/01/2005	Location	Space#
	File Number Iron Mountain Ref # Description								
	1	13322	10029.5 DEPOSIT RECEIPTS (DR'S)	03/01/1999	03/31/1999			03/31/2004 D-03-02	13
	Box Contents: LIST 1544								
	File Number Iron Mountain Ref # Description								
	1	12958	10029.5 DEPOSIT RECEIPTS (DR'S)	03/01/1999	03/31/1999			04/30/2004 C-07-05	7
	Box Contents: LIST 1506								
	File Number Iron Mountain Ref # Description								
	1	12957	10029.5 DEPOSIT RECEIPTS (DR'S)	04/01/1999	04/30/1999			05/30/2004 C-07-05	6
	Box Contents: LIST 1506								
	File Number Iron Mountain Ref # Description								
	1		DEPOSIT RECEIPTS/BANK DEPOSIT RECEIPTS/CASHIER BALANCE WORKSHEETS/	04/01/1999	05/30/1999			DEPOSIT RECEIPTS (DR'S)	
	2		MISC RECAP/LOOMIS RECORDS/CREDIT CARD SLIPS	04/01/1999	04/30/1999			DEPOSIT RECEIPTS (DR'S)	

2/22/05  RECORDS MANAGER Date

1/1  DEPARTMENT HEAD Date

2/23/05  CITY ATTORNEY Date

Audit # 222

02/01/2005 15:44:08

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

Cost Center: ()
Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

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

Event (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy 01/01/2005	Location	Space#
Box Contents: LIST 1506									
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
<input type="checkbox"/>	2	12959	10029.5 DEPOSIT RECEIPTS (DR'S)	04/01/1999	05/30/1999	DEPOSIT RECEIPTS (DR'S)		05/30/2004 C-07-05	8
Box Contents: LIST 1506									
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
<input type="checkbox"/>	2	12960	10029.5 DEPOSIT RECEIPTS (DR'S)	05/01/1999	05/30/1999	DEPOSIT RECEIPTS (DR'S)		06/30/2004 C-07-05	9
Box Contents: LIST 1506									
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
<input type="checkbox"/>	2	13323	10029.5 DEPOSIT RECEIPTS (DR'S)	06/14/1999	06/30/1999	DEPOSIT RECEIPTS (DR'S)		06/30/2004 D-03-02	14
Box Contents: LIST 1544									
	File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name			
<input type="checkbox"/>	1		DEPOSIT RECEIPTS, BANK DEPOSIT RECEIPTS, CASHIER BALANCE WORKSHEETS, MISC RECAP,	06/01/1999	06/30/1999				
<input type="checkbox"/>	2		LOOMIS BOOKS, SII CREDIT CARD RECEIPTS, ONLINE CREDIT CARD RECEIPTS	06/01/1999	06/30/1999	DEPOSIT RECEIPTS (DR'S)			

Date 2/1/05 W. Miller RECORDS MANAGER
 Date 1/1/05 W. Miller DEPARTMENT HEAD
 Date 2/1/05 W. Miller CITY ATTORNEY

EXHIBIT # 111

Audit # 222

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

02/01/2005
15:44:08

FM/COMMERCIAL SERVICES (151206)

Cost Center: ()
Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

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

Event (X) Code	Permanent Box Number	Record Code	Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy 01/01/2005	Location	Space#
	Box Contents: LIST 1506								
	3		6/2/99 THRU 6/11/99	06/01/1999	06/30/1999			DEPOSIT RECEIPTS (DR'S)	10
	Box Contents: LIST 1506								
	1		DEPOSIT RECEIPTS/BANK DEPOSIT RECEIPTS/CASHIER BALANCE WORKSHEETS/	07/01/1999	07/31/1999			DEPOSIT RECEIPTS (DR'S)	15
	Box Contents: LIST 1544								
	2		MISC RECAP/LOOMIS RECORDS/CREDIT CARD SLIPS	07/01/1999	07/31/1999			DEPOSIT RECEIPTS (DR'S)	15
	Box Contents: LIST 1544								
	1		CREDIT CARD RECEIPTS 8/3/99 THRU 8/11/99 DEPOSIT RECEIPTS, BANK	08/01/1999	08/31/1999			DEPOSIT RECEIPTS (DR'S)	14
	Box Contents: LIST 1544								
	2		DEPOSIT RECEIPTS, CASHIER BALANCE WORKSHEETS, MIS RECAP LOOMIS BOOKS	08/01/1999	08/31/1999			DEPOSIT RECEIPTS (DR'S)	14
	Box Contents: LIST 1544								
	1		CREDIT CARD RECEIPTS 8/12/99 THRU 8/31/99, LOOMIS BOOKS	08/01/1999	08/31/1999			DEPOSIT RECEIPTS (DR'S)	13
	Box Contents: LIST 1568								
	1		DEPOSIT RECEIPTS (DR'S)	09/01/1999	09/30/1999			09/30/2004 C-02-01	13

Date 2/2/05 W. Miller RECORDS MANAGER
 Date 1/1/05 [Signature] DEPARTMENT HEAD
 Date 2/2/05 [Signature] CITY ATTORNEY

EXHIBIT # A12

Audit # 222

Destruction Notification Rpt
City of Long Beach (CLB)

02/01/2005
15:44:08

Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

Cost Center: ()
Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 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 01/01/2005	Location	Space#
File Number Iron Mountain Ref # Description									
	1		DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, CODE 4/S, CREDIT CARD	09/01/1999	09/30/1999			DEPOSIT RECEIPTS (DR'S)	
	2		RECEIPTS 9/1 - 9/10/99	09/01/1999	09/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13712	10029.5	DEPOSIT RECEIPTS (DR'S)	09/01/1999	09/30/1999			09/30/2004 C-02-01	14
Box Contents: LIST 1568									
File Number Iron Mountain Ref # Description									
	1		CREDIT CARD RECEIPTS 9/13/99 THRU 9/30/99	09/01/1999	09/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13713	10029.5	DEPOSIT RECEIPTS (DR'S)	10/01/1999	10/30/1999			10/30/2004 C-02-01	15
Box Contents: LIST 1568									
File Number Iron Mountain Ref # Description									
	1		DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, CODE 4/S, 10/1 - 10/7/99	10/01/1999	10/30/1999			DEPOSIT RECEIPTS (DR'S)	
	2		CREDIT CARD RECEIPTS	10/01/1999	10/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13714	10029.5	DEPOSIT RECEIPTS (DR'S)	10/01/1999	10/30/1999			10/30/2004 C-02-01	16
Box Contents: LIST 1568									
File Number Iron Mountain Ref # Description									
	1		CREDIT CARD RECEIPTS 10/11 THRU 10/29/99	10/01/1999	10/30/1999			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	13715	10029.5	DEPOSIT RECEIPTS (DR'S)	11/01/1999	11/30/1999			11/30/2004 C-02-01	17
Box Contents: LIST 1568									

Date 2/2/05 RECORDS MANAGER [Signature] Date 1/11/05 DEPARTMENT HEAD [Signature] Date 2/2/05 CITY ATTORNEY [Signature]

EXHIBIT - A13

Audit # 222

Destruction Notification Rpt

City of Long Beach (CLB)

Unknown (TMP)

FM/COMMERCIAL SERVICES (151206)

02/01/2005 15:44:08

Cost Center: () Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

EXHIBIT # 14

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 01/01/2005	Location	Space#
<input type="checkbox"/>	1	13716	DEPOSIT RECEIPTS (DR'S)	11/01/1999	11/30/1999			11/30/2004 C-02-01	18
File Number Iron Mountain Ref # Description									
	1		CREDIT CARD RECEIPTS 11/11 THRU 11/29/99	11/01/1999	11/30/1999			DEPOSIT RECEIPTS (DR'S)	
Box Contents: LIST 1568									
<input type="checkbox"/>	1	13717	DEPOSIT RECEIPTS (DR'S)	12/01/1999	12/30/1999			12/30/2004 D-02-03	7
File Number Iron Mountain Ref # Description									
	1		CREDIT CARD RECEIPTS 11/11 THRU 11/29/99	11/01/1999	11/30/1999			DEPOSIT RECEIPTS (DR'S)	
Box Contents: LIST 1568									
<input type="checkbox"/>	2	13718	DEPOSIT RECEIPTS (DR'S)	12/01/1999	12/30/1999			12/30/2004 D-02-03	15
File Number Iron Mountain Ref # Description									
	1		DEPOSIT RECEIPTS (DR'S), LOOMIS RECEIPTS, WORKSHEETS, CREDIT CARD	12/01/1999	12/30/1999			DEPOSIT RECEIPTS (DR'S)	
	2		CARD RECEIPTS 12/2 THRU 12/9/99, CODE 4/5'S	12/01/1999	12/30/1999			DEPOSIT RECEIPTS (DR'S)	
Box Contents: LIST 1568									
<input type="checkbox"/>	1	13051	RECEIVERSHIPS	01/01/1997	12/31/1997			12/31/2004 383341219	0
File Number Iron Mountain Ref # Description									
	1		CREDIT CARD RECEIPTS 12/10 THRU 12/30/99	12/01/1999	12/30/1999			DEPOSIT RECEIPTS (DR'S)	
Box Contents: LIST 1513									
<input type="checkbox"/>		13392	RECEIVERSHIPS	01/01/1997	12/31/1997			12/31/2004 C-06-05	5
File Number Iron Mountain Ref # Description									
Box Contents: LIST 1551									

Date 2/2/05 Walter H. Givens Date 1/18/05 Sal J. Garcia Date 2/18/05

RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY

Audit #
222

Destruction Notification Rpt
City of Long Beach (CLB)

Unknown (TMP)

FM/COMMERCIAL SERVICES (151206)

02/01/2005
15:44:08

Cost Center: ()
Records Coordinator: MILLER, THURMOND Mail Drop: Phone: (562)570-7108 ext:

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

Event (X) Code	Permanent Box Number	Record Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy	Location	Space#
<input type="checkbox"/>	15857	10077.2	UTILITY CUSTOMER ACCOUNT CHANGE	01/01/2002	12/31/2002			12/31/2004 F-04-02	8

Box Contents: LIST 1700

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		REFUND CHECK FORMS & ADDENDUMS, ADDITIONAL BASELINE	01/01/2002	12/31/2002	UTILITY CUSTOMER ACCOUNT CHANGE INFORMATION
2		ALLOCATION FORMS, CCN CONTROL LOG SHEETS	01/01/2002	12/31/2002	UTILITY CUSTOMER ACCOUNT CHANGE INFORMATION

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department	=	34

(Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)

EXHIBIT #

Date 2/2/05 RECORDS MANAGER
 Date 1/18/05 DEPARTMENT HEAD
 Date 2/2/05 CITY ATTORNEY

RECORDS DESTRUCTION REQUEST

1. Date 03/9/05

Honorable Council of the City of Long Beach

2. The Human Resources/Risk Management/Safety 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
1	<p><u>ACCOUNTING DOCUMENTS</u></p> <p>Purchase Orders</p>	2000 - 2002	N/A	N/A
<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <i>Jan Sawyer</i> <small>RECORDS MANAGER</small></p>		<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p>		<p>14. REMARKS:</p>
<p>9. APPROVED: <i>[Signature]</i> <small>DEPARTMENT HEAD</small></p>		<p>11. By <i>M. Main</i> <small>CITY ATTORNEY</small></p>		
<p>10. DATE: <i>3/15/05</i></p>		<p>12. Title <i>Asst. City Atty</i></p> <p>13. Date <i>3/30/05</i></p>		

EXHIBIT "A16"

City of Long Beach

Records Destruction Request

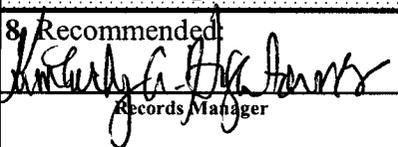
1 Date

2/14/2005

Honorable Council of The City of Long Beach

2 The Law (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
17	Live Bait	7495	1992-1993	2
	Zabaleta, Carlos Alfredo	8389	1994-1996	2
	Parsons, Mary	7997	1993-1996	2
	Duran, Conrad	8094	1994-1996	2
	Clarion Publications Inc.	8433	1995-1996	2
	California Amphibious Transportation, Inc.	8453	1995-1996	2
	Jefferson, Elizabeth	8365	1994-1996	2
	Watkins, Michelle	8280	1995-1996	2
	Garcia, Michele	8378	1995-1997	3
	Interinsurance Exchange of the Automobile Club	8458	1995-1997	3
	Elrod, Milton	8541	1995-1997	3
	Vals, Jeanie	8580	1995-1997	3
	Stavros, Louis	8615	1995-1996	3
	Gomez, Ana	8668	1995-1997	3
	Moody, Meri Lee	8677	1996-1997	3
	Interinsurance Exchange of the Automobile Club	8783	1996-1997	3
	Lugan, Ana L.	8809	1996-1997	3
	Johnson, Michael	8892	1996-1997	3
	Latronis, Mary	8686	1997	3
	Bankers Financial Services	8043	1992-1997	4
	Dorame, Manuel	9614	1991-1997	5
	Hillgruber Investment Corp.	7144	1991-1997	7
	BJ Auto Repair	8199	1993-1995	8
	Kitano, Akira	8399	1995-1996	8
	Brown, Garry	8588	1994-1997	8
Eberhart, Christopher	8390	1994-1996	8	
Kitano, Akira & Harriett	8454	1995-1996	8	
Goodman, Ronald	8468	1996	8	
Inigo, Angelica Aldama	8582	1995-1997	8	

For Departmental Use	City Attorney's Consent	
8 Recommended  Records Manager City Clerk Records Manager	Consent is hereby given to destroy the records enumerated above. Heather A. Mahood Assistant City Attorney	
9 Date <u>3-13-05</u>	10 By <u>Michael J. Morris</u>	
	11 Date <u>3/30/05</u>	
		EXHIBIT "A19"

City of Long Beach

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
17	Jones, Robert D. 7048	1990-1994	9&11	
	Hill, Debra II 8253	1994-1998	13	
	Maxwell, Luann 8678	1996-1998	13	
	Pullman, Lavon 8688	1996-1998	13	
	Vomar International, Inc. 8357	1996-1998	14	
	Tassy, Laszlo 8440	1995-1998	14	
	Haverland, Gary 8498	1995-1998	14	
	Traffic Control Service Inc. 8813	1997-1999	14	
	Schulze, Horst F. 8893	1997-1998	14	
	Hawthorne Machinery Co. 8959	1997-1999	14	
	Airpol Construction Inc. 8988	1996-1998	14	
	Esquivel, Juan (Blanco , P.) 9068	1997-1998	14	
	Johnson, Fred 8998	1991-1998	15	
	Szabatura, Steven 8366	1994-1998	15	
	Catalina Cruises 9143	1997-1999	15	
	Corona, Jose 9198	1998-1999	15	
	Sedillo, Margaret 9203	1998-1999	15	
	LBI Technologies Inc. 9276	1998-1999	15	
	Flores, Sylvia Ann Garcia 9211	1998-1999	15	
	Traffic Control Service Inc. 9370	1999	15	
	Black, Edmond James Jr. 9436	1998-99	15	
	Kertis, Timothy 8683	1994-98	16	
	Aguayo, Albert 8927	1996-1999	16	
	Roosevelt Base Foundation 9099	1998	16	
	McNealy, Dane 9145	1997-1999	16	
	Szabatura, Steven 8039	1994-1999	16	
	Yates, Kenneth Earl 8364	1996	16	
	Yates, Kenneth Earl 8375	1996	16	
	Alexander, Cheryl 8954	1997-1999	17	
	Omaha Airplane (Desciose) 7526	1993-1997	18	
	Union Pacific Railroad 8948	1994-1999	19	
	California 21 Auto Body/Paint 8973	1997-1998	19	

EXHIBIT "A18"

City of Long Beach

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
17	Wellborn, John A.	8318	1995-1998	32
	Morris, Steven	8575	1995-1997	32
	Lawlor, Mark	8706	1996-1998	32
	Berlie, Cecil	6012	1987-1991	34
	Driml, Robert	7223	1989-1995	34
	Fernandez, Mario dba Mexicana	7562	1991-1994	34
	Sheriff, Bishop John	7569	1992-1994	34
	Hanscom, Marcia	7855	1992-1996	34
	Hurd, Robert E.	7858	1992-1995	34
	Vitorino, Joao	7861	1992-1995	34
	Hull, Sherman	7904	1994-1995	34
	Harrell, Ned	7906	1993-1995	34
	Hancock, George	8066	1994-1995	34
	Cardullo, Tony (Taurus Enterprises)	7938	1993-1995	34
	Crellin, Jim	8168	1994-1995	34
	Urena, Miguel S.	8363	1994-1995	34
	National Technical Systems	8768	1997-1999	37
	Cox, Bonnie & Murry	9002	1997-1999	37
	Glazer, Barry A.	9193	1997-1999	37
	Surety	9250	1998-1999	37
	Long Beach Housing Action Association	7327	1992-1997	43
	Redevelopment Agency	8555	1996-1999	47&48
	Jensen, Mary E.	8369	1996-1999	60-62
	Taylor, Donna	8929	1997-1999	63
	P.R. Burke Corp.	9136	1998-1999	64
	Hughes, Mathew	8747	1996-1998	65
	Serrecchia, Donata	8861	1996-1999	67
	Gandarilla, Maria & Jose	8949	1998-1999	67
	Harding, Lars	9011	1998-1999	67
	Park, Tae Sam	8587	1996-1997	68
	Cherco, Beverly & James	8737	1997-1999	68
	Hurt, Jermaine	8889	1997-1999	68
	Rassouli, Hossian	8921	1997-1999	68
	Simsisulu, Hattie	9065	1998-1999	68
Wakimura, Dean T.	9080	1998-1999	68	
Reid, Wallace	9223	1998-1999	68	

City of Long Beach

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
17	County of Los Angeles	8428	1996-1999	70
	Murillo Construction Co.	9072	1998-1999	70
	Allstate Insurance Co.	9189	1998-1999	71
	Alamitos Land Co.	8260	1995-1999	72
	Nunez, Betty	9044	1998-2000	72
	Oswald & Yap	9082	1998-1999	72
	Delgadillo, Bernave	8987	1998-1999	73
	Austin, Cheryl	8358	1996-1998	74
	Lewis, Don L.	8712	1997-1999	74
	Miller, Susan aka Suzanne	8733	1997-1998	74
	Huso, Faye	8760	1997-1998	74
	Franklin, Robert L.	8885	1997-1998	74
	LB/Signal Hill/Seal Beach Oil & Gas Producers	7617	1993-1998	75
	Lee, Marshall	8165	1995-1998	75
	Carpenter, Donald J.	7559	1993-1997	75
	Friedland, Joel B.	8451	1996	75
	Long Beach Container Terminal Inc.	7697	1993-1998	76
	Johnson, Sharonlyn & Nesvold, Roy	8810	1997-98	77
	Thiel, Ann Denise	8317	1995-1998	78
	Hartnett, Michael	8463	1996-1997	78
	State Farm Mutual Automobile Insurance Co.	8821	1997-1998	78
	Powell, John	8920	1997-1998	78
	Cerda, Karen & Gerardo	8996	1998	78
	Petrolane Inc.	7614	1993-1998	79
	Mora, James	8492	1996-1998	79
	California Capital Insurance Group	8819	1997-1998	79
	Cabral, Heidi	8877	1997-1998	79
	Espinoza, Frank	7541	1993-1997	80
	Paladino, Jillianne	7899	1994-1998	80
	Burke, Dorothy M.	8578	1996-1998	80
	McCoy, James O.	8604	1996-1998	80
	Lepper, Helen	8655	1997-1998	80
	Overbaugh, Lorraine	8876	1997-1998	80
	Petrolane Gas Service Limited Partnership	7002	1991-1995	81 & 82

City of Long Beach

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
17	Totton, Richard 8567	1996-1999	86	
	Souadress-Hedley, Lisa 9001	1998-1999	86	
	20th Century Insurance Co. 9018	1998-1999	86	
	Thomas, Terry 9064	1998-1999	86	
	First Fidelity Thrift & Loan 7795	1994-1998	87	
	State Farm Mutual Automobile Insurance Co. 8442	1996-1998	87	
	Cooper, Anasa 8890	1997-1999	87	
	Schmidt, Paul & Shafer, Hannah 9000	1998	87	
	Zuniga, Ricardo Figueroa 7335	1992-1997	88	
	Onubah, Benjamin 8191	1995-1999	92	
	Ramirez, Dianna I. 8560	1996-1999	92	
	Smith, Doris 8786	1997-1999	92	
	Tomlin, Patricia Ann 8925	1997-1999	92	
	Garcia, Jose Angel 8918	1998-1999	92	
	Stanley, Nancy 8669	1997-1999	93	
	Kurdy, Nadia 9187	1998-1999	93	
	Renteria, Maria Rosales 6958	1991-1997	94	
	Young, Wilma 7719	1994-1997	94	
	Sotelo, Heidi 7882	1994-1997	94	
	Harco, Nicanor 8637	1996-1997	94	
	Fogarty, Rowland 8554	1996-1998	94	
	Lonchar, Jean 8382	1996-1997	94	
	Wright, Chele Rene 8081	1995-1997	94	
	Bengel, Gene 7948	1994-1997	94	
	Pacific Land Sales Inc. 400-2086	1992-1998	98	
	Transcon Lines 400-2065	1992-1998	98	
	Gaines, Charlesetta 8394	1996-1998	98	
	System M 8778	1997-1998	98	
	TPM Financial Group Seven, Inc. 8805	1997-1998	98	
	Merry Lynn Rebar Inc. 8979	1998	98	
	Hathaway, Leticia 6232	1987-1988	471	
	Queensway Wharf Sportfishing 6245	1988	471	
	Kimmett, Jessie 6282	1987-1988	471	
	Long Beach Police Officers 6233	1987-1988	471	
	Zimring, Philip 6244	1987-1988	471	

EXHIBIT "A20"

City of Long Beach

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
17	Lewis, Catherine	6040	1987-1988	473
	Jackson, Jon	5959	1987-1988	473
	Adalor, Rendo	6003	1987-1988	473
	Newman, William	6021	1987-1999	473
	Chance, Donna	6027	1987-1988	473
	Chrisman, Scott	6005	1987-1988	473
	Pultz, Robert Lee	7384	1992-1996	682
	Anthony, Matthew	7990	1994-1995	679
	Nehad, Ayyoub	7717	1991-1995	679
	Agredano, Armando	7690	1993-1995	679
	Leslie, Robert Andrew	7658	1995	679
	Oceangate Square Homeowners	8624	1996-1997	Records
	McCulloch Int'l Airlines	8981	1998	Records
	Bretz, Robert H.	9048	1998-1999	Records
	Suh, Myung Hee	400-4039	1995	Records
	Marrujo, Ernest & Gudelia	400-3090	1996	Records
	Magallanes, Robert	400-5079	1998	Records
	James, Bill R.	400-5089	1998	Records
	Antode, Angel	400-5101	1998	Records
	East Coast Bagel Co.	400-5066	1999	Records
	Martin, Shirley J.	400-5116	1999	Records
	Weber, Josef Daniel & Seda	400-5117	1999	Records
	Samples, Claudia Lorraine	400-5118	1999	Records
	Soderman, Leonard Walter & McIntyre Stacy	400-5120	1999	Records
	Dickens, Samuel L.	400-5123	1999	Records
	James, Bill R.	400-5124	1999	Records
	Graham, Gertrude Bete	400-5125	1999	Records
	Cassiano, Alan R. & Vicky R.	400-5126	1999	Records
	Steves, Steven Shiloh	400-5127	1999	Records
	Gamboa, Anthony	400-5128	1999	Records
	Mishlove, Juanita Yesenia	400-5129	1999	Records
	C.O.D. Plumbing & Heating	400-5130	1999	Records
	Hart, Jonathan & Debra	400-5131	1999	Records
	Dangerfield, Deonna Latrece	400-5132	1999	Records
	Long Beach Health Management	400-5133	1999	Records
	Kirstein, Alek & Imelda	400-5134	1999	Records
Lee, Eun Kyund	400-5135	1999	Records	
Patel, Pravin & Alka	400-5136	1999	Records	

