



AGENDA REPORT

Meeting Date: August 19, 2008
Item Number: F-5
To: Honorable Mayor & City Council
From: Patty Ogden, Assistant City Clerk
Subject: **RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA (ADMINISTRATIVE SERVICES, CITY CLERK, INFORMATION TECHNOLOGY, POLICE, AND POLICY & MANAGEMENT DEPARTMENTS)**

Attachments:

1. Resolution
2. Exhibits A-E

RECOMMENDATION

Staff recommends adoption of the Resolution authorizing destruction of certain public records.

INTRODUCTION

Pursuant to the California Government Code and the Records Program for the City of Beverly Hills, the City Council must approve changes to the City's records program and authorize destruction of certain public records.

DISCUSSION

This resolution authorizes the destruction of certain public records listed

Meeting Date: August 19, 2008

in Exhibit "A" through "E" for the Administrative Services, City Clerk, Information Technology, Police, and Policy and Management Departments. Please note, Information Technology is requesting to destroy original videotapes of the City Council meetings prior to 2004. Per Government Code Section 34090.7, videotapes are required to be held for only 90 days and the City's current retention policy retains the videotapes for 5 years. Two main factors to make this request at this time is the deterioration of the original media and future storage limitations. If the Council decided to retain a record of all meetings, it would cost approximately \$150,000 to \$170,000 to convert all meetings to DVD media.

The requests for records destruction have been signed by the appropriate Department Heads and are pursuant to the California Government code and the Records Program for the City. The City Clerk, City Attorney and City Manager have also reviewed the requests and approve the destruction of these records.

FISCAL IMPACT

There is no fiscal impact.

n/a

Finance Approval

Byron Pope 

Approved By

RESOLUTION NO. 08-R-

RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY
AUTHORIZING AND DIRECTING THE CITY CLERK TO
DESTROY CERTAIN CITY RECORDS AND DOCUMENTS
PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF
CALIFORNIA (ADMINISTRATIVE SERVICES, CITY CLERK,
INFORMATION TECHNOLOGY, POLICE, AND POLICY AND
MANAGEMENT DEPARTMENTS)

WHEREAS, Section 34090 of the Government Code of the
State of California provides for the destruction of certain
City records and documents with the approval of the
legislative body by Resolution and the written consent of
the City Attorney; and

WHEREAS, the departments listed in the title above
have prepared lists of City records and documents
recommended for destruction (attached hereto as Exhibits
"A" through "E"); and in the opinion of the Department
Heads concerned, the City Clerk, City Attorney and City
Manager, said City records and documents are no longer
required; and

WHEREAS, the City Attorney has consented to the
destruction of such documents and records;

NOW, THEREFORE, the Council of the City of Beverly
Hills does hereby resolve as follows:

Section 1. The City Clerk or Records Coordinator for
each City department is hereby authorized and directed to
destroy those items listed in Exhibits "A" through "E"
attached, pursuant to procedures established in the Records
Program for the City of Beverly Hills.

Section 2. The City Clerk shall certify to the
adoption of this Resolution and shall cause this Resolution

and his certification to be entered in the Book of Resolutions of the Council of the City.

Adopted:

BARRY BRUCKER
Mayor of the City of
Beverly Hills, California

ATTEST:

(SEAL)
BYRON POPE
City Clerk

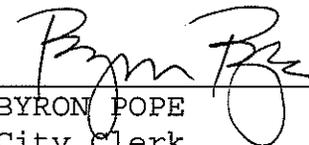
Approved as to form:



LAURENCE S. WIENER
City Attorney

Approved as to content:

RODERICK J. WOOD
City Manager



BYRON POPE
City Clerk

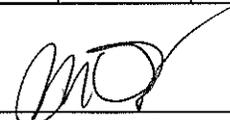
DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
FA 3-16 FA 3-17 FA 3-16	Utility Payment Stubs – 7 boxes Correspondence (Utility) – 2 boxes Payment Interface Report -9 boxes	X X X		2005 2001-2004 2001, 2003, 2005
FA 3-7 FA 3-1c FA 3-15	Security Alarm Payment Reports-1 box Cash Receipts - 1 box Miscellaneous Work Orders – 3 boxes	X X X		2004 1994-2004 2002-2005

APPROVED: _____


Scott Miller
Department Head


City Attorney

DATE: _____

7-1-08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
ID.2	Firefighter 2003 Recruitment Applications – passed written exam, no physical agility	X		07/25/03
	Test, answer sheets, copies of exams	X		07/25/03
ID.2	Firefighter 2005 Recruitment Firefighter Applications – passed written exam and passed oral – not recommended for hire	X		02/17/05
	Applications – no show	X		02/15/05
	Applications – failed written test	X		02/15/05
	Applications – passed written examination failed oral	X		02/17/05
	Applications - disqualified	X		02/17/05
	Applications - late	X		02/28/05
	Applications – passed written examination – no oral (A-R)	X		02/17/05
	Applications – passed written exam and passed oral - not recommended for hire	X		02/17/05
	Ratings Sheets – passes oral, but not recommended for hire	X		04/22/05
	Firefighter Written Exam – answer sheets	X		03/20/05
1D.2	Police Recruitment			
	Lateral Police Officer	X		2004-05
	Police Officer -entry level	X		2004-05
1D.2 1D.1	Communications Dispatcher – entry level	X		2004-05
	Parking Enforcement Officer - 2005			
	Parking Enforcement Officer – no show applicant written	X		2005
	Parking Control Officer	X		2005

APPROVED: _____

Date 8-12-08 Department Head



City Attorney
FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IV.B	PH – Amend Fees & Charges for FY 2005-2006	X		01/03/06
I.B	PH –Common Interest Developments	X		01/03/06
	Cable TV workshop notebook		X	1984
	Cable TV correspondence		X	2000
	Gas Company correspondence		X	2003
	BH Weekly Proof of Publication	X		2004
	BH Courier Proof of Publication	X		2004
	Administrative Regulations transmittals	X		2001-2004
	Administrative Regulations Table of Contents	X		2003
	City Attorney Practical Manual		X	1984
	Employee Leave Report		X	2003-2004
	City Clerk instruction manual		X	1990
	Claims transmittal form	X		2004
	Employee telephone directory		X	2001
Workbook for City’s website		X	2001	

APPROVED: Patty Ogden
 -COA Department Head

[Signature]
 City Attorney

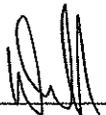
DATE: 8-5-08

FORM A

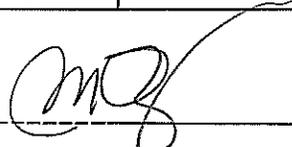
DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
Videotapes	City Council Study Sessions	X		1986 to 2003
Videotapes	City Council Formal Meetings	X		1986 to 7/2003
Videotapes	Planning Commission Meeting	X		1986 to 2003
Correspondence	Cable TV Resident Complaints	X		1982 to 2003

APPROVED: 

Department Head


City Attorney

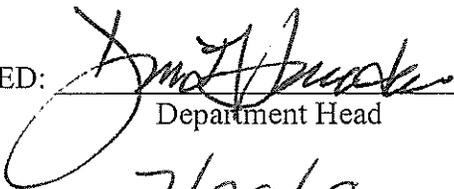
DATE: 7/28/08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
(5) (c) (6) (a)	Traffic Accident Officers Investigation-(Preventable)	X		<p>June 2005:</p> <p>Case #: 05-6864, 05-7383, 05-5524, 05-6913, 05-2958, 05-4995, 05-5668, 05-6569, 05-6105, 05-3832, 05-2672, 05-6079</p>
(5) (c) (6) (a)	Traffic Accident Officers Investigation-(Preventable)	X		<p>Before July 2006:</p> <p>Case #06-243, 06-275</p>

APPROVED: 
 Department Head


 City Attorney

DATE: 7/29/08

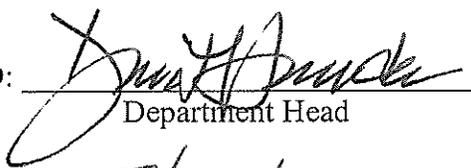
FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
(3) (b) (3)	Professional Standards Unit/Personnel Complaint File: (Terminated/Resigned/Retired Employees)	X		Year 2001: Case #: 01-84, 01-85, 01-86, 01-87, 01-89, 01-92, 01-95.
(3) (b) (3)	Professional Standards Unit/Personnel Complaint Files: (Terminated/Resigned/Retired Employees)	X		Year 2002: Case #: 02-04, 02-06, 02-09, 02-10, 02-15, 02-21, 02-25, 02-28, 02-39, 02-48, 02-65.

APPROVED: _____


Department Head


City Attorney

DATE: _____

7/29/08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
(3) (b) (2)	Professional Standards Unit/Personnel Complaint File/Sustained Personnel Complaints (Current Employees)	X		Year 2001: Case #: 01-78.
(3) (b) (2)	Professional Standards Unit/Personnel Complaint Files/Sustained Personnel Complaints (Current Employees)	X		Year 2002: Case #: 02-05, 02-08, 02-14, 02-19, 02-26, 02-27, 02-29, 02-31, 02-36, 02-45, 02-53, 02-54, 02-59, 02-61, 02-71.

APPROVED: 
Department Head


City Attorney

DATE: 7/29/08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
(3) (b) (1)	Professional Standards Unit/Personnel Complaint Files: (None-Sustained)	X		Year 2001: Case #: 01-27, 01-29, 01-30, 01-37, 01-38, 01-79, 01-90, 01-91, 01-93.
(3) (b) (1)	Professional Standards Unit/Personnel Complaint Files: (None-Sustained)	X		Year 2002: Case #: 02-01, 02-02, 02-03, 02-07, 02-11, 02-12, 02-13, 02-16, 02-17, 02-18, 02-20, 02-22, 02-23, 02-30, 02-32, 02-33, 02-34, 02-35, 02-37, 02-38, 02-40, 02-41, 02-42, 02-43, 02-44, 02-46, 02-47, 02-49, 02-50, 02-51, 02-52, 02-55, 02-56, 02-57, 02-58, 02-60, 02-62, 02-63, 02-66, 02-67, 02-68, 02-69, 02-70.

APPROVED: 
Department Head


City Attorney

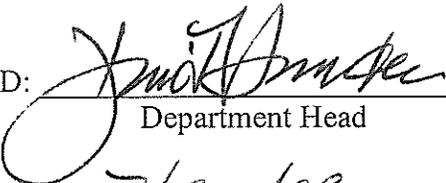
DATE: 7/29/08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
(5) (c) (6) (b)	Traffic Accident Officers Investigation-Non-Preventable	X		After June 2005: Case # LAPD-05-1818753, 05-3483, 05-7128, 05-4141, 05-7854, 05-4236.
(5) (c) (6) (b)	Traffic Accident Officers Investigation-Non-Preventable	X		Before July 2006: Case #06-218, 06-3770, 06-3601, 06-3299

APPROVED: 
 Department Head


 City Attorney

DATE: 7/29/08

FORM A

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IF5	Civic Center Design Competition Part B	X	X	1982
IH3	Red Notebook (Newspaper Clippings)	X	X	1982
IF2A	Southern Pacific Railroad	X	X	1983
IA3	Municipal Facilities Assessment	X	X	1985
IH3	Civic Center Design Competition	X	X	1982-1983
IG4A	Pacific Bell Telephone Company	X	X	1984
IH3	Civic Center Design Competition	X	X	1982-1983
IF5	Civic Center Design Competition Part A	X	X	1982
IA3	BH City-Wide Parking Program	X	X	1984
IE1A	B.H. Industrial Area Plan	X	X	1989
IE1A	B.H. Industrial Area Plan	X	X	1989
IA3	B.H. and Canyon Area Street Guide Directory 1981	X	X	1981
IA3	B.H. and Canyon Area Street Guide Directory 1981	X	X	1981
IE1A	UCLA Mixed Use Medical Development	X	X	
VIA	The Emergency Preparedness Commission	X	X	1978
VC	Property Management Notebook	X	X	1988
IIIB2	School District Funding	X	X	1986
IG4A	Local, Regional, and State Policy and Planning for Telecommunications and Information Resources	X	X	1984
IG4A	The Shelter Manager’s Manual	X	X	1963
VIA	Citizens Committee On Police Facilities and Services	X	X	1980
VIA	Citizens Committee on Police Facilities and Services	X	X	1980
IG4B	Motivating Managers	X	X	1982
IVB	Greystone Historical Report	X	X	1984
IVB	Greystone Historical Report	X	X	1984
IVB	Greystone Historical Report	X	X	1984
IVB	Greystone Historical Report	X	X	1984
IVB	Greystone Historical Report	X	X	1984

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Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IE1B IA2 IA1	Telecommunications Master Plan Telecommunications Southern Pacific Railroad Crossing Santa Monica @ Wilshire Blvd.	X X X	X X X	11/18/1999 1998-1999 1976

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IIC	Accounting	X	X	2003
IIC	All Star Agency	X	X	2003
IG4B	Office	X	X	2003
IH1	BHMC Board	X	X	2003
IA3	Banks	X	X	2003
E4	Rodeo D. Committee	X	X	2003
IH3	B.H. Attractions	X	X	2003
IH3	Mus. Of TV & Radio	X	X	2003
IA3	Business List	X	X	
IA3	B.H. Chamber	X	X	2003
IH3	B.H. CVB	X	X	2003
IF3	L.A. CVB	X	X	2003
IH2	Hotels	X	X	
IH2	Restaurants	X	X	2003-2004
IF4B	City Master Plan	X	X	
IH1	B.H. Trolley	X	X	2000
IF5	Recreation & Parks	X	X	2003
IA3	B.H. Chamber	X	X	2002-2003
IF4B	F&G Festival	X	X	2002
IE1B	City Government	X	X	2003
IA3	Walk of Style	X	X	2003
IA3	Rodeo Plaza	X	X	2003
IA3	Holiday	X	X	2004
IF4B	Holiday Lighting	X	X	2003
IF4B	Holiday Focus Groups	X	X	2003
IF4B	F&G Festival	X	X	2003
IG1	BHMC Insurance	X	X	2003
IIC	Budget	X	X	2003
IIC	Budget	X	X	2004
IA3	Legal	X	X	2003
IA3	Design	X	X	2003
IF4B	Events	X	X	2003

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IA3	Southern Pacific – Public Information Docs	X	X	1987
IA3	Southern Pacific – Relocation of Southern California Edison Lines	X	X	1984
IA3	Southern Pacific – Implementation Alternatives	X	X	1983
IH1	Southern Pacific – Meeting with Council-Members Ellman and Spadaro	X	X	1984
IA3	Southern Pacific – Lease at Westwood Siding Termination	X	X	1989
IH1	Southern Pacific – Meeting Minutes and Official Correspondence	X	X	1986-1987
IH1	Southern Pacific – Meeting Minutes and Official Correspondence	X	X	1986
IH1	Southern Pacific – Meeting Minutes and Official Correspondence	X	X	1984-1985
IA1	Southern Pacific – Parcel 8	X	X	1988
IA1	Southern Pacific – Parcel 12	X	X	1988
IA1	Southern Pacific Negotiations Parcel 12	X	X	1984

DESTRUCTION LIST - ORIGINALS

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Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IA3	Municipal Services Center (Industrial Park – David Rowen)	X	X	1978
IA3	Municipal Services Center (Park/Recreation Facility)	X	X	1977
IA3	Municipal Services Center (Industrial Park)	X	X	1977
IA3	Municipal Services Center (Industrial Park)	X	X	1978
IA3	Industrial Area	X	X	1978-1981
IA3	Municipal Service Facilities	X	X	1971-1974
IA3	Municipal Service Center	X	X	1977
IH1	Proposals	X	X	1987
IIC	Southern Pacific – Settlement Status	X	X	1988
IIC	Southern Pacific – Appraisal: Parcels 9, 10 & 11	X	X	1986
IIC	Southern Pacific – Assessment District for Parcels 14, 15 and 16	X	X	1985
IA1	Southern Pacific – Correspondence	X	X	1987
IA1	Southern Pacific Railroads	X	X	1984
IA1	Southern Pacific General	X	X	1987
IIC	Railroad Right-of-Way Implementation Alternatives	X	X	1983
IIC	Southern Pacific – Right-of-Way	X	X	1986-1987
IA1	Southern Pacific – Right-of-Way	X	X	1981-1987
IA1	Southern Pacific – Santa Fe Pacific Realty Corporation	X	X	1985-1986
IA1	Southern Pacific – Consulting Services	X	X	1987
IIC	Southern Pacific – Settlement Status	X	X	1986
IIC	Southern Pacific – Southern California Edison Issues	X	X	1985
IIC	Southern Pacific – Strategy for Negotiations	X	X	1984
IIC	Southern Pacific – Up Date Notes	X	X	1984
IA1	Southern Pacific – Parcel 15	X	X	1987
IA1	Southern Pacific – Parcel 15	X	X	1985
IA1	Southern Pacific – Parcel 17	X	X	1985

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
	Correspondence			
IVA	Roderick J Wood July 15	X	X	2005
IVA	Roderick J Wood July 1	X	X	2005
IVA	Roderick J Wood June 17	X	X	2005
IVA	Roderick J Wood June 3	X	X	2005
IVA	Roderick J Wood April 29	X	X	2005
IVA	Roderick J Wood April 1	X	X	2005
IVA	Roderick J Wood March 11	X	X	2005
IVA	Roderick J Wood February 25	X	X	2005
IVA	Roderick J Wood February 11	X	X	2005
IVA	Roderick J Wood January 28	X	X	2005
IVA	Roderick J Wood January 21	X	X	2005
IVA	Roderick J Wood January 14	X	X	2005
IVA	Roderick J Wood December 30	X	X	2004
IVA	Roderick J Wood December 17	X	X	2004
IVA	Roderick J Wood December 10	X	X	2004
IVA	Roderick J Wood November 24	X	X	2004
IVA	Roderick J Wood October 16	X	X	2004
IVA	Roderick J Wood October 1	X	X	2004
IVA	Roderick J Wood August 27	X	X	2004
IVA	Roderick J Wood August 20	X	X	2004
IVA	Roderick J Wood December 12	X	X	2003

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IIC	SBC Billing	X	X	2003
IIC	SBC Calling Cards	X	X	2003
IIC	SBC Phone Info	X	X	2003
IVB	Miscellaneous	X	X	2004
IIB	Monthly Billing January 5	X	X	2004
IIB	Monthly Billing May 7	X	X	2004
IIB	Monthly Billing January 31	X	X	2006
IIB	Monthly Billing December 29	X	X	2005
IIB	Monthly Billing October 20	X	X	2005
IIB	Monthly Billing October 31	X	X	2005
IIB	Monthly Billing May 6	X	X	2005
IIB	Monthly Billing December 7	X	X	2004
IIB	Monthly Billing November 3	X	X	2004
IIB	Monthly Billing October 15	X	X	2004
IIB	Monthly Billing August 30	X	X	2004
IVB	Selling Property Under Threat of Condemnation	X	X	2004
IIB	Monthly Billing January 6	X	X	2006
IIB	Monthly Billing September 2	X	X	2005
IVB	Cities of Monrovia November 11	X	X	2005
IIB	Monthly Billing December 7	X	X	2005
IVB	Impact vs. Intent	X	X	2005
IIB	Monthly Billing April 4	X	X	2005
IIB	Monthly Billing March 4	X	X	2005
IIB	Monthly Billing February 3	X	X	2005
IIB	Monthly Billing January 6	X	X	2005
IIB	Monthly Billing August 11	X	X	2005
IIB	Monthly Billing August 2	X	X	2005
IIB	Monthly Billing June 29	X	X	2005

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IIC	An Analysis of the Business License Programs of the City of B.H.	X	X	
IIC	B.H. Visitors Bureau Hotel Marketing Study.	X	X	1987
IVB	B.H. Marketing Retail Survey Results	X	X	2003
IVB	B.H. Marketing Survey	X	X	2003
IG5	Time Cards	X	X	2003
IA3	Mailing Houses	X	X	2003
	The Phelps Group	X	X	2003
E4	Rodeo Drive Committee	X	X	2003
VIIC	Janine Vigus	X	X	2003
IIA	FedEx	X	X	2003
IA3	Postage Rate Info	X	X	2003
G	Subscriptions	X	X	2003
E4	BHMC Business Info	X	X	2003
E4	BHMC Strategic Plan Overview	X	X	2003
IVB	California Retail Survey	X	X	2003
E4	BHMC FY 03/04 Plan Budget	X	X	2003-2004
E4	BHMC Holiday 03 Program Outline & Recommendation	X	X	2003
E4	BH Marketing Inc Partnership Mrktg Plan	X	X	2003
E4	BH Marketing Inc Partnership Mrktg Plan	X	X	2003
E4	BH Marketing Inc Partnership Mrktg Plan	X	X	2003
E4	BH Marketing Inc Partnership Mrktg Plan	X	X	2003
IIC	Mike Bio	X	X	2003
IIC	BHMC – Articles	X	X	2003
IIC	Mary’s Expenses	X	X	2003
IIC	Expenses – Mike	X	X	2003
IIC	Expenses – Regina	X	X	2003
IIC	Kinko’s	X	X	2003
IIC	Accounting – General	X	X	2003

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IVA1	Weekly Management Report	X	X	2005
IVA1	Closed Session Meeting May 17	X	X	2005
IVA1	Closed Session Meeting March 15	X	X	2005
IVA1	Closed Session Meeting March 1	X	X	2005
IVA1	Closed Session Meeting Feb 15	X	X	2005
IVA1	Closed Session Meeting Feb 1	X	X	2005
IVA1	Closed Session Meetings Jan 10	X	X	2005
IA3	Meralee Goldman Correspondence	X	X	1999
IH1	Levyn – Proclamations 4/96-9/96	X	X	1996
IH1	Levyn – Proclamations 10/96	X	X	1996
IH1	Meralee Goldman – Proclamations Mar-July	X	X	1997
IH1	Meralee Goldman – Proclamation Aug-Mar	X	X	1998
IB2	Certificates	X	X	2002
IH1	Proclamations	X	X	2002
IA3	Bronte Letters	X	X	2001
IA3	Egerman Correspondence	X	X	2001
IB2	Certificates	X	X	2001
IB2	Certificates	X	X	2000
IH1	Proclamations	X	X	2001
IH1	Proclamations	X	X	2002
IB2	Certificates	X	X	2002
IA3	Levyn Letters/Proclamations	X	X	2000
IH1	MG Proclamations	X	X	2003
IH1	MG Certificates	X	X	2003
IH1	Les Bronte Proclamation Mar – Oct	X	X	1998
IA3	Thomas Levyn Correspondence	X	X	1999-2000
IA3	Les Bronte Correspondence	X	X	1999
IA3	Letters to Egerman	X	X	2001
IB2	Promotions	X	X	2003
IH3	Ad Agencies	X	X	2003

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IIC	Preliminary Due Diligence Budget and Project Schedule	X	X	1999
IVB	Lot D Traffic Impact Analysis Final Report	X	X	2000
IE1B	Project Manual for Beverly-Canon Retail	X	X	2001
IIA	Schedule of Reimbursable Expenses	X	X	2002
IIC	Preliminary Due Diligence Design Budgeting and Scheduling	X	X	1999
IIC	Preliminary Due Diligence Design Budgeting and Scheduling	X	X	1999
IIC	Claim for Construction Cost Impacts	X	X	2004
IVB	Tieback Hearings	X	X	2002
IVB	Limited Appraisal of Real Property	X	X	1998
IVB	Lot D Traffic Impact Study	X	X	2002
IVB	Lot D EIR Traffic Impact Study	X	X	2002
IVB	Phase I Environmental Site Assessment	X	X	1999
IVB	Gorian & Associates, INC	X	X	2000
IVB	Geotechnical Site Investigation	X	X	1999
IIC	Claim for Construction Cost Impacts	X	X	2002
IVA1	Weekly Management Report May 17	X	X	2005
IVA1	Weekly Management Report May 17	X	X	2005
IVA1	Weekly Management Report May 3	X	X	2005
IVA1	Weekly Management Report May 3	X	X	2005
IVA1	Weekly Management Report April 26	X	X	2005
IVA1	Weekly Management Report April 26	X	X	2005
IVA1	Weekly Management Report March 15	X	X	2005
IVA1	Weekly Management Report March 15	X	X	2005
IVA1	Weekly Management Report March 1	X	X	2005
IVA1	Weekly Management Report March 1	X	X	2005
IVA1	Weekly Management Report Feb 15	X	X	2005
IVA1	Weekly Management Report Feb 15	X	X	2005
IVA1	Weekly Management Report Jan 15	X	X	2005
IVA1	Weekly Management Report Jan 05	X	X	2005
IVA1	Weekly Management Report Feb 1	X	X	2005
IVA1	Weekly Management Report Feb 1	X	X	2005
IVA1	Weekly Management Report Jan 25	X	X	2005

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IIA	Arrowhead Waters	X	X	2001-2002
IIA	Creative Computers	X	X	2001-2002
IIA	Dan Booth	X	X	2001
IIA	Purchase Order	X	X	2001
IA3	Assembly 42 nd Candidates Forum	X	X	2000
IA3	Candidates Forum	X	X	1999-2000
IH1	Meetings	X	X	2003
IIA	Broadcasting and Cable	X	X	2003
IIA	California Journal	X	X	2003
IIA	USPS	X	X	2003
IG1	Retiring Commissioners	X	X	2001
IA3	Media List	X	X	1997-1999
IIA	The Los Angeles Business Journal	X	X	1998
IIA	Multichannel News	X	X	1992
IB2	Proclamation Requests	X	X	2000
IIA	Purchasing Information	X	X	1994-2000
IH1	Speeches / Remarks to Groups	X	X	2000
IB7	Complaints	X	X	2001
IH1	Posted Agendas	X	X	2003
IH1	Posted Agendas	X	X	2002
IA3	DCS	X	X	2001
IA3	Interoffice Communication	X	X	1998-2000
IA3	Biological Terrorism Exercise	X	X	1998-2001
IA3	Correspondence	X	X	2001
IG4B	Procedures	X	X	1999-2001
I4B	Council Invitation July – Dec	X	X	2002
IG4B	EMIS	X	X	1999-2004
IA3	Cultural Center Letters	X	X	2000
IB2	VR Letters and Proclamations	X	X	2000-2001
I4	Photographer for Portraits	X	X	2000
IA2	Congratulatory Letters	X	X	2000
IA2	Incoming Letters	X	X	2000
IVB	Invite Letters	X	X	2003

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
I4B	Declined Proclamations & Invitations	X	X	1999
IB2	Proclamations Oct	X	X	1999
IB2	Proclamations June/Sept	X	X	1999
IB2	Les Bronte Proclamations Nov-Mar	X	X	1998-1999
IB2	Alexander Proclamations	X	X	1996
IB2	Alexander Proclamations	X	X	1995
IB2	Proclamations Vicki Reynolds	X	X	1995
IB2	Proclamations Vicki Reynolds	X	X	1994
	Letters of Congratulations	X	X	1994
IA2	Letters of Congratulations	X	X	1994
IA2	Letters of Congratulations	X	X	1992
IIA	Federal Express	X	X	2003
IIA	Mary Frost (Forte Gifts)	X	X	1998-2003
IIA	Federal Express	X	X	1995-2001
IIA	First Choice Messenger	X	X	2000-2004
IIA	Creative Computers	X	X	1999-2000
IIA	Michael Cart	X	X	2001-2002
IIA	Cancelled P.Os	X	X	1998
IIA	Books/Publications/Subscriptions	X	X	2000
IIA	A-VIDD Electronics	X	X	2001
IIA	Purchase Order	X	X	1998
IIA	Allstage Equipment	X	X	1997
IIA	Boise	X	X	2004
IH2	1998-2002	X	X	1998-2002
IIA	VTR Video	X	X	2001
IIA	The Tape Company	X	X	2001
IIA	Kramer Firm Inc	X	X	2001
IIA	Birns & Sawyer	X	X	2001
IIA	Roger Steffens	X	X	2001
IIA	Boise Cascade	X	X	2001
IIA	Location Sound	X	X	2001

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IA3	Maxwell Salter Correspondence	X	X	1991
IH1	Mayor Vicki Reynolds Schedule	X	X	1991
IVB	Vicki Reynolds Invitation List	X	X	
IG1	Vicki Reynolds Workers Comp	X	X	1992
ID	Bernard J Hecht	X	X	1988-1989
IA3	Bernard J Hecht Correspondence	X	X	1990
IA3	Bernard Hecht Correspondence	X	X	1991
IA3	Bernard Hecht Correspondence	X	X	1992
IVB	Invitations to Mayor Alexander	X	X	1990
IH1	Civic Center Dedication – Speech	X	X	1991
ID	Allan J Alexander Chronological	X	X	1988-1989
IA3	Allan Alexander Correspondence	X	X	1990
IA3	Inter-Office Correspondence	X	X	1991
IH1	General Schedule	X	X	1990-1992
IVB	Consulates	X	X	1991
IVB	City Council Committees	X	X	1991
IA3	General Correspondence	X	X	1990
IA3	Vicki Reynolds Correspondence	X	X	1991
IA3	Vicki Reynolds Correspondence	X	X	1992
IA3	Vicki Reynolds Correspondence	X	X	1992
IG4B	Form Letters	X	X	1991
IA3	Reynolds/Salter Hirschel Rosenthal Endorsement	X	X	1992
IA3	Vicki Reynolds Correspondence	X	X	1991
IA3	Vicki Reynolds Correspondence	X	X	1990
IH1	Mayor Vicki Reynolds Installation Speech	X	X	1991
ID	Vicki Reynolds Chronological File	X	X	1989
IA3	Vicki Reynolds Correspondence	X	X	1988
ID	Vicki Reynolds Chronological File	X	X	1988
IA3	Maxwell Salter	X	X	1992

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
ID	Calendars – Pam	X		1998-2004
IVB	Pager Test	X	X	1998
IA3	Northridge Earthquake	X	X	1994
IG4A	Municipal Code	X	X	2000
IG4A	Keys	X	X	1997
IG4A	KITSAP	X	X	1993
IIG2	Bi-Weekly Report – Cable TV Crew	X	X	1993
H4	Payroll Reports – Video	X	X	1992-1993
ID	Deleted Time Car Transactions	X	X	1989-1993
IA2	Letters to Goldman 2002	X	X	2002
IA2	Animal Shelter Support Letters	X	X	2004
IA2	Goldman Letters July	X	X	2002
IF5	Gelson Project	X	X	2001
IA3	Correspondence and Research	X	X	1998
IH1	Posted Notices 2004	X	X	2004
G	Newspaper Clippings BH	X	X	2001
G	Newspaper Clippings	X	X	2002
IVB	Miscellaneous	X	X	2000-2003
IA1	Robert Tanenbaum Correspondence	X	X	1991
IA1	Robert Tanenbaum Correspondence	X	X	1992
IA3	Robert Tanenbaum Letters Received	X	X	1992
IH2	Tanenbaum for District Attorney	X	X	1992
IA3	Robert Tanenbaum Letters Received	X	X	1992
IA1	Robert Tanenbaum Correspondence	X	X	1992
IH1	Maxwell H. Salter Speeches	X	X	1989
IA1	Maxwell H. Salter Correspondence	X	X	1988
ID	Mayor Maxwell H. Shelter	X	X	1989
IA1	Maxwell Hillary Salter Correspondence	X	X	1990
IH1	Mayor Maxwell Salter	X	X	1989-1990

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DEPARTMENT

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IIIA2	IT – Sky River Wireless	X	X	2002
IC3	Justice for Janitors	X	X	1993
IB3	Klein Complaint	X	X	1994
IB3	Kudo Letters	X	X	1997
IB3	Kudus/Thank Yous	X	X	1998
IB3	Larry Parker's	X	X	1994
IB3	Liability Claims	X	X	1998
IFB	Library & Community Services	X	X	1991
IIIA2	Literacy Program	X	X	
IIIA2	Library Read Along	X	X	2002
IIIC2	Little Santa Monica Barman Initiative	X	X	1994
IIIE2	Livable Places	X	X	1996
IIIC2	Livable Streets committee	X	X	1989
IIIF2	Monterey Park Superfund Case	X	X	1990
IC3	Non-BH Professional Assns	X	X	1989
IIIG2	Tower Drive	X	X	1988
IC3	Superfund Issues	X	X	1991
IIIG2	Sunset Millennium Project	X	X	2000
IB3	Stull vs. Bank of America	X	X	1999
IF2B	Street Trees	X	X	1996
IC2	Southwest Homeowners	X	X	1997
IC3	So Cal Gas Company	X	X	1996
IC3	So Cal Edison	X	X	1993
IC3	So Bay City Mgrs Assn	X	X	1994
IIIG2	Sony Project	X	X	1996
IC3	Smoking Legislation	X	X	1997
IC3	Stitzel	X	X	2002
IC3	Senate Bill 1310 – Voters Sales Tax Op	X	X	1997
IIIG2	S P Row	X	X	1996
IB3	Phillips Lawsuit	X	X	2000

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IA3	Correspondence	X	X	1997
IA3	Correspondence	X	X	1996
IA3	Correspondence	X	X	1997
IIC	City Attorney – Monthly Report (6 cps)	X	X	1998
IC1G	Marciano	X	X	2000
IC1G	Maple Drive Residential Group	X	X	1999
IC1G	Maple Drive Traffic Issues	X	X	1999
IC1G	Maple Drive Traffic Issues	X	X	2000
IC1G	Jerry Marcil	X	X	2000
IE4B	Marketing Corp	X	X	2002
IE2B	Mass Mailing Regulation	X	X	1989
IC2	Affordable Housing Report	X	X	1995
IIIG2	Williams Sonoma	X	X	1995
IC3	Westside Summit Material	X	X	1997
IC3	Westside Shelter & Hunger Coalition	X	X	1995
IC3	West Hollywood – Robertson Property	X	X	2003
IC2	Venice	X	X	1997
IC3	VB Material	X	X	1997
IC3	Trees- Maple Drive	X	X	1999
IC2	3CMA	X	X	1993
IIIC2	9748-9766 Wilshire Blvd	X	X	2002
IB3	Adrienne Weiss	X	X	1996
IC3	Hillel Complaints	X	X	1995
IIIA2	Holiday Decorations	X	X	2000
VIA	Human Relations	X	X	2002
IIIG2	Il Cielo	X	X	1995
IB3	Irwin Kaplan Inquiry	X	X	1995
IIIA2	IT	X	X	1994
IIIA2	IT CAD/RMS	X	X	2002
IIIA2	IT Library	X	X	2002
IIIA2	PC/Laptop Purchase	X	X	2002

RECORDS PROGRAM

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DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IA3	Correspondence	X	X	1993
IH1	Robert K Tanenbaum Schedule	X	X	1990-1993
IA3	Letters Received	X	X	1994
IA3	Letters Received	X	X	1993
IA3	Letters Received	X	X	1999
IA3	Correspondence	X	X	1994
IA3	Correspondence	X	X	1993
IA3	Correspondence	X	X	1995
IA3	Correspondence	X	X	1998
IA3	Correspondence	X	X	1997
IA3	Correspondence	X	X	1996
IH1	Mayor's Cabinet	X	X	1996
IA3	Correspondence	X	X	1994-1995
IA3	Bronte Letters	X	X	2002
IA3	Correspondence	X	X	1997
IA3	Correspondence	X	X	2001
IA3	Correspondence	X	X	2000
IA3	Correspondence	X	X	1998
IA3	Letters to Vicki Reynolds	X	X	2000
IA3	Correspondence	X	X	1997
IA3	Correspondence	X	X	1996
IA3	Correspondence	X	X	1995
IA3	Correspondence	X	X	1994
IA3	Correspondence	X	X	1993
IA3	Correspondence	X	X	1994
IA3	Correspondence	X	X	1997
IA3	Correspondence	X	X	1996
IA3	Letters to 2003	X	X	2003
IA3	Correspondence	X	X	1994
IA3	MG Correspondence	X	X	2003

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IH1	Beverly Hills Garden Festival Oct 3-6	X	X	2001
I3	Examples of Cell Sites	X	X	1997
IH2	Cellular Phones	X	X	2003
IE4B	LAFCO	X	X	2003
IIIC1	Draft Motion	X	X	2005
I3	Beverly Hills Post Office Fresco Murals	X	X	2004
IA3	Interoffice Communication	X	X	2003
ID	Chronological File Nov – Dec	X	X	1980
ID	Chronological File Sep – Oct	X	X	1980
ID	Chronological File Jul – Aug	X	X	1980
ID	Chronological File May – Jun	X	X	1980
ID	Chronological File Mar – Apr	X	X	1980
ID	Chronological File Jan – Feb	X	X	1980
ID	Chronological File Non – Dec	X	X	1979
ID	Chronological File Sep – Oct	X	X	1979
ID	Chronological File Jul – Aug	X	X	1979
ID	Chronological File May – Jun	X	X	1979
ID	Chronological File Mar – Apr	X	X	1979
ID	Chronological File Jan – Feb	X	X	1979
ID	Chronological File Nov – Dec	X	X	1978
ID	Chronological File Sept – Oct	X	X	1978
ID	Chronological File Jul – Aug	X	X	1978
ID	Chronological File May – Jun	X	X	1978
IIIC1	Public Safety Facility	X	X	1980
IIIG1	Industrial Park	X	X	1977
IIIG1	Industrial Park	X	X	1978

RECORDS PROGRAM

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DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IA3	Book Corresp.	X	X	1990
IIA	Warrants	X	X	2000
IIA	Warrants	X	X	1999
IIA	Warrants	X	X	2001
IIA	Warrants	X	X	2002
IIA	Warrants	X	X	2003
IIA	Warrants	X	X	2004
IIA	Warrants	X	X	2000
IA3	Correspondence	X	X	1996
IA3	Correspondence	X	X	1991
IH1	Future Meetings, Conferences	X	X	1994
IA3	Correspondence	X	X	1997
IH1	Cannes	X	X	1994
IH1	Council Invitation Log	X	X	1996
IA3	Correspondence	X	X	1995
IH1	Mayor's Cabinet	X	X	1994
IH1	Mayor's Cabinet	X	X	1996
IH1	Mayor's Cabinet Jan - Mar 1997	X	X	1997
IH1	Mayor's Cabinet Apr 1997- Mar 1998	X	X	1997-1998
IH1	Council Master Calendar	X	X	1993
IH1	Council Master Calendar	X	X	1994
IH1	Council Master Calendar	X	X	1995
IH1	Council Master Calendar	X	X	1996
IH1	Council Master Calendar	X	X	1997
IH1	1995 Invitation Log	X	X	1995
IH1	Council Invitation Log	X	X	1997
IH1	Invitation Log	X	X	1998
IH1	Council Master Calendar	X	X	1998
IH1	Master Calendar 8/7 - 12/31	X	X	1998
IH1	Council Invitation Log	X	X	1998

RECORDS PROGRAM

DEPARTMENT _____

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IC1G	Sisters Cities Conference	X	X	2002-2003
IC1G	Sisters Cities Conference	X	X	2003-2004
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IC1D	Civic Center Citizens Committee	X	X	1990
IF2A	Parking Concepts Inc.	X	X	1994
IVB	Public Information Report #2 (219 cps)	X	X	1991-2000
IH1	Weekly Schedules 88-89	X	X	1988-1989
IF3	Letters of Mayoral Endorsement/Charity	X	X	1989
IVB	Mailing List	X	X	1989
ID	Apr. 88 - July 88 – Chronological	X	X	1988
ID	Aug. 88 – Dec. 88 – Chronological	X	X	1988
ID	R.K. Tanenbaum, Chronological	X	X	1989
IH1	Invitations & Mtgs	X	X	1989
IH1	B.H. Family Y	X	X	1990
IF3	Rotary	X	X	1991
IH1	Political	X	X	1991
IA3	Correspondence	X	X	1990

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IVB	City National Bank Analyzed Business Checking	X	X	2003
IVB	City National Bank Analyzed Business Checking	X	X	2003
IVB	City National Bank Analyzed Business Checking	X	X	2003
IA3	Office Billing	X	X	2003
IVB	Category Summary Report	X	X	2002-2003
IVB	Transaction Detail Report	X	X	2003
IVB	City National Bank	X	X	2003
IVB	City National Bank	X	X	2003
IVB	City National Bank	X	X	2002-2003
IVB	City National Bank	X	X	2002
IIA	Pre Quicken Check Stubs	X	X	2003

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
ID	Chronological File May-Jun 1982	X	X	1982
ID	Chronological File Nov – Dec	X	X	1985
ID	Chronological File Sep – Oct	X	X	1985
ID	Chronological File Jul - Aug	X	X	1985
ID	Chronological File May – Jun	X	X	1981
ID	Chronological File Mar – Apr	X	X	1981
ID	Chronological File Jan – Feb	X	X	1981
ID	Chronological File Sep – Oct	X	X	1981
ID	Chronological File Jul – Aug	X	X	1981
ID	Chronological File Mar – Apr	X	X	1982
ID	Chronological File Jan – Feb	X	X	1982
ID	Chronological File Nov – Dec	X	X	1981
ID	Chronological File Jan – Feb	X	X	1983
ID	Chronological File Nov – Dec	X	X	1982
ID	Chronological File Sep – Oct	X	X	1982
ID	Chronological File Jul – Aug	X	X	1982
ID	Chronological File Nov – Dec	X	X	1983
ID	Chronological File Sep – Oct	X	X	1983
ID	Chronological File Jul – Aug	X	X	1983
ID	Chronological File May – Jun	X	X	1983
ID	Chronological File Mar – Apr	X	X	1983
ID	Chronological File Jul – Aug	X	X	1984
ID	Chronological File May – Jun	X	X	1984
ID	Chronological File Mar – Apr	X	X	1984
ID	Chronological File Jan – Feb	X	X	1984
ID	Chronological File May – Jun	X	X	1985
ID	Chronological File Mar – Apr	X	X	1985
ID	Chronological File Jan – Feb	X	X	1985
ID	Chronological File Nov – Dec	X	X	1984
ID	Chronological File Sep – Oct	X	X	1984

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
IG4B	City of Beverly Hills Administrative Regulations	X	X	2004
IG4B	City of Beverly Hills Administrative Regulations	X	X	2004
IG4B	City of Beverly Hills Administrative Regulations	X	X	2004
IG4B	City of Beverly Hills Administrative Regulations	X	X	2004
IH1	ICMA Seminars	X	X	2006
IG4B	City Council Agenda Preparation Manual	X	X	2004
IA3	Memorandum	X	X	2005
IIA	Pending Admin. Regulations	X	X	2004
IIA	Kreins Edward S	X	X	2000-2001
IIA	Interoffice Communications	X	X	2004
IIA	Finance Administration Request For Warrant	X	X	2004
IG4B	Administrative City of Beverly Hills	X	X	2006
IIIC2	Request for Proposal for Permit Processes Evaluation for the City of BH	X	X	2006
VIA	Compensation of Council Members Docs	X	X	2006
IA3	In-Service Day	X	X	2006

DESTRUCTION LIST - ORIGINALS

Resolution No. _____

Records Retention Schedule Category Number or Letter	File Name or Type of Item	Originals	Copies	Inclusive Dates or Date of Last Item
I.A.3	Public Services	X		March 3, 1997
I.A.2.	PW- Wastewater Fees	X		July 28, 2002
I.A.3.	Public Works Residential Trash	X		Dec. 11, 1998
I.E.1.b.	PW- WTP	X		June 12, 2003
I.A.3.	Wilshire Corridor Initiative	X		
I.C.3.	Women In City Government	X		July 27, 1992
I.A.3.	Public Noticing- Levyn Q	X		July 12, 1995
I.A.3.	Public Affairs & Information	X		Nov. 8, 1995
V.A.	Property Management- Sherbourne	X		August 8, 2002
I.A.2.	Priorities	X		July 14, 1988
I.A.2.	Priorities	X		Feb. 28, 1989
I.A.2.	Priorities	X		May 1994
V.A.	Policy & Management	X		Sept. 1, 1999
	Property Management			
I.A.2.	City Council Priorities Exercise	X		Jan. 15, 1988
III.A.2.	Priorities Exercise	X		August 25, 1987
III.A.2.	Priorities	X		Oct. 1993
I.C.3.	PRC	X		May 23, 2003
I.C.3.	Pouratian Business License Claim	X		Feb. 10, 1994
I.C.3.	Positive Coaching Alliance	X		April 21, 2000
I.B.2.	Porter Complaint	X		July 17, 2000
I.E.1.B.	Polyzoides Project	X		Feb. 9, 1996

APPROVED:  _____
Department Head

 _____
City Attorney

DATE: 7-11-08

FORM A