

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record/ Accounting	Record Series	Description	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2012		AP FILES 15/16 FOLEY & DECO INC. - H. MISC	FAP-16-009
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2012		AP FILES 15/16 S AND S WORLDWIDE INC. - SMART AND FINAL IRIS	FAP-16-019
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC34090; CFP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 12/13 05/07/13 - 05/22/13 2010 PAYROLL FILES F/Y: 10/11	FCR-13-020
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		ACE - PAYMENTS ACE - WORK FILES	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 FLEX ONE (AFLAC) PAYMENTS FLEX ONE (AFLAC) WORK FILE	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 AFLAC PAYMENTS AFLAC WORK FILE	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 AFSCME 36 - LOCAL 809 (C) PAYMENTS AFSCME 36 - LOCAL 809 (C) WORK FILE	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 AFSCME 36 - LOCAL 809 (UC) PAYMENTS AFSCME 36 - LOCAL 809 (UC) WORK FILE	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 AFSCME AFL CIO (POLITICAL) PAYMENTS AFSCME AFL CIO (POLITICAL) WORK FILE	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 AME PAYMENTS AMEWORK FILE	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 COBRA REPORTS	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 COMPUTER LOAN PROGRAM PAYMENTS COMPUTER LOAN PROGRAM WORK FILE	FPR-11-003
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		PAYROLL ADJUSTMENTS DATES: 01/2010	FPR-11-006
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		PAYROLL ADJUSTMENTS DATES: 02/2010	FPR-11-006
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		PAYROLL ADJUSTMENTS DATES: 03/2010	FPR-11-006
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		PAYROLL ADJUSTMENTS DATES: 04/2010	FPR-11-006
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		PAYROLL ADJUSTMENTS DATES: 05/2010	FPR-11-006
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		PAYROLL ADJUSTMENTS DATES: 06/2010	FPR-11-006
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR 516.5 - 516.6	N	n/a	Corp. Yard	2013		PAYROLL ADJUSTMENTS DATES: 07/2010	FPR-11-006
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		A/P FILES 09/10 CALIFORNIA ASSN OF CODE ENFORCEMENT - GEORGE CASTRO	FAP-10-015
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		A/P FILES 09/10 CDR DATA CORP. - CITY OF CARSON PETTY CASH	FAP-10-016
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		A/P FILES 09/10 DOLPHIN GRAPHICS - FEDEX KINKOS	FAP-10-020
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		A/P FILES 09/10 JAYS CATERING	FAP-10-025
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		A/P FILES 09/10 POOL SUPPLIES	FAP-10-025
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		A/P FILES 09/10 SANTOS, LEE - SONY ELECTRONICS	FAP-10-033
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		A/P FILES 09/10 USA MOBILITY - WESTERN HIGHWAY PRODUCTS	FAP-10-037

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 15/16 FOLEY & DECO INC. - H MISC	FAP-16-009
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/09	6/10	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 09/10	FAP-10-099
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 A MISC - ALVAREZ, SALLY	FAP-12-001
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			ALVAREZ, SHIRLEY - BALLANTINE TRADING	FAP-12-002
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 BANK OF AMERICA - CALIFORNIA CERTIFIED CRANE	FAP-12-003
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 CALIFORNIA CLEANING SUPPLIES - CITY OF CARSON	FAP-12-004
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 CITY OF CARSON PETTY CASH - CLEAN ENERGY	FAP-12-005
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 CLEANSTREET - YOUTH COMMISSION	FAP-12-006
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 COIT RESTORATION SERVICES - ENVIRONMENTAL SCIENCE ASS	FAP-12-007
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 ERASTRO R BATONGMAI/AQUE - FIREMASTER	FAP-12-008
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 GARCIA, LILIA - HORNBLLOWERS CRUISES AND EVENTS	FAP-12-010
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 HOUSING RIGHTS CENTER - JAYS CATERING	FAP-12-011
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 JERRY'S CLEANERS - LA COUNTY ASSESSOR	FAP-12-012
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 LA COUNTY FAIR - JAVCO CONSTRUCTION INC	FAP-12-013
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 M MISC - MUZUK SOUTHERN CALIFORNIA	FAP-12-014
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 N MISC - PEACE AND JOY CARE CENTER	FAP-12-015
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 PEERLESS MATERIALS CO - PRUDENTIAL OVERALL SUPPLY	FAP-12-016
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 Q MISC - S MISC	FAP-12-017
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 S AND WORLDWIDE INC - SMARDON SUPPLY	FAP-12-018
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 SMART AND FINAL IRIS - STAPLES ADVANTAGE	FAP-12-019
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 11/12 WEST COAST CEMENT CORP	FAP-12-022
Finance/Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES FILES 11/12 AT&T 07/2011 - 06/2012	FAP-12-023
Finance/Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES FILES 11/12 AT&T SACRAMENTO 07/2011 - 03/2012	FAP-12-024
Finance/Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES FILES 11/12 AT&T ALARM CIRCUITS 04/2012 - 06/2012	FAP-12-024
Finance/Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES FILES 11/12 AT&T ALARM CIRCUITS 04/2012 - 06/2012	FAP-12-024
Finance/Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES FILES 11/12 AT&T CUSTOMER SERVICE REC 10/11	FAP-12-024
Finance/Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES FILES 11/12 AT&T PHONE MISC DOCS 11/12	FAP-12-024
Finance/Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES FILES 11/12 CA WATER SERVICE 07/2011 - 04/2012	FAP-12-024

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Description	Date Range (Start)	Date Range (End)	Retention	Classion	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15716 FOLEY & DECO INC. - H MISC	FAP-16-009
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard	2019		UTILITIES FILES 11/12	FAP-12-025
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard	2015		CA WATER SERVICE 05/2012 - 06/2012	FAP-12-025
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard	2015		NEXTEL 07/2011 - 06/2012	FAP-12-025
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard	2015		SCE 07/2011 - 08/2011	FAP-12-025
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard	2015		UTILITIES FILES 11/12	FAP-12-026
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard	2015		SCE 09/2011 - 04/2012	FAP-12-027
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/11	6/12	CU + 2	GC34090	N	n/a	Corp. Yard	2015		UTILITIES FILES 11/12 05/2012 - 06/2012	FAP-12-027
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard	2017		UTILITIES FILES 11/1205/2012 - 06/2012	FAP-12-027
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard	2017		STAPLES ADVANTAGE CONT - TOWNSEND PUBLIC AFFAIRS INC.	FAP-12-20
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/11	6/12	AU + 4	GC34090	N	n/a	Corp. Yard	2017		AP FILES 11/12	FAP-12-2009
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2018		FIRST TRANSIT INC - GAS CO, THE 2013 AP FILES	FAP-13-00
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2017		DANNY'S AUTO HOUSING RIGHTS	FAP-13-003
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2017		C MISC - CENTRAL PARKING SYSTEM	FAP-13-004
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2017		CHAVEZ CONSTRUCTION - CLEANSWEEP SUPPLY CO INC	FAP-13-008
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2017		G MISC - HEWLETT PACKARD CORP	FAP-13-009
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2017		HI-LINE - IRON MOUNTAIN	FAP-13-012
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2017		MARTIN AND CHAPMAN - OSIBAMIRO, ADE	FAP-13-012
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090;CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 12/13/12 - 01/03/13	FAP-13-017
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2017		STAPLES BUSINESS ADVANTAGE SYSTEMS SOLUTIONS UTILITIES 12/13	FAP-13-020
Finance/ Accounting	Accounts Payable	Billing including monthly activity	7/12	6/13	CU + 2	GC34090	N	n/a	Corp. Yard	2017		AT&T PHONE 07/2012 - 12/2012	FAP-13-021
Finance/ Accounting	Accounts Payable	Billing including monthly activity	7/12	6/13	CU + 2	GC34090	N	n/a	Corp. Yard	2018		AT&T PHONE 07/2013 - 06/2013	FAP-13-021
Finance/ Accounting	Accounts Payable	Billing including monthly activity	7/12	6/13	CU + 2	GC34090	N	n/a	Corp. Yard	2016		UTILITIES 12/13	FAP-13-021
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2018		CALIFORNIA WATER SERV 07/2012 - 03/2013	FAP-13-024
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2018		ALSHIRE & WYNDER 07/2012 - 05/2013	FAP-13-025
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/12	6/13	AU + 4	GC34090	N	n/a	Corp. Yard	2018		LOS ANGELES COUNTY SHERIFFS DEPT. 07/12 - 06/13	FAP-14-001
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		AP FILES 13/14	FAP-14-002
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		A MISC - ART'S SMALL CLAIM SERVICE	FAP-14-003
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		AP FILES 13/14	FAP-14-002
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS - C MISC	FAP-14-002
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		AP FILES 13/14	FAP-14-002
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		CALIFORNIA A ASSOCIATION OF CODE ENFORCEMENT - CHOURA EVENTS	FAP-14-003
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		AP FILES 13/14	FAP-14-004
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard	2019		CHRIS GREGORY/CONCRETE PUMPING - COLOR SPOT NURSERIES INC.	FAP-14-004

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 15/16 FOLEY & DECO INC. - H MISC	FAP-16-009
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 CITY WIDE COMMISSIONS YOUTH COMMISSIONERS	FAP-14-005
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 COMMUNITY ASSET MANAGEMENT - E MISC	FAP-14-006
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 EAGLE PORTABLES INC. - FIRST TRANSIT INC	FAP-14-007
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 FLOWERS BY DEMETRIO - JULIO GONZALEZ	FAP-14-008
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 GOODWILL - HOUSING RIGHTS CENTER	FAP-14-009
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 HOUSING RIGHTS CENTER CONT. - J MISC	FAP-14-010
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 JAM FIRE PROTECTION INC. - LOS ANGELES COUNTY FAIR	FAP-14-011
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 LOS ANGELES COUNTY PROBATION DEPT. - M MISC	FAP-14-012
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 M AND TROPHIES - OFFICE OF SAMOAS AFFAIRS	FAP-14-013
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 OFFICE SOLUTIONS - PROFESSIONAL MOBILE REMODELING	FAP-14-014
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 PRUDENTIAL OVERALL SUPPLY - RED CANOE	FAP-14-015
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 SACE CONTRACTORS SERV - SMART AND FINAL IRIS	FAP-14-017
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 SOFTWARE HOUSE INTERNATIONAL - STAPLES ADVANTAGE	FAP-14-018
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 STATE OF CALIFORNIA - TOSHIBA BUSINESS SOLUTIONS	FAP-14-019
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 TOWNSEND PUBLIC AFFAIRS - WAYNE ELECTRIC CO	FAP-14-020
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 WE FIX PRINTERS CO - ZEP MANUFACTURING	FAP-14-021
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 CLOSED CONTRACTS	FAP-14-022
Finance/Accounting	Utility Billing	Billing including monthly activity	7/13	6/14	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES 13/14 AT&T 07/13 - 06/14	FAP-14-023
Finance/Accounting	Utility Billing	Billing including monthly activity	7/13	6/14	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES 13/14 AT&T ALARM CIRCUITS 07/13 - 06/14	FAP-14-023
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			CAUTION WATER CO 07/13 - 06/14 NEXTLE 08/13 - 006/14	FAP-14-024
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			AP FILES 13/14 SCE 07/03/13 - 03/13/14	FAP-14-025
Finance/Accounting	Utility Billing	Billing including monthly activity	7/13	6/14	CU + 2	GC34090	N	n/a	Corp. Yard			UTILITIES 13/14 SCE 03/20/14 - 06/26/14	FAP-14-026
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			VOIDED CHECKS 13/14	FAP-14-027
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/13	6/14	AU + 4	GC34090	N	n/a	Corp. Yard			ALSHIRE & WYNDER 08/2013 - 06/2014 A/P FILES 14/15	FAP-14-028
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard			A MISC - AT&T	FAP-15-001

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 15/16 FOLEY & DECO INC. - H MISC	FAP-16-009
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 AT&T LONG DISTANCE - C MISC	FAP-15-002
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 C AND L LINEN RENTAL - CINTAS FIRE PROTECTION	FAP-15-003
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 CITY OF CARSON PETTY CASH - D MISC	FAP-15-004
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 DAILY BREEZE NEWSPAPER - ELECTRONIC SYSTEMS INC.	FAP-15-005
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 EL REY APPLICATIONS - FIRST TRANSIT INC	FAP-15-006
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 FLEET PRIDE - H MISC	FAP-15-007
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES HAPPY CLEANERS-HOUSING RIGHTS CENTER	FAP-15-008
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 HUSHMAND - REATA KULSCAR	FAP-15-009
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 L MISC - LOVCO CONSTRUCTIONS	FAP-15-010
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 LOS ANGELES SHERIFFS DEPT PLANNING COMMISSION	FAP-15-011
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 PUBLIC RELATIONS COMMISSION- MANERI SIGN CO.	FAP-15-012
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 MANHATTAN STITCHING - OFFICE SOLUTIONS	FAP-15-013
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 ACCESS INSURANCE CO.	FAP-15-014
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 PREMIER PRINTING AND GRAPHICS - R MISC	FAP-15-015
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 R AND C MITCHELL DETAILING - S AND S WORLDWIDE INC.	FAP-15-016
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 SACE CONTRACTORS SERVICE - SOUTH COAST AIR QUALITY MANAGEMENT	FAP-15-017
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 SOUTHERN CALIFORNIA EDISON - STATE OF CALIFORNIA	FAP-15-018
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 STATE OF CALIFORNIA BOARD OF EQUALIZATION - TRISTAR RISK MANAGEMENT	FAP-15-019
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 TURF STAR INC - WESTERN MEDICAL GROUP	FAP-15-020
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 WEX INC. - ZUMAR INDUSTRIES	FAP-15-021
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 CLOSED PURCHASE ORDERS	FAP-15-022
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2020		AP FILES 14/15 CLOSED CONTRACTS	FAP-15-023
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/14	6/15	CU + 2	GC34090	N	n/a	Corp. Yard	2018		UTILITIES 14/15 AT&T 07/14-06/15	FAP-15-024
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/14	6/15	CU + 2	GC34090	N	n/a	Corp. Yard	2018		UTILITIES 14/15 AT&T ALARM CIRCUITS 07/14-06/15	FAP-15-024
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/14	6/15	CU + 2	GC34090	N	n/a	Corp. Yard	2018		UTILITIES 14/15 CALIFORNIA WATER CO 07/2014 - 06/2015	FAP-15-025

Records Destruction List

(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 FOLEY & DECO INC. - H. MISC	FAP-16-009
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/14	6/15	CU + 2	GC34090	N	n/a	Corp. Yard	2016		UTILITIES 14/15 NEXTEL COMMUNICATIONS	FAP-15-025
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/14	6/15	CU + 2	GC34090	N	n/a	Corp. Yard	2016		UTILITIES 14/15 SOUTHERN CALIFORNIA EDISON	FAP-15-026
Finance/ Accounting	Utility Billing	Billing including monthly activity	7/14	6/15	CU + 2	GC34090	N	n/a	Corp. Yard	2016		04/15-06/15 SOUTHERN CALIFORNIA EDISON	FAP-15-027
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 14/15 ALESHERE & WYNDER	FAP-15-028
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 14/15 ALESHERE & WYNDER	FAP-15-028
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 14/15 VOIDED CHECKS 2013-2015	FAP-15-029
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/14	6/15	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 14/15 HUSHMAND - REATA KULSCAR	FAP-15-2019
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 LEGAL NOTICES - AZ BUS SALES	FAP-16-001
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 8 MISC - BUTLER, LATOYA	FAP-16-002
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 C MISC - CDW GOVERNMENT	FAP-16-003
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 CENTRAL PARKING SYSTEM - CLEAN ENERGY	FAP-16-004
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 CLEAN SWEEP SUPPLY CO INC. - PUBLIC WORKS	FAP-16-005
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 SENIOR CITIZENS ADVISORY COMMISSION - DAILY JOURNAL	FAP-16-006
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 DAPER ROSENBLIT & LITVAK - EMPIRE CLEANING SUPPLY	FAP-16-007
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 EMPIRE SAFETY SUPPLY - FIRST TRANSIT INC.	FAP-16-008
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 THE HARTFORD - HOUSING RIGHTS CENTER	FAP-16-010
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 HOUSING RIGHTS CENTER CONT. - JERRY'S CLEANERS	FAP-16-011
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 JOHN DEERE LANDSCAPES - LOS ANGELES COUNTY PROBATION DEPT.	FAP-16-012
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 LOS ANGELES COUNTY PUBLIC WORKS - LOWCO CONSTRUCTION INC.	FAP-16-013
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 M. MISC - MUNICIPAL PETROLEUM ANALYSTS	FAP-16-014
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 MV TRANSPORTATION INC. - PASQUEL, JEANETTE	FAP-16-015
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 PATTON CSP CPDM, LEE S. - PRONTO GYM SERVICES INC.	FAP-16-016
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 PRUDENTIAL OVERALL SUPPLY - RED CANOE	FAP-16-017
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2016		AP FILES 15/16 RED WING SHOE STORE - S MISC.	FAP-16-018

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Description	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 FOLEY & DECO INC. - H.MISC	FAP-16-009
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 SMART SOURCE - STAPLES ADVANTAGE	FAP-16-020
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 STAPLES ADVANTAGE CONT. - JAMES A. STRONG JR	FAP-16-021
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 SULLY MILLER CONTRACTING CO. - UNITED PRINTERS	FAP-16-022
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 UNITED REFRIGERATION - WEST COAST ARBORISTS	FAP-16-023
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 WEST COAST CEMENT CORP.	FAP-16-024
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 LOS ANGELES COUNTY SHERIFFS	FAP-16-025
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 ALESHERE & WYNDEY 07/15 - 06/16	FAP-16-025
Finance/Accounting	Utility Billing	Billing including monthly activity	7/15	6/16	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 15/16 AT&T PHONE 07/15 - 06/16	FAP-16-026
Finance/Accounting	Utility Billing	Billing including monthly activity	7/15	6/16	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 15/16 AT&T ALARM CIRCUITS 07/15 - 06/16	FAP-16-027
Finance/Accounting	Utility Billing	Billing including monthly activity	7/15	6/16	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 15/16 CALIFORNIA WATER CO. 07/15 - 06/16	FAP-16-027
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 NEXTEL 07/15 - 06/16	FAP-16-027
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 15/16 SCE 07/15 - 02/16	FAP-16-028
Finance/Accounting	Utility Billing	Billing including monthly activity	7/15	6/16	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 15/16 SCE 03/16 - 06/16	FAP-16-029
Finance/Accounting	Utility Billing	Billing including monthly activity	7/16	6/17	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 16/17 AT&T ALARM CIRCUITS 07/2016 - 06/2017	FAP-17-023
Finance/Accounting	Utility Billing	Billing including monthly activity	7/16	6/17	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 16/17 CA WATER 07/2016 - 06/2017	FAP-17-023
Finance/Accounting	Utility Billing	Billing including monthly activity	7/16	6/17	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 16/17 NEXTEL 07/2016 - 06/2017	FAP-17-023
Finance/Accounting	Utility Billing	Billing including monthly activity	7/16	6/17	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 16/17 SOUTHERN CA EDISON 07/2016 - 02/2017	FAP-17-024
Finance/Accounting	Utility Billing	Billing including monthly activity	7/16	6/17	CU + 2	GC34090	N	n/a	Corp. Yard	2021		UTILITIES 16/17 SOUTHERN CA EDISON 02/2017 CONT. 06/2017	FAP-17-025
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/09	6/10	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 2009/10 10/14/09-11/10/09	FCR-10-007
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/09	6/10	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 2009/10 11/12/09-12/03/09	FCR-10-008
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/09	6/10	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 09/10 "NO DESCRIPTION WRITTEN"	FCR-10-019
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 07/02/12 - 07/11/12	FCR-13-001
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 07/12/12 - 07/23/12	FCR-13-002
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 07/24/12 - 08/01/12	FCR-13-003
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 08/02/12 - 08/14/12	FCR-13-004
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 08/02/12 - 08/14/12	FCR-13-004
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 08/15/12 - 08/28/12	FCR-13-005
Finance/Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2018		CASH RECEIPTS 12/13 08/29/12 - 09/12/12	FCR-13-006

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC 34090	N	n/a	Corp. Yard	2015		AP FILES 15716 FOLEY & DECO INC. - H.MISC	FAP-16-009
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 09/13/12 - 10/01/12	FCR-13-007
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 10/02/12 - 10/16/12	FCR-13-008
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 10/17/12 - 11/07/12	FCR-13-009
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 11/08/12 - 11/28/12	FCR-13-010
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 11/29/12 - 12/12/12	FCR-13-011
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 12/13/12 - 01/03/13	FCR-13-012
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 01/07/13 - 01/22/13	FCR-13-013
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 01/23/13 - 02/05/13	FCR-13-014
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 02/06/13 - 02/26/13	FCR-13-015
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 02/27/13 - 03/13/13	FCR-13-016
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 03/14/13 - 03/29/13	FCR-13-017
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 04/02/13 - 04/17/13	FCR-13-018
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 04/18/13 - 05/06/13	FCR-13-019
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 05/23/13 - 06/10/13	FCR-13-021
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 06/11/13 - 06/20/13	FCR-13-022
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/12	6/13	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2015		CASH RECEIPTS 12/13 06/24/13 - 06/28/13	FCR-13-023
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 07/01/23 - 07/10/13	FCR-14-001
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 07/23/13 - 07/30/13	FCR-14-003
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 07/31/13 - 08/13/13	FCR-14-004
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 07/31/13 - 08/13/13	FCR-14-004
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 08/14/13 - 08/26/13	FCR-14-005
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 08/27/13 - 09/11/13	FCR-14006
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 09/12/13 - 09/30/13	FCR-14-007
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 10/22/13 - 11/07/13	FCR-14-009
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 11/12/13 - 01/12/14	FCR-14-010
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 12/13 11/27/13 - 12/17/13	FCR-14-011
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 12/18/13 - 01/08/14	FCR-14-012
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 13/18/13 - 01/08/14	FCR-14-012
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 01/09/14 - 01/23/14	FCR-14-013
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090;CCP 337	N	n/a	Corp. Yard	2016		CASH RECEIPTS 13/14 01/27/14 - 02/10/14	FCR-14-014

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC 34090	N	n/a	Corp. Yard	2021		AP FILES 15/16 FOLEY & DECO INC. - H.MISC	FAP-16-009
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 02/11/14 - 02/25/14	FCR-14-015
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 02/26/14 - 03/11/14	FCR-14-016
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 03/12/14 - 04/03/14	FCR-14-017
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 05/21/14 - 06/03/14	FCR-14-021
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 06/04/14 - 06/17/14	FCR-14-022
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 06/04/14 - 06/17/14	FCR-14-022
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 06/18/14 - 06/25/14	FCR-14-023
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 06/26/14 - 06/30/14	FCR-14-024
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 06/24/14 - 06/30/14	FCR-14-024
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/13	6/14	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2013		CASH RECEIPTS 13/14 06/24/14 - 06/30/14	FCR-14-024
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 07/01/14-07-09/14	FCR-15-001
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 07/10/14-07/22/14	FCR-15-002
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 08/04/14-08/18/14	FCR-15-004
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 08/04/14-08/18/14	FCR-15-004
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 08/19/14-08/27/14	FCR-15-005
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 08/19/14-08/27/14	FCR-15-005
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 08/28/14-09/15/14	FCR-15-006
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 09/16/14-10/02/14	FCR-15-007
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 09/16/14-10/02/14	FCR-15-007
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 12/03/14-12/16/14	FCR-15-011
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 01/12/15-01/27/15	FCR-15-013
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 01/28/15-02/12/15	FCR-15-014
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 01/28/15-02/12/15	FCR-15-014
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 02/17/15-03/02/15	FCR-15-015
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 02/17/15-03/02/15	FCR-15-015
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 03/03/15-03/16/15	FCR-15-016
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 04/02/15-04/20/15	FCR-15-018
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 04/02/15-04/20/15	FCR-15-018
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090, CCP 337	N	n/a	Corp. Yard	2020		CASH RECEIPTS 14/15 04/21/15-05/06/15	FCR-15-019

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC 34090	N	n/a	Corp. Yard	2022		AP FILES 15/16 FOLEY & DECO INC. - H.MISC	FAP-16-009
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 14/15	FCR-15-021
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/14	6/15	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 14/15	FCR-15-022
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-001
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-002
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-003
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-004
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-005
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-006
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-007
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-008
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-009
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-010
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-011
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-012
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-013
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-014
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-015
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-016
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-017
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-018
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-019
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-020
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-021
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-022
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-023
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-024
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-025
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-026
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-027
Finance/ Accounting	Deposits, Receipts	Checks, coins, currency	7/15	6/16	AU + 4	GC 34090; CCP 337	N	n/a	Corp. Yard	2022		CASH RECEIPTS 15/16	FCR-16-028

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record Finance/ Accounting	Record Series	Descriptor Invoices, check copies, supporting documents	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION AP FILES 15/16	BOX #
Finance/ Accounting	Accounts Payable		7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2015		Foley & DeCo Inc. - H-MISC	FAP-16-009
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		FEB. 2011 JOURNAL ENTRIES JE0211001-JE0211025	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		FEB. 2011 JOURNAL ENTRIES JE0211100-JE0211125	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		MAR. 2011 JOURNAL ENTRIES JE0311001-JE0311025	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		MAR. 2011 JOURNAL ENTRIES JE0311100-JE0311125	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		MAR. 2011 JOURNAL ENTRIES JE0311800-JE0311926	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		APR. 2011 JOURNAL ENTRIES JE0411001-JE0411025	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		APR. 2011 JOURNAL ENTRIES JE0411100-JE0411125	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		APR. 2011 JOURNAL ENTRIES JE0411800-JE0411897	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		APR. 2011 JOURNAL ENTRIES JE0511001-JE0511025	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		MARCH INVENTORY	FGA-12-010
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		MAY 2011 JOURNAL ENTRIES JE0511100-JE0511125	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		MAY 2011 JOURNAL ENTRIES JE0511800-JE0511898	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JUNE 2011 JOURNAL ENTRIES JE0611001-JE0611025	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JUNE 2011 JOURNAL ENTRIES JE0611100-JE0611135	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JUNE 2011 JOURNAL ENTRIES JE0611336-JE0611449	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JUNE 2011 JOURNAL ENTRIES JE0611800-JE0611825	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JUNE 2011 JOURNAL ENTRIES JE0611826-JE0611850	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JUNE 2011 JOURNAL ENTRIES JE0611851-JE0611899	FGA-12-011
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/10	6/11	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JUNE 2011 JOURNAL ENTRIES JE0611900-JE0611934	FGA-12-012
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JULY 2011 JOURNAL ENTRIES JE0711001-JE0711025	FGA-12-012
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JULY 2011 JOURNAL ENTRIES JE0711026-JE0711050	FGA-12-012
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JULY 2011 JOURNAL ENTRIES JE0711100-JE0711125	FGA-12-012
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JULY 2011 JOURNAL ENTRIES JE0711800-JE0711911	FGA-12-012
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JULY 2011 JOURNAL ENTRIES JE0811001-JE0811025	FGA-12-012
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		NOV. 2011 JOURNAL ENTRIES JE1111100-JE1111125	FGA-12-014
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		NOV. 2011 JOURNAL ENTRIES JE1111800-JE1111808	FGA-12-014
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		DEC 2011 JOURNAL ENTRIES JE1211025	FGA-12-014
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		DEC 2011 JOURNAL ENTRIES JE1211130	FGA-12-014
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JAN 2012 JOURNAL ENTRIES JE01112001-	FGA-12-014
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JAN 2012 JOURNAL ENTRIES JE0112025	FGA-12-014
Finance/ Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2015		JAN 2012 JOURNAL ENTRIES JE0112136	FGA-12-014

Records Destruction List

(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Citation	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Grand Approval)	DESCRIPTION	BOX #
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC34090	N	n/a	Corp. Yard	2022		AP FILES 15716 FOLEY & DECO INC. - H-MISC	FAP-16-009
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		FEB 2012 JOURNAL ENTRIES JE0212001- JE0212025	FGA-12-014
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		MAY 2012 JOURNAL ENTRIES JE0512100-JE0512134	FGA-12-016
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		MAY 2012 JOURNAL ENTRIES JE0512800-JE0512898	FGA-12-016
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		JUNE 2012 JOURNAL ENTRIES JE0612001- JE0612025	FGA-12-016
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		JUNE 2012 JOURNAL ENTRIES JE0612026- JE0612050	FGA-12-016
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		JUNE 2012 JOURNAL ENTRIES JE0612100- JE0612109	FGA-12-016
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		JUNE 2012 JOURNAL ENTRIES JE0612162	FGA-12-016
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/11	6/12	AU + 2	GC34090	N	n/a	Corp. Yard	2013		JUNE 2012 JOURNAL ENTRIES JE0612800-JE0612865	FGA-12-016
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/12	6/13	AU + 2	GC34090	N	n/a	Corp. Yard	2016		DECEMBER 2012 JOURNAL ENTRIES JE1212001-JE1212025	FGA-14-003
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/12	6/13	AU + 2	GC34090	N	n/a	Corp. Yard	2016		DECEMBER 2012 JOURNAL ENTRIES JE1212100-JE1212125	FGA-14-003
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/12	6/13	AU + 2	GC34090	N	n/a	Corp. Yard	2016		NOVEMBER 2012 JOURNAL ENTRIES JE0113001-JE0113025	FGA-14-003
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/12	6/13	AU + 2	GC34090	N	n/a	Corp. Yard	2016		NOVEMBER 2012 JOURNAL ENTRIES JE0113100-JE0113125	FGA-14-003
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/12	6/13	AU + 2	GC34090	N	n/a	Corp. Yard	2016		FEB 2013 JOURNAL ENTRIES JE0213001-JE0213025	FGA-14-003
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/12	6/13	AU + 2	GC34090	N	n/a	Corp. Yard	2016		FEB 2013 JOURNAL ENTRIES JE0213100-JE0213131	FGA-14-003
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/12	6/13	AU + 2	GC34090	N	n/a	Corp. Yard	2016		FEB 2013 JOURNAL ENTRIES JE0213800-JE0213816	FGA-14-003
Finance/Accounting	Inventory	Reflects purchased date, cost, account number	7/12	6/13	AU + 4	GC34090; 26CFR 301.65- 1(F)	N	n/a	Corp. Yard	2018		DECEMBER 2012 INVENTORY JANUARY 2013 INVENTORY FEB 2013 INVENTORY	FGA-14-003
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		SEPT. 2013 JOURNAL ENTRIES JE0913001-JE0913025	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		SEPT. 2013 JOURNAL ENTRIES JE0913026-JE0913050	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		SEPT. 2013 JOURNAL ENTRIES JE0913100-JE0913127	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		SEPT. 2013 JOURNAL ENTRIES JE0913800-JE0913825	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		OCT. 2013 JOURNAL ENTRIES JE0113001-JE0113025	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		OCT. 2013 JOURNAL ENTRIES JE0113026-JE0113050	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		OCT. 2013 JOURNAL ENTRIES JE0113100-JE0113125	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		OCT. 2013 JOURNAL ENTRIES JE0113126-JE0113150	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		OCT. 2013 JOURNAL ENTRIES JE0113800-JE0113825	FGA-14-006
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/13	6/14	AU + 2	GC34090	N	n/a	Corp. Yard	2017		SEPTEMBER 2013 INVENTORY OCTOBER 2013 INVENTORY	FGA-14-006
Finance/Accounting	Inventory	Reflects purchased date, cost, account number	7/13	6/14	AU + 4	GC34090; 26CFR 301.65- 1(F)	N	n/a	Corp. Yard	2019		JOURNAL ENTRIES 16/17	FGA-17-001
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/16	6/17	AU + 2	GC34090	N	n/a	Corp. Yard	2020		JE0716001 - JE0716025 JE0916100 - JE0916125	FGA-17-001
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/16	6/17	AU + 2	GC34090	N	n/a	Corp. Yard	2020		JOURNAL ENTRIES 16/17 JE0916826 -JE0916850 JE0117001 - JE0117025	FGA-17-002
Finance/Accounting	Budget Adjustments, Journal Entries	Account Transfers	7/16	6/17	AU + 2	GC34090	N	n/a	Corp. Yard	2020		JOURNAL ENTRIES 16/17 JE0417026 - JE0417050 JE0517851 - JE0517875	FGA-17-004
Finance/Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/17	6/18	AU + 4	GC34090	N	n/a	Corp. Yard	2021		WORKTIME 17/18	FGA-20-002

Records Destruction List
(The records listed here are eligible for destruction, and are not the subject of any claim, litigation, or other destruction hold)

Office of Record	Record Series	Descriptor	Date Range (Start)	Date Range (End)	Retention	Classification	Imaged	If Imaged, What System	Current Location	DESTRUCT YR	Date of Destruction (After Council Approval)	DESCRIPTION	BOX #
Finance/ Accounting	Accounts Payable	Invoices, check copies, supporting documents	7/15	6/16	AU + 4	GC 34090	N	n/a	Corp. Yard	2013		AP FILES 15/16 FOLEY & DECO INC. - H-MISC	FAP-16-009
Finance/ Accounting	Labor Distribution	Costs by employee & program	7/17	6/18	AU + 2	GC 34090	N	n/a	Corp. Yard	2013		STATE WAGE REPORT 17/18 2007 PAYROLL FILES	FGA-20-002
Finance/ Accounting	Adjustments	Audit Purposes	7/07	6/08	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		ICMA PAYMENTS ICMA WORK FILE	FPR-08-031
Finance/ Accounting	Adjustments	Audit Purposes	7/07	6/08	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2007 PAYROLL FILES ING (DEFERRED) PAYMENTS(JAN-JUN) ING (DEFERRED) PAYMENTS(JUL-DEC) ING (DEFERRED) PAYMENTS WORK FILE	FPR-08-031
Finance/ Accounting	Adjustments	Audit Purposes	7/07	6/08	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2007 PAYROLL FILES LINCOLN NATIONAL LIFE INSURANCE PAYMENTS LINCOLN NATIONAL LIFE INSURANCE WORK FILE	FPR-08-031
Finance/ Accounting	Adjustments	Audit Purposes	7/07	6/08	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2007 PAYROLL FILES MES PAYMENTS MES WORK FILE	FPR-08-031
Finance/ Accounting	Adjustments	Audit Purposes	7/07	6/08	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2007 PAYROLL FILES METRO (DEFERRED) LIFE PAYMENTS METRO (DEFERRED) WORK LIFE MILEAGE	FPR-08-031
Finance/ Accounting	Adjustments	Audit Purposes	7/07	6/08	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2007 PAYROLL FILES PARS RETIREMENT (UNION BANK) PAYMENTS PARS RETIREMENT (UNION BANK) WORK FILE	FPR-08-031
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 GARNISHMENT PAYMENTS (JAN-JUN) GARNISHMENT PAYMENTS (JUL-DEC)	FPR-11-004
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 GARNISHMENT - CA SDU PAYMENTS (WIRES) GARNISHMENT - CA SDU WORK FILE	FPR-11-004
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 GARNISHMENTS (CLOSED) (1 OF 3) GARNISHMENTS (CLOSED) (2 OF 3) GARNISHMENTS (CLOSED) (3 OF 3)	FPR-11-004
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 ICMA PAYMENTS (1 OF 3) ICMA PAYMENTS (2 OF 3) ICMA PAYMENTS (3 OF 3) ICMA WORK FILE	FPR-11-004
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 ING (DEFERRED) PAYMENTS (JAN-JUN) ING (DEFERRED) PAYMENTS (JUL-DEC) ING (DEFERRED) WORK FILE	FPR-11-004
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 LINCOLN NATIONAL LIFE INSURANCE PAYMENTS LINCOLN NATIONAL LIFE INSURANCE WORK FILE	FPR-11-005
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 MES PAYMENTS MES WORK FILE	FPR-11-005
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 METRO (DEFERRED) LIFE PAYMENTS METRO (DEFERRED) LIFE WORK FILE MILEAGE	FPR-11-005
Finance/ Accounting	Adjustments	Audit Purposes	7/10	6/11	AU + 4	GC 34090; 29 CFR \$16.5 - \$16.6	N	n/a	Corp. Yard	2013		2010 PAYROLL FILES F/Y: 10/11 PARS RETIREMENT (UNION BANK) PAYMENTS PARS RETIREMENT (UNION BANK) WORK FILE	FPR-11-005

[illegible]

Office of Record	Records Series	Box #	Status	File Batches (Within Series)	Close Date	Retention	Citation	Destruct On
Finance/Revenue	License - Business	2007 - Cancelled Batch	Canceled	2,286	2007	T + 4	GC34090; CCP 337	2011
Finance/Revenue	License - Business	2008 - Cancelled Batch	Canceled	1,823	2008	T + 4	GC34090; CCP 337	2012
Finance/Revenue	License - Business	2009 - Cancelled Batch	Canceled	2,170	2009	T + 4	GC34090; CCP 337	2013
Finance/Revenue	License - Business	2010 - Cancelled Batch	Canceled	2,198	2010	T + 4	GC34090; CCP 337	2014
Finance/Revenue	License - Business	2011 - Cancelled Batch	Canceled	2,137	2011	T + 4	GC34090; CCP 337	2015
Finance/Revenue	License - Business	2012 - Cancelled Batch	Canceled	1,855	2012	T + 4	GC34090; CCP 337	2016
Finance/Revenue	License - Business	2013 - Cancelled Batch	Canceled	1,893	2013	T + 4	GC34090; CCP 337	2017
Finance/Revenue	License - Business	CX Res 1999-2005	Canceled	982	2005	T + 4	GC34090; CCP 337	2009
Finance/Revenue	License - Business	CX Res 2006-2009	Canceled	725	2009	T + 4	GC34090; CCP 337	2013
Finance/Revenue	License - Business	CX Res 2010-2011	Canceled	415	2011	T + 4	GC34090; CCP 337	2015
Finance/Revenue	License - Business	CX Res 2012-2013	Canceled	370	2013	T + 4	GC34090; CCP 337	2017
Finance/Revenue	License - Business	CX Res 2014-2015	Canceled	622	2015	T + 4	GC34090; CCP 337	2019
				17,476	TOTAL BATCHES			

Office of Record	Records Series	Box #	Detailed Description (if required) / Box Label	DATE RANGE		Destruct On	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
				START	END							
Finance / Purchasing	Bids, RFQs, RFPs, Successful	1	BID LOG	1/1974	12/2005	2011	AU+5	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQs, RFPs, Successful	2	RFQ LOG	1/1974	12/2005	2011	AU+5	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQs, RFPs, Successful	3	PURCHASING PROPOSAL LOG	1/1986	12/2005	2011	AU+5	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	4	RFP P04-01 TO P04-02	1/2004	12/2004	2010	AU + 5 / CU + 2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	(1) PERS Employee Deduction Reports; (2) Salary Records	5	(1) PERS RETIREMENT PAYMENTS 01/06 – 10/06, (1) PERS RETIREMENT WORK FILE; (2) PRE-PAID LEGAL SERVICES PAYMENTS; (2) PRE-PAID LEGAL SERVICES WORK FILE; (2) PROFESSIONAL ASSOCIATION PAYMENTS; (2) PROFESSIONAL ASSOCIATION WORK FILE; (2) SUPERVISOR'S ASSOCIATION PAYMENTS; (2) SUPERVISOR'S ASSOCIATION WORK FILE; (2) UNUM – PAYMENTS; (2) UNUM – WORK FILE; (2) SAFEGUARD PAYMENTS; (2) UNITED WAY PAYMENTS; (2) UNITED WAY – WORK FILE	1/2006	12/2006	2011	(1) T+4 (2) T+3	GC 34090	N	n/a	Corp. Yard	
			(1) CHECK LISTING 2014; (2) CHEVRON GAS CARDS INFORMATION 2007 – 2013; (2) CEVRON/EXXON INFORMATION 2008 – 2013; (2) CLEAN ENERGY INFORMATION 2006 – 2011; (3) DISPOSAL OF CITY PROPERTY 2010 – 2013, JACKIE ACOSTA, PURCHASING MANAGER FILES (2013), (4) PURCHASING DEPARTMENT COPIES OF DOCUMENTS (2009 – 2013), (4) PURCHASE ORDER CONTRACTS BETWEEN \$10,000 - \$25,000 (2010 – 2013); (4) TAX EXEMPT CERTIFICATES (2004 – 2010); (4) VENDOR NAME AND ADDRESS CHANGE (2006 – 2012); (4) WRIGHT EXPRESS (WEX) INFORMATION 2007 – 2013	1/2004	12/2014	2020	(1) AU+5 (2) AU + 2; (3) AU+4; (4)AU+4	(1) GC 34090 / CCP 337; (2) GC 34090; (3) GC 34090 / CCP 337; (4) GC 34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Salary Records	7	DEDUCTION REPORTS 10/18/2008 – 12/26/08; CONTRIBUTION REPORTS 12/15/17 – 08/22/08	1/2008	12/2008	2012	T+3	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Employee Timesheets	8	EMPLOYEE PRELUITS 12/15/07 – 05/02/08	1/2008	12/2008	2015	AU+6	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Salary Records	9	CHECK REGISTERS 04/05/08 – 04/04/08	1/2008	12/2008	2012	T+3	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Correspondence/Originating Department	10	INCOMING CORRESPONDENCE	1/2010	12/2013	2016	CU+2	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Correspondence/Originating Department	11	OUTGOING CORRESPONDENCE	1/2010	12/2013	2016	CU+2	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	PERS Employee Deduction Reports	12	PERS REPORTS 01/01/2006 – 06/27/08	1/2011	12/2011	2016	T+4	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	PERS Employee Deduction Reports	13	PERS REPORTS 06/28/2008 – 12/24/10	1/2011	12/2011	2016	T+4	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	PERS Employee Deduction Reports	14	PERS REPORTS 2002-2005	1/2011	12/2011	2016	T+4	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Employee Timesheets	15	PAST EMPLOYEE TIMESHEETS	1/2010	12/2013	2020	AU+6	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	PERS Employee Deduction Reports	16	PERS REPORTS AND PAYMENTS 08/19/2011, 10/14/11 – 12/23/11	1/2011	12/2011	2016	T+4	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	PERS Employee Deduction Reports	17	PERS REPORTS 12/25/2010 – 06/24/11, PERS REPORTS AND PAYMENTS 12/24/10 – 03/18/11, PERS REPORTS AND PAYMENTS 04/01/11 – 06/24/11, PERS REPORTS AND PAYMENTS 07/08/11 – 08/05/11	1/2011	12/2011	2016	T+4	GC 34090	N	n/a	Corp. Yard	

Office of Record	Records Series	Box #	Detailed Description (if required) / Box Label	DATE RANGE		Destruct On	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
				START	END							
Finance / Purchasing	Employee Timesheets	18	PAYROLL COPIES, 2012 AP CHECK LISTINGS	1/2011	12/2012	2019	AU+6	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	19	RFP P12-04 BOX 1	1/2012	12/2012	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	20	RFP P12-04 BOX 2	1/2012	12/2012	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	21	RFP P12-04 BOX 3	1/2012	12/2012	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	22	RFP P12-05 TO P12-07 (4)	1/2012	12/2012	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	23	RFP P12-01 TO P12-03	1/2012	12/2012	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	24	IFB P12-01 TO P12-06 (14)	1/2012	12/2012	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Salary Records	25	2013 LEAVE BALANCE REPORTS; PAYROLL COPIES 12/12 – 05/14	1/2012	12/2014	2018	T+3	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQs, RFPs, Successful	26	RECEIVING LOG	1/2012	12/2013	2019	AU + 5	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	27	STORE/WAREHOUSE CORRESPONDENCE	1/2012	12/2012	2015	CU+2	GC 34090	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	28	Deleted Requisitions	1/2013	12/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	29	RFP P13-01 TO P13-06 (5A)	1/2013	12/2013	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	30	RFP P13-07 TO P13-09 (5B)	1/2013	12/2013	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Bids, RFQ's, RFP's, Successful / Unsuccessful	31	IFB P123-01 TO P13-05 (15)	1/2013	12/2013	2018	AU + 5 / CU +2	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	32	(A-B) Purchase Orders	7/2010	6/2012	2017	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	33	(M-O) Purchase Orders	7/2010	6/2012	2017	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	34	(A-Z) Term Purchase Orders	7/2010	6/2011	2016	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	35	(P-Z) Term Purchase Orders	7/2011	6/2012	2017	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	36	(J-P) Term Purchase Orders	7/2011	6/2012	2017	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	37	(A-I) Term Purchase Orders	7/2011	6/2012	2017	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	38	(T-Z) Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	39	(J-O) Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	40	(P-S) Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	41	(M-O) Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	42	(A-C) Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	43	(D-I) Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	44	(P-Z) Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	

Office of Record	Records Series	Box #	Detailed Description (if required) / Box Label	DATE RANGE		Destruct On	Retention	Authorization	Imaged	If Imaged, What System	Current Location	Date of Destruction (After Council Approval)
				START	END							
Finance / Purchasing	Requisitions	45	Deleted Purchase Orders	7/2012	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	46	(D-Z) Term Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	47	(A-C) Term Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	48	(A-Z) Term Purchase Orders	7/2012	6/2013	2018	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	49	(S) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	50	(P-S) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	51	(D-F) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	52	(T-Z) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	53	(T-Z) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	54	(J-L) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	55	(G-I) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	56	(A-B) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	57	(C) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	58	(M-O) Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	59	(A-L) Term Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	60	(A-B) Term Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	
Finance / Purchasing	Requisitions	61	(M-Z) Term Purchase Orders	7/2013	6/2014	2019	AU+4	GC34090 / CCP 337	N	n/a	Corp. Yard	