City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 16-153

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of February 1, 2016 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS THAT HAVE SATISFIED THEIR LEGAL RETENTION PERIOD.

PURPOSE(S) OF ACTION:

To authorize the destruction of records.

COUNCIL DISTRICT: N/A		
Drafter/Staff Contact: Lissa Herrera	**Department/Section:** Legal/City Clerk	**Phone:** 541-2585
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Under the New Mexico Public Records Act, NMSA 1978 Sec. 14-3-1 et al, the City of Las Cruces is required to retain its public records for various lengths of time. After the required retention period is met based on the New Mexico Administrative Code, the records may be destroyed by approved methods.

Approximately 776 cubic feet of records or 129.33 four-drawer filing cabinets (517.33 drawers) have been identified as having met their retention. All Department Directors have reviewed the lists to ascertain if there are records that need to be kept, due to legal requirements.

Approval of the Las Cruces City Council is required to authorize the destruction. Acceptable methods of destruction are witnessed incineration, witnessed dump site burial, witnessed shredding and/or recycling through a bonded recycling company. After the records have been properly destroyed, a "Certificate of Destruction" will be completed by the Records Designee in each department and filed with the office of the City Clerk.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", inventory list from City Clerk's database, records stored in various departments and Records Center.

(Continue on additional sheets as required)

SOURCE OF FUNDING:

Is this action already budgeted? N/A			
	Yes	☐	See fund summary below
	No	☐	If No, then check one below:
	Budget Adjustment Attached	☐	Expense reallocated from: _____
		☐	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue? N/A			
	Yes	☐	Funds will be deposited into this fund: _____ in the amount of $_____for FY____.
	No	☐	There is no new revenue generated by this action.

BUDGET NARRATIVE

N/A

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the destruction of those records that have met their legal retention period.
2. Vote "No"; this will require departments to keep their records beyond their retention period either in their offices or with a bonded vendor offsite.
3. Vote to "Amend"; this could include records that have met retention and have not been identified or remove records from the destruction list that need to be kept for a longer period of time due to pending legal matters.
4. Vote to "Table"; this could create storage problems by keeping the records longer than is legally required.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

N/A

(Continue on additional sheets as required)

RESOLUTION NO. 16-153

A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS THAT HAVE SATISFIED THEIR LEGAL RETENTION PERIOD.

The City Council is informed that:

WHEREAS, an inventory of records was completed to identify custodial records which have satisfied the legal retention period, according to the New Mexico State Records Retention and Disposition Schedules.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT records identified in Exhibit "A" are authorized to be destroyed by appropriate method as prescribed by the custodian of record.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20____.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

VOTE:

Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eckman: _____
Councillor Sorg: _____
Councillor Levatino: _____

APPROVED AS TO FORM:

_____
City Attorney

Exhibit A

Records Destruction 2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
ADMIN/CM/COUNCIL						
	LASERFICHE	1.15.3.108	ADMIN CORRESPONDENCE EXEC LEVEL	INCOMING & OUTGOING CORRESPONDENCE	2012	2015
	LASERFICHE	1.15.3.108	ADMIN CORRESPONDENCE EXEC LEVEL	INCOMING & OUTGOING CORRESPONDENCE	2012	2015
	LASERFICHE	1.15.5.104	BUDGET ADJUSTMENT REQUESTS	FY11/12	FY11/12	2015
	LASERFICHE	1.15.5.304	INVOICES (VENDOR)	FY09/10 & FY10/11 & FY11/12	FY12	2015
	LASERFICHE	1.15.5.310	PAYMENT VOUCHERS	FY09/10 & FY10/11 & FY11/12	FY12	2015
	LASERFICHE	1.15.5.314	TRIP TICKET FILE	FY09/10 & FY10/11 & FY11/12	FY12	2015
ADMIN/CM/MAYOR						
	LASERFICHE	1.15.5.304	INVOICES (VENDOR)	FY09/10 & FY10/11 & FY11/12	FY12	2015
	LASERFICHE	1.15.5.310	PAYMENT VOUCHER FILE	CREDIT CARD RECIEPTS FY09/10 & FY10/11 & FY11/12	FY12	2015
	LASERFICHE	1.15.5.314	TRIP TICKET FILE	FY09/10 & FY10/11 & FY11/12	FY12	2015
ADMINISTRATION ASST CM						
	LASERFICHE	1.15.3.108	ADMIN CORRESPONDENCE EXEC LEVEL	INCOMING & OUTGOING 2012	2012	2015
	LASERFICHE	1.15.5.104	BUDGET ADJUSTMENT REQUESTS	FY11/12	FY12	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	LASERFICHE	1.15.5.105	BUDGET STATUS REPORTS	FY11/12	FY12	2015
	LASERFICHE	1.15.5.511	CREDIT CARD RECEIPTS	FY11/12	FY12	2015
	LASERFICHE	1.15.7.127	GREIVANCE & COMPLAINT FILES	MISC PERSONNEL 2007	2007	2015
	LASERFICHE	1.15.3.117	INTERNAL AUDIT	2009	2009	2015
	LASERFICHE	1.15.5.304	INVOICES	FY09/10 & 10/11	FY10-11	2015
	LASERFICHE	1.15.5.304	INVOICES	FY11/12	FY12	2015
	LASERFICHE	1.15.5.310	PAYMENT VOUCHERS	CREDIT CARD RECEIPTS FY11/12	FY12	2015
	LASERFICHE	1.15.3.117	REPORTS	VARIOUS REPORTS	FY13	2015
	LASERFICHE	1.15.3.117	REPORTS	VARIOUS REPORTS	FY12	2015
	LASERFICHE	1.15.5.206	REVENUE STATUS REPORT	FY11/12	FY12	2015
	LASERFICHE	1.15.5.314	TRIP TICKET FILE	TRAVEL REQUESTS FY09/10 & FY10/11	FY10-11	2015
	LASERFICHE	1.15.5.314	TRIP TICKET FILE	TRAVEL REQUESTS FY11/12	FY11/12	2015
ADMINISTRATION ASST CM/CAO						
	LASERFICHE	1.15.3.108	ADMIN CORRESPONDENCE EXECUTIVE LEVEL	2012 INCOMING & OUTGOING CORRESPONDENCE	2012	2015
	LASERFICHE	1.15.5.104	BUDGET ADJUSTMENT REQUESTS	FY 11/12	2012	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	LASERFICHE	1.15.5.105	BUDGET STATUS REPORT	FY 11/12	2012	2015
	LASERFICHE	1.15.5.310	CREDIT CARD RECEIPTS	FY11/12	2012	2015
	LASERFICHE	1.15.5.304	INVOICES	FY11/12	2012	2015
	LASERFICHE	1.15.5.314	TRIP TICKET	FY11/12	2012	2015
ADMINISTRATION ASST CM/COO						
	LASERFICHE	1.15.3.108	ADMINISTRATIVE CORRESPONDENCE FILES	INCOMING & OUTGOING 2012	2012	2015
	LASERFICHE	1.15.5.104	BUDGET ADJUSTMENT REQUESTS	FY 10/11 & 11/12	2010-2012	2015
	LASERFICHE	1.15.5.304	INVOICES (VENDOR)	FY10/11 & 11/12	2012	2015
	LASERFICHE	1.15.5.310	PAYMENT VOUCHER FILE	FY 10/11 & 11/12	2012	2015
	LASERFICHE	1.15.5.206	REVENUE STATUS REPORT, MONTHLY	FY10/11 & 11/12	2012	2015
	LASERFICHE	1.15.3.132	TELEPHONE LOGS	2011	2011	2015
	LASERFICHE	1.15.5.402	TIMESHEETS	2012	2012	2015
	LASERFICHE	1.15.5.314	TRIP TICKET FILE	FY10/11 & 11/12	2012	2015
CCS - ADMINISTRATION						

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.3.106/ MULTIPLE	ADMINISTRATIVE FILES (EXEC)	ADMIN EXEC 4/2009-11/09; MIN MTG 8/2010-DEC/2013; STORAGE TICKETS 2012; BGT WRK PAP 2012; BGTADJ REQ 11/2011-MAR 12; PO 7/11-6/12; VOUCHERS, TRIP T; TIME SHEETS 7/7-6/12; PERSONAL FILES 2012; ADMIN FILES 2009, OLD DIRECTORIES 2013-14 GEN CORR	2005-2007	2015
	FLOOR	1.15.3.113/ MULTIPLE	COMMITTEE OR COUNCIL FILES/MULTIPLE	COMM/BOARD LCCVB 12/2007-6/2010; ADMIN CORRESP. 7/2007-6/2013 (1.15.3.108)	2007-2010	2015
CCS - BRANIGAN LIBRARY						
	G217	1.15.3.603	BORROWER FILE	BORROWER/LENDING RECORDS JAN-DEC 2011 ALSO CODE 1.15.3.604	FY12	2015
	LIBRARY	1.15.3.109	GENERAL CORRESPONDENCE FILES	CORRESPONDENCE & SUPPORTING DOCS JUL2012-JUN2014	FY14	2015
	LIBRARY	1.15.5.204	PAYMENT INVOICE FILES	PAYMENTS, RECEIPTS, RFPs, INVOICES, SUPPORTING DOCS JUL 2011 - JUN 2012	FY12	2015
	LIBRARY	1.15.5.402	TIMESHEETS	TIMESHEETS JULY 2011 - JUNE 2012	FY12	2015
CCS - CVB						
	CVB	1.15.3.113	BUDGET ADJUSTMENT REQUESTS	BUDGET ADJUSTMENT FORMS	2012	2015
	CVB	1.15.5.305	CONTRACT/AGREEMENT FILES	CONTRACTS/AGREEMENTS JUL 2008 - JUN 2009	FY09	2015
	CVB	1.15.5.309	PAYMENT VOUCHER FILES	REQUEST FOR PAYMENT FORMS AND BACKUP JUL 2011 - JUN 2012	FY12	2015
	CVB	1.15.5.310	PAYMENT VOUCHER FILES	PAYMENT VOUCHERS JUL2009 - JUN2010	FY10	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	CVB	1.15.5.310	PAYMENT VOUCHER FILES	PAYMENT VOUCHERS JUL2010 - JUN2011	FY11	2015
	CVB	1.15.5.310	PAYMENT VOUCHER FILES	PAYMENT VOUCHERS JUL2008 - JUN2009	FY09	2015
	CVB	1.15.5.303	PURCHASE ORDERS	PURCHASE ORDERS AND BACKUP DOCUMENTATION	2012	2015
	CVB	1.15.5.203	RECEIPTS	MISC RECEIPTS & BACKUP DOCUMENTATION AUG 2010 - MAY 2012	FY12	2015
	CVB	1.15.5.308	REQUEST FOR PROPOSAL	CONTRACT PROPOSALS FROM ADVERTISING AGENCIES	2012	2015
	CVB	1.15.5.402	TIMESHEETS	TIMESHEETS AND LEAVE FORMS JUL 2011 - JUNE 2012	FY12	2015
	CVB	1.15.5.314	TRIP TICKET FILE	TRAVEL ORDERS AND BACKUP MATERIAL JUL2011 - JUN2012	FY12	2015
CCS - MUSEUM ADMINISTRATION						
	MUSEUM OFFICE	1.15.5.303	PURCHASE ORDERS	ADVERTISING CONTRACTS	2006	2015
	MUSEUM OFFICE	1.15.5.314	TRIP TICKET FILES	TRAVEL ORDERS	2007	2015
	P009B	MULTIPLE	OPERATING BUDGET	OP BUDGET, BUD ADJ REQ, BUD ST RPT MTHLY, INVOICE, DS, PO, TRIP TIC, RFP, REV MTHLY RPT, PAY INV, RCPTS JAN 2011-JUN 2012	FY12	2015
CCS - MUSEUM OF ART						
	MUSEUM OF ART	1.15.5.204	PAYMENT INVOICE FILES	COPIES OF RFPs AND INVOICES JUL2011 - JUN2012	FY12	2015
CCS - SENIOR PROGRAMS						

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E029	1.15.5.208	REVENUE CONTRACT AND GRANTS	IN-HOME SERVICES - CLOSED JAN-DEC 2008 FILES ABBO-CUEL	FY09	2015
	E030	1.15.5.208	REVENUE CONTRACT AND GRANTS	IN-HOME SERVICES - CLOSED JAN-DEC 2008 FILES DELG-LYN	FY09	2015
	E041	1.15.5.208	REVENUE CONTRACT AND GRANTS	IN-HOME SERVICES - CLOSED JAN-DEC 2008 FILES MAC-RUSS	FY09	2015
	E042	1.15.5.208	REVENUE CONTRACT AND GRANTS	IN-HOME SERVICES - CLOSED JAN-DEC 2008 FILES SAE-ZIE	FY09	2015
	E053	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR RECREATION PROG DAILY DEPOSIT RPTS BX 1 OF 2	FY09	2015
	E054	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR RECREATION PROG DAILY DEPOSIT RPTS BX 2 OF 2	FY09	2015
	E057	1.15.5.208	REVENUE CONTRACT/GRANTS	RSVP MILEAGE REIMBURSEMENTS	FY09	2015
	E058	1.15.5.208	REVENUE CONTRACT/GRANTS	RSVP VOLUNTEER HOURS REPORT & RESOURCE CENTER CLOSED CLIENT ASSESSMENTS	FY09	2015
	E059	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR RECREATION PROG DAILY ACTIVITY SHEETS BX 1 OF 2	FY09	2015
	E060	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR RECREATION PROG DAILY ACTIVITY SHEETS BX 2 OF 2	FY09	2015
	E167A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR RESOURCE CTR MONTHLY RPTS, CLIENT STATUS RPTS, PURCHASE VOUCHER FILES, POS, INV. & REQ.JUL08-JUN09	FY09	2015
	E168A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR MONTHLY RPTS, CORRESP, TRAVEL, TELEPHONE	FY09	2015
	E179A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR NUTRITION PROG DAILY DEPOSIT SLIPS CONGREGATE JUL08-JUN09	FY09	2015
	E180A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR PROG PO, INV., PAYMT VOUCHERS, REQS	FY09	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F035A	1.15.5.208	REVENUE CONTRACT/GRANTS	RSVP ADVISORY COUNCIL,AGENDA,AWARDS,BUDG ADJ,BYLAWS,CIMA INS/CLAIMS,CORRES,CC PURCH,DAC HRS,INVS,TRACKING RPTS,FED EX, MEMO OF UND,MINUTES,MTLY/QRT RPTS,OATHS,PETTYCASH,Pos,NMSU CNRCT,RES/ORD,VOLUNTEER HRS	JAN-DEC 2008	2015
	F036A	1.15.5.208	REVENUE CONTRACT/GRANTS	HOME CARE CLIENT CASE LOGS, CLIENT IN-TAKES REFUSED/DENIED A - Z,CASH DEPOSIT HOMECARE DONATIONS, TRAINING, 4-YR PLAN	FY09	2015
	F047A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR NUTRITION PROG CONGREGATE EOM RPTS JUL - OCT '08 BX 1 OF 2	FY09	2015
	F048A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR NUTRITION PROG CONGREGATE EOM RPTS NOV '08 - FEB '09 BX 2 OF 2	FY09	2015
	F059A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR PROG TIME SHEETS	FY09	2015
	F060A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR NUTRITION PROG CONGREGATE EOM RPTS VEHICLE MAINT REPORTS	FY09	2015
	G235	1.15.7.101(1)	PERSONNEL FOLDERS	SENIOR PROG PERSONNEL FOLDERS INACTIVE EMPLOYEES-DPT COPY JAN 2, 2000 TO JUNE 30 2012	FY12	2015
	H239A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR NUTRITION PROG DAILY DEPOSIT SLIPS JUL-DEC 2008 BX 1 OF 2	FY09	2015
	H240A	1.15.5.208	REVENUE CONTRACT/GRANTS	SENIOR NUTRITION PROG DAILY DEPOSIT SLIPS JUL-DEC 2008 BX 2 OF 2	FY09	2015

COMMUNITY DEVELOPMENT -

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
ADMINISTRATION						
	AMERICAN DOCUMENT SERVICES	1.19.8.204	BUILDING INSPECTION FILES	BUILDING INSPECTION FILES	2005	2015
	AMERICAN DOCUMENT SERVICES	1.19.8.201	ZONING CASE FILES	PLANNING AND ZONING RECORDS	2003	2015
	AMERICAN DOCUMENT SERVICES	1.19.8.201	ZONING CASE FILES	CITY SUBDIVISION FILES	2005	2015
	E137	1.19.8.209	MULTIPLE	C OF CONSIST 07-08; 1.15.5.511 P CASH; 1.15.5.503TRANSACTION RPT 07-08; 1.15.5.314(2) TRIP TICKETS 07-08; 1.15.5.309(2) VOUCHERS 07-08; 1.15.5.305CONTRACTS 06-07; 1.15.3.119MIN MTGS; 1.15.3.109GEN CORRESP 08	2006-2008	2015
	E138	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUBGRANT	HUD LABOR RPTS 02-05,ENVIRONMENT (PY04); 2005ACTION PLANS, ARCHEOLOGICAL/BIOLOGICAL 03-05;HOME FILES 5THST/PALMER	2002-2005	2015
	E139	1.15.3.119	MULTIPLE	1.15.3.109GEN CORRESP;1.15.3.119MIN MTG; 1.15.5.104BARS; 1.15.3.117(2)RPTS; 1.15.5.309(2)VOUCHERS; 1.15.3.132PHONE LOGS	2006-2010	2015
	E140	1.15.5.309;314	MULTIPLE	VOUCHERS; 1.15.5.402TSHEETS; 1.15.3.132PHONE LOG; 1.15.5.314TRIP TICKET; 1.15.3.117RPTS; 1.15.3.119MIN OF MTG; 1.19.8.902VECH.MAINT; 1.15.3.101NON-RECORDS	2005-2010	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E141	1.19.8.209	MULTIPLE	CONF INTEREST 08; 1.15.5.314(2)TRIPS; 1.15.5.511PETTYCASH; 1.15.5.309(2) VOUCHERS 08-11; 1.15.5.305CONTRACTS 2006; 1.15.3.118ACCIDENT 10-11; 1.15.3.117(2) RPTS 10-11; 1.15.3.108ADMIN CORRESP	2006-2011	2015
	E142	1.15.5.305	MULTIPLE	CONTRACTS 06-08; 1.15.5.204(2)PAYMT INVOICE06-08; 1.15.5.309(2)VOUCHERS 10-11; 1.15.5.301(2) TRIPS 10-11; 1.15.5.402 TIMESHTS 08; 1.15.7.101(1) PERSONNEL FILE CPY 08-11	2006-2011	2015
	F173	1.15.5.402	TIME SHEETS	COMM.DEV TIME SHEETS 01/1/2011 - 12/31/2011	FY12	2015
	FLOOR	1.15.5.305/ MULTIPLE	CONTRACTS/ AGREEMENTS ETC	C&A 2008-09; 1.15.701 PERS.FOLDERS 2012; 1.15.3.106 ADMIN EXEC 2010; 1.15.3.108 ADMIN CORESP 2009; 1.15.3.119 MIN. MEETINGS 2009; 1.19.8.209 GRANTS 2009; 1.15.5.309 VOUCHERS 2010; TRIP TICKETS & PETTY CASH 2010	2008-2012	2015
	FLOOR	1.15.3.123/ MULTIPLE	NEWSPAPER RELEASES ETC	RELEASES 2009-11; 1.15.5.402 TIMESHEETS 2011; 1.15.5.314 TRIP TICKET 2011/12; 1.15.5.309 VOUCHERS 2012; 1.15.5.205 DEP SLIPS 2012; 1.15.3.132 TEL LOGS 2009-12; 1.15.7.101 PERS. FOLDERS 2012; 1.15.3.108 ADMIN CORRESP. 2009-12	2009-2012	2015
COMMUNITY DEVELOPMENT - BLDG & DEV SERVICES						
	E143	1.19.8.201	ZONING CASE FILES	CERTIFIED LTRS/GR CARDS Z2817 TO Z2851 IDP,ETZC,SMO. 1 OF 3	7/1/2011-6/30/2012	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E144	1.19.8.201	ZONING CASE FILES	CERTIFIED LTRS/GR CARDS PUD10-06 TO SUP 12-006, IDP,ETZC,SMO. 2 OF 3	7/1/2011-6/30/2012	2015
	E144A	1.19.8.201	ZONING CASE FILES	CERTIFIED LTRS/GR CARDS A-17-09 TO S-12-005 IDP,ETZC,SMO. 3 OF 3	7/1/2011-6/30/2012	2015
	E205	1.19.8.204	BUILDING INSPECTION FILES	ALAMEDA-1749 BOULDER 2004	FY05	2015
	E206	1.19.8.204	BUILDING INSPECTION FILES	614 W BOWMAN-7400 CORTEZ 2004	FY05	2015
	E207	1.19.8.204	BUILDING INSPECTION FILES	4117 COUNCIL OAK-4250 ELKS 2004	FY05	2015
	E208	1.19.8.204	BUILDING INSPECTION FILES	5016 EMERALD-1188 HOWELL RD 2004	FY05	2015
	E209	1.19.8.204	BUILDING INSPECTION FILES	100 E IDAHO-605 E LOHMAN 2004	FY05	2015
	E210	1.19.8.204	BUILDING INSPECTION FILES	704 E LOHMAN-1872 LONE TREE 2004	FY05	2015
	E211	1.19.8.204	BUILDING INSPECTION FILES	1882 LONE TREE-1304 MCFIE ST 2004	FY05	2015
	E212	1.19.8.204	BUILDING INSPECTION FILES	5234 MELANITE-5265 MORGANITE 2004	FY05	2015
	E213	1.19.8.204	BUILDING INSPECTION FILES	122 MORNING STAR-1196 W PICACHO 2004	FY05	2015
	E214	1.19.8.204	BUILDING INSPECTION FILES	200 W PICACHO-141 ROADRUNNNER 2004	FY05	2015
	E215	1.19.8.204	BUILDING INSPECTION FILES	141 ROADRUNNER-4114 SENECA 2004	FY05	2015
	E215A	1.19.8.204	BUILDING INSPECTION FILES	960 TELSHOR-2186 VIRGINIA PINE 2004	FY05	2015
	E216	1.19.8.204	BUILDING INSPECTION FILES	980 SEVENTEETH-3890 STEIN 2004	FY05	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E216A	1.19.8.204	BUILDING INSPECTION FILES	2120 SUMMIT-920 TELSHOR 2004	FY05	2015
	E217	1.19.8.204	BUILDING INSPECTION FILES	1445 WADE-8960 ZIA 2004	FY05	2015
	E218	1.19.8.204	BUILDING INSPECTION FILES	ALAMEDA/VAN PATTEN-CORONA DEL CAMPO 2004	FY05	2015
	E219	1.19.8.204	BUILDING INSPECTION FILES	CORTABELLA-GRIGGS 2004	FY05	2015
	E220	1.19.8.204	BUILDING INSPECTION FILES	HADLEY-LOS AMIGO 2004	FY05	2015
	E221	1.19.8.204	BUILDING INSPECTION FILES	LOS MISIONEROS-PALMER 2004	FY05	2015
	E222	1.19.8.204	BUILDING INSPECTION FILES	PARK RIDGE-SENECA 2004	FY05	2015
	E223	1.19.8.204	BUILDING INSPECTION FILES	SENECA-WINTERS 2004	FY05	2015
	E224	1.19.8.204	BUILDING INSPECTION FILES	AGATE ST-ARENA 2004	FY05	2015
	E225	1.19.8.204	BUILDING INSPECTION FILES	ARENA-BURGERS 2004	FY05	2015
	E226	1.19.8.204	BUILDING INSPECTION FILES	CABALLO-CHANTE 2004	FY05	2015
	E227	1.19.8.204	BUILDING INSPECTION FILES	CHAPARRO-CORN 2004	FY05	2015
	E227A	1.19.8.204	BUILDING INSPECTION FILES	COUNCIL OAK-ESCALANTE 2004	FY05	2015
	E228	1.19.8.204	BUILDING INSPECTION FILES	CORONA DEL CAMPO-COTTON 2004	FY05	2015
	E228A	1.19.8.204	BUILDING INSPECTION FILES	ESCENICO-FOSSIL 2004	FY05	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E229	1.19.8.204	BUILDING INSPECTION FILES	GILA-GOLONDRINA 2004	FY05	2015
	E230	1.19.8.204	BUILDING INSPECTION FILES	GRAND TETON-GUTHRIE 2004	FY05	2015
	E231	1.19.8.204	BUILDING INSPECTION FILES	HACIENDA-HOLIDAY 2004	FY05	2015
	E232	1.19.8.204	BUILDING INSPECTION FILES	IDAHO-JAYNE 2004	FY05	2015
	E233	1.19.8.204	BUILDING INSPECTION FILES	JEFFERSON-LA MIRADA 2004	FY05	2015
	E234	1.19.8.204	BUILDING INSPECTION FILES	LAGUNA-LANTANA 2004	FY05	2015
	E235	1.19.8.204	BUILDING INSPECTION FILES	LEES DR-LOHMAN 2004	FY05	2015
	E236	1.19.8.204	BUILDING INSPECTION FILES	LOHMAN-LOHMAN 2004	FY05	2015
	E237	1.19.8.204	BUILDING INSPECTION FILES	LOMA VERDE-LORI 2004	FY05	2015
	E238	1.19.8.204	BUILDING INSPECTION FILES	LORI-LOS NOGALES 2004	FY05	2015
	E239	1.19.8.204	BUILDING INSPECTION FILES	LUCERO-MAIN 2004	FY05	2015
	E239A	1.19.8.204	BUILDING INSPECTION FILES	MOONVIEW-ORGAN 2004	FY05	2015
	E240	1.19.8.204	BUILDING INSPECTION FILES	MALL-MISSOURI 2004	FY05	2015
	E240A	1.19.8.204	BUILDING INSPECTION FILES	MOHAVE-MOONVIEW 2004	FY05	2015
	F181	1.19.8.204	BUILDING INSPECTION FILES	PALM CANYON-PARK RIDGE 2004	FY05	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F182	1.19.8.204	BUILDING INSPECTION FILES	PEBBLE BEACH RD-QUASAR 2004	FY05	2015
	F183	1.19.8.204	BUILDING INSPECTION FILES	REAL DEL SUR-SANTA FE 2004	FY05	2015
	F184	1.19.8.204	BUILDING INSPECTION FILES	SANTA DOMINGO-SENECA 2004	FY05	2015
	F185	1.19.8.204	BUILDING INSPECTION FILES	SENECA-SPIRIT ROCK 2004	FY05	2015
	F186	1.19.8.204	BUILDING INSPECTION FILES	SPITZ-TELSHOR 2004	FY05	2015
	F187	1.19.8.204	BUILDING INSPECTION FILES	TELSHOR-VENETIAN 2004	FY05	2015
	F188	1.19.8.204	BUILDING INSPECTION FILES	VIRGINIA-YELLOWSTONE 2004	FY05	2015
	F189	1.19.8.204	BUILDING INSPECTION FILES	BENTLEY-CALLE VERDE	FY05	2015
	F190	1.19.8.204	BUILDING INSPECTION FILES	CAVE CREEK-CENTENNIAL 2004	FY05	2015
	F191	1.19.8.204	BUILDING INSPECTION FILES	COUNCIL OAK-COTTON 2004	FY05	2015
	F191A	1.19.8.204	BUILDING INSPECTION FILES	MOONVIEW-O'HAIR 2004	FY05	2015
	F192	1.19.8.204	BUILDING INSPECTION FILES	INCA-IVORY 2004	FY05	2015
	F192A	1.19.8.204	BUILDING INSPECTION FILES	PALM CANYON-PEPPER POST 2004	FY05	2015
	F193	1.19.8.204	BUILDING INSPECTION FILES	ROCK CT-ROMA 2004	FY05	2015
	F194	1.19.8.204	BUILDING INSPECTION FILES	SADDLE FORK-SANTO DOMINGO E 2004	FY05	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F195	1.19.8.204	BUILDING INSPECTION FILES	SCENIC CREST-SOLANO 2004	FY05	2015
	F196	1.19.8.204	BUILDING INSPECTION FILES	SORRENTO-SOUTHERN STAR 2004	FY05	2015
	F197	1.19.8.204	BUILDING INSPECTION FILES	SUNCREST-STELLAR 2004	FY05	2015
	F198	1.19.8.204	BUILDING INSPECTION FILES	TANZANITE-TELSHOR 2004	FY05	2015
	F199	1.19.8.204	BUILDING INSPECTION FILES	TELSHOR-VALLEY 2004	FY05	2015
	F200	1.19.8.204	BUILDING INSPECTION FILES	VIA DE LUNA-WEST PALMS 2004	FY05	2015
	F201	1.19.8.204	BUILDING INSPECTION FILES	REROOF BUILDING PERMITS 2003-2004 INCLUSIVE; BP95-97 2004	FY05	2015
	F202	1.19.8.204	BUILDING INSPECTION FILES	WINTERS-YELLOWSTONE 2004	FY05	2015
	F204	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS BOX OF REFILES FOR 2004 VARIED	FY05	2015
	MICROFILM 112	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - A-Z CARDS; ALL YEARS	1956-1960	2015
	MICROFILM 113	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - A-Z CARDS 1962; APPS 1960-61; A-I 1962	1960-1962	2015
	MICROFILM 114	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - APPS J-Z (62); A-Z (63); A-S (64)	1962-1964	2015
	MICROFILM 115	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - S-Z (64); A-Z (65); JAN-AUG (64)	1964-1965	2015
	MICROFILM 116	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - JUL-DEC (64); JAN-DEC (65); JAN-JUL (66)	1964-1966	2015
	MICROFILM 117	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - AUG-DEC (66); JAN-DEC (67 & 68)	1966-1968	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MICROFILM 118	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - JAN-DEC (69)	1969	2015
	MICROFILM 119	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - JAN-DEC (70); JAN-OCT (71)	1970-1971	2015
	MICROFILM 120	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - OCT-DEC (71); JAN-DEC (72); JAN-APR (73)	1971-1973	2015
	MICROFILM 121	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - MAY-DEC (73)	1973	2015
	MICROFILM 155	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1966 A-Z; 1967 A-D	1966-1967	2015
	MICROFILM 156	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1977 - VARIED ORDER	1977	2015
	MICROFILM 157	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1977 VARIED ORDER; FEW 73-74 CERTIF OCCUP.	1977	2015
	MICROFILM 158	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 1967 E-Z (CONT FRM ROLL 155)	1967	2015
	MICROFILM 159	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1978 - VARIED ORDER	1978	2015
	MICROFILM 160	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1978 - VARIED ORDER	1978	2015
	MICROFILM 161	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 1978-79 VARIED ORDER	1978-79	2015
	MICROFILM 162	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1978-79 - VARIED ORDER	1978-1979	2015
	MICROFILM 163	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1976	1976	2015
	MICROFILM 164	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1976 STARTS MCCLURE VARIED ORDER	1976	2015
	MICROFILM 178	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - A-MC BY STREET	1980	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MICROFILM 179	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - A-Z BY STREET /BILLBOARD/SIGNS	1980	2015
	MICROFILM 329	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 1968 A-P; PAVING DIST. 6401 1965	1965,1968	2015
	MICROFILM 330	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - S-Z (68); A-Z (69) A-M (70	1968-1970	2015
	MICROFILM 331	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - M-Z (70); A-Z (71); 1ST INSPEC A-R (72)	1970-1972	2015
	MICROFILM 332	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 1ST INSPEC S-Z (72); 2ND INSPEC A-S	1972	2015
	MICROFILM 337	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 2ND INSPEC S-Z (72); 1ST INSPEC A-Z (73)	1972-1973	2015
	MICROFILM 338	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 2ND INSPEC A-Z (73); 3RD INSPEC A-MA	1973	2015
	MICROFILM 339	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 3RD INSPEC M-Z (73)	1973	2015
	MICROFILM 35	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 1975	1975	2015
	MICROFILM 36	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - 1975	1975	2015
	MICROFILM 37	1.19.8.204	BUILDING INSPECTION FILES	REROOFS 1969-70 BY MTH	1969-1970	2015
	MICROFILM 443	1.19.8.204	BUILDING INSPECTION FILES	BUILDING CERTF OF OCCUP - CO (68-71); A-Z PERMITS (74); JT UTILITY FUND DEPOSITS 74-75 CERTIFICATES OF OCCUPANCY (CO)	1968-1971;1974	2015
	MICROFILM 444	1.19.8.204	BUILDING INSPECTION FILES	REROOF FINAL & 3RD INSPEC'S SEC DESK OF PATRICIA RALSTON	1974	2015
	MICROFILM 475	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1981 - VARIED ORDER	1981	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MICROFILM 476	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1981 - VARIED ORDER	1981	2015
	MICROFILM 530	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1982 - INSPEC RPTS	1982	2015
	MICROFILM 531	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1982 - INSPEC RPTS/FINALS	1982	2015
	MICROFILM 546	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1983 2312 ABILENE CT-1802 LAS TUNAS	1983	2015
	MICROFILM 547	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS 1983 LEE-YALE STREET ORDER	1983	2015
	MICROFILM 571	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - ABILENE-E & BILLBOARD PERMITS	1984-1985	2015
	MICROFILM 572	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - ETHEL-PICACHO	1984-1985	2015
	MICROFILM 573	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - PICACHO-YALE	1984-1985	2015
	MICROFILM 589	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - ABILENE CT-MAIN ST	1985-1986	2015
	MICROFILM 590	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - MAIN ST-YALE	1985-1986	2015
	MICROFILM 615	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - AGATE-LOHMAN	1987-1988	2015
	MICROFILM 616	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - LOHMAN-WOOFORD	1987-1988	2015
	MICROFILM 657	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - ACOMA-ESPANOLA	1987-1988	2015
	MICROFILM 658	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - ESPANOLA-POPULAR	1987-1988	2015
	MICROFILM 659	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - POPULAR-YELLOWSTONE	1987-1988	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MICROFILM 701	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS ACRES-MIDWAY CONT ROLL 702	1989	2015
	MICROFILM 702	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - MARGARETE-YELLOWSTONE	1989	2015
	MICROFILM 728	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - ALAMEDA-HACIENDA (ALSO HUNTINGTON)	1990	2015
	MICROFILM 729	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - HADLEY-SOLANO	1990	2015
	MICROFILM 730	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - SOLANO-ZORRO TRL; FINALS 1988-89	1988-1989, 1990	2015
	MICROFILM 731	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - BELLAMAH-YELLOWSTONE (89); AZALEA-CREED (91)	1989,1991	2015
	MICROFILM 732	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - CRESCENT-SUZANNE AVE LOTS OF REROOFS	1991	2015
	MICROFILM 733	1.19.8.204	BUILDING INSPECTION FILES	BUILDING PERMITS - SALOPEK-ZORRO TRL	1991	2015
	MICROFILM 8	1.19.8.204	BUILDING INSPECTION FILES	MISSING - NOT RECEIVED 2004	NOT RECEIVED	2015
	MICROFILM BP-00	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-2000 04 ROLLS AGAVE-WINTON DETAILS SEE IHSF LIST ON H DR	2000	2015
	MICROFILM BP-01	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-2001 04 ROLLS AGAVE-TORNILLO DETAILS SEE IHSF LIST ON H DR	2001	2015
	MICROFILM BP-02	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-2002 05 ROLLS AGAVE-SAMBRA DE COLORES NOTE NO 2003 FILM DETAILS SEE IHSF LIST ON H DR	2002	2015
	MICROFILM BP-04	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-2004 08 ROLLS ALAMEDA-VIRGINIA PINE DETAILS SEE IHSF LIST ON H DR	2004	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MICROFILM BP-91	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-1991 01 ROLL MOONRISE-ZIA DETAILS SEE IHSF LIST ON H DR	1991	2015
	MICROFILM BP-92	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-1992 09 ROLLS ABILENE-YELLOWSTONE DETAILS SEE IHSF LIST ON H DR	1992	2015
	MICROFILM BP-93	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-1993 16 ROLLS AGATE-WYOMING DETAILS SEE IHSF LIST ON H DR	1993	2015
	MICROFILM BP-94	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-1994 13 ROLLS AGATE-SQUAW MT DETAILS SEE IHSF LIST ON H DR	1994	2015
	MICROFILM BP-95	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-1995 15 ROLLS AGAVE-VISTA DEL RIO DETAILS SEE IHSF LIST ON H DR	1995	2015
	MICROFILM BP-96	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-1996 06 ROLLS AQUIRRE-WESTMORELAND DETAILS SEE IHSF LIST ON H DR	1996	2015
	MICROFILM BP-98	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM BP-1998 02 ROLLS DON ROSER-MECHEM NOTE: NO FILM 1997 & 1999 DETAILS SEE IHSF LIST ON H DR	1998	2015
	MICROFILM CO-00	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-2000 02 ROLLS AGUILLERA-YELLOWSTONE NOTE NO 2001 DETAILS SEE IHSF LIST ON H DR	2000	2015
	MICROFILM CO-02	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-2002 11 ROLLS AGAVE-ZIA DETAILS SEE IHSF LIST ON H DR	2002	2015
	MICROFILM CO-03	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-2003 15 ROLLS AGUILLERA-WATER DETAILS SEE IHSF LIST ON H DR	2003	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MICROFILM CO-04	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-2004 24 ROLLS AGATE-WE, ALSO MTHLY RPTS 98-2004, DP SLIPS 2003-04 DETAILS SEE IHSF LIST ON H DR	2004	2015
	MICROFILM CO-92	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-1992 01 ROLL NE-PI DETAILS SEE IHSF LIST ON H DR	1992	2015
	MICROFILM CO-93	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-1993 01 ROLL HA-HO DETAILS SEE IHSF LIST ON H DR	1993	2015
	MICROFILM CO-95/96	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-1995-96 10 ROLLS AG-VA NOTE NO 1994 DETAILS SEE IHSF LIST ON H DR	1995-96	2015
	MICROFILM CO-99	1.19.8.204	BUILDING INSPECTION FILES	35MM FILM CO-1999 01 ROLL ? NOTE NO 1997-98 DETAILS SEE IHSF LIST ON H DR	1999	2015
COMMUNITY DEVELOPMENT - NEIGHBORHOOD SERVICES						
	F149	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES H019, H021, H022, H027, 0178, 0384, 0403	JAN-DEC 2008	2015
	F150	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #0048, 0065, 0103, 0808, 0545, H018, 0661, 0716, 0739, 0744, 0799, 0874	JAN-DEC 2008	2015
	F151	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #0906, 0975, 0680, 1083, 1018, 0701, 0321, 0571, H015, 1381	JAN-DEC 2008	2015
	F152	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES H009, H036, 0013, 0044, 0397, 0450, 0475, 0610, 0633, 0691, 0737	JAN-DEC 2008	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F153	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #0754, 0762, 0782, 0817, 0945, 0956, 0966, 1092, 1110, 1113	JAN-DEC 2008	2015
	F154	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #1379-1390,1392-1395,1397-1398,1400-1409,1411-1417,1420,1422,1424-1428,1429R, 1435R	JAN-DEC 2008	2015
	F161	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	HOME REHAB GRANTEE RELEASED FILES: #324,327,328,329,330,333,334,335, 337,338,343,344,345,346,347,348,349,359,360,362,365,366,369	JAN-DEC 2008	2015
	F162	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #340,350-353,355,363,370-373,375-378,411,412,413,415,416	JAN-DEC 2008	2015
	F163	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #417,419-421,423-426,431,436,437,445,446,450,460,462	JAN-DEC 2008	2015
	F164	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #435,449,470-471,474-479,481-482,514,516,596	JAN-DEC 2008	2015
	F165	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #168,234,281,302,309,311-315,322,323,354,364	JAN-DEC 2008	2015
	F166	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	PAYMENT SAVER GRANTEE FILES RELEASED MORTGAGES #457,458,429,460,464,466,467,480, 515,554	JAN-DEC 2008	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	R171	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	HEALTH RELATED PUBLIC SERVICES	FY09	2015
	R172	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB/GRANT	CDBG PUBLIC SERVICES #776, 782, 775, 781, 780, 777, AND 779	FY09	2015
	S079	1.19.8.209	COMM DEVELOP/COMM SER GRANT OR SUB-GRANT	HOME REHAB NON-ELIGIBLES	2006-2009	2015
COMMUNITY DEVELOPMENT - PERMITS & INSPECTIONS						
	F203	1.19.8.204	BUILDING INSPECTION FILES	1997 REROOF PERMITS; 1988 REROOF 1155 N MIRANDA (B,C,E)& 830-540 PICACHO	1997;1/27-3/25/1998	2015
FINANCE - ACCOUNTING						
	E010	1.19.8.109	CAPITAL PROJECT FILES	CP FIXED ASSETS, SNR PGRMS, SUMMER FOOD PRGRM, LIBRARY GRANTS, DEL NORTE HEALTH FOUND, COPS IN SCHOOLS, W&S STMTS, LLEGB, AOC WARRANT SWEEP, MVRDA, REDW, METRO	FY05	2015
	E051	1.19.8.109	CAPITAL PROJECT FILES	CP CONSTRUCTION FILES JAN 2002-MAY 2005	2005	2015
	E113	1.15.5.509	INVENTORY OF FIXED ASSETS	FIXED ASSETS	FY05	2015
	E160	1.15.5.505	VOUCHERS (JOURNAL)	JE APR 0504181 - 0504294; MAY 0505001 - 0505236	FY05	2015
	E161	1.15.5.505	VOUCHERS (JOURNAL)	JE FEB 0502114 - 0502187; MAR 0502188 - 0503190	FY05	2015
	E162	1.15.5.505	VOUCHERS (JOURNAL)	JE MAR 0503191 - 0503341; APR 0504001 - 0504180	FY05	2015
	E163	1.15.5.505	VOUCHERS (JOURNAL)	JE DEC 0512001 - 0512305	FY05	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E164	1.15.5.505	VOUCHERS (JOURNAL)	JE JAN 0501001 - 0501263; FEB 0502001 - 0502113	FY05	2015
	E165	1.15.5.505	VOUCHERS (JOURNAL)	JE SEP 2005 0509241-0509312; OCT 2005 0510001-0510245	FY05	2015
	E166	1.15.5.505	VOUCHERS (JOURNAL)	JE OCT 2005 0510246-0510303; NOV 2005 0511001-0511290	FY05	2015
	E167	1.15.5.505	VOUCHERS (JOURNAL)	JE JUL 2005 0507001-0507183; AUG 2005 0508001 - 0508204	FY05	2015
	E168	1.15.5.505	VOUCHERS (JOURNAL)	JE AUG 2005 0508205-0508253; SEP 2005 0509001-0509240	FY05	2015
	E177	1.15.5.505	VOUCHERS (JOURNAL)	JE JUN 0506520 - 0506726	FY05	2015
	E178	1.15.5.505	VOUCHERS (JOURNAL)	JE JUN 0506727 - 0506934	FY05	2015
	E179	1.15.5.505	VOUCHERS (JOURNAL)	JE MAY 0505237 - 0505290; JUNE 0506001 - 0506302	FY05	2015
	E180	1.15.5.505	VOUCHERS (JOURNAL)	JE JUN 0506356 - 0506519	FY05	2015
	R175	1.15.5.509	INVENTORY OF FIXED ASSETS	FIXED ASSETS	FY05	2015
FINANCE - ACCOUNTS RECEIVABLE						
	C024A	1.15.5.504	ACCOUNT TRANSFER ORDER	GENERAL BILLING ADJUSTMENTS	2008	2015
FINANCE - ADMINISTRATION						
	G219	1.15.3.113	COMMITTEE OR COUNCIL FILES	METRO, MVRDA, RGNGA, SAC, MONTHLY BOARD CORRESPONDENCE, MINUTES, REPORTS, SCSWA, ACSMV	FY10	2015
FINANCE - CASHIERS						

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F001	1.15.5.207	CASH REPORTS	11/01/07 - 11/08/07 CASHIERS BALANCE/BK UP	FY08	2015
	F002	1.15.5.207	CASH REPORTS	11/09/07 - 11/15/07	FY08	2015
	F003	1.15.5.207	CASH REPORTS	11/16/07 - 11/27/07	FY08	2015
	F004	1.15.5.207	CASH REPORTS	11/28/07 - 11/30/07	FY08	2015
	F005	1.15.5.207	CASH REPORTS	12/03/07 - 12/07/07	FY08	2015
	F006	1.15.5.207	CASH REPORTS	12/07/07 - 12/10/07	FY08	2015
	F007	1.15.5.207	CASH REPORTS	12/11/07 - 12/13/07	FY08	2015
	F008	1.15.5.207	CASH REPORTS	12/14/07 - 12/18/07	FY08	2015
	F009	1.15.5.207	CASH REPORTS	12/19/07 - 12/31/07	FY08	2015
	F010	1.15.5.207	CASH REPORTS	01/02/08 - 01/08/08	FY08	2015
	F011	1.15.5.207	CASH REPORTS	01/09/08 - 01/10/08	FY08	2015
	F012	1.15.5.207	CASH REPORTS	01/10/08 - 01/16/08	FY08	2015
	F013	1.15.5.207	CASH REPORTS	01/17/08 - 01/22/08	FY08	2015
	F014	1.15.5.207	CASH REPORTS	01/23/08 - 01/28/08	FY08	2015
	F015	1.15.5.207	CASH REPORTS	01/29/08 - 01/31/08	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F016	1.15.5.207	CASH REPORTS	02/01/08 - 02/08/08	FY08	2015
	F017	1.15.5.207	CASH REPORTS	02/11/08 - 02/19/08	FY08	2015
	F018	1.15.5.207	CASH REPORTS	02/20/08 - 02/21/08	FY08	2015
	F019	1.15.5.207	CASH REPORTS	02/22/08 - 02/27/08	FY08	2015
	F020	1.15.5.207	CASH REPORTS	02/28/08 - 02/29/08	FY08	2015
	F021	1.15.5.207	CASH REPORTS	03/03/08 - 03/05/08	FY08	2015
	F022	1.15.5.207	CASH REPORTS	03/06/08 - 03/11/08	FY08	2015
	F023	1.15.5.207	CASH REPORTS	03/12/08 - 03/19/08	FY08	2015
	F024	1.15.5.207	CASH REPORTS	03/20/08 - 03/24/08	FY08	2015
	F025	1.15.5.207	CASH REPORTS	03/25/08 - 03/31/08	FY08	2015
	F026	1.15.5.207	CASH REPORTS	04/01/08 - 04/07/08	FY08	2015
	F027	1.15.5.207	CASH REPORTS	04/08/08 - 04/11/08	FY08	2015
	F028	1.15.5.207	CASH REPORTS	04/14/08 - 04/18/08	FY08	2015
	F029	1.15.5.207	CASH REPORTS	04/21/08 - 04/24/08	FY08	2015
	F030	1.15.5.207	CASH REPORTS	04/25/08 - 04/29/08	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F031	1.15.5.207	CASH REPORTS	04/29/08 - 04/30/08	FY08	2015
	F032	1.15.5.207	CASH REPORTS	05/01/08 - 05/08/08	FY08	2015
	F033	1.15.5.207	CASH REPORTS	05/08/08 - 05/13/08	FY08	2015
	F034	1.15.5.207	CASH REPORTS	05/14/08 - 05/20/08	FY08	2015
	F035	1.15.5.207	CASH REPORTS	05/21/08 - 05/30/08	FY08	2015
	F036	1.15.5.207	CASH REPORTS	06/02/08 - 06/05/08	FY08	2015
	F037	1.15.5.207	CASH REPORTS	06/06/08 - 06/10/08	FY08	2015
	F038	1.15.5.207	CASH REPORTS	06/10/08 - 06/18/08	FY08	2015
	F039	1.15.5.207	CASH REPORTS	06/18/08 - 06/20/08	FY08	2015
	F040	1.15.5.207	CASH REPORTS	06/23/08 - 06/24/08	FY08	2015
	F041	1.15.5.207	CASH REPORTS	06/25/08 - 06/26/08	FY08	2015
	F042	1.15.5.207	CASH REPORTS	06/27/08 - 06/30/08	FY08	2015
	F043	1.15.5.203	RECEIPTS - UTILITY	01/04/08 - 01/08/08	FY08	2015
	F044	1.15.5.203	RECEIPTS - UTILITY	01/09/08 - 01/11/08	FY08	2015
	F045	1.15.5.203	RECEIPTS - UTILITY	01/12/08 - 01/15/08	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F046	1.15.5.203	RECEIPTS - UTILITY	01/16/08 - 01/22/08	FY08	2015
	F047	1.15.5.203	RECEIPTS - UTILITY	01/23/08 - 01/29/08	FY08	2015
	F048	1.15.5.203	RECEIPTS - UTILITY	01/30/08 - 02/04/08	FY08	2015
	F049	1.15.5.203	RECEIPTS - UTILITY	02/05/08 - 02/07/08	FY08	2015
	F050	1.15.5.203	RECEIPTS - UTILITY	02/08/08 - 02/13/08	FY08	2015
	F051	1.15.5.203	RECEIPTS - UTILITY	02/14/08 - 02/20/08	FY08	2015
	F052	1.15.5.203	RECEIPTS - UTILITY	02/21/08 - 02/26/08	FY08	2015
	F053	1.15.5.203	RECEIPTS - UTILITY	02/27/08 - 03/04/08	FY08	2015
	F054	1.15.5.203	RECEIPTS - UTILITY	03/05/08 - 03/10/08	FY08	2015
	F055	1.15.5.203	RECEIPTS - UTILITY	03/11/08 - 03/13/08	FY08	2015
	F056	1.15.5.203	RECEIPTS - UTILITY	03/14/08 - 03/19/08	FY08	2015
	F057	1.15.5.203	RECEIPTS - UTILITY	03/20/08 - 03/26/08	FY08	2015
	F058	1.15.5.203	RECEIPTS - UTILITY	03/27/08 - 04/01/08	FY08	2015
	F059	1.15.5.203	RECEIPTS - UTILITY	04/02/08 - 04/04/08	FY08	2015
	F060	1.15.5.203	RECEIPTS - UTILITY	04/07/08 - 04/09/08	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F061	1.15.5.203	RECEIPTS - UTILITY	04/10/08 - 04/16/08	FY08	2015
	F062	1.15.5.203	RECEIPTS - UTILITY	04/17/08 - 04/24/08	FY08	2015
	F063	1.15.5.203	RECEIPTS - UTILITY	04/25/08 - 05/01/08	FY08	2015
	F064	1.15.5.203	RECEIPTS - UTILITY	05/02/08 - 05/06/08	FY08	2015
	F065	1.15.5.203	RECEIPTS - UTILITY	05/07/08 - 05/13/08	FY08	2015
	F066	1.15.5.203	RECEIPTS - UTILITY	05/14/08 - 05/20/08	FY08	2015
	F067	1.15.5.203	RECEIPTS - UTILITY	05/21/08 - 05/29/08	FY08	2015
	F068	1.15.5.203	RECEIPTS - UTILITY	05/30/08 - 06/03/08	FY08	2015
	F069	1.15.5.203	RECEIPTS - UTILITY	06/04/08 - 06/06/08	FY08	2015
	F070	1.15.5.203	RECEIPTS - UTILITY	06/09/08 - 06/12/08	FY08	2015
	F073	1.15.5.203	RECEIPTS - UTILITY	06/13/08 - 06/19/08	FY08	2015
	F074	1.15.5.203	RECEIPTS - UTILITY	06/20/08 - 06/26/08	FY08	2015
	F075	1.15.5.203	RECEIPTS - UTILITY	06/27/08 - 06/30/08	FY08	2015
	H183	1.15.5.203	RECEIPTS - UTILITY	12-08-07 - 01-03-08	FY08	2015
	H184	1.15.5.203	RECEIPTS - UTILITY	12-19-07 - 12-27-07	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	H185	1.15.5.203	RECEIPTS - UTILITY	12-12-07 - 12-18-07	FY08	2015
	H186	1.15.5.203	RECEIPTS - UTILITY	12-06-07 - 12-11-07	FY08	2015
	H187	1.15.5.203	RECEIPTS - UTILITY	12-03-07 - 12-05-07	FY08	2015
	H188	1.15.5.203	RECEIPTS - UTILITY	11-27-07 - 11-30-07	FY08	2015
	H189	1.15.5.203	RECEIPTS - UTILITY	11-19-07 - 11-26-07	FY08	2015
	H190	1.15.5.203	RECEIPTS - UTILITY	11-13-07 - 11-16-07	FY08	2015
	H191	1.15.5.203	RECEIPTS - UTILITY	11-07-07 - 11-09-07	FY08	2015
	H192	1.15.5.203	RECEIPTS - UTILITY	10-31-07 - 11-06-07	FY08	2015
	H193	1.15.5.203	RECEIPTS - UTILITY	10-24-07 - 10-30-07	FY08	2015
	H194	1.15.5.203	RECEIPTS - UTILITY	10-17-07 - 10-23-07	FY08	2015
	H195	1.15.5.203	RECEIPTS - UTILITY	10-11-07 - 10-16-07	FY08	2015
	H196	1.15.5.203	RECEIPTS - UTILITY	10-05-07 - 10-10-07	FY08	2015
	H197	1.15.5.203	RECEIPTS - UTILITY	10-02-07 - 10-04-07	FY08	2015
	H198	1.15.5.203	RECEIPTS - UTILITY	09-26-07 - 10-01-07	FY08	2015
	H199	1.15.5.203	RECEIPTS - UTILITY	09-20-07 - 09-25-07	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	H200	1.15.5.203	RECEIPTS - UTILITY	09-14-07 - 09-19-07	FY08	2015
	H201	1.15.5.203	RECEIPTS - UTILITY	09-11-07 - 09-13-07	FY08	2015
	H202	1.15.5.203	RECEIPTS - UTILITY	09-06-07 - 09-10-07	FY08	2015
	H203	1.15.5.203	RECEIPTS - UTILITY	08-30-07 - 09-05-07	FY08	2015
	H204	1.15.5.203	RECEIPTS - UTILITY	08-24-07 - 08-29-07	FY08	2015
	H205	1.15.5.203	RECEIPTS - UTILITY	08-17-07 - 08-23-07	FY08	2015
	H206	1.15.5.203	RECEIPTS - UTILITY	08-13-07 - 08-16-07	FY08	2015
	H207	1.15.5.203	RECEIPTS - UTILITY	08-07-07 - 08-10-07	FY08	2015
	H208	1.15.5.203	RECEIPTS - UTILITY	08-01-07 - 08-06-07	FY08	2015
	H209	1.15.5.203	RECEIPTS - UTILITY	07-26-07 - 07-31-07	FY08	2015
	H210	1.15.5.203	RECEIPTS - UTILITY	07-19-07 - 07-25-07	FY08	2015
	H211	1.15.5.203	RECEIPTS - UTILITY	07-12-07 - 07-18-07	FY08	2015
	H212	1.15.5.203	RECEIPTS - UTILITY	07-06-07 - 07-11-07	FY08	2015
	H213	1.15.5.203	RECEIPTS - UTILITY	07-02-07 - 07-05-07 CUSTOMER STUB RECEIPTS	FY08	2015
	H214	1.15.5.207	CASH REPORTS	10-26-07 - 10-31-07	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	H215	1.15.5.207	CASH REPORTS	10-22-07 - 10-25-07	FY08	2015
	H216	1.15.5.207	CASH REPORTS	10-16-07 - 10-19-07	FY08	2015
	H217	1.15.5.207	CASH REPORTS	10-10-07 - 10-15-07	FY08	2015
	H218	1.15.5.207	CASH REPORTS	10-05-07 - 10-09-07	FY08	2015
	H219	1.15.5.207	CASH REPORTS	10-01-07 - 10-04-07	FY08	2015
	H220	1.15.5.207	CASH REPORTS	09-26-07 - 09-28-07	FY08	2015
	H221	1.15.5.207	CASH REPORTS	09-21-07 - 09-25-07	FY08	2015
	H222	1.15.5.207	CASH REPORTS	09-17-07 - 09-20-07	FY08	2015
	H223	1.15.5.207	CASH REPORTS	09-12-07 - 09-14-07	FY08	2015
	H224	1.15.5.207	CASH REPORTS	09-04-07 - 09-11-07	FY08	2015
	H225	1.15.5.207	CASH REPORTS	08-29-07 - 08-31-07	FY08	2015
	H226	1.15.5.207	CASH REPORTS	08-27-07 - 08-28-07	FY08	2015
	H227	1.15.5.207	CASH REPORTS	08-17-07 - 08-24-07	FY08	2015
	H228	1.15.5.207	CASH REPORTS	08-10-07 - 08-16-07	FY08	2015
	H228A	1.15.5.207	CASH REPORTS-REMOTE SITES	CASH COUNT SHEETS, SIGN UP SHEETS; BACK-UP MAR-DEC 2008	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	H229	1.15.5.207	CASH REPORTS	08-06-07 - 08-09-07	FY08	2015
	H230	1.15.5.207	CASH REPORTS	08-01-07 - 08-03-07	FY08	2015
	H231	1.15.5.207	CASH REPORTS	07-24-07 - 07-31-07	FY08	2015
	H232	1.15.5.207	CASH REPORTS	07-18-07 - 07-23-07	FY08	2015
	H233	1.15.5.207	CASH REPORTS	07-10-07 - 07-17-07	FY08	2015
	H234	1.15.5.207	CASH REPORTS	07-02-07 - 07-09-07 CASHIER BALANCE/BK UP	FY08	2015
	H235	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT DEC 2007	FY08	2015
	H236	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT NOV 2007	FY08	2015
	H237	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT OCT 2007	FY08	2015
	H238	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT SEP 2007	FY08	2015
	H239	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT AUG 2007	FY08	2015
	H240	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT JUL 2007	FY08	2015
	I060A	1.15.5.402	TIME SHEETS	TIME SHEETS RPTS, CARDS, LEAVE REQUESTS JAN THRU DEC 2011	FY12	2015
	I171	1.15.5.203	RECEIPTS - LODGER'S TAX	LODGER'S TAX RECEIPTS & QUARTERLY REPORTS, LODGER'S EXCEL SPREADSHEET, MUNIS REPORT	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	N109	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT JAN 2008	FY08	2015
	N110	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT FEB 2008	FY08	2015
	N111	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT MAR 2008	FY08	2015
	N112	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT APR 2008	FY08	2015
	N113	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT MAY 2008	FY08	2015
	N114	1.15.5.207	CASH REPORTS - PRINT OUT	CASH DAILY REPORT JUN 2008	FY08	2015
FINANCE - DISBURSEMENTS						
	A123	1.15.5.504	ACCOUNT TRANSFER ORDER	WIRE TRANSFERS	FY07	2015
	A124	1.15.5.504	ACCOUNT TRANSFER ORDER	WIRE TRANSFERS	FY07	2015
	F217	1.15.5.504	ACCOUNT TRANSFER ORDERS	ACH FILES OCT-DEC 2007, JUNE 2008	FY09	2015
	F218	1.15.5.504	ACCOUNT TRANSFER ORDERS	ACH FILES JULY 2008 - FEB 2009	FY09	2015
	F219	1.15.5.504	ACCOUNT TRANSFER ORDERS	ACH FILES MAR-JUN 2009	FY09	2015
	F220	1.15.5.504	ACCOUNT TRANSFER ORDERS	WIRE TRANSFERS - JE'S AUG 2008 - JUN 2009, UNCLAIMED PROPERTY INFO & BACK-UP	FY09	2015
	I043	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG JUL 2008 A-L	FY09	2015
	I044	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG JUL 2008 M-Z	FY09	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	I045	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG AUG 2008 A-L	FY09	2015
	I046	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG AUG 2008 M-Z	FY09	2015
	I047	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG SEP 2008 A-L	FY09	2015
	I048	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG SEP 2008 M-Z	FY09	2015
	I049	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG OCT 2008 A-L	FY09	2015
	I050	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG OCT 2008 M-Z	FY09	2015
	I051	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG NOV 2008 A-L	FY09	2015
	I052	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG NOV 2008 M-Z	FY09	2015
	I053	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG DEC 2008 A-L	FY09	2015
	I054	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG DEC 2008 M-Z	FY09	2015
	I055	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG JAN 2009 A-L	FY09	2015
	I056	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG JAN 2009 M-Z	FY09	2015
	I057	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG FEB 2009 A-L	FY09	2015
	I058	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG FEB 2009 M-Z	FY09	2015
	I059	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG MAR 2009 A-L	FY09	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	I060	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG MAR 2009 M-Z	FY09	2015
	I061	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG APR 2009 A-L	FY09	2015
	I062	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG APR 2009 M-Z	FY09	2015
	I063	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG MAY 2009 A-L	FY09	2015
	I064	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG MAY 2009 M-Z	FY09	2015
	I065	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG JUN 2009 A-L	FY09	2015
	I066	1.15.5.304	INVOICES (VENDOR)	CREDIT CARD RECEIPTS LOG JUN 2009 M-Z	FY09	2015
	LASERFICHE	1.15.5.304	VENDOR INVOICES	CHECKS	FY09	2015
	LASERFICHE	1.15.5.304	VENDOR INVOICES	CHECKS	FY08	2015
	LASERFICHE	1.15.5.304	VENDOR INVOICES	CHECKS	FY07	2015
FINANCE - GRANTS						
	G201	1.15.5.208	REVENUE CONTRACTS/GRANTS	COMM. DEV GRANT BLOCK, HOME FY09 INFORMATION	FY09	2015
	G220	1.15.5.208	REVENUE CONTRACTS/GRANTS	OMB GRANTS BOYS & GIRLS CLUB CONTRACT, AMADOR HOTEL FINAL CONDITIONS, HISTORIC PRESERVATION GRANTS, RODIN GRANT, SENIOR PROGRAMS AREA PLAN, CLC COMPREHENSTIVE FINANCIAL REPORT, CLC BUDGET BINDER	FY09	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
FINANCE - OFFICE OF MANAGEMENT & BUDGET						
	F125	1.15.5.101/104	BUDGET WORK PAPERS	OMB BUDGET WORK PAPERS; 1.15.5.104 BUDGET ADJ RPTS, DEPT BUDGET REQ 2012	FY12	2015
	F126	1.15.5.104	BUDGET ADJUSTMENT REQUESTS	OMB BUDGET ADJUSTMENT RPTS (COUNCIL), DFA SCHEDULE, 2012	FY12	2015
	F128	1.15.5.101	BUDGET WORK PAPERS	OMB BUDGET WORK PAPERS; 1.15.5.104 BUDGET ADJ RPTS; 1.15.5.402 TIME SHEETS 2012	FY12	2015
	G205	1.15.5.208	REVENUE CONTRACTS/GRANTS	OMB GRANTS AREA FIRE STATION GRANT, HIDRA GRANT, ARRA COMPETETIVE GRANT, SECURE OUR SCHOOLS, METLIFE AWARD, OVW GRANT, GIS SOFTWARE GRANT INITIATIVE	FY09	2015
FINANCE - PAYROLL						
	C181	1.15.5.409	W-2 FORMS	W-2 CITY, MVRDA, SCSWA, & ANIMAL SHELTER	2009	2015
	E156	1.15.5.402	TIME SHEETS	TIME SHEETS AND LEAVE REQ 2011 (FY12)	FY12	2015
	F127	1.15.5.409	W-2 FORMS	1099 FORMS (VENDOR) SOME EMPLOYEE W2 FOR 2009 (FY10)	FY10	2015
	I097	1.15.5.402	TIME SHEETS	TIME SHEETS FOR PR# LC1211-LC1811 JUN 7- AUG 2011	06/2011-08/2011	2015
	I098	1.15.5.402	TIME SHEETS	TIME SHEETS FOR PR# LC0112-LC1212 JAN-JUN 6 2012	01/2012-06/2012	2015
	I132	1.15.5.402	TIME SHEETS	TIMESHEETS PERIOD CLC PRLC1911 - PRLC2611 2011	SEP-DEC 2011	2015
	L090	1.15.5.501	JOURNALS	JE 12/28/03 - 01/24/04 3 RING BINDERS	JAN-DEC 2004	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	L090	1.15.5.501	JOURNALS	JE 02/22/04 - 03/20/04 SAME BOX	JAN-DEC 2004	2015
	L090	1.15.5.501	JOURNALS	JE 03/21/04 - 04/17/04 SAME BOX	JAN-DEC 2004	2015
	L090	1.15.5.501	JOURNALS	JE 04/18/04 - 05/15/04 SAME BOX	JAN-DEC 2004	2015
	L090	1.15.5.501	JOURNALS	JE 01/25/04 - 02/21/04 SAME BOX	JAN-DEC 2004	2015
	T065	1.15.5.404	PAYROLL REGISTERS	BOUND PAYROLL REG FOR 1949 - BIWEEKLY & 1952	1949	2015
	T071	1.15.5.404	PAYROLL REGISTERS	2 BOUND PAYROLL REGS. FOR 1951 AND 1953	1951,1953	2015
FINANCE - PURCHASING						
	E159	1.15.5.305	CONTRACTS & AGREEMENT FILES	CONSTRUCTION CONTRACTS JUL 2008 - JUN 30 2009	FY09	2015
	F011A	1.15.5.303	PURCHASE ORDERS	PO 92000001 - 92001100 JUL 2008-JUN 2009	FY09	2015
	F012A	1.15.5.303	PURCHASE ORDERS	PO 92001101 - 92002000 JUL 2008-JUN 2009	FY09	2015
	F023A	1.15.5.303	PURCHASE ORDERS	PO 92002001 - 92003000 JUL 2008-JUN 2009	FY09	2015
	F024A	1.15.5.303	PURCHASE ORDERS	PO 92003001 - 92003891 JUL 2008-JUN 2009	FY09	2015
	I067	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I068	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I069	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	I070	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I071	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I072	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I073	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I074	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I075	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I076	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
	I077	1.15.5.307/308	BIDS/QUOTES/PROPOSALS	BIDS/QUOTES/REQ FOR PROPOSALS JUL 2008-JUN 30, 2009	FY09	2015
FINANCE - TREASURER						
	I009	1.15.5.506	RECONCILIATION BANK STATEMENTS	FY 2009 BANK RECONCILIATIONS	FY09	2015
	I010	1.15.5.508	BANK STATEMENTS	FY 2009 BANK & CREDIT C STATEMENTS	FY09	2015
	I011	1.15.5.506	RECONCILIATION BANK STATEMENTS	FY 2009 BANK RECONCILIATIONS	FY09	2015
	T073	1.19.8.113	MUNICIPAL BOND REGISTERS	OLD BOUND ACCT REGS FOR GO/MUNI BONDS 1948-1968 - PAID OFF 1981	1948-1968	2015
FIRE - ADMINISTRATION						
	C034	1.15.5.402	TIME SHEETS	FIRE TIME SHEETS 06/19/11 - 12/17/11	FY12	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FIRE HQTR	1.15.4.209	GIFTS/DONATIONS FILE	GIFTS: BILL OF SALE, MEMO/RCPT USED STORAGE TANK (8/1/2003) & DAMAGED AIRCRAFT BODY FROM ADV.AVIATION (9/30/2004)	2003-04	2015
	G202	1.15.7.103	BACKGROUND INVESTIGATION RECORD	PRE-EMPLOYMENT BACKGROUND CHK NOT HIRED & TERMED FROM CLC FD - FY12	AUG 2001-OCT 2011	2015
	I175	1.15.3.119(2)	MINUTES OF MEETINGS FIRE	MINUTES SENIOR STAFF & LABOR MANAGEMENT & SAFTEY, HEALTH & SURVIVAL COMMITTEE MEETING MINUTES	01/2009-12/2009	2015
	K066	1.15.5.402	TIME SHEETS	TIME SHEETS, PAYROLL RTS & CORRECTION REQUESTS PAYROLLS #1 THRU #14	FY12	2015
	N093	1.15.5.314	TRIP TICKET FILE; BUDGET WORK PAPERS	TRAVEL ORDERS IN-STATE/OUT-OF-STATE TRAVEL FY12 1.15.5.310: PAYMENT VOUCHER FILES REQUISITIONS, PO'S, VENDER INVOICES, PACKING SLIPS, REQUEST PAYMENT, TELEPHONE BILLS, UTILITY BILL	JUL 2011-JUN 2012	2015
	N094	1.15.5.203	RECEIPTS	DPT CPY: CREDIT CARD & CASH DEPOSIT RECEIPTS, JUL 2011-JUN 2012	FY12	2015
	N095	1.15.5.310	PAYMENT VOUCHER FILES	DPT CPY: REQUISITIONS, PO'S, VENDOR INV, PACKING SLIPS, REQUEST FOR PAYMENT, TELEPH & UTILITY BILLS	FY12	2015
	N096	1.15.5.310	PAYMENT VOUCHER FILES	DPT CPY: REQUISITIONS, PO'S, VENDOR INV, PACKING SLIPS, REQUEST FOR PAYMENT, TELEPH & UTILITY BILLS	FY12	2015

FIRE - EMS

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	K067	900.40.113	MEDICAL RECORDS, EMS	MEDICAL PHYSICAL EVALUATION PACKETS	AUG-OCT 2004	2015
	N143	1.19.8.708	EMERGENCY MEDICAL FILES	PATIENT ASSESSMENT/REFUSAL FORMS	JAN-DEC 2004	2015
FIRE - PREVENTION						
	L024	1.19.8.705	FIRE INVESTIGATION CASE FILES	FIRE INVESTIGATIONS FILES & PHOTOS JAN-DEC 2009	FY10	2015
	N115	1.19.8.703	FIRE BUILDING INSPECTIONS	FIRE INSPECTION FORMS JAN-DEC 2011 BX 1/2	FY12	2015
	N116	1.19.8.703	FIRE BUILDING INSPECTIONS	FIRE INSPECTION FORMS JAN-DEC 2011 BX 2/2	FY12	2015
FIRE - TRAINING						
	G229	1.15.7.128	EDUCATION & TRAINING FILES	EMT BASIC WORKBOOKS AND EXAMS/QUIZZES FOR CADETS OF FIRE ACADEMY 27 BOX 1 OF 2	JAN 6-FEB 16, 2011	2015
	G230	1.15.7.128	EDUCATION & TRAINING FILES	EMT BASIC WORKBOOKS AND EXAMS/QUIZZES FOR CADETS OF FIRE ACADEMY 27 BOX 2 OF 2	JAN 6-FEB 16, 2011	2015
	H181	1.15.7.128	EDUCATION & TRAINING FILES	EMERGENCY MEDICAL TECHNICIAN (EMT) BLOCK EXAMS & BLS & ILS REFRESHERS TO INCL. SCHEDULE/ROSTER & ANSWER SHEETS	JAN-DEC 2011	2015
HUMAN RESOURCES						
	E115	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT LIFE GUARD-EXEC ASSIST	JAN-DEC 2011	2015
	E116	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT ACCT-ANIMAL GROOMER	JAN-DEC 2011	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E117	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT ART INST-CITY ATTRY	JAN-DEC 2011	2015
	E118	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT CIVIL ENG ASST-COMM SYS TEL	JAN-DEC 2011	2015
	E119	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT SCH CROSS GUARD-SUSTAIN OFF	JAN-DEC 2011	2015
	E119A	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT FIRE	JAN-DEC 2011	2015
	E120	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT FIRE	JAN-DEC 2011	2015
	E120A	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT HOUSE REHAB-INTAKE SPEC	JAN-DEC 2011	2015
	E121	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT DEPUTY CLRK-EQUIP OPER.	JAN-DEC 2011	2015
	E122	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT FIXED RATE OP-INTAKE SPEC	JAN-DEC 2011	2015
	E123	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT W WTR COLLEC-YOUTH PROGRAM	JAN-DEC 2011	2015
	E124	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT WTR CONT SYS-WTR SYS LINE	JAN-DEC 2011	2015
	E125	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT TRAFFIC SIGN TECH-VOL COORD	JAN-DEC 2011	2015
	E126	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT POLICE-SCADA SYS SUP	JAN-DEC 2011	2015
	E127	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT COMM ED-CONVENTION B	JAN-DEC 2011	2015
	E128	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT EXEC ADMIN-FOOD SERV	JAN-DEC 2011	2015
	E129	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT PLANNER-P P REVIEW	JAN-DEC 2011	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E130	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT OFFICE ASSIST-PAYROLL SPEC	JAN-DEC 2011	2015
	E131	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT MEALS DRIVER-NUTRITION MED SER	JAN-DEC 2011	2015
	E132	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT LIFE GUARD-LIBR ASSIST.	JAN-DEC 2011	2015
	E132A	1.15.7.102	JOB APPLICATIONS - NONSELECT	NONSELECT PARK MAINT WRK-TEMP LABORER	JAN-DEC 2011	2015
	E155	1.15.5.204	PAYMENT INVOICE FILES	BENEFIT PAYMENT RECORDS "STUFF" JAN 2010-DEC 2011	2010-2011	2015
	I008	1.15.5.204,314,402	PAYMENT INVOICE FILES	INVOICES, TRIP TICKET (314), TIME SHEETS (402) ALL 2011	2011	2015
	N087	1.15.5.505(2)	VOUCHERS (JOURNAL)	DPT CPY PAYROLL CORRECTIONS JAN-DEC 2011 ALPHA	2011	2015
	N088	1.15.5.505(2)	VOUCHERS (JOURNAL)	DPT CPY PAYROLL CORRECTIONS JAN-DEC 2011 ALPHA	2011	2015
	N089	1.15.5.505(2)	VOUCHERS (JOURNAL)	DPT CPY PAYROLL CORRECTIONS JAN-DEC 2011 ALPHA	2011	2015
	N090	1.15.5.505(2)	VOUCHERS (JOURNAL)	DPT CPY PAYROLL CORRECTIONS JAN-DEC 2011 ALPHA	2011	2015
	N180	1.15.7.127	GRIEVANCE/COMPLAINT FILES	ROBERT MARTINEZ, ANITA MARTINEZ, MARIA CHACON, RICARDO MADRID, JEANNIE NEY, MARY LUCERO, TONYA QUINTANA, AL BANEGAS, HELEN FIELDER, SOCORO HERNANDEZ INVESTIGATIONS; EMP. PRACTICES LIABILITY FEB 2003 4 MORE	JAN-DEC 2007	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	R001	1.15.3.205	WORKER'S COMPENSATION FILE	CLOSED CLAIMS: 99008,99014,99017, 99051,99056,99171,99185,99188,00016,00017,00029,00055,00083,00084,00091,00106,00113,00114,00127,00129,00132,00138,00146,00183,00193,00206,00214,00217,00252, 01049,01082,BACKUP IN RC FILE AND H DR REC DBASE	1999-2011	2015
	R170	1.15.3.205	WORKER'S COMPENSATION FILE	CLOSED CLAIMS: 10053 THRU 10171 & 11056,11120; MISSING 10054-56,10058,10063,10071-72,10079-81,10087,10090-91,10096,10099,10101-120,10122-10128,10130,10132-152,10154-158,10160-167,10170	FY12	2015
INTERNAL AUDIT - RISK MANAGEMENT						
	G200	1.15.3.401	LEGAL CASE FILES (TORTS)	LIABILITY CLAIMS	2004	2015
	I172	1.15.3.401	LEGAL CASE FILES (TORTS)	LIABILITY CLAIMS A-L	2004	2015
	I173	1.15.3.401	LEGAL CASE FILES (TORTS)	LIABILITY CLAIMS M-Z	2004	2015
	R169	1.15.3.509	VEHICLE ACCIDENT REPORT FILE	ACCIDENT REPORTS	JAN-DEC 2004	2015
LEGAL - CITY ATTORNEY						
	C024B	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT DOMESTIC VIOLENCE CASES 2004	2004	2015
	C045	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES A-CAM	2004	2015
	C046	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES CAR-F	2004	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	C047	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES G-I	2004	2015
	C048	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES J-ME	2004	2015
	C049	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES MI-Q	2004	2015
	C050	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES R-S	2004	2015
	C051	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES T-Z	2004	2015
	C052	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES REFERRED TO DA'S OFFICE	2004	2015
	C053	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT PROSECUTOR FILES COMPETENCY/APPEALS	2004	2015
	C183	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT CASES DOMESTIC VIOLENCE A-L 2004	2004	2015
	C184	1.15.3.401	LEGAL CASE FILES	MUNICIPAL COURT CASES DOMESTIC VIOLENCE M-Z 2004	2004	2015
	N040	1.19.8.104	LIQUOR LICENSE FILES	LIQUOR LICENSES & SPEC. DISPENSER PERMITS (BX1&2 2014 DESTRUC.)	2011	2015
	N073	1.15.3.401	LEGAL CASE FILES	FY05 TORT CLAIM NOTICES; FY12 BUDGET WRK PAPERS; FY12 RCEIPTS, FY12 REQ FOR PURCH.	FY05-FY12	2015
	N074	1.15.3.401	LEGAL CASE FILES	SCHEDULE DAILY ACTIVITIES 2010-13	FY10-13	2015

LEGAL - CITY CLERK

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT 04-205 PROJ 04-05-018 SOMONA R BLVD 8" HP STEEL GAS LINE; 04-234 UN N TX SUBCONT#73260-2 LIBRARY; 05-001 PROJ 04-05-038 FLOORING PRICE AGREE; 05-067 PROF SER CON VEHICLE S	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:04-082 PROJ 03-04-199 COMPUTER CENTRAL IRRIGATION; 04-100 PROJ 03-04-295 INSTALL GAS SER LINE PRICE AGREE; 04-219 LEASE MVMALL M OF NAT HISTORY; 05-027 PROF SER AGREE KEERS REMEDIATION; 05-029 PROJ 04-05-031 CONST WELL P ST #67	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:IND CONTR AGREE. #05-092 J ALTAMIRANO; 05-098 T CLARK; 05-099 K MEDINA; 05-103 N BAILEY; 05-104 AGREE BENCHES DESERT PALMS APTS	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:1.19.8.153(3) MACHINE INFO, FACILITIES POLLING PLACES, ELECTION CORRESP NOV 3 2009 ELECTION	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:05-105 AGREE. PUR.WTR RIGHTS J TRAMMELL; 05-106 DABCC LEARN.CTR W SHADE STRUCT&WALL; 05-107 SERV MAYOR POLICY ANALYST J BENSEN; 05-108 IND CONTR AGREE J LARA; 05-109 PROJ #05-06-043 TENNIS CRT RESURFACE HELLAS	2003-2009	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:05-110 STD FORM AGREE P04-05-289; 05-112 INDEP CONTR AGREE R RAU; 05-115 SERV CONTR SANDOVAL ASPHALT REPAIR YOUNG PRK; 05-116 DITTO SAN JOSE PRK; 05-117 PROJ 05-06-136 INSTALL PLAY EQUIP/SURF MATERIAL MEERSCHEIDT	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:05-118 PROJ 05-06-137 INSTALL PLAY EQUIP/SURF MATERIAL JASON JIRON; 05-119 PROJ 05-06-139 INSTALL PLAY EQUIP/SURF MAT. SAGECREST, S GRAFT& W GALLAGHER; 05-121 SERV CONT P/ROCKWALL VETERANS M PRK; 05-131 RIDER 4 MAST.SERV AGREE MAXIM HEAL	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:05-142 IND CONTR AGREE L MELENDREZ; 05-164 PROJ 05-06-112 LC AVE RECONSTR.; 05-172 C ENG SER AGREE STULL/SAMBRANO AVE; 05-173 IND CONTR AGREE J NICOLS; SERV AGREE 05-174 FREDS ESCAV & 05-179 RL GUFFY DRILLING	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:06-002 PROJ 05-06-147 FLOWER RD 2"PE GAS LINE; 06-004 GEN ENG SERV CONT ARROYO IMPROV RE04-05-383; 06-019 SER AGREE AVILA FENCE COMP; 06-028 ARCHITECT SERV AGREE MESQUITE NGBH RES 05-06-157; 06-051 AMEND KPMG LLP 04-05-432;	2003-2009	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:IND CONTR AGREE #07-119 M NAVARRA-PINO; 07-121 R DOWNS; 07-122 S HARMS; 07-123 T HARPER; 07-124 M HARTMAN; 07-125 K HEAN; 07-126 M MARUSEK; 07-127 C MCKISSACK; 07-128 D ZITZLER; 08-032 EXHIBIT AGREE ARKANSAS M OF SCIENCE/HISTORY	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:05-086 IND CONTR AGREE. B BURGESS; 05-087 IND CONTR AGREE MICHELLE TUFTS; 05-088 PROJ 04-05-370 W MESA INDUST PARK; IND CONT AGREE #05-089 JOEY GALLARDO & 05-090 S VILLAR; 05-091 PROF S CONTR M VALLEY YOUTH MURAL;	2003-2009	2015
	FLOOR	1.15.5.305	C/AGREEMENTS CONT	CONT:05-068 AGREE. MIRACLE DEL. ARMORED SERV; 05-070 SUBDIV FIN INSPEC VISTA DE LA MONTANA #2 ETC; 05-071 PROF SER AGREE JARED ABRAMS; 05-072 IND CONT AGREE ALEX PEREX; 05-085 IND CONT AGREE T CLARK	2003-2009	2015
	FLOOR	1.15.3.113	COMMITTEES OR COUNCILS FILES	1975-1995 OATH OF OFFICE-EXPIRED, APPOINTMENT/RESIGNATION BOARD MBRS	1975-1995	2015
	FLOOR	1.15.3.113	COMMITTEES OR COUNCILS FILES	1990-2006 OATH OF OFFICE-EXPIRED, FARMERS MARKET ETC; NON-FUNCTIONING COMMITTEES	1990-2006	2015
	FLOOR	1.15.5.305	CONTACTS/AGREEMENT FILES	CONTRACTS & AGREEMENTS FOR 2014 DESTRUCTION	2003-2007	2015
	FLOOR	1.15.5.305	CONTACTS/AGREEMENT FILES	CONTRACTS & AGREEMENTS FOR 2015 DESTRUCTION	1998-2008	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.5.305	CONTACTS/AGREEMENT FILES	C86-024 MEMO LEASE HUGHES AIRCRAFT; 03-190 PROJ 02-03-065 ADA SIDEWALK;	2003-2009	2015
	FLOOR	1.15.5.305	CONTACTS/AGREEMENT FILES	CONTRACTS & AGREEMENTS FOR 2013 DESTRUCTION	2002-2007	2015
	FLOOR	1.15.7.127	GRIEVANCE & COMPLAINT/MULTIPLE	APPEAL BID 2004 CANCELED; 1.15.3.113 COMMITTEE/C FILES LC CVB PROJ BKS 2003; 1.15.3.151 FEASIBILITY CVB 2002; 1.15.3.127 SURVEY OF MAPS CVB 2003; 1.15.3.108 ADMIN CORRES (EXEC)CPY CVB MEMO 6/2003; 1.15.3.101 NONRECORD CPY MEMO & P PT PRESENT	1979-2014	2015
	FLOOR	1.15.7.127	GRIEVANCE CONT.	CONT.1.15.5.309 VOUCHER VARIED 2005-5/2012; 1.15.7.127 GRIEVANCE & C R ROMERO, C CORDOVA 2008; 1.19.8.117 PETITIONS 2007 N DR/WINTON CIRC CLOSURE & REDISTRICT PLAN D/E 4/2011; 1.15.3.119(4) MINUTES MTG AGENDAS, NOTICE ETC 2006	1979-2014	2015
	FLOOR	1.15.7.127	GRIEVANCE CONT.	CONTJU-SEP 2006 TRIP & 2010-4/2012; 1.15.3.106 ADMIN FILE G&OBJ 1989; 1.15.5.101 BUDGET WRK P HANDOUT 2009-10;1.15.5.309 VOUCHERS 2010-2011 SUN NEWS & CC STMTS 2010-5/2012; 1.15.7.102 REJ APP 2011; 1.15.3.113 COMMITTEE/C FILES BOARDS 2010-11;	1979-2014	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.19.8.307	HUD REPORTING FILE/MULTIPLE	HUD RPT 2003 COPY; 1.19.8.208 COMMUNITY DEV RPT2002,05-08;09-10 COPY; 1.15.3.117(2) CPY RPTS SENIOR PROG, COST OF SERVICE WWTR; 1.15.5.203(2) 2006-2010 RECEIPT CARBON CPY; 1.15.3.151 FEASIBLITY STDY2000;	2000-2010	2015
	FLOOR	1.15.5.308	HUD REPORTING SAME BOX	CONT:REQ PROPSAL MMC (RES.04-199); LEGAL #EC-2002-001; ZONE CASE ETZS-03-083;BUDGET WRK PAPERS 2003 (COPIES); 1.15.3.218 CPY MAINT SERV FAC & P&R 2002;1.15.3.143 AFFIRM AEO OPP FILE 2003-05; 1.19.8.941 TRANSIT RT 1991;NON-RECORDS "COPIES" COR	2000-2010	2015
	FLOOR	1.15.5.509	INVENTORY FIXED ASSETS/MULTIPLE	F ASSETS FY05; 1.15.5.402 TIMESHTS 2011; 1.15.7.102 REJ APPS 2012; 1.15.5.101 BUDGET WRK P 2012; 1.15.3.113 COMMITTEE/C FILES BOARD 7/09-6/2010; 1.15.3.708 CUSTODIAN REC FILE 2013; 1.15.5.309 VOUCHER PAYMT 2011 SUN NEWS BX 1 CONT	1979-2014	2015
	FLOOR	1.15.5.509	INVENTORY FIXED SAME BOX	CONT 1.15.5.204 PAYMT INV JAN-APR 2012; 1.15.3.107 ADMIN REF 2014 NON-EXEC; 1.19.8.114 PETITION FILE 2013 SHELTER & NIGHTCLUB; 1.19.8.153(4) ELECTION HANDBKS 93-2011; 1.15.3.701 1983 * 98 REC RET SCHEDULES	1979-2014	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.3.401	LEGAL CASE FILES/MULTIPLE	TORT CLAIM NOTICE 2002-2004; 1.19.8.117 CLAIM LIEN NOTICE KATZ 1979; 1.15.3.140 SIGN AUTHORIZE 82,95; 1.15.3.108 ADMIN CORRES EXEC 2012; 1.15.7.101 PERSONNEL FOLDER 2011 DEPT CPY;	1979-2014	2015
	FLOOR	1.15.3.401	LEGAL CASE SAME BOX	CONT. NOTICE,AGENDA 2012-2013; 1.15.5.204 PAYMENT INV 10/2011-8/2011; 1.15.7.127 G&C MIRAMONTES, MARTINEZ, HERNANDEZ 2007-08	1979-2014	2015
	FLOOR	1.15.3.133(2)	WORK ORDER FILES	JT UT WRK ORDERS 1990-92; 1.19.8.402(2) PUBLIC UT MAINTENANCE FILES 1989-1992	1989-1992	2015
	FLOOR/TAPES	1.15.5.308/3.122	SAME BOX VIDEO/CD RFP	CONT: CD CHRISTUS HLTH PROPOSAL FOR MGH 2003; DVD PROTECT OUR ORGAN MTS/KP PUBLIC LANDS OPEN 2013	2003,2013	2015
	MICROFILM 351	1.15.3.125	PROPERTY FILES	JT UTILITY CASH VOUCHERS 1973; 6 ROW DOCUMENTS - TRANSFERRED TO LASERFICHE	1973	2015
	VAULT	1.15.3.108	ADMINISTRATIVE CORRESPONDENCE FILES EXEC LEVEL	INCOMING & OUTGOING CORRESPONDENCE	2012	2015
	VAULT	1.15.3.107	ADMINISTRATIVE REFERENCE FILES	2014 MANAGEMENT TEAM MEETING AGENDAS AND PACKETS	2014	2015
	VAULT	1.19.8.117	CLAIM OF LIEN FILES	NOTICE OF FORECLOSURE OF LIEN MR. & MRS. KATZ	1979	2015
	VAULT	1.15.3.113	COMMITTEE OR COUNCIL FILES	07/2009 - 06/2010 BOARD MEMBER APPT LETTERS/RESIGNATIONS/REJECTED APPS/MEMOS TO COUNCIL	FY10	2015
	VAULT	1.15.3.113	COMMITTEE OR COUNCIL FILES	2009 - 2010 BOARD APPLICATIONS	2010	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	VAULT	1.15.5.305	CONTRACT/AGREEMENT FILES	C-86-024 WELLBORN REALTY & HUGHES AIRCRAFT	1986	2015
	VAULT	1.15.3.708	CUSTODIAN OF RECORD FILES	2013 REQUESTS FOR PUBLIC RECORD	2013	2015
	VAULT	1.19.8.153	ELECTION FILES	1983 - 2011 ELECTION HANDBOOKS OF THE STATE OF NM	2011	2015
	VAULT	1.15.7.127	GRIEVANCE & COMPLAINT FILES	GRIEVANCE - C.J. CORDOVA 08/21/2008; L. MIRAMONTES 02/2008; R. HERNANDEZ 07/08/2008; R. ROMANO 02/17/2008; R. ROMANO 08/19/2008	2008	2015
	VAULT	1.15.7.127	GRIEVANCE & COMPLAINT FILES	GRIEVANCE - C. MARQUEZ 08/11/09; J. WHITE 11/12/09; K. GONZALES 01/08/09; K. MYERS 05/14/09; L. ROMERO 11/20/09; P. CATANACH 03/03/09; R. ROMANO 02/17/09	2008	2015
	VAULT	1.15.7.127	GRIEVANCE & COMPLAINT FILES	GRIEVANCE - R. MARTINEZ 05/04/2007	2007	2015
	VAULT	1.15.5.509	INVENTORY OF FIXED ASSETS	EQUIPMENT ASSET TAGGED EQUIPMENT SUMMARY FOR FY 2005(1-DELL COMPUTER WITH MONITER) & EQUIPMENT TRANSFER FORM (2-COMPUTERS, CTX ULTRA SCREEM & HP OFFICE JET PRINTER)	2005	2015
	VAULT	1.15.3.401	LEGAL CASE FILES	2002 TORT CLAIMS	2002	2015
	VAULT	1.15.3.401	LEGAL CASE FILES	2003-2004 TORT CLAIMS	2004	2015
	VAULT	1.15.3.119	MINUTES OF MEETINGS	AGENDAS, NOTICES, PACKETS, ACTION MEMOS (P&E)	2013	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	VAULT	1.15.5.204	PAYMENT INVOICE FILES	10/2010 - 08/2011 TEMP SERVICES - DmDICKASON (MARY H.)	FY12	2015
	VAULT	1.15.5.204	PAYMENT INVOICE FILES	01/2012 - 04/2012 TEMP SERVICES - DmDICKASON (PATTY R.)	FY12	2015
	VAULT	1.15.5.309	PAYMENT VOUCHERS	06/20110 - 05/2012 CREDIT CARD STATEMENTS & RECEIPTS	2012	2015
	VAULT	1.15.5.309	PAYMENT VOUCHERS	LAS CRUCES SUN NEWS RFP'S	2011	2015
	VAULT	1.15.5.309	PAYMENT VOUCHERS	2005 - 2012 RFP'S & PO'S	2012	2015
	VAULT	1.15.7.101	PERSONNEL FOLDERS	DEPT. EMPLOYEE FILE OF D.R.	2011	2015
	VAULT	1.19.8.114	PETITION FILES	AGAINST SHELTER @ 405 COLLEGE AVE, MESILLA VALLEY COMM OF HOPE	2013	2015
	VAULT	1.19.8.114	PETITION FILES	AGAINST NIGHT CLUB TO BE LOCATED @ 101 E. UNION	2012	2015
	VAULT	1.19.8.114	PETITION FILES	TRAFFIC LIGHT @ MELENDRES & AMADOR	2013	2015
	VAULT	1.15.3.701	RECORDS RETENTION & DISPOSITION SCHEDULE	1983 & 1998 NM STATE RETENTION SCHEDULE	1998	2015
	VAULT	1.15.7.102	REJECTED APPLICATIONS	OFFICE ASSISTANT SENIOR 04/2012 & MEMOS TO H.R.	2012	2015
	VAULT	1.15.7.102	REJECTED APPLICATIONS	OFFICE ASSISTANT SENIOR 02/2012 & MEMOS TO H.R.	2012	2015
	VAULT	1.15.3.140	SIGNATURE AUTHORIZATIONS	AFFIDAVIT OF FILING OF CERTIFIED SIGNATURES	1995	2015
	VAULT	1.15.5.402	TIMESHEETS	2011 TIMESHEETS/LEAVE REQUESTS FOR CITY CLERK & RECORDS CENTER	2011	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	VAULT	1.15.5.314	TRIP TICKET FILES	OCT 2010 - APRIL 2012 TRAVEL ORDERS	FY12	2015
PARKS & RECREATION - ADMIN						
	E059A	1.15.5.203	RECEIPTS - CASH COUNT	FEB 16-APRIL 29, 2012; AQUATIC CTR & DEPOSIT SLIPS, ATTENDANCE REC	FY12	2015
	E060A	1.15.5.203	RECEIPTS - CASH COUNT	MAY 01-JUNE 30, 2012; AQUATIC CTR & DEPOSIT SLIPS, ATTENDANCE REC	FY12	2015
	E169	1.15.5.402	TIME SHEETS	TIME SHEETS AQUATIC APR-JUN 2012; REC JUL 2011-FEB 2012 BX 1/5 (SEE E170 BX 2)	FY12	2015
	E170	1.15.5.402	TIME SHEETS	TIME SHEETS RECREATION FEB-JUN 2012 BX 2/5 (SEE E169 BX 1/5)	FY12	2015
	E171	1.15.5.402	TIME SHEETS	TIME SHEETS AQUATIC JUL 2011-APR 2012 BX 3/5	FY12	2015
	E172	1.15.5.402	TIME SHEETS	TIME SHEETS PARKS JUL 2011-NOV 2011 BX 4/5	FY12	2015
	E173	1.15.5.402	TIME SHEETS	TIME SHEETS PARKS DEC 2011-APR 2012 BX 5/5	FY12	2015
	F011A	1.19.8.204	BUILDING INSPECTION FILES	PLAYGROUND INSPECTION FORMS SM BOX	FY04/05	2015
	F145	1.15.5.203	RECEIPTS	CASH COUNT SHEETS, DEPOSIT SLIPS, ATTENDANCE RECORDS FOR RAC JULY 13-SEPT 10, 2011; JULY 1-OCT 28 2011	FY12	2015
	F146	1.15.5.203	RECEIPTS	CASH COUNT SHEETS, DEPOSIT SLIPS, ATTENDANCE RECORDS FOR RAC MAY 21-JULY 12 2011	FY12	2015
	F147	1.15.5.203	RECEIPTS	CASH COUNT SHEETS, DEPOSIT SLIPS, ATTENDANCE RECORDS FOR RAC SEPT 11, 2011-FEB 15, 2012	FY12	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	F157	1.15.5.203	RECEIPTS	CASH COUNT SHEETS, DEPOSIT SLIPS, ATTENDANCE RECORDS FOR RAC MAY 29, 2010-AUG 14 2011 & MAR1-AUG 22 2011	FY12	2015
	F158	1.15.5.203	RECEIPTS	CASH COUNT SHEETS, DEPOSIT SLIPS, ATTENDANCE RECORDS FOR JUNE 1, 2010-AUG 14, 2011 & OCT 13 2010-DEC 19 2011 RAC	FY12	2015
	FLOOR	1.15.5.310(2)	PAYMENT VOUCHER FILE	UTILITY BILLS/REQUEST FOR PAYMENT DEPT CPY JAN-DEC 2010	FY10-11	2015
	FLOOR	1.15.5.310(2)	PAYMENT VOUCHER FILE	UTILITY BILLS/REQUEST FOR PAYMENT DEPT CPY JAN-DEC 2011	FY11-12	2015
	N085	1.15.5.205	DEPOSIT SLIPS	CASH COUNT SHEETS, DEPOSIT SLIPS BOX 1 JAN-JUNE 2011	JAN-JUN 2011	2015
	N086	1.15.5.205	DEPOSIT SLIPS	CASH COUNT SHEETS, DEPOSIT SLIPS BOX 2 JULY-DEC 2011	JUL-DEC 2011	2015
	N144	1.19.8.651	FACILITY USE AGREEMENTS	FACILITY PERMITS (BALLFIELDS/PARKS) 2008/2009	FY09	2015
POLICE - ADMINISTRATION						
	DIMS SYSTEM	1.19.8.807	VIDEO RECORDINGS	DIMS 2007 - 2013 OFFICER MISC. VIDEO/AUDIO RECORDINGS	2007 - 2013	2015
	G213	1.15.5.402	TIME SHEETS	POLICE CPY PAYROLL #23-24 JUL 2011-DEC 2011	FY12	2015
	G214	1.15.5.402	TIME SHEETS	POLICE CPY PAYROLL #25-26 JUL 2011-DEC 2011	FY12	2015
	G231	1.15.5.402	TIME SHEETS	POLICE CPY PAYROLL #15-16 JUL 2011-DEC 2011	FY12	2015
	G232	1.15.5.402	TIME SHEETS	POLICE CPY PAYROLL #17-18 JUL 2011-DEC 2011	FY12	2015
	G233	1.15.5.402	TIME SHEETS	POLICE CPY PAYROLL #19-20 JUL 2011-DEC 2011	FY12	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	G234	1.15.5.402	TIME SHEETS	POLICE CPY PAYROLL #21-22 JUL 2011-DEC 2011	FY12	2015
	N104	1.15.5.402	TIMESHEETS	POLICE FY12 PR#1 & #2	DEC 2011- JUN 2012	2015
	N105	1.15.5.402	TIMESHEETS	POLICE FY12 PR#3 & #4	DEC 2011- JUN 2012	2015
	N106	1.15.5.402	TIMESHEETS	POLICE FY12 PR#5 & #6	DEC 2011- JUN 2012	2015
	N107	1.15.5.402	TIMESHEETS	POLICE FY12 PR#7 & #8	DEC 2011- JUN 2012	2015
	N107A	1.15.5.402	TIMESHEETS	POLICE FY12 PR#11 & #12	DEC 2011- JUN 2012	2015
	N108	1.15.5.402	TIMESHEETS	POLICE FY12 PR#9 & #10	DEC 2011- JUN 2012	2015
	N108A	1.15.5.402	TIMESHEETS	POLICE FY12 PR#13 & #4	DEC 2011- JUN 2012	2015
POLICE - CODE ENFORCEMENT/ANIMAL						
	FLOOR	1.19.8.821	ANIMAL CONTROL FILES	CITY KENNEL LICENSES JAN 2011-DEC 2012	2011-2012	2015
	FLOOR	1.19.8.821	ANIMAL CONTROL FILES	CITY KENNEL LICENSES JAN 2009-DEC 2010	2009-2010	2015
	FLOOR	1.19.8.821	ANIMAL CONTROL FILES	CITY KENNEL LICENSES JAN 2007-DEC 2008	2007-2008	2015
	FLOOR	VARIED	MULTIPLE	INV (2008/2009/2011); TRAVEL ORDERS(2012); CITATIONS(2010), BANK DEP(2010), PO'S (2009/2010/2011); SUPENAS 2009, ABANDONED HOUSE 2003	2003-2010	2015
POLICE - RECORDS						

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	E174	1.15.3.708	CUSTODIAN OF RECORD FILE	REQUESTS FOR SERVICE FORMS JAN-DEC 2013	JAN-DEC 2013	2015
	E175	1.15.3.708	CUSTODIAN OF RECORD FILE	REQUESTS FOR SERVICE FORMS JAN-DEC 2013	JAN-DEC 2013	2015
	E176	1.15.3.708	CUSTODIAN OF RECORD FILE	REQUESTS FOR SERVICE FORMS JAN-DEC 2013	JAN-DEC 2013	2015
	K065	1.15.5.205(D 1)	DEPOSIT SLIPS	POLICE DEPOSIT SLIPS JAN-DEC 2011	FY12	2015
	K078	1.15.5.205(D 1)	DEPOSIT SLIPS	POLICE DEPOSIT SLIPS JAN-DEC 2011	FY12	2015
POLICE - TRAFFIC						
	B039	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS JUL 2011	JUL 2011	2015
	B040	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS AUG 2011	AUG 2011	2015
	B092	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS APR-MAY 2012	APR-MAY 2012	2015
	B121	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS JUN 2012	FY12	2015
	H182	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS OCT 2011	OCT 2011	2015
	I180	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS SEP 2011	SEP 2011	2015
	K068	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS DEC 2011	DEC 2011	2015
	K077	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS MAR 2012	MAR 2012	2015
	K079	1.19.8.810	UNIFORM TRAFFIC CITATIONS	UNIFORM TRAFFIC CITATIONS FEB 2012	FEB 2012	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
PUBLIC WORKS - ADMIN						
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	2015-002 (010-06-09) Mat. Tsting for The Ridge @ N	2005	2015
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	2015-001 (Box 72) N. triviz Multi-Use Path Phase I	2005	2015
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	2015-004 (017-06-09) White Rose Ct Drainage, Sonom	2005	2015
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	002-12-11 Dismuke Cracked Gel Sealing; Elks Dr Ph III; Los Venados Est; N Fork Arroyo Sewer Interception 236; The Pines 8 Ph III	2005	2015
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	2015-005 (024-06-09) Sport Field Lighting, MVRDA S	2005	2015
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	2015-008 (001-12-11) Corazon Del Valle; Amador Ph I; La Camelia Drainage; Desert Breeze	2005	2015
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	2015-006 (008-0809) 2004 Mat. Tsting, Permits, San	2005	2015
	PW RM 2137	1.19.8.109	CAPITAL PROJECTS	2015-003 (011-06-09) Legends West Ph 2, Mntn View	2005	2015
PUBLIC WORKS - BUILDING OPERATIONS & SRVS						
	PROJ MGMT SUITE	1.15.3.109	CORRESPONDENCE	MEMOS, LETTERS, COPIES & MISC REFERENCE DOCUMENTS	2008	2015
	PROJ MGMT SUITE	1.15.5.204	PAYMENT VOUCHER FILES	VOUCHER - INVOICES - REQEUST FOR PAYMENT 2008 - FACILITIES - PROJECT MANAGEMENT	2008	2015
	PROJ MGMT SUITE	1.15.7.104	PERSONNEL EVALUATIONS	FACILITIES - AIRPORT, BUILDING SERVICES, FLEET & PROJECT MANAGEMENT 2006 - 2008	2008	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	PROJ MGMT SUITE	1.15.5.402	TIMESHEETS	PAYROLL TIMESHEETS - PROJECT MANAGEMENT & BUILDING SERVICES 2007 - 2008 COPIES	2008	2015
	PROJ MGMT SUITE	1.15.3.101	WORK ORDERS MAINTENANCE	CARPENTERS, ELECTRICAL, PLUMBING, HVAC & WELDING WORK ORDERS 2009	2009	2015
TRANSPORTATION - FLEET						
	FLOOR	1.15.5.303	PURCHASE ORDERS	PURCHASE ORDERS 2008-2009	2008-09	2015
	FLOOR	1.15.5.303	PURCHASE ORDERS	PURCHASE ORDERS 2008-2009	2008-09	2015
	FLOOR	1.15.5.303	PURCHASE ORDERS	PURCHASE ORDERS DEC 08-MAR 2009	2008-09	2015
	FLOOR	1.15.5.303	PURCHASE ORDERS	PURCHASE ORDERS SEP-NOV 2008	2008	2015
	FLOOR	1.15.5.303	PURCHASE ORDERS	PURCHASE ORDERS FEB-DEC 2007	2007	2015
	FLOOR	1.15.5.303	PURCHASE ORDERS	PURCHASE ORDERS 2010 (LARGE BROWN BOX)	2010	2015
	FLOOR	1.15.5.302	PURCHASE REQUISITIONS	PURCHASE REQUSITIONS 2010 BX 2/2	2010	2015
	FLOOR	1.15.5.302	PURCHASE REQUISITIONS	PURCHASE REQUSITIONS 2010 BX 1/2	2010	2015
	FLOOR	1.19.8.902	VEHICLE MAINTENANCE FILES	VEHICLE BODY WORK ESTIMATES BID #'S 823-1000 3YR RETENTION	AUG 2008-MAR 2011	2015
	FLOOR	1.19.8.902	VEHICLE MAINTENANCE FILES	VEHICLE BODY WORK ESTIMATES BID #'S 622-822 3YR RETENTION	OCT 2005-JUL 2008	2015
TRANSPORTATION - TRANSIT						

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	B057	1.19.8.943	DAILY BUS PASSENGER REPORT	DIAL-A-RIDE DAILY MANIFESTS JUL-SEP 2011	FY12	2015
	B058	1.19.8.943	DAILY BUS PASSENGER REPORT	DIAL-A-RIDE DAILY MANIFESTS OCT-DEC 2011	FY12	2015
	B062	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	OPERATOR'S BAD ORDER REPORT JUL 2010-JUN 2011	FY11	2015
	B079	1.19.8.943	DAILY BUS PASSENGER REPORT	DIAL-A-RIDE DAILY MANIFESTS JAN-MAR 2012	FY12	2015
	B080	1.19.8.943	DAILY BUS PASSENGER REPORT	DIAL-A-RIDE DAILY MANIFESTS APR-JUN 2012	FY12	2015
	B091	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	OPERATOR'S BAD ORDER REPORT JUL 2011-JUN 2012	FY12	2015
	E114	1.19.8.945	TRANSIT OPERATION SUMMARY REPORTS	BUS FARE COLLECTION FORMS AND RECEIPTS	JAN-DEC 2011	2015
	FLOOR	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	DAILY BAD ORDER RPTS - FIXED ROUTES JUL 2007-JUN 30 2008	FY08	2015
	FLOOR	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	DAILY BAD ORDER RPTS - FIXED ROUTES JUL 2008-JUN 30 2009	FY09	2015
	FLOOR	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	DAILY BAD ORDER RPTS - FIXED ROUTES JUL 2009-JUN 30 2010	FY10	2015
	FLOOR	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	DAILY BAD ORDER RPTS - FIXED ROUTES JUL 2010- FEB 28, 2011 BX 1/2	FY11	2015
	FLOOR	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	DAILY BAD ORDER RPTS - FIXED ROUTES MAR 2011-JUNE 30 2011 BX 2/2	FY11	2015
	N117	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	DAILY BAD ORDER RPTS - FIXED ROUTES JUL 2011-OCT 31, 2011 BX 1/2	FY12	2015
	N118	1.19.8.944	BUS DRIVERS DAILY CHECKLIST	DAILY BAD ORDER RPTS - FIXED ROUTES NOV 2011-JUN 30, 2011 BX 2/2	FY12	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
UTILITIES - ADMIN SERVICES						
	ABSOLUTE STORAGE	1.15.5.306	CONTRACT/AGREEMENT FILES	2008 RGNGA CONTRACTS, MAIN LINE REIMB AGREEMENTS, BRIGHT VIEW LAND PHASE 2, PHASE 3, RINCON VALLEY, ROGER COX WESTERN DEV, CORONADO RIDGE PHASE I & ROGER COX UNIT 172	2008	2015
	ABSOLUTE STORAGE	1.15.5.310	PAYMENT VOUCHER FILES	FY12 COPIES OF RFPs, PURCHASE ORDERS, UNIT 172	FY12	2015
	ABSOLUTE STORAGE	1.15.5.310	PAYMENT VOUCHER FILES	FY11 COPIES OF RFPs, PURCHASE ORDERS, UNIT 172	FY11	2015
	ABSOLUTE STORAGE	1.19.8.555	PUBLIC UTILITY SERVICE FILE	ADMIN SERVICES - FIELD SERVICES CLC SERVICE ORDERS; 2010 WATER RELOCATE REQUEST	2010	2015
	ABSOLUTE STORAGE	1.19.8.555	PUBLIC UTILITY SERVICE FILE	2011 CLC RESIDENTIAL ESTIMATES A - Z COMPLETED UNIT 172	2011	2015
	ABSOLUTE STORAGE	1.19.8.555	PUBLIC UTILITY SERVICE FILE	2011 WATER METER TESTS UNIT 172	2011	2015
	ABSOLUTE STORAGE	1.19.8.555	PUBLIC UTILITY SERVICE FILE	2011 WORK ORDERS FOR GAS & WATER UNIT 172	2011	2015
	ABSOLUTE STORAGE	1.19.8.555	PUBLIC UTILITY SERVICE FILE	ADMIN SERVICES - 2009 CLC ESTIMATES COMPLETED A-Z & RGNGA ESTIMATES COMPLETED - NEW CONNECTIONS	2009	2015
	ABSOLUTE STORAGE	1.19.8.555	PUBLIC UTILITY SERVICE FILE	2011 RGNGA RESIDENTIAL ESTIMATES A - Z COMPLETED, UNIT 172	2011	2015
	ABSOLUTE STORAGE	1.19.8.555	PUBLIC UTILITY SERVICE FILE	ADMIN SERVICES-FIELD SERVICES - CLC SERVICE ORDERS - APPLICATIONS & RIO GRANDE SERVICE ORDERS (APPLS, FIELD CHECKS, FINALS, INVESTIGATION REPORTD, MISC, UNKNOWNS, UNLOCKS, CANCELLED)	2009	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	ABSOLUTE STORAGE	1.15.5.206	REVENUE STATUS REPORT, MONTHLY	2011 MONTHLY REPORT FOR NEW CONNECTIONS UNIT 172	2011	2015
	UTILITIES RM 149	1.15.5.310	PAYMENT VOUCHER FILES	FY11 REQUISITIONS, Pos, JULY 2010 - JUN 2011	FY11	2015
	UTILITIES RM 149	1.15.5.314	TRIP TICKET FILE	FY11 IN AND OUT OF STATE TRAVEL REQUESTS JUL2010 - JUN2011	FY11	2015
UTILITIES - ADMINISTRATION						
	DIRECTOR OFFICE RM 203	1.15.5.204	PAYMENT INVOICES	PAYMENT INVOICES FOR VERIZON & INVOICES A - U	FY12	2015
UTILITIES - CUSTOMER SERVICE						
	G208	1.19.8.206	PROPERTY ASSESSMENT FILES	IMPACT FEE PAYOFF QUOTES JAN-DEC 2011	FY12	2015
	I002	1.15.5.503	REVENUE STATUS REPORT	CITY CREDITS/DEBITS A-C	JAN DEC 2008	2015
	I003	1.15.5.503	REVENUE STATUS REPORT	CITY CREDITS/DEBITS D-G	JAN-DEC 2008	2015
	I004	1.15.5.503	REVENUE STATUS REPORT	CITY CREDITS/DEBITS H-L	JAN-DEC 2008	2015
	I005	1.15.5.503	REVENUE STATUS REPORT	CITY CREDITS/DEBITS M-O	JAN-DEC 2008	2015
	I006	1.15.5.503	REVENUE STATUS REPORT	CITY CREDITS/DEBITS SI-Z	JAN-DEC 2008	2015
	I007	1.15.5.503	REVENUE STATUS REPORT	CITY CREDITS/DEBITS P-SH	JAN-DEC 2008	2015
	K080	1.19.8.402	PUBLIC UTILITY MAINTENANCE	WORK ORDERS, MAINTENANCE	JAN-DEC 2009	2015
	L038	1.19.8.402	PUBLIC UTILITY MAINTENANCE FILES	INVESTIGATION RPT A-Z CITY METERS READ/DISPUTED/CHG OUT	JAN-DEC 2009	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	N005	1.19.8.402	PUBLIC UTILITY MAINTENANCE FILES	INVESTIGATION RPT A-Z RIO GRANDE METERS READ/DISPUTED/CHG OUT	JAN-DEC 2009	2015
	N179	1.15.5.503	REVENUE STATUS REPORT	RIO GRANDE CREDITS/DEBITS A-Z	JAN-DEC 2008	2015
UTILITIES - GAS						
	ABSOLUTE STORAGE	1.15.5.402	TIMESHEETS	TIMESHEET, REQUEST FOR LEAVE, OVERTIME SLIPS, TIMECARD & PAYROLL REPORT 01/2012 - 12/2012	2012	2015
	UTILITY BAY UPSTAIRS	1.19.8.560	LINE LOCATION FILES	NM ONE CALL LINE LOCATES, GAS RETURNS. 01/09 - 12/09	2009	2015
UTILITIES - SOLID WASTE						
	MECHANICAL SHOP #201	1.15.3.109	GENERAL CORRESPONDENCE	JUL 2006 - JUN 2007 MECH SHOP MEMO, E-MAIL, MISC ITEMS, MONTHLY REPORTS, TRAVEL ORDERS, UNIFORM INFO, VEHICLE REGISTRATION, ACCIDENT GUIDELINES, ANNUAL REPORT, DRIVER SITUATIONS, CC RECEIPTS, FRONT LOADERS INFO, JOB ANNOUNCEMENTS	FY07	2015
	MECHANICAL SHOP #201	1.15.3.109	GENERAL CORRESPONDENCE	JUL 2007 - JUN 2008 BROCHURES, COMMERCIAL SITUATIONS, CC RECEIPTS, CUSTOMER SERVICE HR INFO, LONG DISTANCE PHONE CHARGES, MISC FILES, DUMPSTER INFO, OPEN TOP CONTAINERS, COMPLETED PURCHASE REQ, RECYCLING SEC, RFPs, SPECIAL PROJECTS, MISC	FY08	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MECHANICAL SHOP #201	1.15.3.109	GENERAL CORRESPONDENCE	JUL 2008 - JUN 2009 A/R BILLING REQ, BROCHURES, COMMERCIAL SITUATIONS, CC RECEIPTS, CUSTOMER SERVICE, MONTHLY REPORTS, MISC FILES, CC RECEIPTS, CUSTOMER SERVICE, LONG DISTANCE CHARGES, MONTHLY REPORTS, PURCHASE REQ, RFP, MISC FILES	FY09	2015
	MECHANICAL SHOP #201	1.15.3.109	GENERAL CORRESPONDENCE	JUL 2011 - JUN 2012 CC RECEIPTS, LCU BOARD RESOLUTIONS, MONTHLY REPORTS, REQ FOR PAYMENTS, MISC FILES, CC RECEIPTS	FY12	2015
	MECHANICAL SHOP #201	1.15.3.109	GENERAL CORRESPONDENCE	JUL 2012 - JUN 2013 CC RECEIPTS, LCU BOARD RESOLUTIONS, MONTHLY REPORTS, REQ FOR PAYMENT, MISC FILES	FY13	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JULY 2007 - JUNE 2009 EXTRA SERV; LANDFILL BILLINGS; YARD WASTE BILLING; A/R OPEN TOP BILLINGS	07/07 - 12/08	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	AUG 2009 - DEC 2011 COMMERCIAL SERVICE ORDERS	08/09 - 12/11	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	FEB 2011 - MAY 2011 COMMERICAL ROLL OFF SERVICE ORDER	02/11 - 05/11	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	OCT 2010 - MAY 2011 RESIDENTIAL SERVICE ORDERS	10/10 - 05/11	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JULY 2008 - JUNE 2009 DR. HORTON OPEN TOP TICKETS; OPEN TOP BILLINGS A/R GENERAL BILLING ADJUSTMENTS	07/08 - 12/08	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JUN 2011 - SEP 2011 COMMERICAL SERVICE ORDERS	06/11 - 09/11	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	COMMERCIAL DAILY OPEN TOPS JULY 2008 - JUNE 2009	07/08 - 12/09	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JUN 2011 - DEC 2011 RESIDENTIAL SERVICE ORDERS	06/11 - 12/11	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JAN 2012 - APR 2012 COMMERCIAL ROLL OFF SERVICE ORDERS	01/12 - 04/12	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JAN 2010 - SEP 2010 RESIDENTIAL SERVICE ORDERS	01/10 - 09/10	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	SEP 2010 - JAN 2011 COMMERCIAL SERVICE ORDERS	09/10 - 01/11	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	OCT 2009 - MAR 2010 COMMERCIAL SERVICE ORDERS	10/019 - 03/10	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	APR 2010 - AUG 2010 COMMERCIAL SERVICE ORDERS	04/10 - 08/10	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JAN 2012 - MAY 2012 RESIDENTIAL SERVICE ORDERS	01/12 - 05/12	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JUN 2012 - DEC 2012 RESIDENTIAL SERVICE ORDERS	06/12 - 12/12	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	COMMERCIAL DAILY OPEN TOPS MAY 2009 - JULY 2009	05/09 - 07/09	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	COMMERCIAL SERVICE ORDERS MAY - JULY 2012	05/12 - 07/12	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	JULY 2005 - JUNE 2009 ROLL OFF LISTS, ROLL OFF BILLING LIST, MONTHLY ROLL OFF REPORTS; COMMERCIAL SERVICE ORDERS, WEIGHT TICKETS, REPORTS, EXTRA SERVICE REMOVED OPEN TOPS AND MISC FILES	07/05 - 06/09	2015
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	2011 & 2012 SW MECHANIC SHOP VEHICLE MAINTENANCE FORMS	2012	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	MECHANICAL SHOP #201	1.19.8.555	PUBLIC UTILITY SERVICE FILE	UTILITY ADJUSTMENT, OPEN TOP FINAL LIST, RECYCLING SERVICE ORDERS 07/08 - 06/09	FY09	2015
	MECHANICAL SHOP #201	1.15.5.303	PURCHASE ORDERS	JULY 2010 - JUNE 2011	FY11	2015
	MECHANICAL SHOP #201	1.15.5.401	TIMECARDS	JAN 2008 - DEC 2011	JAN 2008 - DEC 2011	2015
	MECHANICAL SHOP #201	1.15.5.402	TIMESHEETS	JAN 2007 - DEC 2010	01/07 - 12/10	2015
	MECHANICAL SHOP #201	1.15.5.402	TIMESHEETS & PERSONNEL FILES	JAN 2008 - DEC 2011 TIMESHEETS & INACTIVE PERSONNEL FILES	JAN 2008 - DEC 2011	2015
	MECHANICAL SHOP #201	1.15.5.315	VEHICLE MAINTENANCE FILES	JAN - DEC 2012 DVIR RESIDENTIAL	JAN - DEC 2012	2015
	MECHANICAL SHOP #201	1.15.5.315	VEHICLE MAINTENANCE FILES	JAN - DEC 2011 DVIR RESIDENTIAL	JAN - DEC 2011	2015
	MECHANICAL SHOP #201	1.15.5.315	VEHICLE MAINTENANCE FILES	JAN 2006 - DEC 2009 FLEET VEHICLE WORK ORDERS	01/06 - 12/09	2015
UTILITIES - WATER RESOURCES						
	FLOOR	1.19.8.109 MULTIPLE	CAPITAL PROJECT FILES	CAPITAL PURCHASES (FY00-01); P-CARD REQ 1.15.5.307(2) FY 10-11; PO'S ETC 1.15.5.33(2) FY 1995-2004	FY1995-2011	2015
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2011-12 VENDOR FILES RFP(.302), PO(.303), PAY INV(.204), 2011 FLOW DATA(1.19.8.504)	01/01/2011-06/30/2012	2015
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2008-09 VENDOR FILES; RFP(.302), PO(.303), PAY INV(.204), 2008 FLOW DATA(1.19.8.504) , MISC CORRESP.2008-9(.503)	12/03/2007-12/30/2008	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.5.304 MULTIPLE	MULTIPLE	DEPT CPY'S: 2011 P-CARD (.304), 1.15.5.401&402, 2011 TIME SHEETS; TERMED EMPLOY.1.15.7.101(1); 1.19.8.505 2009 COMPOST APP RELEASE FRM	01/01/2009-12/31/2011	2015
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2010 P-CARD(.304),1.5.5.401&402 2010 TIMESH & CARDS;1.15.7.101(1) 2010 TERM EMP; 1.19.8.504 2010 FLOW DATA	01/01/2010-12/31/2010	2015
	FLOOR	1.15.5.304 MULTIPLE	MULTIPLE	DEPT CPY'S: 2008 P-CARD (.304), 1.15.5.401&402 2008 TIMESHEETS & CARDS	12/03/2007-12/30/2008	2015
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2007-08 VENDOR FILES; RFP(.302), PO(.303), PAY INV(.204), 2007 OCT/NOV FLOW DATA (1.19.8.504)	01/01/2007-06/30/2008	2015
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2010-11 RFP(.302), PO(.303), PAY INV(.204)	07/01/2010-06/30/2011	2015
	FLOOR	1.15.5.304 MULTIPLE	MULTIPLE	DEPT CPY'S: 2008 P-CARD (.304), 1.15.5.401&402 2008 TIMESHEETS & CARDS	12/03/2007-12/30/2008	2015
	FLOOR	1.15.5.304 MULTIPLE	MULTIPLE	DEPT CPY'S: 2004&06 P-CARD (.304),1.15.7.101(1) 2005,07,08 TERM EMPLOY, 2006-07 RFP,PO,INV (5.5.302-303,204) 2005-06 TIMESHT, 2005-06 VEH REPAIR FILE	01/01/2004-12/21/2008	2015
	FLOOR	1.15.5.304 MULTIPLE	MULTIPLE	DEPT CPY'S: 2010 JHWWTF P-CARD(.304),1.5.5.401&402 2010 TIMESH & CARDS;1.15.7.101(1) 2010 TERM EMP; 1.19.8.504 2010 FLOW DATA	01/01/2010-12/31/2010	2015

City Department	Location	Item Number	Title of Record	Description	Dates	Destruction Date
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2009-10 VENDOR FILES; RFP(.302), PO(.303), PAY INV(.204),2009 P-CARD (304), 1.15.5.401&402 2009 TIMESH & CARDS;1.15.7.101(1) 2009 TERM EMP	12/31/2008-06/30/2010	2015
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2009-10 VENDER FILES; RFP(.302), PO(.303), PAY INV(.204) 2009 P-CARD (304),1.15.5.401&402 2009 TIMESH & CARDS;1.15.7.101(1) 2009 TERM EMP	12/31/2008-06/30/2010	2015
	FLOOR	1.15.5.302 MULTIPLE	MULTIPLE	DEPT CPY'S: 2009-10 RFP(.302), PO(.303), PAY INV(.204), 2009 FLOW DATA (1.19.8.504); RFP 09-10-171 (1.15.5.307)	01/01/2009-6/30/2010	2015
	FLOOR	1.15.5.401&402	TIME CARDS & TIME SHEETS	DEPT CPY'S 2011 TIME SHEETS AND TIME CARDS	01/01/2011-12/31/2011	2015
	FLOOR/TAPES	1.19.8.402	TAPES: PUBLIC UT MAINTENANCE FILES	3.5 FLOPPY DISCS 1/1994-15/999 OUTDATED INFO	1994-1999	2015

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PEOPLE HELPING PEOPLE

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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of February 1, 2016 (Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS THAT HAVE SATISFIED THEIR LEGAL RETENTION PERIOD.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes ☐ No ☒

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2115	1/5/16
Department Director		541-2128	6 JAN 2016
Other			
Assistant City Manager /CAO Management & Budget Manager		541-2078 541-2107	1/6/15
Assistant City Manager/COO		541-2271	1/8/15
City Attorney		541-2128	6 JAN 2016
City Clerk		541-2115	1-11-16

Rev. 8/2011