

9 City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 1

Ordinance/Resolution# 10-109

Council District: N/A

For Meeting of October 19, 2009
(Adoption Date)

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

PURPOSE(S) OF ACTION: To authorize the destruction of all records which have satisfied their legal retention period according to the New Mexico State Records Retention and Disposition Schedules.

Name of Drafter: Esther Martinez		Department: Legal/City Clerk	Phone: 541-2115		
Department	Signature	Phone	Department	Signature	Phone
Originating Department	<i>Esther Martinez</i>		Budget	<i>Richard Johnson</i>	2300
			Assistant City Manager	<i>Andy Sandoval</i>	2271
Legal	<i>JM - DR</i>	2124	City Manager	<i>Julie</i>	2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS: A total of 964.60 cubic feet of records 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.

Exhibits "A", "B" and "C" lists public records from the following departments:

Admin/ACM:	12.40 cu. ft.
City Clerk:	23.09 cu. ft.
Community Development:	53 cu. ft.
Facilities	13 cu. ft.
Facilities/ADMIN	1 cu. ft.
Finance/Admin:	17.78 cu. ft.
Finance/OMB	3 cu. ft.
Fire:	4 cu. ft.
Information Technology:	1 cu. ft.
Legal/City Attorney:	16 cu. ft.
Municipal Court:	201 cu. ft.
Police:	28 cu. ft.
Public Services:	1.5 cu. ft.
Public Services/Admin:	1.83 cu. ft.
Public Services/Branigan Library:	1 cu. ft.
Public Works:	85

(Continue on additional sheets as required)

UT/Admin Services:	33	cu. ft.
UT/Gas:	3	cu. ft.
Police/Support Services:	18	cu. ft
Records Center:	448	cu ft.
Total:	964.60	cu. ft.

This is the equivalent of approximately 160.76 four drawer filing cabinets (643.04 drawers). Approval of the Las Cruces City Council is required to authorize destruction. Acceptable methods of destruction of records are witness 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:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
N/A	N/A	N/A

1. Resolution.
2. Exhibit A – List of records currently held by various departments.
3. Exhibit B – List of records from Police Support Services.
4. Exhibit C – List of records from various departments located at the Records Center.

OPTIONS / ALTERNATIVES:

1. Vote YES and approve the Resolution permitting those records that have met their legal retention to be properly destroyed and therefore make room for newly created records.
2. Vote NO and disapprove the Resolution and not permit records to be destroyed. The Records Center currently is 90% full with records from various departments and no records will be accepted for storage due to space limitations.
3. Modify the Resolution or items from Exhibit "A" and/or Exhibit "B" and/or Exhibit "C" thereby changing the scope of the destruction.

(Continue on additional sheets as required)

RESOLUTION NO. 10-109**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 New Mexico State Records Retention and Dispositions Schedules.

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

(I)

THAT records identified in Exhibit "A", "B", and Exhibit "C" are authorized to be destroyed by appropriate method as prescribed by the custodian of record. The City Staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this 19th day of October, 2009.

Approved:

ATTEST:

Mayor

City Clerk

VOTE:

Mayor Miyagishima:

Councillor Silva:

Councillor Connor:

Councillor Archuleta:

Councillor Small:

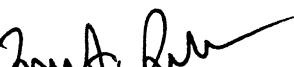
Councillor Jones:

Councillor Thomas:

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

Records Destruction Report

Department Admin / ACM

Item #	Title of Record	Destroy	Location
1.15.3.109	General Correspondence	2007	Laserfiche
2006	Department Correspondence		
1.15.3.109	General Correspondence Files	2007	Admin. Spec. Office
2006	Department Correspondence		
1.15.5.303	Purchase Orders	2007	Laserfiche
2004	Purch. Orders & Reqs. RFP's, Recd. Reports		
1.15.5.303	Purchase Orders	2009	Laserfiche
2006	Purch. Reqs & Orders & Receiving Reports		
1.15.5.303	Purchase Orders	2008	Laserfiche
2005	Purch. Reqs. & Orders, RFPs & Recd. Reports		
1.15.5.401	Payroll Time Cards	2009	Admin. Spec. Office
2006	Time Sheets		

Department Admin/ACM

Item #	Title of Record	Destroy	Location
1.15.5.204	Payment Invoices	2009	Laserfiche
2006	CC receipts, Request for payments		
1.15.5.303	Purchase Orders	2009	Laserfiche
2006	Purchase Req, Purchase Orders, Receiving Report		

Department ADMIN/Mayor

Item #	Title of Record	Destroy	Location
1.15.3.108	Administrative Correspondence Files - Exec Level	2008	File Cabinet
2006	B0406 CHC0102 COH02 CVC9697989901 C0506		
1.15.3.108	Administrative Correspondence Files - Exec Level	2008	File Cabinet
2006	C06 F01 L0002 MA02 N06 O06 A04 P 03 R05 S87		
1.15.3.108	Administrative Correspondence Files - Exec Level	2008	Laser Fiche
2006	Correspondence Incoming 2005&2006/Outgoing 2		

Department **City Clerk**

Item #	Title of Record	Destroy	Location
1.15.3.108	Administrative Correspondence Files (Exec)	2009	Vault
2006	City Clerk Correspondence Files 2003-2006		
1.15.3.119	Minutes of Meetings	2007	Vault & Laserfiche
2007	Agendas and Agenda Packets 2004-2007		
1.15.3.131	Telephone Billings File	2009	Vault
2007	Long Distance Bills 2007		
1.15.3.708	Custodian of Records File	2008	Vault
2007	Inspection of Record Requests 2004-2007		
1.15.3.708	Custodian of Record File	2009	Vault
2008	Inspection of Record Requests 2008		
1.15.5.203	Receipts	2007	Vault
2003	Payment Receipts from 2003		
1.15.5.207	Cash Reports, Daily	2007	Vault
2003	City Clerk Cash Reports from 1998 - 2003		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-139 Plan-it Celebrations!		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-198 Barbara E. Willis		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-195 Burn Construction Company, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-193 Southwest Counseling Center, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-192 Mesilla Valley Youth Foundation		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-191 Families & Youth, Inc. (Americorps)		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-190 Families & Youth, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-187 EMNRD		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-184 Rodey, Dickason, Sloan, Akin & Robb, P.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-182 High Society		

1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-174 Incorporated County of Los Alamos		
1.15.5.305	Contract/Agreement Files	2008	Vault
2001	C 00-130 NM State Agency on Aging		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-149 James E. and Josie A. Phillips		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-201 William Baker		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-173 Cupit & Company, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-172 Commission of Public Lands for the NM		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-170 Burn Construction		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-166 Lana Wier		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-165 Elizabeth Parra-Herrera		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-163 Warren Construction		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-160 Baca's Trees of Albuquerque		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-156 Burn Construction Company, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-152 C. Wesley Richins and Janet L. Richins		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-179 South Central Council of Governments		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-234 Dennis and Kim Yee Lum Louie and jin L		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-253 Greco Enterprise, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-01-078 Feliciano D. & Alicia B. Hernandez		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-250 Raymond B. and Alma L. Madrid		

1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-249 Seaton & Phillips		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-242 Greenhouse Pool Services LLC		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-241 Dona Ana County		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-240 Dain Rauscher		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-239 Dain Rauscher		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-237 Daniel O. & Paula J. Gamboa		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-199 Cupit & Co., Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-235 Leslie E. Thornberry		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-200 Isidro Mendoza		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-233 EMNRD		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-232 Arthur N. Gaudet & Associates		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-231 Cleo Bell and Carrie Bell		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-230 Gerald Kumpf		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-228 NMSHTD		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-227 Diamond Construction		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-209 Joe A. Medina		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-204 WTW Blastards		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-202 Dain Rauscher		

1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-00-131 Burn Construction Company			
1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-00-236			
1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-01-077 Avelino and Adelina B. Trujillo			
1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-00-138 Dona Ana County			
1.15.5.305	Contract/Agreement Files		2008	Vault
2000	C-00-060 Warren Construction, Inc.			
1.15.5.305	Contract/Agreement Files		2009	Vault
2001	C-99-171 NMEMNRD			
1.15.5.305	Contract/Agreement Files		2009	Vault
2002	C-99-148 State of NM CYFD			
1.15.5.305	Contract/Agreement Files		2009	Vault
2002	C-99-142 USWA (AFL-CIO)			
1.15.5.305	Contract/Agreement Files		2009	Vault
1999	C-99-126 LC Police Officers Association			
1.15.5.305	Contract/Agreement Files		2009	Vault
2001	C-99-033 Miracle Delivery Armored Service			
1.15.5.305	Contract/Agreement Files		2009	Vault
2002	C-99-016 Weststar Mortgage Corporation			
1.15.5.305	Contract/Agreement Files		2008	Vault
1994	C-94-097 Southwestern Public Service Co. electric			
1.15.5.305	Contract/Agreement Files		2009	Vault
2000	C-00-069 Combined High School Booster Clubs			
1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-00-289 Cornerstone Consulting			
1.15.5.305	Contract/Agreement Files		2008	Vault
2000	C-00-072 South Central Council of Governments			
1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-01-076			
1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-01-021 Rita Polsky			
1.15.5.305	Contract/Agreement Files		2007	Vault
2000	C-01-020 Btwn RGNGA and Qwest			

1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-01-006 Dona Ana County		
1.15.5.305	Contract/Agreement files	2007	Vault
2000	C-00-292 Clerk's Certificat of Payment - 3rd Judi		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-290 NM Dept of Health		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-288 Board of Regents NMSU		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-286 Smith Roofing - Animal Shelter		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-285 City of Sunland Park		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-283 Templo Aposento Alto Asambleas De Di		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-264 Powers Trust		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C-00-116 Bantam Weight Sports Association		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-282 David O. Tellez and Juanita D. Tellez		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-129 NM State Agency on Aging		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-128 Patsy Manzanares		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-127 Progressive Environment Systems		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-125 Co-Sponsor the 2000 Whole Enchilada		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-161 The Greenhouse, Inc. - Pastura Verde		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-255 Alice Prange		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-256 John E. Morgan		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-151 DABCC		

1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-061 Cupit and Co.		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-117 SER, Jobs for Progress, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-132 NM State Agency on Aging		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-115 Las Cruces Baseball Association		
1.15.5.305	Contract Agreement Files	2008	Vault
2000	C 00-114 Las Cruces Youth Softball Association		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-113 High Noon Soccer League		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-112 Police Athletic League Roadrunner B.M.		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-111 Police Athletic League		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-105		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-094 The C.T. Brannon Corporation		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-089 City Manager, Jim Ericson		
1.15.5.305	Contract/Agreement Files	2009	Vault
2001	C 00-074 Highland Enterprises, Inc.		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-257 Tencha Carmona		
1.15.5.305	Contract/Agreement Files	2009	Vault
2003	C 00-118 Tierra Del Sole Housing Corporation		
1.15.5.305	Contract/Agreement Files	2009	Vault
2000	C 00-154 Federal Aviation Adminstration		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-135 U.S. Environmental Protection Agency		
1.15.5.305	Contract/Agreement Files	2008	Vault
2001	C 00-137 Nann M. Houlston		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-143 NMSHTD		

1.15.5.305	Contract/Agreement Files	2009	Vault
2003	C 00-144 Professional Services Agreement-law fir		
1.15.5.305	Contract/Agreement Files	2009	Vault
2003	C 00-145 Professional Services Agreement-law fir		
1.15.5.305	Contract/Agreement Files	2009	Vault
2003	C 00-146 Professional Services Agreement-law firm		
1.15.5.305	Contract/Agreement files	2009	Vault
2003	C 00-148 Professional Services Agreement-law fir		
1.15.5.305	Contract/Agreement Files	2008	Vault
2001	C 00-157 RT Electric Company, Inc.		
1.15.5.305	Contract/Agreement Files	2009	Vault
2002	C 00-168 Davenport & Associates		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C 00-178 International Mariachi Conference		
1.15.5.305	Contract/Agreement Files	2007	Vault
2000	C-00-140 Plan-it Celebrations!		
1.15.5.305	Contract/Agreement Files	2009	Vault
2003	C 00-183 Department of Finance and Administratio		
1.15.5.305	Contract/Agreement Files	2008	Vault
2001	C 00-185 Warren Construction		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-196 FEMA		
1.15.5.305	Contract/Agreement Files	2009	Vault
2001	C 00-197 Dain Rauscher, Financial Advisor		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-203 Willa Dean Esslinger		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-181 Solitaire Holdings, LLC		
1.15.5.305	Contract/Agreement Files	2009	Vault
2003	C 00-147 Professional Services Agreement-law fir		
1.15.5.305	Contract/Agreement Files	2008	Vault
2000	C 00-211 U.S. Dept of Justice		
1.15.5.402	Timesheets	2009	Vault & Laserfiche
2007	2007 Timesheets		
1.15.5.402	Timesheets	2009	City Clerk Office
2008	2008 Timesheets		

1.15.7.105	Leave Records	2009	Vault & Laserfiche
2007	2007 Request for Leave Forms		
1.15.7.105	Leave Records	2009	Vault
2007	2007 Request for Leave Forms		
1.19.8.114	Petition Files	2009	Vault
2008	New Transit Routes		
1.19.8.152	Precinct Board Files	2009	Vault
2007	2007 Notices, Acceptances, Oaths of Office, Lists		
1.19.8.153	Election Files	2009	Vault
2007	11-06-07 Election files		

Department **Community Development**

Item #	Title of Record	Destroy	Location
1.15.3.106	Administrative Files 2003 Affordable Housing, Home Rehab Files 2001-2003	2009	COC Basement
1.15.3.107	Administrative Reference Files 2007	2008	COC Basement
1.15.3.108	Administrative Corresp Files Executive Level 2006 letters, memos	2008	COC Basement
1.15.3.109	General Correspondence Files, non-executive 2004 letter, memos	2006	COC Basement
1.15.3.109	General Correspondence Files - Non-Executive 2007 letters, agendas,	2009	COC Basement
1.15.3.109	General Correspondence Non Executive Level 2007 letters, memos	2008	COC Basement
1.15.3.109	General Correspondence Files - non exec files 2007 memos, letters	2009	COC Basement
1.15.3.109	General Correspondence files non executive level 1989 MPO letters, correspondence	2008	COC Basement
1.15.3.112	governing board files 1998 administrative records	2008	COC Basement
1.15.3.119	Minutes of Meetings 1996 TAC & BPAC minutes	2001	COC Basement
1.15.3.119	Minutes of Meetings 2005 Packets for B of A, P&Z, ETZC	2009	COC Basement
1.15.5.205	DEPOSIT SLIPS 2007 TREASURERS DEPOSIT SLIPS	2009	COC Basement
1.15.5.301	Vendor Files 2002 Files of farmer's market vendors no longer at FM	2008	COC Basement
1.15.5.304	invoices 2006 expenditures records	2009	COC Basement
1.19.8.104	Liquor License Files 2004 records re: issuance of liquor licenses	2008	COC Basement
1.19.8.201	zoning case files 2005 etz subdivision files	2009	COC Basement
1.19.8.209	Community Develop and Comm Svcs Grant Files 2003 CDBG and Home Rehab files 1999-2003	2009	COC Basement

1.19.8.902 Vehicle Maintenance File 2009 COC Room 147
2005 maintenance work orders

Item #	Title of Record	Destroy	Location
1.15.3.109	CORRESPONDENCE	2008	FACILITIES ADMIN OFFICE
2006	2006 CORRESPONDENCE - LETTERS, MEMOS,		
1.15.3.109	CORRESPONDENCE 2003	2005	FACILITIES ADMIN OFFICE
2003	CORRESPONDENCE, RFPS 1.15.5.303 CLC, EP		
1.15.3.109	CORRESPONDENCE	2007	Facilities Admin office
2005	2005 ALL SECTION LETTERS & MEMOS - RFP 1.		
1.15.3.109	CORRESPONDENCE	1994	FACILITIES ADMIN OFFICE
1992	MISC. CORRESP DATED 1978-82-89, 1991, 1992		
1.15.5.304	INVOICES	2008	FACILITIES ADMIN
2006	PAY REQUESTS 2004,2005,2006, VERIZON, CL		
1.15.5.401	TIMESHEETS	2006	FACILITIES ADMIN OFFICE
2003	TIMESHEETS 2001 & 2003, LAND MGT, ADMIN		
1.15.5.401	TIMESHEETS	2007	FACILITIES ADMIN OFFICE
2004	TIMESHEETS 2002, 2004, GREENBARS 2004, R		
1.15.5.401	TIMESHEETS	2007	FACILITIES ADMIN
2004	2004 TIMESHEETS, BLDG SRVICES AND FLEET		
1.15.5.401	TIMESHEETS	2008	FACILITIES ADMIN
2006	SUMMARY (TIMESHEETS) 2006 &2007,BLDG SR		
1.19.8.109	CORRESPONDENCE	2009	FACILITIES ADMIN OFFICE
2007	2007 CORRESPONDENCE, ALL SECTIONS		

Department Facilities/ADMIN

Item #	Title of Record	Destroy	Location
1.15.3.109	CORRESPONDENCE	2007	FACILITIES
	2005 CORRESPONDENCE-ADMIN MEMOS AND		ADMIN

Department	Finance/Admin			
Item #	Title of Record		Destroy	Location
1.15.3.101	Non-Record Materials		2009	Finance Admin
	2005 Cpy presntns refernc material various misc Bx E0			
1.15.3.102	Subject Files		2009	Finance Admin
	2007 ProfLossStm, DFA, Reim-Liheap-Annnx Bx B09-D			
1.15.3.102	Subject Files		2009	Finance Admin
	2008 Grt mthly, Health, qrtrly invstmt 03-05 Bx C09 D09			
1.15.3.102	Subject Files		2009	Finance Admin
	2007 GrantThorn, GFOA, Box E09			
1.15.3.102	Subject Files		2009	Finance Admin
	2008 Wrksess agnda-nmfa loan prep-JU-ratings BxB09,			
1.15.3.102	Subject Files		2009	Finance Admin
	2005 Moody,IT, Radio, Mdral, Libr, Wrkses, Prpsl Bx D09 E			
1.15.3.108	Administrative Correspondence Files (Exec Level)		2009	Finance Admin
	2007 Purch Viol, LCFD, PD corresp 01-6/07, Bx B09 E0			
1.15.3.109	General Correspondence Files		2009	Finance Admin
	2008 Memos, var corresp 01 - 08, Bx B09, C09, D09, E0			
1.15.3.113	Committees or Council Files		2009	Finance Admin
	2004 Mnthly mtg info rgnga, mvrda, metro, scswa, sac Bx			
1.15.3.131	Telephone Billings File		2009	Finance Admin
	2008 Long Distance May 2007 - Jun 2008 (Box I)			
1.15.3.132	Telephone Logs		2009	Finance Admin
	2006 Message phone log 2006 (Box I)			
1.15.3.138	Conference or Workshop Attended File		2009	Finance Admin
	2008 NMML conference ref material 2007-2008 Box B09			
1.15.5.101	Budget Work Papers		2009	Finance Admin
	2006 FYs 05&06 Stmtts related paperwrk info chart Bx B			
1.15.5.101	Budget Work Papers		2009	Finance Admin
	2006 Budget related paperwork, corresp, copies Bx I&C			
1.15.5.206	Revenue Status Report		2009	Finance Admin
	2006 Dept financial rev exp, fund status rpt Bx C09 D09			
1.15.5.310	Payment Voucher File		2009	Finance Admin
	2006 Copies of Requests for Payment 7/05 - 6/06			
1.15.5.310	Payment Voucher File		2009	Finance Admin
	2006 Monthly credit card expns rpt 7/05-6/06 Bx B09			

1.15.5.314	Trip Ticket File		2009	Finance Admin
2006	Travel Request copies 2006 (Box I)			
1.15.7.101	Personnel Folders		2009	Finance Admin
2006	PAN, Correspondence, Reference info 2006			
1.15.7.104	Personnel Evaluations		2009	Finance Admin
2006	Copies of evaluations 05,06 (Box I)			
1.18.308.103	Agency Audit Files		2008	Finance Admin
2007	Draft of audit report 2007			

Department Finance/OMB

Item #	Title of Record		Destroy	Location
1.15.5.101	Budget Work Papers		2008	Budget Office
2005	FY05 SBFS reports-misc work papers			
1.15.5.102	Budget Appropriations Request		2008	Budget Office
2005	Department Requests			
1.15.5.104	Budget Adjustment Request		2008	Budget Office
2005	FY03 - FY05 BARs			

Department Fire

Item #	Title of Record		Destroy	Location
1.19.8.707	Emergency Dispatch Records		2006	Fire
2003	Incident Info and Refusal of Help Forms			Headquarters/Admin
1.19.8.707	Emergency Dispatch Records		2005	Fire
2002	Incident Info and Refusal of Help Forms, Run Rept			Headquarters/Admin
1.19.8.707	Emergency Dispatch Records		2003	Fire
2000	Incident Information and Refusal of Help Forms			Headquarters/Admin
1.19.8.707	Emergency Dispatch Records		2004	Fire
2001	Incident Information and Refusal of Help Forms			Headquarters/Admin

Department IT/Admin

Item #	Title of Record		Destroy	Location
1.15.3.303	Electronic Mail		2009	Email Server
2009	all e-mail messages over 30 days Sep 08 -Mar 09			

Department Legal/City Attorney

Item #	Title of Record	Destroy	Location
1.15.3.106 2003	Admin Files (Executive Level) Timesheet Study 2003	2008	Ops Analyst Office
1.15.3.107 2004	Admin Files-Non Executive Liquor Licenses-2004	2009	Ops Analyst Office
1.15.3.107 2002	Administrative-Non Executive Files Risk Mgt-accident clean up files	2008	Ops Analyst Office
1.15.3.107 2007	Admin Files, Non-executive Weekly docket sheets for reference only	2009	Ops Analyst Office
1.15.3.132 2005	Phone logs 8/19/04 to 2/8/05	2008	Ops Analyst Office
1.15.3.134 2008	Calendars 2006, 2007, 2008-City Attorney and general office	2009	Ops Analyst Office
1.15.3.401 1996	Legal Case Files Prosecuted Cases	2006	Ops Analyst Office
1.15.5.101 2004	Budget Work Papers FY04	2007	Ops Analyst Office
1.15.5.101 2003	Budget Work Papers FY03	2006	Ops Analyst Office
1.15.5.101 2005	Budget Work Papers FY05	2008	Ops Analyst Office
1.15.5.302 2005	Requisition for Purchase Accounts Payable/Outside Counsel Fees	2009	Ops Analyst Office
1.15.5.303 2006	Purchase Documents Vehicle hearing officers	2009	City Attorney's Office
1.15.5.304 2006	Invoices Vehicle forfeiture hearing fees	2009	City Attorney's Office
1.15.5.304 2005	Invoices Vehicle forfeiture hearing fees	2008	City Attorney's Office
1.15.5.305 2002	Contract/Agreement Files Legal Services Contracts FY02	2008	City Attorney's Office
1.15.7.105 2006	Leave records 2006 Leave records	2009	Ops Analyst Office

Department Municipal Court

Item #	Title of Record	Destroy	Location
1.15.5.203 2005	Receipts 2004-2005 Payment Receipts/White	2009	Municipal Court
1.15.5.203 2005	Receipts 2004-2005 Payment Receipts/Yellow	2009	Municipal Court
1.19.8.810 2005	Uniform Traffic Citations 2003 - 2005 #1289896 - #1640999	2009	Municipal Court
1.19.9.103 2005	Non-DUI and Non-Domestic Violence Criminal Ca 2004 - 2005 Non-DUI & Non-Domestic Violence Cr	2009	Municipal Court

Department Police

Item #	Title of Record	Destroy	Location
1.15.5.208 1999	Revenue, Contracts, Grants DWI Grants 1996 -1999	2005	Police Admin Room FO4
1.15.5.309 2005	Payment Vouchers payable, RFP's 2001 - 2005	2008	Admin Police F02
1.15.5.402 2006	Time Sheets overtime cards 2001 - 2006	2009	Police/Admin Room F04
1.15.5.405 2006	Leave Requests Leave requests 2001- 2006	2009	Police/Admin room FO4

Department Public Services

Item #	Title of Record	Destroy	Location
1.15.3.109 2007	General Correspondence Files Ofc. Corres., safety inspection information, memos	2009	Museum Administration

Department Public Services/Admin

Item #	Title of Record	Destroy	Location
1.15.3.108 2006	Administrative Correspondence (Executive) Director's memos and letters.	2009	COC Director's Ofc.
1.15.3.109 2008	General Correspondence Files Copies of office corres., safety inspection info.	2009	Museum Administrator
1.15.5.204 (2) 2005	Payment Invoice Files Verizon Invoices for Public Services	2009	COC Director's Ofc.
1.15.5.402 (1) 2005	Timesheets Director's Payroll Timesheets	2009	COC Director's Ofc.

Department Public Services/Branigan Library

Item #	Title of Record	Destroy	Location
1.15.7.105 2007	Leave Record Leave Requests for employees.	2009	Branigan Library Admin. Ofc.

Department **Public Works**

Item #	Title of Record	Destroy	Location
1.15.5.402	Capital Projects	2007	COC Basement
2004	Box 019-06-09 past employee contract admin copi		
1.15.7.101	Capital Projects	2006	COC Basement
2003	Box 001-06-09 past employee personnel copies		
1.19.8.109	Capital Projects	1990	COC Basement
1980	Box 17 - Info on Arroyos & ditches		
1.19.8.109	Capital Projects	2006	COC Basement
1996	Box 13 - corbett Drainage, Colleg Pl/Monte Vista		
1.19.8.109	Capital Projects	1999	COC Basement
1989	Box 14 - Chip sealing; Hadley Ave utilities, Telsh		
1.19.8.109	Capital Projects	1999	COC Basement
1989	Box 15 - SAD, Valley Dr, Mesilla Pk School Reroof,		
1.19.8.109	Capital Projects	2003	COC Basement
1993	Box 21 - Three Crosses		
1.19.8.109	Capital Projects	1999	COC Basement
1989	Box 18 - Main Sewer, Solano, Animal Sheltler,		
1.19.8.109	Capital Projects	2004	COC Basement
1994	Box 037-06-09 Boys Girls Club, Munson Ctr, Brani		
1.19.8.109	Capital Projects	2004	COC Basement
1994	Box 036-06-09 West Mesa Blvd, City Hall, Rio Gra		
1.19.8.109	Capital Projects	1998	COC Basement
1988	Box 19 - Spec assess Dist. 87, bus maint., City Ha		
1.19.8.109	Capital Projects	1998	COC Basement
1988	Box 11 - SAD 1986		
1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 32, Chip Seal, Del Rey Blvd, Dunn Dr		
1.19.8.109	Capital Projects	2003	COC Basement
1993	Box 035-06-09 equip rentals, Job Tickets, Bollschw		
1.19.8.109	Capital Projects	1999	COC Basement
1989	Box 033-06-09 LC Hilton, Cimmaron, HMAC Test		
1.19.8.109	Capital Projects	2000	COC Basement
1990	Box 032-06-09 Mat Tstng, Density Rpts, Misc SW		
1.19.8.109	Capital Projects	2000	COC Basement
1990	Box 031-06-09 Branigan Mem Library Files		

1.19.8.109	Capital Projects		2003	COC Basement
1993	Box 005-06-09 SAD 8713, Turner Ave Ret. Wall			
1.19.8.109	Capital Projects		2009	COC Basement
1999	Box 029-06-09 Spruce Walnut, Spruce/Solano, Spr			
1.19.8.109	Capital Projects		2009	COC Basement
1999	Box 62 - Triviz, Picacho/Spruce, Davis Bacon Wag			
1.19.8.109	Capital Projects		2002	COC Basement
1992	Box 29 - CD-9, Burn Lake parking Rd, Kay Ln			
1.19.8.109	Capital Projects		2004	COC Basement
1994	Box 2 - Venus St Paving and Spruce			
1.19.8.109	Capital Projects		2009	COC Basement
1999	Box 020-06-09 - Picahco/Main, Horizon Healthcare			
1.19.8.109	Capital Projects		2008	COC Basement
1998	Box 81 - Bohannon Huaron, Zone I Interconnect, El			
1.19.8.109	Capital Projects		2008	COC Basement
1998	Box 85 - Hillrise/Curnutt, MO/Boutz, Roadrunner P			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 028-06-09 US 70, Northrise Dr/Roadrunner,			
1.19.8.109	Capital Projects		2004	COC Basement
1994	Box 8 - N. Alameda Reconstruction			
1.19.8.109	Capital Projects		1999	COC Basement
1989	Box 5 - Cutler repaving			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 7 - Sidewalk Constr., quail run, Valley View			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 8A Northeast area improvements, Porter Dr			
1.19.8.109	Capital Projects		2005	COC Basement
1995	Box 027-06-09 - Valley, 1-25 underpass, Venus St,			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 12 - Charles St, Checnut rfecon, CD			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 10 - Sidewalk, Slurry Sealing, Triviz Dr, Vall			
1.19.8.109	Capital Projects		1999	COC Basement
1989	Box 16 - E&J lounge, Espina, Lester Ct, Spruce, T			
1.19.8.109	Capital Projects		2003	COC Basement
1993	Box 1 - Venus Budget work papers			

1.19.8.109	Capital Projects		2000	COC Basement
1990	Box 2 - Triviz Dr, Tresco, PD Retaining Wall, 17th			
1.19.8.109	Capital Projects		2000	COC Basement
1990	Box 4 - Mesquite Storm Drain 97-88-153			
1.19.8.109	Capital Projects		2007	COC Basement
1997	Box 004-06-09			
1.19.8.109	Capital Projects		2003	COC Basement
1993	Box 003-06-09			
1.19.8.109	Capital Projects		2001	COC Basement
1991	Box 002-06-09			
1.19.8.109	Capital Projects		2009	COC Basement
1999	Box 025-06-09 Lohman Ave, Lohman/ Roadrunner			
1.19.8.109	Capital Projects		1996	COC Basement
1986	Box 20 - Archuleta Rd, Base Mapping, Burn Lake,			
1.19.8.109	Capital Projects		2005	COC Basement
1995	Box 28 - MO/Boutz, Roadrunner Pkwy, Triviz			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 6 - Sidewalk Construc, Quail Run Drainage, V			
1.19.8.109	Capital Projects		2009	COC Basement
1999	Box 030-06-09 Traffice Operations, City St Main, S			
1.19.8.109	Capital Projects		2008	COC Basement
1998	Box 38 - Asphalt, Overlay wespina Sewer, Stull/Sa			
1.19.8.109	Capital Projects		2008	COC Basement
1998	Box 45 - Amador/Motel traf. Sig, Main st. Light,			
1.19.8.109	Capital Projects		2009	COC Basement
1999	Box 34 - Delgado St Asbestos & Abatement Ph II			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 46 - Idaho/EI Paseo Recon, 2nd St			
1.19.8.109	Capital Projects		1998	COC Basement
1988	Box 35 - Animal Shellter, Crawford Airport, Apodac			
1.19.8.109	Capital Projects		2008	COC Basement
1998	Box 47 - Griggs/May, Mtn Vista, Sandhill Arroyo			
1.19.8.109	Capital Projects		2008	COC Basement
1998	Box 49 - Northrise, Oak St. Recon, Quail Run, Ros			
1.19.8.109	Capital Projects		2006	COC Basement
1996	Box 44 - Triviz			

1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 50 - Sandhill Arroyo, Santa Fe/Cactus, City St		
1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 37 - Hadley Storm Drain, Hillrise & Cornutt, L		
1.19.8.109	Capital Projects	1998	COC Basement
1988	Box 40 - Bur of Reclam. Corbett Storm Sewer, Air		
1.19.8.109	Capital Projects	2009	COC Basement
1999	Box 55 - East Mesa, Mircro-Surfacing, Mt. Vista Lp		
1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 33 - Delgado St Asbestos & Abatement		
1.19.8.109	Capital Projects	2009	COC Basement
1999	Box 012-06-09 Exhibits, LC Airport, Archuleta/Had		
1.19.8.109	Capital Projects	2002	COC Basement
1992	Box 41 - Mequite Storm Improv, removal of haz Bl		
1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 53 - Mat. Tstng, Dos Amigos, Hadley, Comm o		
1.19.8.109	Capital Projects	2009	COC Basement
1999	Box 56 - Spruce/Solanor, Walnut/Griggs, Wofford		
1.19.8.109	Capital Projects	2006	COC Basement
1996	Box 9 - Repaving of City Sts, SAD Ph II, SAD Prec		
1.19.8.109	Capital Projects	2007	COC Basement
1992	Box 009-06-09, Contact & Bid Docs		
1.19.8.109	Capital Projects	2009	COC Basement
1999	Box 54 - Highland Elem. Klein Prk, Lohman Ext, M		
1.19.8.109	Capital Projects	2006	COC Basement
1996	Box 65 - Porter Dr, Walnute, Valley View, sealing,		
1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 60 - Lohman, Lohman/Roadrunner		
1.19.8.109	Capital Projects	2003	COC Basement
1993	Box 66 - LindaVista Recon		
1.19.8.109	Capital Projects	1995	COC Basement
1985	Box 64 - Archuleta/Hadley Proj.		
1.19.8.109	Capital Projects	2004	COC Basement
1994	Box 27 - Porter Rd, Wyoming		
1.19.8.109	Capital Projects	2004	COC Basement
1994	Box 22 - Keathly St, Kay Ln, cardo Prk, Repave, N		

1.19.8.109	Capital Projects	2008	COC Basement
1988	Box 24 - Walnut Realign., Keathly Proj.		
1.19.8.109	Capital Projects	2002	COC Basement
1992	Box 52 - CD, City Hall Entrance, Mesa Dr/US 70, S		
1.19.8.109	Capital Projects	1997	COC Basement
1987	Box 26 - High Rng Plaza Shop Cntr, Bridge Wide E		
1.19.8.109	Capital Projects	1996	COC Basement
1986	Box 25 - Foothills, Ash, Sewer Plant, Micro-Switch		
1.19.8.109	Capital Projects	1998	COC Basement
1988	Box 21A - 3 Crosses Widening		
1.19.8.109	Capital Projects	1996	COC Basement
1986	Box 23 - Parker Rd, Sidewalk Improve, Overlay of		
1.19.8.109	Capital Projects	1999	COC Basement
1989	Box 007-06-09 El Paseo, Coronado Ind. Pk, Holma		
1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 006-06-09 Hadley Storm, Ross tract Subd, De		
1.19.8.109	Capital Projects	2008	COC Basement
1998	Box 48 - Subdivisions		
1.19.8.109	Capital Projects	1999	COC Basement
1993	Box 008-06-09 - Asphalt Concrete, Overlay Sts, Re		
1.19.8.109	Capital Projects	2006	COC Basement
1996	Box 42 - Howell, LC Airport Fence, Roadrunner, W		
1.19.8.109	Capital Projects	2006	COC Basement
1996	Box 43 - Subdivisions		
1.19.8.207	Capital Projects	2000	COC Basement
1996	Box .38-06-09 Engineering correspondence		
1.19.8.207	Capital Projects	2000	COC Basement
1990	Box 034-06-09 Engineeing Correspondance		

Department **UT/Admin Services**

Item #	Title of Record	Destroy	Location
1.15.3.132	Telephone logs	2009	Rm 135
2006	tele logs 7/05 - 6/06		
1.15.5.206	Revenue Status Report Monthly	2009	rm 135
2006	2006 monthly report		
1.15.5.305	Contract/agreement files	2009	rm 135
2003	2003 rgng contracts		
1.15.5.505		2009	rm 135
2006	copies of accounts receivable adjustments		
1.19.8.555	public utility service file	2009	rm 108
2005	sw commercial open top tickets		
1.19.8.555	public utility service file	2009	rm 106
2005	sw commercial dumpster		
1.19.8.555	Public utility service file	2009	rm 135
2006	2006 cost est clc/rgnnga commercial (a-l)		
1.19.8.555	Public utility service file	2009	rm 135
2006	2006 cost est clc/rgnnga commercial (m-z)		
1.19.8.555	Public utility service file	2009	rm 135
2006	2006 cost estimates for rgnnga (m-z)		
1.19.8.555	public utility service file	2009	rm 106
2005	commercial open top billings 06-35		
1.19.8.555	public utility service file	2008	rm 108
2004	sw daily optn top		
1.19.8.555	public utility service file	2009	rm 106
2005	sw commercial daily		
1.19.8.555	public utility service file	2009	rm 106
2005	sw landfill and yardwate billings		
1.19.8.555	public utility service file	2009	rm 106
2005	sw util billing burns constr proj		
1.19.8.555	Public utility service file	2009	rm 135
2006	2006 estimated cost for clc (m-z)		
1.19.8.555	Public utility service file	2009	rm 135
2006	2006 estimated cost for clc (a-l)		
1.19.8.555	public utility service file	2008	rm 106
2004	sw commercial dumpster work orders		

1.19.8.555	public utility service file	2009	rm 106
2005	extra service work orders		
1.19.8.555	Public Utility Service file	2009	rm 135
2006	2006 cost estimates for rgnga (a-l)		
1.19.8.556	Meter reading files	2009	rm 149
3000	apr 06 cycles 1-15		
1.19.8.556	Meter reading files	2009	rm 149
3000	jan 06 cycles 3-15; feb 06 cycles 1-3		
1.19.8.556	Meter reading files	2009	rm 149
3000	feb 06 cycles 4-15		
1.19.8.556	Meter reading files	2009	rm 149
3000	mar 06 cycles 1-15		
1.19.8.556	Meter reading files	2009	rm 149
3000	june 06 cycles 1-15		
1.19.8.556	Meter reading files	2009	rm 149
3000	jul 06 cycles 1-15		
1.19.8.556	Meter reading files	2009	rm 149
3000	aug 06 cycles 13-15; setp 06 1-8		
1.19.8.556	Meter reading files	2009	rm 149
3000	aug 06 cycles 1-12		
1.19.8.556	Meter reading files	2009	rm 149
3000	sept 06 cycles 9-15; oct 06 cycles 1-5		
1.19.8.556	Meter reading files	2009	rm 149
3000	oct 06 cycles 6-15		
1.19.8.556	Meter reading files	2009	rm 149
3000	nov 06 cycles 1-12		
1.19.8.556	Meter reading files	2009	rm 149
3000	nov 06 cycles 13-15; dec 06 cycles 1-7		
1.19.8.556	Meter reading files	2009	rm 149
3000	dec 06 cycles 13-15; jan 07 cycles 1-5		
1.19.8.556	Meter reading files	2009	rm 149
3000	dec 06 cycles 8-12		

Department UT/Gas

Item #	Title of Record	Destroy	Location
1.15.5.304 2001	Invoices epng transportation services	2006	storage unit
1.15.5.304 2002	Invoices mercado gas services	2006	storage unit
1.15.5.310 2006	Payment voucher file requ for payments	2009	storage unit

Exhibit B

Video Destruction Report

THE JOURNAL OF CLIMATE

Location: BOX 1 REC MNGMNT

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	LCPD	DOI 09-04 TO 10-04 NE AND A HALF CUBIC FOOT BOX CONTAINING VIDEOS OF BOOKING CENTER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Location: BOX 25 EVID SHED

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	LCPD	DOI 1997-2000 ONE CUBIC FOOT BOX CONTAINING NUMEROUS VIDEO TAPES AND CASSETTE TAPES OF INTERVIEWS			

LAW AND POLICY IN AGRICULTURE

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	LCPD	DOI 08-01-04 TO 10-20-04 ONE AND A HALF CUBIC FOOT BOX CONTAINING VIDEOS OF FINGERPRINTS			

THE JOURNAL OF CLIMATE

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	LCPD	DOI 1999-2003 ONE CUBIC FOOT BOX CONTAININT VARIOUS VIDEO TAPES AND CASSETTE TAPES			

Location: BOX 37 REC MNGMT

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
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NO ACTION N LCPD 2001 TO 2003 BOX CONTAINING ONE AND A HALF CUBIC FEET OF UNIT TAPES.

Location: BOX 38 REC MNGMNT

Disposition	Individual	Description	Pulled	Removed From Computer	Destroyed
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NO ACTION N LCPD DOI 2000-2002 ONE AND A HALF CUBIC FOOT BOX CONTAINING UNIT TAPES FOR THE YEARS 2000, 2001, 2002 AND VARIOUS OLD CASSETTE TAPES, ONLY ONE YEAR RETENTION PERIOD REQUIRED

Location: BOX 39 REC MNGMNT

Disposition	Individual	Description	Pulled	Removed From Computer	Destroyed
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NO ACTION N LCPD DOI 2001-2003 ONE CUBIC FOOT BOX CONTAININGVIDEOTAPES FROM UNITS FOR THE YEAR 2001 AND 2003

Location: BOX 4 REC MNGMNT

Disposition	Individual	Description	Pulled	Removed From Computer	Destroyed
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NO ACTION N LCPD DOI 04-04 TO 10-04 ONE AND A HALF CUBIC FOOT BOX CONTAININGVIDEOS OF ADULT HOLDING EAST

Location: BOX 41

Disposition	Individual	Description	Pulled	Removed From Computer	Destroyed
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NO ACTION N LCPD 2000 TO 2001 ONE CUBIC FOOT BOX CONTAINING VARIOUS VIDEO TAPES FROM UNITS AND HOLDING CELLS

Location: BOX 43 REC MNGMNT

Disposition	Individual	Description	Pulled	Removed From Computer	Destroyed
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NO ACTION N LCPD

NO ACTION N LCPD 1999-2000-2001 ONE CUBIC FOOT BOX
CONTAINING VARIOUS VIDEO TAPES AND AUDIO
CASSETTES TO BE DESTROYED (ONLY 1 YEAR
RETENTION SPAN REQUIRED)

Location: BOX 5 REC MNGMNT

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	LCPD	DOI 06-04 TO 10-04 ONE AND A HALF CUBIC FOOT BOX CONTAINING VIDEOS FROM ADULT HOLDING WEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Location: BOX 6 REC MNGMNT

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	LCPD	DOI 08-04 TO 10-04 ONE AND A HALF CUBIC FOOT BOX CONTAINING VIDEOS OF ADULT BOOKING EAST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Location: BOX 7 REC MNGMNT

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	LCPD	DOI 07-04 TO 10-04 ONE AND A HALF CUBIC FOOT BOX CONTAINING VIDEOS OF ADULT BOOKING WEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Location: CITY RECORDS CENTER

<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N		DOI 2004, BOOKING CENTER 9-24/10-31, 2004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NO ACTION N		DOI 2004 IR 5000 3-22/10-20, 2004, AND BOOKING CENTER 4-22/9-24, 2004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NO ACTION N		DOI 2004 FINGERPRINT 7-30/10-21, 2004, & SALLY PORT 2-18/10-20, 2004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<i>Location:</i>	<i>REC MNGMNT</i>	<i>Disposition</i>	<i>Individual</i>	<i>Description</i>	<i>Pulled</i>	<i>Removed From Computer</i>	<i>Destroyed</i>
NO ACTION N	DOI 2004, ADULT HOLDING AREA EAST, 4-19/10-20, 2004						
NO ACTION N	DOI 2004, ADULT HOLDING AREA WEST, 4-19/10-20, 2004						
NO ACTION N	DOI 2004, ADULT HOLDING AREA EAST 8-20/10-18, 2004						
NO ACTION N	DOI 2004, ADULT HOLDING CENTER WEST 7-28/10-11, 2004						

Records Center Destruction 2009

<u>City Dept</u>	<u>Location</u>	<u>Item Number</u>	<u>Title of Record</u>	<u>Description</u>	<u>Dates</u>	<u>Destruction Date</u>
ACCOUNTING	A230	1.15.5.105	BUDGET STATUS REPORTS	VARIOUS FILES - JOINT UTILITIES	1996	2009
D117	1.15.3.129/1.15.5.503	SUPPLIES & EQUIP FILES/TRANSACTI UTILITY BILLING REGISTER	INVENTORY COUNT SHEETS; REVENUE GRANTS--PASEO DEL CSB 850 GREENBAR REPORT (LIST BY RATE & ACCOUNT) FY 2006	1/03-12/03	FY03	2009
E010	1.19.8.557	BUDGET STATUS REPORTS COMMUNITY DEVELOPMENT	JOINT UTILITIES - VARIOUS FILES	1999	2006	2009
I050	1.15.5.105	COMMUNITY DEVELOPMENT	CDBG FILES & WESTAR	1/03-12/03	2006	2009
I071	1.19.8.209	COMMUNITY DEVELOPMENT	CDBG FILES	1/03-12/03	2006	2009
I072	1.19.8.209	COMMUNITY DEVELOPMENT	CDBG FILES & WESTAR FILES	1/03-12/03	2006	2009
I073	1.19.8.209	COMMUNITY DEVELOPMENT	MPO FILES	1/03-12/03	2006	2009
I074	1.19.8.209	COMMUNITY DEVELOPMENT	CDBG FILES	1/03-12/03	2006	2009
I075	1.19.8.209	COMMUNITY DEVELOPMENT	CDBG FILES	1/03-12/03	2006	2009
I076	1.19.8.206	COMMUNITY DEVELOPMENT	CDBG FILES	1/03-12/03	2006	2009
I077	1.19.8.206	COMMUNITY DEVELOPMENT	CDBG , REHAB & WESTAR	1/03-12/03	2006	2009
I078	1.19.8.206	COMMUNITY DEVELOPMENT	WORKSHOPS ATTENDED	1/03-12/03	2006	2009
I079	1.19.8.206	COMMUNITY DEVELOPMENT	KLCB GRANT	1/03-12/03	2006	2009
I080	1.19.8.206	COMMUNITY DEVELOPMENT	CDBG FILES	1/03-12/03	2006	2009
I132	MULTIPLE	MULTIPLE	ELKE EOM CLOSING, WORK ORDER REPORTS, FLEET CYCLE COUNTS, ALTERNATIVE FUELS GRANT IN '03'	FY06	2001 - 2003	2009
I144	1.15.5.208	REVENUE CONTRACTS AND REVENUE CONTRACTS AND	VARIOUS GRANTS (LISTED ON STORAGE TICKET) HIDTA, STEP, LOCAL LAW ENFORCEMENT, HIDTA,COPS,TSB,VOCAL,DARE	JAN 1993 MAR 2003	MAY 1994 - DEC 2002	2009
I168	1.15.5.208	REVENUE CONTRACTS AND SYSTEM MODULE	BANNER FINANCIAL SYSTEM MODULE INFORMATION TO BE INFO TRANSACTION REGISTER BUDGET STATUS REPORT (VARIANCE REPORT) EOY JUNE	1998	6/2003-6/2003	2009
I171	1.15.5.208		CSB 195-RGUGA- JUNE 30, 2003	FY98/99	FY98/99	2009
L013						
P002	1.15.5.503					
P003	1.15.5.105					

<u>City Dept</u>	<u>Location</u>	<u>Item Number</u>	<u>Title of Record</u>	<u>Description</u>	<u>Dates</u>	<u>Destruction Date</u>
P011		1.15.5.105	BUDGET STATUS REPORT	BUDGET STATUS REPORT (MONTHLY)	06/1999	2009
P016		1.15.5.105	BUDGET STATUS REPORT	BUDGET STATUS REPORTS (VARIANCE REPORT) NOV 1999	09/1999	2009
P016		1.15.5.315	VEHICLE IDENTIFICATION	SSO 160 REPORT	7/02-12/02	2009
P016		1.15.5.315	VEHICLE IDENTIFICATION & VEHICLE IDENTIFICATION	SSO 160 REPORT	7/02-12/02	2009
P017		1.15.5.315	VEHICLE IDENTIFICATION	SSO 160 REPORT	11/02-12/02	2009
P017		1.15.5.315	VEHICLE IDENTIFICATION	SSO 160 REPORT	7/02-8/02	2009
P017		1.15.5.315	VEHICLE IDENTIFICATION	SSO 160 REPORT	7/02-9/02	2009
P018		1.15.5.105	BUDGET STATUS REPORT	BUDGET STATUS REPORT (VARIANCE REPORT) AUG 1999	07/1999 - 08/1999	2009
P018		1.15.5.315	VEHICLE IDENTIFICATION	SSO 160 REPORT	9/02-10/02	2009
P018		1.15.5.315	VEHICLE IDENTIFICATION	SSO 160 REPORT	11/02-12/02	2009
P018		1.15.5.315	VEHICLE IDENTIFICATION	SSO 160 REPORT	7/02-12/02	2009
P019		1.15.5.105	BUDGET STATUS REPORT	BUDGET STATUS REPORT (VARIANCE REPORT) JUL 1999	7/1999	2009
P020		1.15.5.105	BUDGET STATUS REPORT	BUDGET STATUS REPORT 6/30/99	6/30/99	2009
P033		1.15.5.105	BUDGET STATUS REPORT	BUDGET STATUS REPORT (VARIANCE REPORT) OCT 1999	10/1999	2009
P043		1.15.5.105	BUDGET STATUS REPORT	FGRBDSC BUDGET STATUS REPORT	FY99	2009
P043		1.15.5.509	INVENTORY OF FIXED ASSETS REV/CONTRACTS	MONTHLY EOY REPORTS RGNCA INVENTORY OF FIXED ASSETS	FY98/99	2009
R173		1.15.5.208	GRANTS	SEE ATTACHMENT	FY2003	2009
R174		1.15.5.208	REV/CONTRACTS	SEE ATTACHMENT	FY2003	2009
R175		1.15.5.208	GRANTS	REV/CONTRACTS	FY2003	2009
R176		1.15.5.208	REV/CONTRACTS	REV/CONTRACTS GRANTS	FY2003	2009
			GRANTS	SEE ATTACHMENT	FY2003	2009
<i>BUILDING SERVICES</i>						
C219		1.15.3.128	MAINTENANCE WORK FILE	WORK ORDERS: CARP 05-00020-05-15522; ELEC 05-00003-05-14983-01	01/2005 - 12/2005	2009
C220		1.15.3.128	MAINTENANCE WORK FILE	WORK ORDERS: PLUM 05-00018-05-15587; HVAC 05-0024-05-15525; PO520001 - PO520079	01/2005 - 12/2005	2009
E055		1.15.5.303	PURCHASE ORDERS	PO520080 - PO5201499	01/2005 - 12/2005	2009
E056		1.15.5.303	PURCHASE ORDERS		01/2005 - 12/2005	2009

<u>City Dept</u>	<u>Location</u>	<u>Item Number</u>	<u>Title of Record</u>	<u>Description</u>	<u>Dates</u>	<u>Destruction Date</u>
	E057	1.15.5.303	PURCHASE ORDERS INVOICES	PO5201500 - PO5202057 VARIOUS VENDOR INVOICES 05-06	01/2005 - 12/2005 6/05 - 6/06	2009 2009
CASHIERS	L048	1.15.5.202				
	C168	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	7/01	2009
	C169	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	8/01	2009
	C170	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	9/01	2009
	C171	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	10/01	2009
	C172	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	11/01	2009
	C173	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	12/01	2009
	C174	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	1/02	2009
	C175	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	2/02	2009
	C176	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	3/02	2009
	C177	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	4/02	2009
	C178	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	5/02	2009
	C179	1.15.5.207	CASH REPORTS, DAILY	CASH REPORT PRINTOUT	6/02	2009
	C185	1.15.5.203	RECEIPTS TRANSFERS ADJUSTMENTS CASH REPORTS	UTILITY STUBS IGA RCT TRANSFER, ADJ UTILITY FORMS BLNC SHEETS 7/2-7/13	FY02 7/03-6/04	2009 2009
A075		1.15.5.504		BLNC SHEETS 7/16-7/19	7/1-6/02	2009
C060		1.15.5.207		BLCN SHEETS 7/20-7/24	07/01-06/02	2009
C061		1.15.5.207		BLCN SHEETS 7/25-7/31	07/01-06/02	2009
C062		1.15.5.207		BLCN SHEETS 8/1-8/8	07/01-06/02	2009
C063		1.15.5.207		BLCN SHEETS 8/9-8/15	07/01-06/02	2009
C064		1.15.5.207		BLCN SHEETS 8/16-8/22	07/01-06/02	2009
C065		1.15.5.207				
C066		1.15.5.207				

<u>City Dept</u>	<u>Location</u>	<u>Item Number</u>	<u>Title of Record</u>	<u>Description</u>	<u>Dates</u>	<u>Destruction Date</u>
C067		1.15.5.207	CASH REPORTS	BLCN SHEETS 8/23-8/31	07/01-06/02	2009
C068		1.15.5.207	CASH REPORTS	BLCN SHEETS 9/4-9/10	07/01-06/02	2009
C069		1.15.5.207	CASH REPORTS	BLCN SHEETS 9/11-9/19	07/01-06/02	2009
C070		1.15.5.207	CASH REPORTS	BLCN SHEETS 9/20-9/28	07/01-06/02	2009
C071		1.15.5.207	CASH REPORTS	BLCN SHEETS 10/1-10/5	07/01-06/02	2009
C072		1.15.5.207	CASH REPORTS	BLCN SHEETS 10/8-10/16	07/01-06/02	2009
C073		1.15.5.207	CASH REPORTS	BLCN SHEETS 10/17-10/24	07/01-06/02	2009
C074		1.15.5.207	CASH REPORTS	BLCN SHEETS 10/25-10/31	07/01-06/02	2009
C075		1.15.5.207	CASH REPORTS	BLCN SHEETS 11/1-11/8	07/01-06/02	2009
C076		1.15.5.207	CASH REPORTS	BLCN SHEETS 11/9-11/16	07/01-06/02	2009
C077		1.15.5.207	CASH REPORTS	BLCN SHEETS 11/19-11/28	07/01-06/02	2009
C078		1.15.5.207	CASH REPORTS	BLCN SHEETS 11/29-11/30	07/01-06/02	2009
C079		1.15.5.207	CASH REPORTS	BLCN SHEETS 12/3-12/10	07/01-06/02	2009
C080		1.15.5.207	CASH REPORTS	BLCN SHEETS 12/11-12/19	07/01-06/02	2009
C081		1.15.5.207	CASH REPORTS	BLCN SHEETS 12/20-12/27	07/01-06/02	2009
C082		1.15.5.207	CASH REPORTS	BLCN SHEETS 12/28-12/31	07/01-06/02	2009
C083		1.15.5.207	CASH REPORTS	BLCN SHEETS 1/2-1/8	07/01-06/02	2009
C084		1.15.5.207	CASH REPORTS	BLCN SHEETS 1/9-1/15	07/01-06/02	2009
C085		1.15.5.207	CASH REPORTS	BLCN SHEETS 1/16-1/23	07/01-06/02	2009
C086		1.15.5.207	CASH REPORTS	BLCN SHEETS 1/24-1/31	07/01-06/02	2009
C087		1.15.5.207	CASH REPORTS	BLCN SHEETS 2/1-2/8	07/01-06/02	2009
C088		1.15.5.207	CASH REPORTS	BLCN SHEETS 2/11-2/19	07/01-06/02	2009
C089		1.15.5.207	CASH REPORTS	BLCN SHEETS 2/20-2/28	07/01-06/02	2009
C090		1.15.5.207	CASH REPORTS	BLCN SHEETS 3/1-3/6	07/01-06/02	2009
C091		1.15.5.207	CASH REPORTS	BLCN SHEETS 3/7-3/12	07/01-06/02	2009

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C092		1.15.5.207	CASH REPORTS	BLCN SHEETS 3/13-3/20	07/01-06/02	2009
C093		1.15.5.207	CASH REPORTS	BLCN SHEETS 3/21-3/26	07/01-06/02	2009
C094		1.15.5.207	CASH REPORTS	BLCN SHEETS 3/27-3/29	07/01-06/02	2009
C095		1.15.5.207	CASH REPORTS	BLCN SHEETS 4/1-4/8	07/01-06/02	2009
C096		1.15.5.207	CASH REPORTS	BLCN SHEETS 4/9-4/17	07/01-06/02	2009
C097		1.15.5.207	CASH REPORTS	BLCN SHEETS 4/18-4/22	07/01-06/02	2009
C098		1.15.5.207	CASH REPORTS	BLCN SHEETS 4/23-4/30	07/01-06/02	2009
C099		1.15.5.207	CASH REPORTS	BLCN SHEETS 5/1-5/7	07/01-06/02	2009
C100		1.15.5.207	CASH REPORTS	BLCN SHEETS 5/8-5/15	07/01-06/02	2009
C101		1.15.5.207	CASH REPORTS	BLCN SHEETS 5/16-5/21	07/01-06/02	2009
C102		1.15.5.207	CASH REPORTS	BLCN SHEETS 5/22-5/31	07/01-06/02	2009
C103		1.15.5.207	CASH REPORTS	BLCN SHEETS 6/3-6/5	07/01-06/02	2009
C104		1.15.5.207	CASH REPORTS	BLCN SHEETS 6/6-6/12	07/01-06/02	2009
C105		1.15.5.207	CASH REPORTS	BLCN SHEETS 6/13-6/18	07/01-06/02	2009
C106		1.15.5.207	CASH REPORTS	BLCN SHEETS 6/19-6/26	07/01-06/02	2009
C107		1.15.5.207	CASH REPORTS	BLCN SHEETS 6/27-6/28	07/01-06/02	2009
C108		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C109		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C110		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C111		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C112		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C113		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C114		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C115		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C116		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009

<u>City/Dept</u>	<u>Location</u>	<u>Item Number</u>	<u>Title of Record</u>	<u>Description</u>	<u>Dates</u>	<u>Destruction Date</u>
C117		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C118		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C119		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C120		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C121		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C122		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C123		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C124		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C125		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C126		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C127		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C128		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C129		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C130		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C131		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C132		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C133		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C134		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C135		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C136		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C137		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C138		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C139		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C140		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C141		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009

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C142		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C143		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C144		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C145		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C146		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C147		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C148		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C149		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C150		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C151		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C152		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C153		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C154		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C155		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C156		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C157		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C158		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C159		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C160		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C161		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C162		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C163		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C164		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C165		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009
C166		1.15.5.203	UTILITY STUBS	CUSTOMER RECEIPTS	07/01-06/02	2009

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C167		1.15.5.203	UTILITY STUBS RECEIPTS	CUSTOMER RECEIPTS RECEIPT OF LODGERS TAX 8/01-6/02	07/01-06/02	2009
L044		1.15.5.203	TRANSFERS, ADJUSTMENTS	RCT TRANSFER; ADJ UTILITY FORMS	8/01-6/02 7/02-6/03	2009
N131		1.15.5.504	ACCOUNT TRANSFER	CITY/RG UTILITY ADJ/TRANSFERS	FY05	2009
RECORDS CENTER		1.15.5.504	ACCOUNT TRANSFER	CITY/RG UTILITY ADJ/TRANSFERS	FY06	2009
RECORDS CENTER		1.15.5.504	TRANSFER			
CITY CLERK	D215	1.15.3.113	COMMITTEES OR COUNCIL FILES GRIEVANCES & COMPLAINT FILES	BOARD APPOINTEES INFORMATION GRIEVANCES	FY03/04 10/01-12/01	2009
	I011	1.15.7.127				2009
CITY CLERKS	F158	1.15.7.127	GRIEVANCES	FY01 GRIEVANCES	FY01	2009
COMMUNITY DEVELOPMENT	C217	1.19.8.301	Pre-Application for Tenant Eligibility	FY 05-06	FY04 thru FY06	2009
	C218	1.19.8.301	Pre-Application for Tenant Eligibility	FY 2005-2006, FY 2004 - 2005, FY	FY04 thru FY06	2009
	I116	1.19.8.301	PREAPPLICATION FOR TENANT	2003-2004 HOME REHABILITATION INDIVIDUAL APPLICATIONS FOUND INELIGIBLE	2003	2009
CUSTOMER	B001	1.15.3.109	GENERAL CORRESPONDEN	CITY JAN - JUNE 2007	JAN 2007 - DEC 2007	2009
	B002	1.15.3.109	GENERAL	CITY JULY - DEC 2007	JAN 2007 - DEC 2007	2009
E211		1.19.8.402	CORRESPONDEN PUBLIC UTILITY	RIO GRANDE 2003 INVESTIGATION	2003	2009
F DRIVE		1.19.8.557	MAINTENANCE FILE REPORTS UTILITY BILLING	BILLED AMT FOR SERVICES	JAN-DEC 2005	2009
L023-L024			REGISTERS UTILITY SERVICE	INVESTIGATION REPORTS (A-Z)	2001	2009
N056		1.19.8.555	FILE	2005 CITY FINALS (Si - Z)	2005	2009
	N057	1.19.8.555	PUBLIC UTILITY SERVICE FILES	2005 CITY FINALS (H - Me)	2005	2009
N058		1.19.8.555	PUBLIC UTILITY SERVICE FILES	2005 CITY FINALS (My - Sh)	2005	2009
	N059	1.19.8.555	PUBLIC UTILITY SERVICE FILES	2005 CITY FINALS (A - C)	2005	2009

<u>City Dept</u>	<u>Location</u>	<u>Item Number</u>	<u>Title of Record</u>	<u>Description</u>	<u>Dates</u>	<u>Destruction Date</u>
N060		1.15.8.555	PUBLIC UTILITY SERVICE FILE	2005 CITY FINALS (D - G)	2005	2009
N173		1.15.5.206	REVENUE STATUS PAYMENT	2005 RIO GRANDE CREDITS/DEBITS	JAN 2005 - DEC 2005	2009
N174		1.15.5.310	VOUCHER FILE	2005 CORRESPONDENCE JAN - DEC	JAN 2005 - DEC 2005	2009
N175		1.19.8.554	PUBLIT UTILITY SERVICE FILES	2005 MISS B/O HALF SHEETS	JAN 2005 - DEC 2005	2009
N176		1.15.5.206	REVENUE STATUS REPORT MONTHLY	2005 CREDITS/DEBITS (R - Z)	2005	2009
N177		1.15.5.206	REVENUE STATUS REPORTS MONTHLY	2005 CREDITS/DEBITS (L - Q)	2005	2009
N178		1.15.5.206	REVENUE STATUS REPORT MONTHLY	2005 CREDITS/DEBITS (E- K)	2005	2009
N179		1.15.5.206	REVENUE STATUS REPORT MONTHLY	2005 CREDITS/DEBITS (A - D)	2005	2009
<i>DISBURSEMENTS</i>						
I090		1.15.5.309	VOUCHERS	66615 THRU 67411 RG CARBON COPY	FY 02/03	2009
I091		1.15.5.309	VOUCHERS	67412 THRU 67792 RG CARBON COPY	FY 02/03	2009
I003		1.15.5.204	PAYMENT VOUCHERS	2002 MISC 1099	1/02-12/02	2009
I004		1.15.5.309	VOUCHER FILES	RIO GRANDE CARBON COPY	7/02-06/03	2009
I005		1.15.5.309	VOUCHERS	CHECK TREASURY CARBON COPY CHECKS	7/02-06/03	2009
I006		1.15.5.309	VOUCHERS	VOID THRU C D-H TREASURY CARBON COPY CHECKS	7/02-06/03	2009
I007		1.15.5.309	VOUCHERS	TREASURY CARBON COPY CHECKS	7/02-06/03	2009
I008		1.15.5.309	VOUCHERS	I-N TREASURY CARBON COPY CHECKS	7/02-06/03	2009
I009		1.15.5.309	VOUCHERS	O-S TREASURY CARBON COPY CHECKS	7/02-06/03	2009
I010		1.15.5.310	PAYMENT VOUCHER FILE	T-Z 465715-466241	7/02-06/03	2009
I014		1.15.5.310	PAYMENT VOUCHER FILES	466242-466839	7/02-06/03	2009
I015		1.15.5.310	PAYMENT VOUCHER FILES	466840-467369	7/02-06/03	2009
I016		1.15.5.310	PAYMENT VOUCHER FILES	467370-467885	7/02-06/03	2009
I017		1.15.5.310	PAYMENT VOUCHER FILES	467886-468429	7/02-06/03	2009
I018		1.15.5.310	PAYMENT VOUCHER FILES	468430-468429	7/02-06/03	2009

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1019		1.15.5.310	PAYMENT VOUCHER FILES	469001-469525	7/02-6/03	2009
1020		1.15.5.310	PAYMENT VOUCHER FILES	469526-470105	7/02-6/03	2009
1021		1.15.5.310	PAYMENT VOUCHER FILES	470106-470569	7/02-6/03	2009
1022		1.15.5.310	PAYMENT VOUCHER FILES	470570-471029	7/02-6/03	2009
1023		1.15.5.310	PAYMENT VOUCHER FILES	471030-471589	7/02-6/03	2009
1024		1.15.5.310	PAYMENT VOUCHER FILES	471590-472145	7/02-6/03	2009
1025		1.15.5.310	PAYMENT VOUCHER FILES	472146-472599	7/02-6/03	2009
1026		1.15.5.310	PAYMENT VOUCHER FILES	472600-473155	7/02-6/03	2009
1027		1.15.5.310	PAYMENT VOUCHER FILES	473156-473650	7/02-6/03	2009
1028		1.15.5.310	PAYMENT VOUCHER FILES	473651-474150	7/02-6/03	2009
1029		1.15.5.310	PAYMENT VOUCHER FILES	474151-474610	7/02-6/03	2009
1030		1.15.5.310	PAYMENT VOUCHER FILES	474611-475170	7/02-6/03	2009
1031		1.15.5.310	PAYMENT VOUCHER FILES	475171-475670	7/02-6/03	2009
1032		1.15.5.310	PAYMENT VOUCHER FILES	475671-476177	7/02-6/03	2009
1033		1.15.5.310	PAYMENT VOUCHER FILES	476178-476660	7/02-6/03	2009
1034		1.15.5.310	PAYMENT VOUCHER FILES	476661-477085	7/02-6/03	2009
1035		1.15.5.310	PAYMENT VOUCHER FILES	477086-477630	7/02-6/03	2009
1036		1.15.5.310	PAYMENT VOUCHER FILES	477631-478090	7/02-6/03	2009
1037		1.15.5.310	PAYMENT VOUCHER FILES	478091-478580	7/02-6/03	2009
1038		1.15.5.310	PAYMENT VOUCHER FILES	478581-479120	7/02-6/03	2009
1039		1.15.5.310	PAYMENT VOUCHER FILES	479121-479627	7/02-6/03	2009
1040		1.15.5.310	PAYMENT VOUCHER FILES	479628-480165	7/02-6/03	2009
1041		1.15.5.310	PAYMENT VOUCHER FILES	480166-480755	7/02-6/03	2009
1042		1.15.5.310	PAYMENT VOUCHER FILES	480756-481299	7/02-6/03	2009
1043		1.15.5.310	PAYMENT VOUCHER FILES	481300-481725	7/02-6/03	2009

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1044		1.15.5.310	PAYMENT VOUCHER FILES	4811726-482180	7/02-6/03	2009
1045		1.15.5.310	PAYMENT VOUCHER FILES	482181-482760	7/02-6/03	2009
1046		1.15.5.310	PAYMENT VOUCHER FILES	482761-483270	7/02-6/03	2009
1047		1.15.5.310	PAYMENT VOUCHER FILES	483271-483840	7/02-6/03	2009
1048		1.15.5.310	PAYMENT VOUCHER FILES	483841-484345	7/02-6/03	2009
1049		1.15.5.310	PAYMENT VOUCHER FILES	484346-484702	7/02-6/03	2009
1051		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS AND INVOICES MAR-MAY A-Z	2003	2009
1052		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS JUN A-Z	2003	2009
1053		1.15.5.304	INVOICES	JUL A-G CREDIT CARD RECEIPTS JUL H-Z	2003	2009
1054		1.15.5.304	INVOICES	AUG A-G CREDIT CARD RECEIPTS AUG H-Z	2003	2009
1055		1.15.5.304	INVOICES	SEP A-F CREDIT CARD RECEIPTS SEP G-Z	2003	2009
1056		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS OCT A-Q	2003	2009
1057		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS R-Z NOV	2003	2009
1058		1.15.5.304	INVOICES	A-L CREDIT CARD RECEIPTS NOV N-Z	2003	2009
1059		1.15.5.304	INVOICES	DEC A-E CREDIT CARD RECEIPTS DEC F-Z	2003	2009
1060		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS JAN A-R	2003	2009
1061		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS JAN S-Z	2003	2009
1062		1.15.5.304	INVOICES	MAR A-E CREDIT CARD RECEIPTS FEB M-Z	2003	2009
1063		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS MAR F-Z	2003	2009
1064		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS APR A-R	2003	2009
1065		1.15.5.304	INVOICES	CREDIT CARD RECEIPTS APR S-Z	2003	2009
1066		1.15.5.304	INVOICES	MAY A-L CREDIT CARD RECEIPTS MAY M-Z	2003	2009
1067		1.15.5.304	INVOICES	JUN A-L CREDIT CARD RECEIPTS JUNE L-Z	2003	2009
1089		1.15.5.309	VOUCHERS CD CARBON COPY	73369 THRU 73682	FY 02/03	2009
1092		1.15.5.309	VOUCHERS	5155 THRU 5886 CARBON COPY	FY 02/03	2009

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UTILITIES/DISPATCH	K082 G240	1.15.5.314 1.15.3.132	TRIP TICKET FILES TELEPHONE LOGS	TRAVEL REQUEST JAN 02-OCT 31, 03 2006 2005	JUL 2005 - JUN 2006	2009
EEO	I088	1.15.7.127	GRIEVANCE AND COMPLAINT FILES	FILES INVESTIGATIONS TRANSCRIPTS, GRIEVANCES	2001	2009
FACILITIES	L040 G206 G218	1.15.3.108 1.15.5.402 1.15.5.402	GENERAL CORRESPONDEN TIMESHEETS TIMESHEETS	FACILITY DIRECTORS CORRESPONDENCE (LETTERS & TIMESHEETS TIMESHEETS	JAN 2001 - DEC 2002 06/2006 - 12/2007 06/2006 - 12/2007	2009 2009 2009
FIRE ADMIN	C205 C207 C209 C209 C227 E228 G207 I002 I003 I083 L043 N115 N116	1.15.5.310 1.15.5.104 1.15.3.132 1.15.5.314 1.19.8.705 1.19.8.705 1.19.8.703 1.19.8.708 1.15.3.119 1.19.8.708 1.15.3.109 GENERAL CORRESPONDEN TIMESHEETS TIMESHEETS	Payment Voucher File Budget Adjustment Requests Telephone Billings File Trip Ticket File INVESTIGATION REPORTS INVESTIGATION REPORTS BUILDING INSPECTION EMERGENCY MEDICAL SERVICES MINUTES OF MEETINGS EMERGENCY MEDICAL SERVICES EMS REPORTS, WTAPES, REFUSAL FORMS	Requisitions, PO, Vendor Notices, packing slips, Repayment Dept copies: Budget Adjust Request and JE Request, etc Qwest and Verizon itemized bills Copies of travel orders for in-state and out-of-state travel INVESTIGATION REPORTS JAN 2003 - AUG 2003 INVESTIGATION REPORTS SEP 2003 - DEC 2003 BUILDING INSPECTION FILES INSPECTION BASIC INCIDENT REPORTS, MEDICAL SERVICES REFUSAL, WTAPES, AED MEETINGS FOR 2003 EMERGENCY MEDICAL SERVICES FORMS COPIES OF LETTERS, MEMOS AND E-MAIL MESSAGES GENERAL CORRESPONDEN TIMESHEETS TIMESHEETS	FY06 FY06 FY 2005 - 2006 FY06 JAN 2003 - AUG 2003 SEP 2003 - DEC 2003 01/2005 - 12/2005 2009 1/98-12/98 1/03 THRU 12/03 1/98-12/98 FY07 FY08 FY08	2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009 2009

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FIRE-EMS						
J111		1.15.7.128	EDUCATION/TRAIN ING FILES ER MEDICAL SERVICES FILE	EMT BASIC LEARNING OBJECTIVES BOOKLET, UNM EMS ACADEMY EMT-BASIC COURSE, HANDOUTS, TESTS, ROSTER PARAMEDIC PROGRAM SYLLABUS, SCHEDULES, TESTS & STUDENT INFO EMT INTERMEDIATE COURSE: CLINICALFIELD PPRWRK, EXAMS INCIDENT INFO/PATIENT ASSESSMENT FORMS AND REFUSAL	2006	2009
L101		1.15.7.128			07/11/05 - 03/31/06	2009
N016		1.15.7.128			04/2005 - 05/2005	2009
N041		1.15.7.128			01/1998 - 12/1998	2009
N041		1.19.8.708				
<i>HUMAN RESOURCES</i>						
C225		1.15.7.111	Promotional & Transfer	Testing Promotional Exams(Fire)	Jan 2005 thru Dec 2005	2009
G181		1.15.7.102	REJECTED APPLICATIONS	ADMIN SPECIALIST I - ADMIN SPECIALIST II	JAN 2005 - DEC 2005	2009
G182		1.15.7.102	REJECTED APPLICATIONS	ACCOUNTANT II - ADMIN I	JAN 2005 - DEC 2005	2009
G183		1.15.7.102	REJECTED APPLICATIONS	LIBRARY SPECIALIST I - MEALS DELIVERY DRIVER	JAN 2005 - DEC 2005	2009
G184		1.15.7.102	REJECTED APPLICATIONS	ADMIN SPECIALIST I - ADMIN SPECIALIST V	JAN 2005 - DEC 2005	2009
G185		1.15.7.102	REJECTED APPLICATIONS	ADMIN SPECIALIST V - BUILDING INSPECTOR	JAN 2005 - DEC 2005	2009
G186		1.15.7.102	REJECTED APPLICATIONS	BUILDING OFFICIAL - CODES ENFORCEMENT SUPERVISOR	JAN 2005 - DEC 2005	2009
G187		1.15.7.102	REJECTED APPLICATIONS	COLLECTIONS REPRESENTATIVE - COURT COMPLIANCE ASSISTANT	JAN 2005 - DEC 2005	2009
G188		1.15.7.102	REJECTED APPLICATIONS	COURT COMPLIANCE OFFICER - DOWNTOWN DEVELOPMENT	JAN 2005 - DEC 2005	2009
G189		1.15.7.102	REJECTED APPLICATIONS	ECONOMIC DEVELOPMENT ADMINISTRATOR - GAS CREWMAN	JAN 2005 - DEC 2005	2009
G190		1.15.7.102	REJECTED APPLICATIONS	GAS CREW LEADER - H.R. ANALYST-EEO TRAINING	JAN 2005 - DEC 2005	2009
G191		1.15.7.102	REJECTED APPLICATIONS	HUMAN RESOURCES DIRECTOR - LIBRARY MAINTENANCE WORKER	JAN 2005 - DEC 2005	2009
G192		1.15.7.102	REJECTED APPLICATIONS	MUSEUM EXHIBIT TECHNICIAN - PESTICIDE/HERBICIDE APPLICATOR	JAN 2005 - DEC 2005	2009
G193		1.15.7.102	REJECTED APPLICATIONS	PLANNER - PROGRAM COORDINATOR II (KLCB & GRAFFITI PROJECT INSPECTOR II - SEASONAL CASHIERS	JAN 2005 - DEC 2005	2009
G194		1.15.7.102	REJECTED APPLICATIONS	SEASONAL HEAD LIFEGUARD - SUPERVISOR I (HVAC, PLUMBING &	JAN 2005 - DEC 2005	2009
G195		1.15.7.102	REJECTED APPLICATIONS			

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G196		1.15.7.102	REJECTED APPLICATIONS	TELECOMMUNICATOR - TRACKING SPECIALIST	JAN 2005 - DEC 2005	2009
G197		1.15.7.102	REJECTED APPLICATIONS	TRAINING OFFICER - YOUTH	JAN 2005 - DEC 2005	2009
L027		1.15.7.102	REJECTED APPLICATIONS	SPORTS DIRECTOR	JAN 2005 - DEC 2005	2009
L028		1.15.7.102	REJECTED APPLICATIONS	REJECTED APPLICATIONS	JAN 2005 - DEC 2005	2009
N064		1.15.7.102	REJECTED APPLICATIONS	EMPLOYMENT TESTING JAN 2005 - REJECTED APPLICATIONS JOB	JAN 2005 - DEC 2005	2009
K095		1.15.7.127	REJECTED APPLICATIONS	APPLICATIONS JAN 2005 - DEC 2005	JAN 2005 - DEC 2005	2009
				REJECTED APPLICATIONS	JAN 2005 THRU DEC 2005	2009
				GRIEVANCE/COMP LAINT FILES	01/2001 - 12/2001	2009
<i>LEGAL</i>						
N097-101		1.15.3.401	LEGAL CASE FILES	MUNI COURT FILES	1999	2009
N103-105		1.15.3.401	LEGAL CASE FILES	BLACK, 363,364,366,	1999	2009
N107-108		1.15.3.401	LEGAL CASE FILES	MUNI APPEALS, COMPETENCY	1999	2009
<i>LIBRARY</i>						
C214		1.15.5.202	Invoices(Agency)	Invoices and Request for Payments	01-03-2005 thru 12-27-2005	2009
C231		1.15.5.310	PAYOUT VOUCHER FILE	PURCHASE & PAYMENT INFO; INVOICES; RFPS; DESCRIPTIONS	JUL 2005 - JUN 2006	2009
C232		1.15.5.310	PAYOUT VOUCHER FILE	PURCHASE & PAYMENT INFO; INVOICES; RFPS; DESCRIPTIONS	JUL 2005 - JUN 2006	2009
G174		VARIOUS	VARIOUS	PURCHASING DOCUMENTS, DONATIONS OF PUBLICATIONS, INTERLIBRARY PAPERWORK	01/2005 - 12/2005	2009
L029		1.15.3.609	REQUEST FOR REPRODUCTION		1/2005 - 12/2005	2009
<i>MUSEUM OF NATURAL HISTORY</i>						
A141		1.15.5.401	TIMESHEETS	TIMECARDS JAN '07 THRU DEC 07	01/2007 - 12/2007	2009
A142		1.15.7.101	PERSONNEL FOLDERS	PERSONNEL FOLDERS	FY 06	2009
A142		MULTIPLE	MULTIPLE	OPERATING BUDGET, BAR, BUDGET STATUS REPORT, INVOICES,	FY 06	2009
<i>NEW CONNECTIONS/UTILITIES</i>						
G199		1.19.8.555	PUBLIC UTILITY SERVICE FILE	2005 CLC/RNGA COMMERCIAL ESTIMATES - COMPLETED (A-L)	JAN 2005 - DEC 2005	2009
G200		1.19.8.555	PUBLIC UTILITY SERVICE FILE	2005 CLC/RNGA COMMERCIAL ESTIMATES - COMPLETED (M-Z)	JAN 2005 - DEC 2005	2009

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G205		1.15.5.206	REVENUE STATUS REPORT	2005 MONTHLY REPORTS	JAN 2005 - DEC 2005	2009
G206		1.19.8.544	PUBLIC UTILITY CUSTOMER SERVICE FILE	FY05 UTILITY SERVICE APPLICATIONS	JUL 2004 - JUN 2005	2009
G209		1.19.8.555	PUBLIC UTILITY SERVICE FILE	2005 NEW CONNECTIONS UTILITY BILLING	JAN 2005 - DEC 2005	2009
G211		1.19.8.555	PUBLIC UTILITY SERVICE FILE	2005 CLC ESTIMATES-COMPLETED	JAN 2005 - DEC 2005	2009
G212		1.15.5.305	CONTRACT/AGREEMENT FILES	2002 RIO GRANDE NATURAL GAS CONTRACTS	JAN 2002 - DEC 2002	2009
G239		1.19.8.555	PUBLIC UTILITY SERVICE FILE	RGNGA ESTIMATES-COMPLETED JAN 2005 - DEC 2005	JAN 2005 - DEC 2005	2009
<i>PAYROLL</i>						
P006		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 01/08/06 - 01/21/06	FY06	2009
P006		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 01/22/06 - 02/04/06	FY06	2009
P006		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 02/05/06 - 02/18/06	FY06	2009
P006		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 02/19/06 - 03/04/06	FY06	2009
P006		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 03/05/06 - 03/18/06	FY06	2009
P006		1.15.5.402	TIMESHEETS	TIMESHEET GREENBAR REPORTS 12/25/05 - 01/07/06	FY06	2009
P007		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 03/19/06 - 04/01/06	FY06	2009
P007		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 04/02/06 - 04/15/06	FY06	2009
P007		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 04/16/06 - 04/29/07	FY06	2009
P007		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 04/30/06 - 05/13/06	FY06	2009
P007		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 05/14/06 - 05/27/06	FY06	2009
P007		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 05/28/06 - 06/10/06	FY06	2009
P007		1.15.5.402	TIMESHEETS	GREENBAR REPORTS 06/11/06 - 06/24/06	FY06	2009
P025		1.15.7.108	Misc. Deductions	Misc. Deductions	12-26-04 thru 12-24-05	2009
<i>PD-TRAFFIC</i>						
C182		1.19.8.810	Uniform Traffic Citations	May 2006	May 2006	2009
C186		1.19.8.810	Uniform Traffic Citations	April 2006	APRIL 2006	2009
F168		1.19.8.810	UNIFORM TRAFFIC	AUGUST 2005	8/05	2009

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	F173	1.19.8.810	UNIFORM TRAFFIC	TRAFFIC CITATIONS	SEPTEMBER 2005	2009
	I129	1.19.8.810	UNIFORM TRAFFIC	TRAFFIC CITATIONS	OCT & NOV 2005	2009
	I143	1.19.8.810	UNIFORM TRAFFIC	DEC 2005 & JAN 2006	12/2005 - 1/2006	2009
L001	1.19.8.810	UNIFORM TRAFFIC	FEBRUARY 2006	FEB, 2006 - FEB, 2006	2006	2009
L002	1.19.8.810	UNIFORM TRAFFIC	MARCH 2006	MARCH 2006 - MARCH 2006	2009	
<i>PUBLIC WORKS</i>			CAPITAL PROJECT LAS CRUCES AIRPORT FENCE		1998-1999	2009
<i>PURCHASING</i>						
C054	1.15.5.303	Purchase Orders	P0304325 - P0304333, P0301000 - P0301500, P0304150 A - Z (Param's PO's)	POST OFFICE RECEIPTS	7/2002 thru 7/2003	2009
C055	1.15.5.303	Purchase Orders	A - Z (Richard's PO's)	PDS (MAINT. CONTRACT), HOLLINGER CORP. (BOXES),	7/2002 thru 7/2003	2009
C059	1.15.5.303	Purchase Orders	A - Z (Richard's PO's)	PDS (MAINT. CONTRACT), HOLLINGER CORP. (BOXES),	7/2002 thru 7/2003	2009
Records Center	1.15.5.307/308	Bids & Requests for Proposals	05-06-001 thru 05-06-499		FY06	2009
<i>RECORDS CENTER</i>						
B071	1.15.5.203	RECEIPTS			JULY 2005 - JUNE 2006	2009
C230	1.15.3.117, 1.15.5.303	PURCHASE ORDERS/INVOICE			JULY 2005 - JULY 2007	2009
<i>RECREATION</i>						
I010	1.19.8.651	FACILITY USE AGREEMENT FILES	PERMITS FOR LEAGUES BALLPARKS		1/02-12/02	2009
D160	1.15.5.309	VOUCHERS (PAYMENT)	REQUEST FOR PAYMENTS 2005		JAN. 2005- DEC. 2005	2009
<i>RISK MANAGEMENT</i>						
BACK SHELVES	1.15.3.205	WORKERS COMP. FILE	WC FILES #05001 - #05040 (NONE MISSING)		2005	2009
BACK SHELVES	1.15.3.205	WORKERS COMP. FILE	WC FILES #05041 - 05080 MISSING #05058, 05065, 05071		2005	2009
BACK SHELVES	1.15.3.205	WORKERS COMP. FILE	WC FILES #05081 - 05120 MISSING #05119		2005	2009
BACK SHELVES	1.15.3.205	WORKERS COMP. FILE	WC FILES #05121 - 05170 MISSING #05127, 05134, 05139, 05145, 05147,		2005	2009
BACK SHELVES	1.15.3.205	WORKERS COMP. FILE	WC FILES #05171 - 05204 MISSING #05172, 05196, 05202		2005	2009

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B010		1.15.3.401	LEGAL CASE FILES	LIABILITY CLAIMS JAN 1998 - DEC 1998	01/1998 - 12/1998	2009
E012		1.18.632.101	WORKERS COMP FILES	WC RECORDS 97001-97082, MISSING 97062	1/97-12/97	2009
E013		1.18.632.101	WORKERS COMP FILES	WC RECORDS 97083-970161, MISSING 97/00, 97/132	1/97-12/97	2009
E014		1.18.632.101	WORKERS COMP FILES	WC RECORDS 97162-97217, MISSING 97181	1/97-12/97	2009
E020		1.18.632.101	WORKERS COMP FILES	WC RECORDS, MISSING 97216	1/97-12/97	2009
I084		1.18.632.101	WORKERS COMP FILES	WC RECORDS 93001-93095, MISSING 93043, 93087	1993	2009
I085		1.18.632.101	WORKERS COMP FILES	WC RECORDS 93093-93144	1993	2009
I086		1.18.632.101	WORKERS COMP FILES	WC RECORDS 93199-93256	1993	2009
K116		1.15.3.141	ALCOHOL & DRUG ABUSE PROGRAM FILES	DRUG TEST RESULTS JULY 2005 - JUNE 2006	JULY 2005 - JUNE 2006	2009
R002		1.18.632.101	WORKERS COMP FILES	WC RECORDS 95001-95081, MISSING 003-044-051	1995	2009
R003		1.18.632.101	WORKERS COMP FILES	WC RECORDS 95083-95146, MISSING 146,166,179	1995	2009
R004		1.18.632.101	WORKERS COMP FILES	WC RECORDS 95145-95219, MISSING 146,166,179	1995	2009
R005		1.18.632.101	WORKERS COMP FILES	WC RECORDS 95220-95236, MISSING 232	1995	2009
R006		1.18.632.101	WORKERS COMP FILES	WC RECORDS 96001-96082, MISSING 96039	1/96-12/96	2009
R007		1.18.632.101	WORKERS COMP FILES	WC RECORDS 96088-96160, MISSING 96111,96158	1/96-12/96	2009
R008		1.18.632.101	WORKERS COMP FILES	WC RECORDS 96161-96190	1/96-12/96	2009
R009		1.18.632.101	WORKERS COMP FILES	WC RECORDS 99001-99098, MISSING 99003,8,17,18,23,30-44,56,	1/99-12/99	2009
R010		1.18.632.101	WORKERS COMP FILES	WC RECORDS 99091-99137	1/99-12/99	2009
R011		1.18.632.101	WORKERS COMP FILES	WC RECORDS 99138-99216, MISSING 99146,164,185,191,206,268	1/99-12/99	2009
R012		1.18.632.101	WORKERS COMP FILES	WC RECORDS 99217-99237, MISSING 99230,235	1/99-12/99	2009
R013		1.18.632.101	WORKERS COMP FILES	WC RECORDS 98001-98084, MISSING 98 45,47,62,71	1/98-12/98	2009
R014		1.18.632.101	WORKERS COMP FILES	WC RECORDS 98085-98189, MISSING 98099,100,123,143	1/98-12/98	2009
R015		1.18.632.101	WORKERS COMP FILES	WC RECORDS 98190-98237, MISSING 98205,216,217,223,227	1/98-12/98	2009
R017		1.18.632.101	WORKERS COMP FILES	WC RECORDS 0010-00-193, MISSING 00129,159,160,167,171,181	1/00-12/00	2009
R018		1.18.632.101	WORKERS COMP FILES	WC RECORDS 00194-00262, MISSING FILES 00253,00260	1/00-12/00	2009

<u>City Dept</u>	<u>Location</u>	<u>Item Number</u>	<u>Title of Record</u>	<u>Description</u>	<u>Dates</u>	<u>Destruction Date</u>
SENIOR PROGRAMS						
F148&F171	1.15.3.151		FEASIBILITY STUDIES	JULY 2002 - JUNE 2003	FY03	2009
G225	1.15.5.402		TIMESHEETS	PAYROLL #14 - #26 (2007)	FY07/08	2009
G226	1.15.5.402		TIMESHEETS	PAYROLL #1 - #14 (2008)	FY07/08	2009
G228	1.15.5.402		TIMESHEETS	RSVP VOLUNTEER HOURS	FY07/08	2009
L019	1.15.5.208		REVENUE CONTRACTS & REVENUE CONTRACTS & TIMESHEETS	ADULT DAY CARE PROGRAM DAILY ACTIVITIES	FY02/03	2009
L026	1.15.5.208		REVENUE CONTRACTS & TIMESHEETS	SENIOR NUTRITION HOME DELIVERED AND CONGREGATE SENIOR PROGRAMS TIMESHEETS	FY02/03	2009
L039	1.15.5.402		REVENUE CONTRACTS & TIMESHEETS	DEC 2006 - JUN 2007	2006 - JUN	2009
L041	1.15.5.208		REVENUE CONTRACTS & REVENUE CONTRACTS & INVOICES (VENDOR)	HOME CARE CLOSED CLIENT CASES & ADULT DAY CARE CLOSED HOME CARE CLOSED CLIENT CASES & ADULT DAY CARE CLOSED RESPITE SERVICES INVOICE (CCC, HI, HK)	7/2002 TO 6/2003	2009
L041	1.15.5.208		REVENUE CONTRACTS & REVENUE CONTRACTS & INVOICES (VENDOR)	HOME CARE SERVICES INVOICES (HK)	7/2005 TO 12/2005	2009
L043	1.15.5.304		REVENUE CONTRACTS & REVENUE CONTRACTS & REVENUE CONTRACTS &	SENIOR PROGRAMS CONGREGATE ASSESSMENTS (CLOSED) SENIOR NUTRITION PROGRAM TIMESHEETS & TIME CARDS;	6/2003	2009
L075	1.15.5.304				7/2002 TO 6/2003	2009
L115	1.15.5.208					
N045	1.15.5.208					
TRANSIT						
C201	1.19.8.943		Daily Bus Passenger Report	July 2005 - Sept 2005	July 2005 - June 2006	2009
C202	1.19.8.943		Daily Bus Passenger Report	Oct 2005 - Dec 2005	July 2005 - June 2006	2009
C203	1.19.8.943		Daily Bus Passenger Report	Jan 2006 - March 2006	July 2005 - June 2006	2009
C204	1.19.8.943		Daily Bus Passenger Report	April 2006 - June 2006	July 2005 - June 2006	2009
C227	1.15.5.402		TIME SHEETS	TIME SHEETS	7/23 - 12/22/2007	2009
C228	1.15.5.402		TIME SHEETS	TIME SHEETS	7/23 - 12/22/2007	2009
C228	1.15.5.402		TIMESHEETS	TIMESHEETS 12/23/07 - 5/17/08	12/23/07 - 5/17/08	2009
I175	1.19.8.943		DAILY BUS PASSENGER Receipts	WELFARE TO WORK	JAN - DEC 2002	2009
L035	1.15.5.203		Transit Receipts 1-1-04 thru 12-31-04	Transit Receipts 1-1-04 thru 12-31-04	1-1-04 thru 12-31-05	2009

<i>City Dept</i>	<i>Location</i>	<i>Item Number</i>	<i>Title of Record</i>	<i>Description</i>	<i>Dates</i>	<i>Destruction Date</i>
L036	1.15.5.203	Receipts	Transit Receipts 1-1-05 thru 12-31-05		1-1-04 thru 12-31-05	2009
N169	1.15.5.402	TIMESHEETS	TIMESHEETS, REQUEST FOR LEAVE, ETC.		NOV 10, 2005 - APR 29, 2006	2009
<i>TREASURER</i>						
I115	1.15.5.508	BANK STATEMENTS	BANK STATEMENTS		JUL 02 JUN 03	2009
1069	1.15.5.506	BANK RECONCILIATION	BANK STATEMENTS JUL-DEC		FY 2002/03	2009
1070	1.15.5.506	BANK RECONCILIATION	BANK STATEMENTS JAN-APR		FY 2002/03	2009
1080	1.15.5.506	BANK RECONCILIATION	BANK STATEMENTS MAY-JUN		FY 2002/03	2009
1082	1.15.5.506	BANK RECONCILIATION	BANK STATEMENTS JUN -JUL		FY 2002/03	2009
L104	1.15.5.312	Checks	Rio Grande Redenve, Co Checking, Demand CLEARED CHECKS		July 2002 - July 2003	2009
L113	1.15.5.508	Bank Statements	June 03 statements/ verisign 5-03-10- 03/ Treasury 12-02-603		July 2002 - June 2003	2009
L114	1.15.5.508	Bank Statements	June 03 statements/ verisign 5-03-10- 03/ Treasury 12-02-603		July 2002 - June 2003	2009
I081	BANK	BANK RECONCILIATIONS RECONCILIATIONS STATEMENTS WITH BACK-UP			FY02/03	2009
<i>TREASURER/AR</i>						
B038	1.15.5.203	RECEIPTS	GB MISC RECEIPTS APR - JUL 2006		FY06	2009
F071	1.15.5.204	PAYMENT INVOICE FILE	ARS MAINFRAME PAYMENTS		JAN 2003-JUN 2003	2009
F072	1.15.5.204	PAYMENT INVOICE FILE	MAGISTRATE,ADJUSTMENTS,SCSWA JUL-APR 2003		JULY 2002-JUNE 2003	2009
<i>WORKERS COMP</i>						
L016	1.15.2.205	WORKERS COMP FILES	WORKERS COMP FILES 93-272, 93- 043, 93-087, 93-132		1993	2009
R016	1.15.2.205	WORKERS COMP FILES	WC #01-100		2000	2009