

RESOLUTION NO. RES-24-0032

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LONG BEACH APPROVING AND AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
AND WRITINGS BY THE PARKS, RECREATION AND
MARINE DEPARTMENT

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

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Parks, Recreation and Marine Department of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old unless otherwise authorized by law.

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

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes, ordinances or resolutions of the City of Long Beach or any City Board or Commission.

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

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of March 19, 2024, by the following vote:

Ayes: Councilmembers: Zendejas, Duggan, Supernaw, Kerr, Saro,
Uranga, Austin, Ricks-Oddie.

Noes: Councilmembers: None.

Absent: Councilmembers: Allen.

Recusal(s): Councilmembers: None.


City Clerk

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date 1/16/24

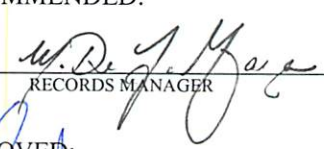


Honorable Council of the City of Long Beach

2. The Department of Parks Recreation and Marine respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
19	CR-Community Programs - 95-96 budget	1995-1996	96-CR-CP-004	
19	CR-Programs- contract 1996	1996	96-CR-SSSP-010	
19	CR-Community Programs- mileage; chron file; #d letters; benefits; DP's	1997-1998	98-CR-CP-007	
19	CR-Programs- Belmont Pool; Save Our Parks; Youth Services	1999	98-CR-SSSP-009	
19	CR-Senior Programs- CDBG Budget; ISB Billings, Rancho Los Alamitos, etc.	1997-1998	98-CR-SSSP-015	
19	CR-Senior Programs- Desk Manual; Bprep manual; budget adjust., etc	1996-1998	98-CR-SSSP-016	
19	CR-Senior Programs- Year End Closeouts; SYETP; tile project, prog analysis, council presentation; ETC Change forms	1997-1998	98-CR-SSSP-017	
19	CR-Senior Programs- MOU's estimate closeout; BPR	1997-1998	98-CR-SSSP-018	
19	CR-Senior Programs- labor distribution	1998	98-CR-SSSP-019	
19	CR-Programs- numbered letters, css; accident rev.; chron file; mgmt review	1998-1999	99-CR-CP-001	
19	CR-Programs- patron accident forms; critical incidents; training; action items & diskette; backup diskettes of Sharon's hard drive	1999-2000	00-CR-CP-004	
19	CR-Programs- field use; field improve; diabetes; day camps; comm. Outreach; CIP; budget; Blair, Belmont, Belmont Rehab, Aquatics MP	1998-1999	99-CR-CP-022	
19	CR-Programs- adaptive; spec oly; rangers; nature center; El Dorado East	1997-1999	99-CR-SSSP-003	
19	CR-Programs- Muni band; seafest; Rancho LC; strategic plan	1996-1999	99-CR-SSSP-005	
19	CR-Programs- CSS & responses; mgmt rev; budget; chron	1998-2000	99-CR-SSSP-006	
19	CR-Programs- chron; sr. center; senior advisory; fundraising; aaa grant; staff mtg	1995-1999	99-CR-SSSP-007	
19				

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <div style="text-align: center;">  RECORDS MANAGER </div> <p>9. APPROVED:</p> <div style="text-align: center;">  DEPARTMENT HEAD </div> <p>10. DATE:</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>3-5-2024</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
19	CR-Programs- misc chron ; Olympikids, Splash ; Rec Comm Reports; Rainbow Harbor; QWB	1997-2000	00-CR-SSSP-008	
19	CR-Senior Programs- labor distribution	1999-2000	00-CR-SSSP-020	
19	CR-Senior Programs- energy conservation trans.;budget process, special events	2002	02-CR-SSSP-026	
19	CR-Senior Programs- tile proj./mural proj/pools/blair field/aaa grant rlc, fees&chgs/JV's	2002	02-CR-SSSP-027	
19	CR-Senior Programs- year end closing; fixed assets; enhancements; gang prev pits; tech svcs public use	2002	02-CR-SSSP-028	
19	CR-Senior Programs- pwer exp; fees & chgs; itac/musco lighting air's; aip's jv's; dr's; adult spts; pools; yr.	2002	02-CR-SSSP-029	
19	CR-Senior Programs- spec serv pgms; budget rep; energy conserv; gen ins; cdbg; tech svcs; fixed assets; pits; jv's;	2002	02-CR-SSSP-030	
19	CR-Senior Programs- murals; sr. grant; senior emp; copiers; budget/budget chgs; tech svcs; mou's misc files	2002	02-CR-SSSP-031	
19	CR-Senior Programs- mother's beach parking; tile proj; papp ii; smr food pgm; syetp jtpa; surveys	2002	02-CR-SSSP-032	
19	CR-Senior Programs- fees & chgs; gang-sep; mural-sep; coord-sep; budget; est to close a/r	2002	02-CR-SSSP-033	
19	CR-Senior Programs-bgt; phil's bgt book; cos. augmentations; surveys' unbudgeted exp; gang prev; grant info; youth dev; rec. allocation plan; misc	2002	02-CR-SSSP-035	
63	CR-REG/RES- PTG, Social Hall Rentals Drake-Somerset	2009	11-CR-RR-06	
63	CR-REG/RES- PTG-Socal Hall Rentals AK-West (July)	2009	11-CR-RR-07	
63	CR-REG/RES- PTG- Social Halls, West (June)-Silverado	2009	11-CR-RR-09	
63	CR-REG/RES- Refunds-Credit Cards and Checks	2010	11-CR-RR-10	
63	CR-REG/RES- Reg Forms 06/10-07/10, Day Ends 10/10-12/10	2010	11-CR-RR-11	
63	CR-REG/RES- Day Ends 06/04/10-09/30/10	2010	11-CR-RR-13	
19	CR-Admin- Misc CRS program budget files from Analyst	2006-2012	12-CR-A-001	
19	CR-Admin- Misc CRS program budget files from Analyst	2006-2012	12-CR-A-002	
19	CR-Admin-Misc CRS program budget files from Analyst	2006-2012	12-CR-A-003	
19	CR-Admin-Misc CRS program budget files from Analyst	2006-2012	12-CR-A-004	
19	CR-Admin-Misc CRS program budget files from Analyst	2006-2012	12-CR-A-005	
19	CR-Admin- 21st Century and ASES Grant Documents	2006-2012	12-CR-A-006	
63	CR-REG/RES- Day Ends 02/12-05/12	2012	12-CR-RR-03	
63	CR-REG/RES- Day Ends 09/11-02/12	2011-2012	12-CR-RR-04	

RECORDS DESTRUCTION REQUEST

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	CR-REG/RES- Day ends 06/12-8/12	2012	12-CR-RR-05	
63	CR-REG/RES- Dr's 11/11-02/12	2011-2012	12-CR-RR-06	
63	CR-REG/RES- Dr;s 03/12/-04/12	2012	12-CR-RR-10	
63	CR-REG/RES- Day Ends 01/11-05/11 DRs 07/11	2005-2012	13-CR-RR-12	
19	AD-ADMINISTRATION- Analyst notebooks; Citywide training; FAMIS manual; CEP Personnel	2005-2010	13-CR-AD-07	
26	AD-ADMINISTRATION- FY07-FY08 Budget Work files (notebooks)	2007-2008	13-CR-AD-08	
32	AD-ADMINISTRATION- FY08-FY09 WRAP Grant files	2008-2009	13-CR-AD-09	
32	AD-ADMINISTRATION- FY09-FY10 WRAP Grant files	2009-2010	13-CR-AD-10	
63	CR-REG/RES-VNC/EDE /Camping Jan-Dec	2010	13-CR-RR-04	
63	CR-REG/RES- DEPOSIT RECEIPTS	2012	14-CR-RR-004	
63	CR-REG/RES- DAY END REPORTS	2012	14-CR-RR-006	
63	CR-REG/RES-VEHICLE BILLING/MISC. DOCUMENTS	2012	14-CR-RR-008	
63	CR-REG/RES- DEPOSIT RECEIPTS	2013	14-CR-RR-009	
63	CR-REG/RES-DEPOSIT RECEIPTS	2013	14-CR-RR-010	
63	CR-REG/RES-DEPOSIT RECEIPTS	2013	14-CR-RR-011	
63	CR-REG/RES-DEPOSIT RECEIPTS	2013	14-CR-RR-012	
63	CR-REG/RES- DR'S/SIGN IN SHEETS/MISC. DOCUMENTS	2009-2012	14-CR-RR-013	
63	CR-REG/RES- DEPOSIT RECEIPTS	2012	14-CR-RR-014	
63	CR-REG/RES- DEPOSIT RECEIPTS	2012	14-CR-RR-015	
63	CR-REG/RES- ADMIRAL KIDD/EDW FACILITY/PAID PICNIC PERMITS	2012	14-CR-RR-019	
63	CR-REG/RES-PAN AMERICAN/WHALEY PERMITS TO GATHER	2012	14-CR-RR-020	
63	CR-REG/RES-EDW/MISC. PARKS PERMITS TO GATHER	2012	14-CR-RR-021	
63	CR-REG/RES-DEPOSIT RECEIPTS OCT - NOV.	2013	14-CR-RR-022	
63	CR-REG/RES- DEPOSIT RECEIPTS DEC. 2013 - JAN 2014	2013-2014	14-CR-RR-023	
63	CR-REG/RES-DEPOSIT RECEIPTS FEB-MARCH 2014	2014	14-CR-RR-024	

RECORDS DESTRUCTION REQUEST

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	CR-REG/RES- DEPOSIT RECEIPTS APRIL-MAY 2014	2014	14-CR-RR-025	
63	CR-REG/RES- DEPOSIT RECEIPTS JUNE 2014	2014	14-CR-RR-026	
63	CR-REG/RES- CC DEPOSITS-CAMPING REFUNDS-CHECKS	2012	14-CR-RR-028	
63	CR-REG/RES- DAY END REPORTS	2013	14-CR-RR-030	
63	CR-REG/RES- REGISTRATION FORMS	2013	14-CR-RR-031	
63	CR-REG/RES-REGISTRATION FORMS	2013	14-CR-RR-032	
63	CR-REG/RES-2014 August	2014	15-CRS-RR-01	
63	CR-REG/RES- 2014 September	2014	15-CRS-RR-02	
63	CR-REG/RES- Mailed Back Reg., Tansfers, credits, refunds. Denied apps, insurance	2013	15-CRS-RR-03	
63	CR-REG/RES- Clerical Aid Reruitment, Credit Card DR's, Refunds check requests	2012-2013	15-CRS-RR-04	
63	CR-REG/RES-2013 PTG's Heartwell-Misc	2013	15-CRS-RR-05	
63	CR-REG/RES- 2013 PTG's Pan Am-Whaley	2013	15-CRS-RR-06	
63	CR-REG/RES-03/14-06/14 Day End Reports	2014	15-CRS-RR-07	
63	CR-REG/RES- May 2014 PTG's Admiral Kidd-EDE	2014	15-CRS-RR-08	
63	CR-REG/RES-Jan 2013-June 2013 Paid Picnics EDE-Bixby	2013	15-CRS-RR-09	
63	CR-REG/RES- 2013 PTG's El Dorado West and EDE	2013	15-CRS-RR-10	
63	CR-REG/RES-08/13-12/13 Reg Forms	2013	15-CRS-RR-11	
63	CR-REG/RES-01/14-04/14 Reg Forms	2014	15-CRS-RR-12	
63	CR-REG/RES- 05/14/-09/14 Reg Forms	2014	15-CRS-RR-13	
63	CR-REG/RES- Facility Rentals Recreation, Ramona, Stearns, Silverado, Sr. Center, Vets, Wardlow, Whaley	2013	15-CRS-RR-14	
63	CR-REG/RES-07/14-09/14 Day End Reports	2014	15-CRS-RR-15	
63	CR-REG/RES-2014 Facility Rentals AK, BIXBY, CHAVEZ, EDE	2014	16-crs-rr-01	
63	CR-REG/RES- 2014 Facility Rentals Wardlow,Whaley, EDW Picnic	2014	16-crs-rr-02	
63	CR-REG/RES- 2014 Misc. Permits to Gather	2014	16-crs-rr-03	
63	CR-REG/RES-EDW,Ramona, MacArthur, Pan Am, Sr. Center, MLK, Houghton, McBride, Recreation, Stearns, CEP, El Do West, Archery, Vets, Bandshell	2014	16-crs-rr-04	

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	CR-REG/RES-PTG, Heartwell, los Cerrios, MLK, MacArthur, Houghton, Marina Vista	2014	16-crs-rr-05	
63	CR-REG/RES-2014 EDW and EDE PTG	2014	16-crs-rr-06	
63	CR-REG/RES- 2012-2014 Camping Permits	2014	16-crs-rr-07	
63	CR-REG/RES- 2013 PTG AK-WARDLOW, 2014 PTg Stearns, Wardlow Whaley	2014	16-crs-rr-08	
63	CR-REG/RES-MISC RR FILES	2014	16-crs-rr-09	
63	CR-REG/RES- 2013 Day Ends	2013	16-crs-rr-10	
63	CR-REG/RES- Registration Form 04/13-08/13	2013	16-crs-rr-11	
63	CR-REG/RES- 2011-06,14 Deposit Ticket Copies	2011-2014	16-crs-rr-12	
63	CR-REG/RES- Facility Permits AK, Chavez, CEP, Houghton, McBride, MLK, Pan Am	2013	16-crs-rr-13	
63	CR-REG/RES- Credits, Transfers, Denied, Mail Backs, 2015 Parking Pass Copies	2014-2015	16-crs-rr-14	
63	CR-REG/RES- PTG Bixby, Los Cerritos, EDE, EDW, Houghton, Heartwell	2015	16-crs-rr-15	
63	CR-REG/RES-10/14-02,13,15 Registration forms	2014-2015	16-crs-rr-16	
63	CR-REG/RES- 2008-2013 Old Blanket Permits	2008-2013	16-crs-rr-17	
63	CR-REG/RES- 02/17/15-06/17/15 Registration Forms	2015	16-crs-rr-18	
63	CR-REG/RES- 06/18/15-10/31/15 Registration Forms	2015	16-crs-rr-19	
63	CR-REG/RES- 11/15-12/15 Registrations, 09/14-01/15 Day Ends	2014-2015	16-crs-rr-20	
63	CR-REG/RES- 02/15-08/15 Day Ends	2015	16-crs-rr-21	
63	CR-REG/RES- Dat Ends, Camping Permits, Credit Card Payments CLASS	2014-2015	16-crs-rr-22	
63	CR-REG/RES- 10/14-01/15 DR Copies	2014-2015	16-crs-rr-23	
63	CR-REG/RES- 02/15-05/15 Dr Copies	2014-2015	16-crs-rr-24	
26	CR-ADMIN-Analyst Jeff Brown files: Budget; Budget Adjustments; Purchase Order Approvals;	2014-2015	16-CR-A01	
63	REG/RES- Permits All 2016 A-D	2016	18-CRS-RR-001	
63	REG/RES- PTG All 2016 EDW	2016	18-CRS-RR-002	
63	REG/RES- Paid Picnic All; Facility Permits All 2016 EDW	2016	18-CRS-RR-003	
63	REG/RES- Permits Camping/Paid Sites 2016 EDE	2016	18-CRS-RR-004	

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	REG/RES- Permits All 2016 H-O	2016	18-CRS-RR-005	
63	REG/RES- Permits All 2016 P-S	2016	18-CRS-RR-006	
63	REG/RES-Permits All 2016 V-W	2016	18-CRS-RR-007	
63	REG/RES-PTG 2016 EDE; Transfer/Credits/Cancelled Applications	2016	18-CRS-RR-008	
63	REG/RES-Day Ends Jan-March 2014	2014	18-CRS-RR-009	
63	REG/RES-Day Ends Feb. -Oct. Dec; Cash Receipt Reports Apr. -Dec.	2016	18-CRS-RR-010	
63	REG/RES- Refund Req Report Jan.-Dec. Vehicle Billing May-Oct; Refund Req Report Feb.	2015-2016	18-CRS-RR-011	
63	REG/RES-EDE Permits All January 2015-December 2015	2015	18-CRS-RR-012	
63	REG/RES-Old Class Files and Info; Day Camp Refunds New in Active Security Billing	2013-2015	18-CRS-RR-013	
63	REG/RES- Credits 2014/2015; Transfers 2015; Cancelled Apps/Permits	2014-2015	18-CRS-RR-014	
63	REG/RES-JV 2015-2016; Misc 2015 Permits; Cancelled/Denied Permits	2015-2016	18-CRS-RR-015	
63	REG/RES-Registration Forms Septemeber 2016-December 2016	2016	18-CRS-RR-016	
63	REG/RES-Registration Forms January 2016-April 2016	2016	18-CRS-RR-017	
63	REG/RES-Day Ends January 2013-January 2014	2013-2014	18-CRS-RR-018	
63	REG/RES- Registration Forms May 2016-Septemeber 2016	2016	18-CRS-RR-019	
19	CPP/SSSP	1999-2001	4-T-284	
19	R/R OFFICE - El Dorado West Permits	2017	19-CRS-RR-019	
19	R/R OFFICE -Permits	2017	19-CRS-RR-017	
19	R/R OFFICE - Blanket Permits, Budge	2014-2018	10-CRS-RR-001	
19	R/R OFFICE - Original Jan-May 2017/Class reg forms	2017	19-CRS-RR-002	
19	R/R OFFICE - Original June-Sept 2017/Class reg forms	2017	19-CRS-RR-003	
19	R/R OFFICE -Original Reg Forms Oct-Dec/Copies of Dr's Jan-July	2017	19-CRS-RR-004	
19	ADMIN -	2006	04-08 4-1-285	
19	ADMIN-	2001-2007	02-08 4-1-287	

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	R/R OFFICE - Permits	2017	19-CRS-RR-015	
63	R/R OFFICE - Permits Camping/Paid Sites 2016 EDE	2016	18-CRS-RR-004	
63	R/R OFFICE - Permits	2018	21-CRS-RR-1	
63	R/R OFFICE- Permits	2016-2017	19-CRS-RR-018	
63	REG/RES- Free Permits A-El Do 2005	2005	07-BS-RR-25	
63	REG/RES-	2004-2007	08-BS-RR-05	
63	REG/RES- CLASS DR COPIES 10/10-01/11	2010-2011	11-CR-RR-01	
63	REG/RES- 2013 PTG AK-WARDLOW, PTg Stearns, Wardlow Whaley	2013-2014	16-CR-RR-008	
63	R/R OFFICE - Credits, Transfers, Denied Applications	2017	19-CRS-RR-016	
63	R/R OFFICE- 06/18/15-10/31/15 Registration Forms	2015-2016	16-CRS-RR-19	
63	R/R OFFICE- 11/15-12/15 Registrations, 09/14-01/15 Day Ends	2014-2015	16-CRS-RR-20	
63	REG/RES- DEPOSIT RECEIPTS	2012	14-CR-RR-014	
63	REG/RES- DEPOSIT RECEIPTS	2012	14-CR-RR-015	
63	REG/RES- EDW/MISC. PARKS PERMITS TO GATHER	2012	14-CR-RR-021	
63	REG/RES- Class Sign in Sheets Summer 05, Spring 06, Winter 09, ALL 2010, 2011, Spring 12	2005-2012	13-CR-RR-12	
63	R/R OFFICE - Day End Reports	2018	19-CRS-RR-07	
63	R/R OFFICE - Credits, Sec. Invoices, Rosters, Refunds, Vehicle Billing	2017-2018	19-CRS-RR-06	
63	R/R OFFICE - Permits	2017	19-CRS-RR-014	
63	R/R OFFICE- Jan-June Registration Forms	2018	19-CRS-RR-08	
63	R/R OFFICE- Los Cerritos-Recreation Permits	2018	19-CRS-RR-010	
63	R/R OFFICE- Admiral Kidd-Los Altos Permit	2018	19-CRS-RR-009	
63	R/R OFFICE- Recreation-Veterans Permits	2018	19-CRS-RR-011	
63	R/R OFFICE- Veterans-Whaley Permits	2018	19-CRS-RR-012	
63	R/R OFFICE- Old Blanket Permits, Refunds	2010-1017	19-CRS-RR-05	
63	REG/RES- PAN AMERICAN/WHALEY PERMITS TO GATHER	2012	14-CR-RR-020	

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
63	R/R OFFICE - PGT's and Facility Use	2019	20-CRS-RR	
63	R/R OFFICE- El Dorado West Permits	2004-2016	19-CRs-RR-021	
63	CR-Admin-	2019	16-001	
63	R/R OFFICE- Permits	2019	21-CRS-RR-2	
63	REG/RES-2009 Sec. Forms, Reg Receipts 02/09-07/09	2012-2013	10-CRS-RR-12	
63	REG/RES- DEPOSIT RECEIPTS	2013	14-CR-RR-003	
63	REG/RES- DEPOSIT RECEIPTS	2017	14-CR-RR-009	
63	R/R OFFICE- Aug-Dec Deposit Receipts Copies	2019	19-CRS-RR-023	
63	R/R OFFICE- Permits	2019	20-CRS-RR	
63	R/R OFFICE- Permits	2002-2005	20-CRS-RR	
63	REG/RES-	2019	04-BS-RR-003	
21	Correspondence Files	2003	03-EO-003	
21	Correspondence Files	2005	05-EO-003	
21	Correspondence Files	2006	06-EO-002	
21	Correspondence Files	2004-2006	06-EO-003	
21	Correspondence Files	2007	07-EO-002	
21	Correspondence Files	2008	08-EO-002	
21	Correspondence Files	2008	08-EO-003	
21	Correspondence Files	2009	09-EO-002	
21	Correspondence Files	2010	10-EO-001	
6	IMPREST CKS VOUCHERS 06/97 TO 09/97	1997	97-BS-A-03	
6	BANK STMTS 1994	1994	98-BS-A-01	
6	IMPREST CANCELLED CKS / REFUNDS FY2000	2000	00-BS-A-05	
6	BANK STMTS / IMPREST CASH 1999 TO 2001	1999 - 2001	01-BS-A-04	
6	IMPREST CKS VOUCHERS 2001 TO 2002	2009 - 2002	02-BS-A-00	
6	IMPREST CHECK 09 TO 12, 2002	2002	02-BS-A-03	
20	PRM CHRON FILES FY2002	2002	02-BS-A-03	
6	IMPREST CKS BANK RECON FY2003	2002	03-BS-A-01	
6	IMPREST CKS BANK RECON FY2003	2003	04-BS-A-03	
9	IMPREST CANCELLED CKS FY2005	2003	05-BS-A-02	
20	MISC CHRON. ACCT FILES FY2005	2005	05-BS-A-07	
20	CHRON FILES FY2006	2006	06-BS-A-02	
6	IMPREST CANCELLED CK FY2006	2006	06-BS-A-07	
6	IMPREST CANCELLED CK FY2006	2006	06-BS-A-07	
6	IMPREST BANK RECON FY2006	2006	06-BS-A-07	
6	IMPREST CANCELLED CKS FY2007	2007	07-BS-A-00	
20	FY2007 CHRON. FILES	2007	07-BS-A-07	

32	FY2008 MISC GRANT FILES	2008	07-BS-A-03
7	IMPREST CK REG. FY2009	2009	11-BS-A-02
7	IMPREST CK REG. FY2009	2009	11-BS-A-02
6	IMPREST CANCELLED CKS FY2009	2009	11-BS-A-02
7	IMPREST CK REG. FY2012	2012	12-BS-A-01
7	IMPREST CK REG. FY2012	2012	12-BS-A-02
7	IMPREST CK REG. FY2013	2013	13-BS-A-02
7	IMPREST CK REG. FY2013	2013	13-BS-A-03
7	IMPREST CK REG. FY2013	2013	13-BS-A-03
7	IMPREST CK REG. FY2014	2014	14-BS-A-01
6	IMPREST RECON & INVOICES FY2014	2014	14-BS-A-02
7	IMPREST CK REG. FY2015	2015	15-BS-A-00
7	IMPREST CK REG. FY2015	2015	15-BS-A-00
7	IMPREST CK REG. FY2015	2015	15-BS-A-02
6	IMPREST CANCELLED CK FY2015	2015	15-BS-A-03
6	IMPREST CANCELLED CK FY2015	2015	15-BS-A-03
21	Correspondence Files – Memos, misc Belmont pool memos, City rehab program, constituent letters	1998	98-MB-011
39	Boat Check Reports – Belmont Pier boat checks, guest dock checks	2006-2007	07-MB-119
35	Administration Files – Updates for dry boat storage LBSM	2008-2009	10-MB-05
35	Administration Files – ABM Updates, MA, MM, MO updates	2008-2009	10-MB-08
40	Guest Mooring Invoices – Blue copies guest mooring invoices	2003-2006	10-MB-09
40	Guest Mooring Invoices – Blue copies guest mooring invoices	2003-2009	10-MB-10
40	Guest Mooring Invoices – ABM guest mooring invoices #3100-7500	2006-2010	10-MB-37
39/43	Boat Checks/Impound Records – ABM Seawall boat checks 2002, impounds 2006-2007	2002-2007	10-MB-38
39	Boat Checks – Marine Stadium boat checks, seawall boat checks, key logs	2002	10-MB-39
39	Boat Checks – ABM boat checks	2002	10-MB-40
43	Impound Records – ABM impounds	2002	10-MB-41
39	Boat Checks – SHMR, MT, SEMR boat checks	2001-2003	10-MB-42
41	Guest Reservation Cards – ABM guest key deposits/waiting list cards	2002-2009	15-MB-017
43	Impound Records – ABM impounds	2016	15-MB-027
39,43	Boat Checks/Impound – 2013 LBSM boat check reports & impound records	2013	15-MB-050
39,43	Boat Check/Impound – 2012 LBSM boat check reports & impound records	2012	15-MB-051

39,43	Boat Checks/Impound – 2011 LBSM boat check reports & impound records	2011	15-MB-052	
41	Guest Reservation Cards – 2012-2014 Guest Reservation cards	2012-2014	15-MB-053	
59	Payroll Time Sheets	2001	01-BS-PP-037	
59	Payroll Time Sheets	2003	03-BS-PP-033	
59	Payroll Time Sheets	2004	04-BS-PP-000	
59	Payroll Time Sheets	2004	04-BS-PP-000	
59	Payroll Time Sheets	2004	04-BS-PP-000	
59	Payroll Time Sheets	2004	04-BS-PP-000	
59	Payroll Time Sheets	2005	05-BS-PP-000	
59	Payroll Time Sheets	2005	05-BS-PP-023	
59	Payroll Time Sheets	2005	05-BS-PP-078	
59	Payroll Time Sheets	2005	05-BS-PP-079	
59	Payroll Time Sheets	2005	05-BS-PP-080	
59	Payroll Time Sheets	2006	06-BS-PP-001	
59	Payroll Time Sheets	2007	07-BS-PP-000	
59	Payroll Time Sheets	2007	07-BS-PP-000	
59	Payroll Time Sheets	2007	07-BS-PP-028	
59	Payroll Time Sheets	2008	08-BS-PP-001	
59	Payroll Time Sheets	2008	08-BS-PP-033	
59	Payroll Time Sheets	2009	09-BS-PP-006	
59	Payroll Time Sheets	2010	10-BS-PP-003	
59	Payroll Time Sheets	2010	10-BS-PP-006	
59	Payroll Time Sheets	2010	10-BS-PP-013	
59	Payroll Time Sheets	2011	11-BS-PP-001	
59	Payroll Time Sheets	2011	11-BS-PP-007	
59	Payroll Time Sheets	2012	12-BS-PP-016	
59	Payroll Time Sheets	2012	12-BS-PP-019	
59	Payroll Time Sheets	2013	13-BS-PP-002	
59	Payroll Time Sheets	2013	13-BS-PP-003	
59	Payroll Time Sheets	2013	13-BS-PP-005	
59	Payroll Time Sheets	2013	13-BS-PP-011	
59	Payroll Time Sheets	2013	13-BS-PP-012	
59	Payroll Time Sheets	2013	13-BS-PP-013	
59	Payroll Time Sheets	2013	13-BS-PP-014	
59	Payroll Time Sheets	2013	13-BS-PP-020	
59	Payroll Time Sheets	2013	13-BS-PP-021	
59	Payroll Time Sheets	2013	13-BS-PP-022	
59	Payroll Time Sheets	2013	13-BS-PP-023	

59	Payroll Time Sheets	2014	14-BS-PP-006	
59	Payroll Time Sheets	2014	14-BS-PP-007	
59	Payroll Time Sheets	2014	14-BS-PP-009	
59	Payroll Time Sheets	2014	14-BS-PP-010	
59	Payroll Time Sheets	2014	14-BS-PP-021	
59	Payroll Time Sheets	2014	14-BS-PP-025	
59	Payroll Time Sheets	2014	14-BS-PP-027	
59	Payroll Time Sheets	2014	14-BS-PP-028	
59	Payroll Time Sheets	2014	14-BS-PP-029	
59	Payroll Time Sheets	2014	14-BS-PP-030	
59	Payroll Time Sheets	2014	14-BS-PP-031	
59	Payroll Time Sheets	2014	14-BS-PP-032	
59	Payroll Time Sheets	2014	14-BS-PP-034	
59	Payroll Time Sheets	2015	15-BS-PP-004	
59	Payroll Time Sheets	2015	15-BS-PP-008	
59	Payroll Time Sheets	2015	15-BS-PP-017	
59	Payroll Time Sheets	2015	15-BS-PP-023	
59	Payroll Time Sheets	2015	15-BS-PP-024	
59	Payroll Time Sheets	2015	15-BS-PP-026	
59	Payroll Time Sheets	2015	15-BS-PP-027	
59	Payroll Time Sheets	2015	15-BS-PP-040	
59	Payroll Time Sheets	2015	15-BS-PP-043	
59	Payroll Time Sheets	2015	15-BS-PP-044	
59	Payroll Time Sheets	2015	15-BS-PP-045	
59	Payroll Time Sheets	2015	15-BS-PP-046	
59	Payroll Time Sheets	2015	15-BS-PP-048	
59	Payroll Time Sheets	2015	15-BS-PP-050	
59	Payroll Time Sheets	2015	15-BS-PP-051	
59	Payroll Time Sheets	2015	15-BS-PP-053	
59	Payroll Time Sheets	2015	16-BS-PP-004	
59	Payroll Time Sheets	2016	16-BS-PP-006	
59	Payroll Time Sheets	2016	16-BS-PP-007	
59	Payroll Time Sheets	2016	16-BS-PP-008	
59	Payroll Time Sheets	2016	16-BS-PP-009	
59	Payroll Time Sheets	2016	16-BS-PP-015	
59	Payroll Time Sheets	2016	16-BS-PP-016	
59	Payroll Time Sheets	2017	17-BS-PP-001	
59	Payroll Time Sheets	2017	17-BS-PP-002	
59	Payroll Time Sheets	2017	17-BS-PP-004	
59	Payroll Time Sheets	2017	17-BS-PP-005	
59	Payroll Time Sheets	2017	17-BS-PP-007	
59	Payroll Time Sheets	2017	17-BS-PP-008	
59	Payroll Time Sheets	2017	17-BS-PP-009	
59	Payroll Time Sheets	2017	17-BS-PP-011	
59	Payroll Time Sheets	2017	17-BS-PP-014	

59	Payroll Time Sheets	2018	18-BS-PP-001
59	Payroll Time Sheets	2018	18-BS-PP-002
59	Payroll Time Sheets	2018	18-BS-PP-003
59	Payroll Time Sheets	2018	18-BS-PP-004
59	Payroll Time Sheets	2018	18-BS-PP-006
59	Payroll Time Sheets	2018	18-BS-PP-007
59	Payroll Time Sheets	2018	18-BS-PP-008
59	Payroll Time Sheets	2018	18-BS-PP-009
59	Payroll Time Sheets	2018	18-BS-PP-010
59	Payroll Time Sheets	2018	18-BS-PP-011
25	Print Screens; budget doc's (fy95-96); Print Screens; budget doc's (fy96-97)	1995-1997	97-BS-AD-001
26	Bprep reports (fy96-97); Bprep reports (fy97-98)	1996-1998	98-BS-AD-002
11	Billing (fy97-98); inventory -warehouse (10/97); JV's (97-98)	1997-1998	98-BS-AD-003
19	MOU's (97-98 and 98-99); Tech Svcs. Base-Level MOU's (98-99)	1997-1998	99-BS-AD-001
25	Budget doc's (96-97); print screens, budget doc's (97-98); print screens, budget doc's (98-99)	1996-1999	99-BS-AD-002
24	Adopted resource allocation plans; capital improvement program; cost allocation plan.	1993-1996	99-BS-AD-003
19	Benefits files; council letters 1999; fees & charges 94-98; action items 1999	1994-1999	99-BS-AD-005
20	Chron 99; 97-99 budget adjustments; disaster/flood-95; Chron 99; rec commission 99; dept sched 96-99 (samples)	1997-1999	99-BS-AD-006
19	Public use computer survey, transforming local gov.	1999	99-BS-AD-008
23	Welfare to Work; PARS/PERS Western Baseball league; Park rangers 94-2000; Court referral work program; business operations survey; advisory/commission reports; critical accident log; report to commission 2001; water issues & agreements; team building 1999; summer youth enrichment program; Queensway Bay plan; annual reports; strategic plan retreat 2000; violence workplace threats.	1994-2000	01-BS-AD-001
21	Correspondence Files - AB188 Smoking Ban 95-02; API/ADT Alarm Systems 97-01; Sonitrol Alarm 99-01; Charity Drive 00-02; CPRS Conf. 98	1995-2002	02-BS-AD-101
26	Budget Work Files - Tech Svcs. MOUs-2005; 2003 & 2004 Budget Info/notes	2003-2005	05-BS-AD-101
26	Budget Work Files - FY04-05 ETCs; Verizon Pay Phones; B. Nieves memos/docs; FY99-00 budget docs.	1999-2005	05-BS-AD-102
19	Administration Files - Patron Accident Reports	2002-2005	05-BS-AD-103
19	Administration Files - Contractor/Consultant files/info; Customer Satisfaction Reports 94-05; committee agendas	1994-2005	05-BS-AD-104
9	Journal Voucher - Bus. Ops. Analyst JV working copies.	2002-2005	05-BS-AD-105
19	Administration Files - FY2006 ETC worksheets; 2005-2006 EEOC Quarterly FY2006 ETC worksheets; 2005-2006 EEOC Quarterly Reports; 11/05-9/06 JV forms; Sonitrol files/notes	2005-2006	06-BS-AD-101