RESOLUTION NO. 13-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER. CALIFORNIA, AUTHORIZING DESTRUCTION OF CERTAIN RECORDS (CITY PROPERTY DAMAGE CLAIMS, CLAIMS AGAINST THE CITY, RISK AGENDAS, SUMMER DAY MANAGEMENT CAMP, SPORTS, REGISTRATION-RECREATION **REFUNDS-RECREATION** PROGRAMS. PROGRAMS, **RECREATION-CITY FACILITY** USE, **REPETITIVE** MAINTENANCE REPORTS, ANTELOPE VALLEY FILM OFFICE, SERVICE ACCIDENT/INCIDENT/DAMAGE REPORTS, RECREATION LOG BOOKS, ACCOUNTS PAYABLE ENCUMBRANCE ACCOUNTS PAYABLE, **BUSINESS** REPORTS, LICENSE FILES, VIOLATION OF MUNICIPAL CODE-BUSINESS LICENSE, BANKING RECORDS, FINANCIAL REPORTS, FINANCIAL REPORTS - STATE CONTROLLER REPORTS, PAYROLL, PAYROLL-REGISTERS, PAYROLL-EMPLOYEE FILES, STATE & FEDERAL INCOME TAX, PURCHASE ORDERS, PARKING CITATIONS, INSURANCE-CITY AS INSURED, INSURANCE-CITY AS ADDITIONAL INSURED, APPEALS, PUBLIC REQUESTS. DOCUMENTATION. RECORDS RECORDS CENTER SUBPOENAS, AFFIDAVITS OF PUBLICATION, CLOSED SESSION, SPEAKER CARDS, PRECINCT ELECTION RECORDS, ABSENTEE VOTING RECORDS, INSPECTOR RECEIPTS, ELECTION RELATED DOCUMENTS, BALLOTS, ELECTION CORRESPONDENCE, PLANS AND PLAN CHECK)

WHEREAS, Government Code Section 34090 et. seq, authorizes the City Council to destroy those City records, documents, and supplies after the same are no longer required, with the approval of the Legislative Body by resolution, and the written consent of the City Attorney;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- Section 1. The City Council finds that the records set forth in "Exhibit A" (City Property Damage Claims) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.
- Section 2. The City Council finds that the records set forth in "Exhibit A" (Claims Against the City) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 25105.5 for destruction and are older than active plus five years.
- Section 3. The City Council finds that the records set forth in "Exhibit A" (Risk Management Agendas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than current year plus five years.
- Section 4. The City Council finds that the records set forth in "Exhibit B" (Summer Day Camp) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years.

- Section 5. The City Council finds that the records set forth in "Exhibit B" (Sports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years plus annual review.
- Section 6. The City Council finds that the records set forth in "Exhibit B" (Registration-Recreation Programs) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.
- Section 7. The City Council finds that the records set forth in "Exhibit B" (Refunds-Recreation Programs) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years.
- Section 8. The City Council finds that the records set forth in "Exhibit B" (Recreation-City Facility Use) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus four years.
- Section 9. The City Council finds that the records set forth in "Exhibit B" (Repetitive Maintenance Reports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years plus annual review.
- Section 10. The City Council finds that the records set forth in "Exhibit B" (Antelope Valley Film Office) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus two years plus annual review.
- Section 11. The City Council finds that the records set forth in "Exhibit B" (Service Requests) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.
- Section 12. The City Council finds that the records set forth in "Exhibit B" (Accident/Incident/Damage Reports) attached hereto and incorporated by reference, are eligible under 29 CFR 1904.2 and 29 CFR 1904.6 for destruction and are older than while current plus seven years.
- Section 13. The City Council finds that the records set forth in "Exhibit B" (Grants) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus five years.
- Section 14. The City Council finds that the records set forth in "Exhibit B" (Recreation Log Books) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years.

- Section 15. The City Council finds that the records set forth in "Exhibit C" (Accounts Payable Encumbrance Report) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus three years.
- Section 16. The City Council finds that the records set forth in "Exhibit C" (Accounts Payable) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 40802 and 34090.7 for destruction and are older than audit plus five years.
- Section 17. The City Council finds that the records set forth in "Exhibit C" (Business License Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus three years.
- Section 18. The City Council finds that the records set forth in "Exhibit C" (Violation of Municipal Code Business License) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than while current plus five years.
- Section 19. The City Council finds that the records set forth in "Exhibit C" (Banking Records) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 26 CFR 16001-1, CCP 337, FC 3368, 30210 and Government Code § 43900 et seq. for destruction and are older than audit plus five years.
- Section 20. The City Council finds that the records set forth in "Exhibit C" (Financial Reports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus five years.
- Section 21. The City Council finds that the records set forth in "Exhibit C" (Financial Reports State Controller Reports) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than audit plus ten years.
- Section 22. The City Council finds that the records set forth in "Exhibit C" (Payroll) attached hereto and incorporated by reference, are eligible under Government Code § 34090; 26 CFR 16001.1, 29 CFR 1627.3(s); 29 CFR 516.2; 41 CFR 50-201.501; 20 CFR 516.1(1); 29 CFR 655.202; IRS Reg 31.6001-1(e)(z); R&T 19530; LC 1174(d) for destruction and are older than audit plus five years.
- Section 23. The City Council finds that the records set forth in "Exhibit C" (Payroll Registers) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CAC 22-1085-2, 26 CFR 31.6001-1, 29 CFR 516.5, 516.6, LC 1174(d) for destruction and are older than audit plus ten years.
- Section 24. The City Council finds that the records set forth in "Exhibit C" (Payroll Employee Files) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus five years.

- Section 25. The City Council finds that the records set forth in "Exhibit C" (State & Federal Income Tax) attached hereto and incorporated by reference, are eligible under Government Code § 34090, 41 CFR 50-201.501 for destruction and are older than audit plus ten years.
- Section 26. The City Council finds that the records set forth in "Exhibit C" (Purchase Orders) attached hereto and incorporated by reference, are eligible under Government Code § 34090 and CCP 337 for destruction and are older than audit plus three years.
- Section 27. The City Council finds that the records set forth in "Exhibit C" (Parking Citations) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.
- Section 28. The City Council finds that the records set forth in "Exhibit D" (Insurance City as Insured) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus ten years.
- Section 29. The City Council finds that the records set forth in "Exhibit D" (Insurance City as Additional Insured) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than term plus three years.
- Section 30. The City Council finds that the records set forth in "Exhibit D" (Appeals) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus two years.
- Section 31. The City Council finds that the records set forth in "Exhibit D" (Public Records Request) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 32. The City Council finds that the records set forth in "Exhibit D" (Records Center Documentation) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 33. The City Council finds that the records set forth in "Exhibit D" (Subpoenas) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than active plus three years.
- Section 34. The City Council finds that the records set forth in "Exhibit D" (Affidavits of Publication) attached hereto and incorporated by reference, are eligible under Government Code § 34090, CCP 343, 349 et seq. for destruction and are older than current year plus seven years.
- Section 35. The City Council finds that the records set forth in "Exhibit D" (Closed Session) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.

- Section 36. The City Council finds that the records set forth in "Exhibit D" (Speaker Cards) attached hereto and incorporated by reference, are eligible under Government Code § 34090.7 for destruction and are older than six months.
- Section 37. The City Council finds that the records set forth in "Exhibit D" (Precinct Election Records) attached hereto and incorporated by reference, are eligible under Election Code § 17304(b) for destruction and are older than while current plus six months.
- Section 38. The City Council finds that the records set forth in "Exhibit D" (Absentee Voting Records) attached hereto and incorporated by reference, are eligible under Election Code § 17505(b) for destruction and are older than while current plus six months.
- Section 39. The City Council finds that the records set forth in "Exhibit D" (Inspector Receipts) attached hereto and incorporated by reference, are eligible under Election Code § 17302 for destruction and are older than while current plus six months.
- Section 40. The City Council finds that the records set forth in "Exhibit D" (Ballots) attached hereto and incorporated by reference, are eligible under Election Code § 17302, 17306 for destruction and are older than while current plus six months.
- Section 41. The City Council finds that the records set forth in "Exhibit D" (Election Related Documents) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 42. The City Council finds that the records set forth in "Exhibit D" (Election-Correspondence) attached hereto and incorporated by reference, are eligible under Government Code § 34090 for destruction and are older than two years.
- Section 43. The City Council finds that the records set forth in "Exhibit E" (Plans and Plan Checks) attached hereto and incorporated by reference, are eligible under Government Code § 34090, H & S 19850 for destruction and are older than current year plus two years.
- Section 44. The City Council of the City of Lancaster does hereby authorize the City Clerk to destroy those eligible records, documents, books or papers described in "Exhibits A, B, C, D and E."

PASSED, APPROVED and ADOPTED this	day of	, 2013, by the following vote.
AYES:		
NOES:		
ABSTAIN:		
ABSENT:		
ADSENT.		
ATTEST:	APPROV	/ED:
GERI K. BRYAN, CMC	R. REX I	PARRIS
City Clerk	Mayor City of I	ongostar
City of Lancaster	City of L	ancaster
STATE OF CALIFORNIA } COUNTY OF LOS ANGELES }		
CITY OF LANCASTER }		
CERTIFICATION (TION
CITY CO	DUNCIL	
I,,		City of Lancaster, CA
I,	copy of the	original Resolution No. 13-06, for
WITNESS MY HAND AND THE SEAL OF TH	IE CITY OF	LANCASTER, on this
day of		,
(seal)		

Resolution No. 13-06 Page 6

Exhibit "A" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 13-06**, as approved by the City Council, the following records of your Department are eligible for final destruction on **February 12, 2013**.

Department	HUMAN RESO	URCES
-	I do hereby approve the final d	isposition of the below listed records.
Donautmant	Annaval	
Department	Beverly Glode, Human	Resources
	& Risk Management Di	
City Attorne	y Approval David R. McEwo	
	David R. McEwo	en Date
City Clerk A	approval	
City Civilia	Geri K. Bryan, C	CMC Date
Date/Range	Records Series Title	Records Center Box Location
2009/2010	City Proporty Domogo Claims	CCV 1138
2009/2010	City Property Damage Claims Claims Against the City	CCV 1138 CCV 1139
2007	Risk Management Agendas	CCV 1140
Disposition Method	:	
Non-	confidential Confiden	tial Archives
1,011		
CERTIFICATE		
OF DESTRUCTION		
	ify that the above s were disposed of on	
listed fection	Date	Witness (signature)
Please return this fo		lowing destruction, you will receive a copy
	ss of the destruction.	

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Exhibit "B" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 13-06,** as approved by the City Council, the following records of your Department are eligible for final destruction on **February 12, 2013**.

Department	PARKS, RECREATION & ARTS	
I de	o hereby approve the final disposition of the	below listed
	records.	
Department Appro	oval	
- · · · · · · · · · · · · · · · · · · ·	Ronda Perez,	Date
	Parks, Recreation & Arts Direct	or
City Attorney App	proval	
City Tittorney Tipp	David R. McEwen	Date
City Clerk Approv	va l	
City Clerk rippio	Geri K. Bryan, CMC	Date
<u>Date/Range</u>	Records Series Title Records	Center Box Location
2007	Summer Day Camp	LL 2406
2010	Sports	R 1388
2010	Sports	R 1389
2009	Sports	R 1401
2009	Sports	R 1407
2010	Sports	R 1408
2010	Sports	R 1410
2010	Sports	R 1418
2010	Registration-Recreation Programs	R 1390
2010	Registration-Recreation Programs	R 1404
2010	Refunds-Recreation Programs	NN 2563
Disposition Method:		
Non-confi	dentialConfidential	Archives
CERTIFICATE		
OF DESTRUCTION		
I hereby certify th	at the above	
listed records were		
	<u> </u>	itness (signature)
Please return this form to	City Clerk Department. Following destruct	ion, you will receive a copy

Page 1 of 2 Dest Form 10/98

signed by the witness of the destruction.

Exhibit "B" APPROVAL FOR

and

CERTIFICATE OF DESTRUCTION Resolution No. 13-06

Department Parks, Recreation & Arts

Date February 12, 2013

Page 2 of 2

Date/Range **Records Series Title Records Center Box Location** 2008 Recreation –City Facility Use G 500 Repetitive Maintenance Reports 2010 R 1414 Repetitive Maintenance Reports 2010 R 1416 Antelope Valley Film Office 2009/2010 OO 5227 2009/2010 Service Requests R 1412 2005 Accident/Incident Reports F 458 2007 EE 1897 Grants Grants 2007 OO 5230 2007 Recreation Log Books LL 2407

Exhibit "C" APPROVAL FOR and

CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 13-06**, as approved by the City Council, the following records of your Department are eligible for final destruction on **February 12, 2013**.

Department	FINANCE	
-	nereby approve the final dispo	osition of the below listed records.
.	1	
Department Approva	Barbara Boswell, Finance l	Director Date
	Darbara Doswen, Phiance I	Date Date
City Attorney Appro	oval	
The state of the s	David R. McEwen	Date
City Clerk Approval		
	Geri K. Bryan, CMC	Date
Date/Range	Records Series Title	Records Center Box Location
2006-2007	Accounts Payable – Encum	nbrance KK 2328
2006-2007	Accounts Payable - Encum	
2006-2007	Accounts Payable	A 66
2006-2007	Accounts Payable	B 101
2006-2007	Accounts Payable	В 130
2006-2007	Accounts Payable	В 136
2006-2007	Accounts Payable	B 154
2006-2007	Accounts Payable	B 160
2006-2007	Accounts Payable	C 173
2006-2007	Accounts Payable	C 184
2006-2007	Accounts Payable	C 199
2006-2007	Accounts Payable	C 201
2006-2007	Accounts Payable	C 215
2006-2007	Accounts Payable	C 220
2006-2007	Accounts Payable	D 259
Disposition Method:		
Non-confide	ntial Confidentia	l Archives
CERTIFICATE OF DESTRUCTION		
I hereby certify that	the above	
listed records were d		
	Date	Witness (signature)
Please return this form to Ci		ving destruction, you will receive a co
signed by the witness of the		,,

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Exhibit "C" APPROVAL FOR

and

CERTIFICATE OF DESTRUCTION Resolution No. 13-06

Department	Finance	
_		
Date	February 12, 2013	
	·	

Page 2 of 4

Date/Range	Records Series Title	Records Center Box Location
2006-2007	Accounts Payable	D 294
2006-2007	Accounts Payable	D 296
2006-2007	Accounts Payable	D 298
2006-2007	Accounts Payable	D 300
2006-2007	Accounts Payable	D 302
2006-2007	Accounts Payable	D 303
2006-2007	Accounts Payable	D 306
2006-2007	Accounts Payable	D 308
2006-2007	Accounts Payable	DD 1789
2006-2007	Accounts Payable	DD 1793
2006-2007	Accounts Payable	E 400
2006-2007	Accounts Payable	EE 1865
2006-2007	Accounts Payable	EE 1867
2006-2007	Accounts Payable	F 470
2006-2007	Accounts Payable	FF 1921
2006-2007	Accounts Payable	FF 1925
2006-2007	Accounts Payable	FF 1929
2006-2007	Accounts Payable	FF 1930
2006-2007	Accounts Payable	FF 1931
2006-2007	Accounts Payable	FF 1935
2006-2007	Accounts Payable	FF 1945
2006-2007	Accounts Payable	FF 1983
2006-2007	Accounts Payable	G 530
2006-2007	Accounts Payable	H 603
2006-2007	Accounts Payable	II 2162
2006-2007	Accounts Payable	II 2228
2006-2007	Accounts Payable	JJ 2305
2006-2007	Accounts Payable	JJ 2307
2006-2007	Accounts Payable	JJ 2309
2006-2007	Accounts Payable	JJ 2311
2006-2007	Accounts Payable	JJ 2313
2006-2007	Accounts Payable	JJ 2315
2005-2006	Accounts Payable	KK 2327
2006-2007	Accounts Payable	O 1131
2006-2007	Accounts Payable	PP 2797
2006-2007	Accounts Payable	PP 2799

Exhibit "C" APPROVAL FOR and

CERTIFICATE OF DESTRUCTION

Resolution No. 13-06

Department	Finance	
Doto	Echmony 12, 2012	
Date	February 12, 2013	

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Date/Range	Records Series Title	Records Center Box Location
2008-2009	Business License Files	R 1421
2008-2009	Business License Files	R 1423
2008-2009	Business License Files	S 1441
2008-2009	Business License Files	S 1453
2008-2009	Business License Files	S 1455
2008-2009	Business License Files	S 1457
2008-2009	Business License Files	S 1458
2008-2009	Business License Files	S 1460
2008-2009	Business License Files	S 1498
2008-2009	Business License Files	S 1500
2008-2009	Business License Files	S 1514
2008-2009	Business License Files	S 1518
2008-2009	Business License Files	S 1520
2008-2009	Business License Files	KK 2361
2008-2009	Business License Files	OO 2712
7/06-2/07	Violation of Municipal Cod	e OO 2659
3/07-2/07	Violation of Municipal Cod	e OO 2684
7/05 -6/07	Banking Records	DD 1801
2007	Financial Reports	RR 2894
1988-2002	Financial Reports	O 1139
	-State Controller Reports	
2005-2006	Payroll	II 2169
2005-2006	Payroll	II 2171
2005-2006	Payroll	II 2173
2005-2006	Payroll	II 2197
2005-2006	Payroll	II 2201
2005-2006	Payroll	II 2205

Exhibit "C" APPROVAL FOR and

CERTIFICATE OF DESTRUCTION Resolution No. 13-06

Department	Finance	
Date	February 12, 2013	

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Date/Range	Records Series Title	Records Center Box Location
2006-2007	Payroll	PP 2721
2006-2007	Payroll	PP 2723
2006-2007	Payroll	PP 2725
2006-2007	Payroll	PP 2741
2006-2007	Payroll	PP 2743
2006-2007	Payroll	PP 2745
2006-2007	Payroll	PP 2747
2006-2007	Payroll	QQ 2865
2006-2007	Payroll	QQ 2867
2006-2007	Payroll	QQ 2869
2006-2007	Payroll	QQ 2871
2006-2007	Payroll	QQ 2873
2006-2007	Payroll	QQ 2875
2006	Payroll	PP 2757
2001	Payroll – Registers	BB 1617
2006-2007	Payroll – Employee files	S 1511
2003	Payroll – Employee files	BB 1671
2001	State & Federal Income Tax	CCV 1141
2008-2009	Purchase Orders	JJ 2241
2008-2009	Purchase Orders	JJ 2242
2008-2009	Purchase Orders	JJ 2243
2008-2009	Purchase Orders	JJ 2244
2008-2009	Purchase Orders	JJ 2245
2008-2009	Purchase Orders	JJ 2247
2007-2010	Parking Citations	CCV 1142

Exhibit "D" APPROVAL FOR and CERTIFICATE OF DESTRUCTION

In accordance with the City of Lancaster Records Disposition Schedule, and **Resolution No. 13-06**, as approved by the City Council, the following records of your Department are eligible for final destruction on **February 12**, **2013**.

Departme	ent <u>CITY CLERK</u>	
	I do hereby approve the final dispos	sition of the below listed records.
Departme	ent Approval	
Departine	Geri K. Bryan, CMC, City C	
	2011 121 21 311, 21120, 2119	240
City Attor	rney Approval	
	David R. McEwen	Date
Date/Range	Records Series Title	Records Center Box Location
2001-2002	Insurance – City as Insured	CCV 1143
009	Insurance – City as Additional Ins	
/10-10/10	Appeals	CCV 1145
010	Public Records Requests	CCV 1146
999-2008	Records Center Documentation	CCV 1147
009	Subpoenas	CCV 1148
/04-12/05	Affidavits of Publication	CCV 1149
/10-12/10	Closed Session	CCV 1150
/12-6/12	Speaker Cards	CCV 1151
risposition Meth	nod:	
N	on-confidentialConfidential	Archives
•	ION certify that the above ords were disposed of on	
	Date	Witness (signature)
	form to City Clerk Department. Followiness of the destruction.	ing destruction, you will receive a c

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Exhibit "D" APPROVAL FOR

and

CERTIFICATE OF DESTRUCTION Resolution No. 13-06

Department	City Clerk
Date	February 12, 2013
Page 2 of 2	

Records Series Title	Records Center Box Location
Durainat Election Decouds	CCV 1152
	CCV 1152
Absentee Voting Records	CCV 1153
Inspector Receipts	CCV 1154
Ballots	CCV 1155
Election Documents	CCV 1156
Election Correspondence	CCV 1157
	Precinct Election Records Absentee Voting Records Inspector Receipts Ballots Election Documents

Exhibit "E" **APPROVAL FOR** and **CERTIFICATE OF DESTRUCTION**

In accordance with the City of Lancaster Records Disposition Schedule, and Resolution No. 13-06, as approved by the City Council, the following records of your Department are eligible for final destruction on February 12, 2013.

Department	PUBLIC WORKS I do hereby approve the final dispos records.	ition of the below listed
Department A	pproval Robert Neal Public Works Director	Date
City Attorney	ApprovalDavid R. McEwen	Date
City Clerk Ap	proval Geri K. Bryan, CMC	Date
Date/Range	Records Series Title	Records Center Box Location
1974-2009	Plans and Plan Checks	CCV 1158
Disposition Method:		
Non-co	onfidentialConfidential	Archives
listed records		Witness (signature) ng destruction, you will receive a copy

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