



CITY OF BEAUMONT

To: City Attorney
 From: Nicole Wheelwright, Deputy City Clerk
 Subject: Request for Destruction of Records

I am requesting approval to destroy the records listed below because they have met the retention as specified in the City of Beaumont Retention Schedule. The records are not the subject of any claim, litigation, investigation, or audit.

 Department Head

 Date

DATE OF LAST DOCUMENT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
09/06/2005	Project Progress Report – Noble Creek Park Improvements 702-04-01	Minimum of 2 years/no longer required	CC-011
06/25/2002	Certificate of Fee Exemption – Stewart park Playground Equipment 702-03-03	Minimum of 2 years/no longer required	CC-011
07/24/2009	Semi-Annual Report for Federal Grant – Sports Park 702-03-04	Minimum of 2 years/no longer required	CC-011
02/21/2006	Staff Report – Master Agricultural Reserve Plan 702-05-01	Minimum of 2 years/no longer required	CC-011
04/23/1998	Staff Report – World Changers Site Selection Committee 703-03-02	Minimum of 2 years/no longer required	CC-011
08/23/1994	Staff Report – Payment to School District for Block Grant Funds 704-01-04	Minimum of 2 years/no longer required	CC-011
03/06/1996	Correspondence from BUSD regarding Truancy Program 704-01-05	Minimum of 2 years/no longer required	CC-011
11/07/2000	Correspondence to BUSD regarding Safe Routes to Schools Program 704-01-07	Minimum of 2 years/no longer required	CC-011

06/06/2002	Correspondence to BUSD regarding Three Rings Elementary and Mountain View Middle Schools Will Service Sewer Letter 704-01-11	Minimum of 2 years/no longer required	CC-011
06/14/2005	Correspondence from BUSD regarding proposal to close 5 th street 704-03-01	Minimum of 2 years/no longer required	CC-011
06/17/2005	Correspondence from BUSD requesting fees to design an Aquatic Center 704-04-01	Minimum of 2 years/no longer required	CC-011
12/05/1994	Correspondence regarding room rental 705-01-01	Minimum of 2 years/no longer required	CC-011
02/03/2004	Staff Report – Authorizing submittal of application to Edison 800-01-01	Minimum of 2 years/no longer required	CC-011
06/12/1995	Correspondence regarding a broken sewer line 801-02-01	Minimum of 2 years/no longer required	CC-011
05/22/1995	Staff Report – Single Family Dwelling Sewer Connection 801-03-02	Minimum of 2 years/no longer required	CC-011
05/06/1996	Staff Report – Placing Delinquent Sewer and Refuse Billing on County Tax Roll 801-03-03	Minimum of 2 years/no longer required	CC-011
07/28/1994	Correspondence regarding costs of registering bonds and annual administration 1983-1 801-04-01	Minimum of 2 years/no longer required	CC-011
04/28/1998	Staff Report – Authorizing submittal of application for construction loan for wastewater reclamation project 801-04-03	Minimum of 2 years/no longer required	CC-011
05/12/1998	Staff Report – Sludge management 801-04-04	Minimum of 2 years/no longer required	CC-011
01/04/1994	Correspondence regarding an alley sinkhole 807-01-01	Minimum of 2 years/no longer required	CC-011
09/17/2001	Environmental Exemption – 6 th Street Widening Ph II 807-01-02	Minimum of 2 years/no longer required	CC-011
09/25/1995	Staff Report – Approval of plans for Cherry Lane Alley Renovation 807-01-03	Minimum of 2 years/no longer required	CC-011
06/30/1996	Correspondence regarding water supply irrigating Highland Springs slope 807-01-07	Minimum of 2 years/no longer required	CC-011
09/23/1996	Staff Report – RDA concept plan review for 6 th Street Striping Project 807-01-08	Minimum of 2 years/no longer required	CC-011

02/22/2000	Staff Report – Street Improvement Update 807-01-12	Minimum of 2 years/no longer required	CC-011
01/07/1999	Staff Report – Request of Matching Funds for Highland Springs Road Improvements 807-01-13	Minimum of 2 years/no longer required	CC-011
03/16/2000	Correspondence regarding a request to close Cherry Ave dirt extension N. of 11 th	Minimum of 2 years/no longer required	CC-011
02/28/2001	Bid Documents for Oak View Street Improvements 807-01-16	2 years	AD-003
03/19/2001	Correspondence regarding name change of 14 th Street 807-01-19	Minimum of 2 years/no longer required	CC-011
07/17/2001	Staff Report - Approved plans and specs for Oak View Landscape improvements 807-01-21	Minimum of 2 years/no longer required	CC-011
08/21/2001	Staff Report and Traffic Count for Sixth Street Rehabilitation 807-01-20	Minimum of 2 years/no longer required	CC-011
02/04/2003	Road and Bridge Benefit Mitigation Fee Facility Fee Study 1001-08-01	Minimum of 2 years/no longer required	CC-011
08/17/2010	Staff Report and Correspondence regarding the withdrawal from WRCOG 1001-06-01	Minimum of 2 years/no longer required	CC-011
09/30/1996	Correspondence with the County of Riverside and Invoices regarding Beaumont Ave chip seal 807-01-51	Minimum of 2 years/no longer required	CC-011
02/25/2002	Traffic Study of Orange Ave at 6 th Street 807-01-23	Minimum of 2 years/no longer required	CC-011
Feb 1996	Unsigned Street Improvement Plans for Mountain View Middle School 807-02-01	Minimum of 2 years/no longer required	CC-011
01/20/2004	Staff Report – Viele Avenue Street Closure for Railroad Crossing Improvements 807-04-01	Minimum of 2 years/no longer required	CC-011
04/01/2004	Correspondence regarding four-way stop intersection at Viele and 6 th Street 807-05-01	Minimum of 2 years/no longer required	CC-011
05/29/2002	Correspondence regarding a request for speed bumps in an alley 808-02-02	Minimum of 2 years/no longer required	CC-011

APPROVALS:

City Attorney

Date

City Manager

Date

I certify that such destruction meets the requirements of the City's Records Retention Schedule and all applicable requirements of State and Federal law and have been approved by City Council by Resolution No. _____

City Clerk

Date of Records Destruction