



**CITY OF BEAUMONT**

To: City Clerk  
 From: Department Head  
 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

<b>DATE OF LAST ACT COMPLETED IN FOLDER</b>	<b>DESCRIPTION OF RECORD(S)</b>	<b>TOTAL RETENTION</b>	<b>RETENTION CODE NO.</b>
07/03/2003	Planning Commissioner File – Edward Frisch – document with the longest retention – Form 721 504-07-03	7 Years	CC-014
01/31/2000	Planning Commissioner File – Dillard Greenwood – document with the longest retention – Form 721 504-07-05	7 Years	CC-014
03/30/2001	Planning Commissioner File – Gerald Brey – document with the longest retention – Form 721 504-07-06	7 Years	CC-014
02/02/2001	Planning Commissioner File – David Pensak – document with the longest retention – Form 721 504-07-07	7 Years	CC-014
01/18/2000	Planning Commissioner File – Lawrence Dressel – document with the longest retention – Form 721 504-07-08	7 Years	CC-014
02/03/2003	Planning Commissioner File – Martie Killough – document with the longest retention – Form 721 504-07-12	7 Years	CC-014
01/23/2003	Planning Commissioner File – Leslie Rios – document with the longest retention – Form 721 504-07-13	7 Years	CC-014
01/27/2005	Planning Commissioner File – Joseph Pistilli – document with the longest retention – Form 721 504-07-14	7 Years	CC-014
08/01/2005	Planning Commissioner File – Jim Love –	7 Years	CC-014

	document with the longest retention – Form 721 504-08-01		
12/19/2007	Planning Commissioner File – Samuel Patalano – document with the longest retention – Form 721 504-09-01	7 Years	CC-014
01/25/2005	Planning Commissioner File – Sarah Eberhardt – document with the longest retention – Form 721 504-10-01	7 Years	CC-014
05/17/2007	Planning Commissioner File – Michael Valdivia – document with the longest retention – Form 721 504-14-01	7 Years	CC-014
06/17/2009	Planning Commissioner File – Alan Griffiths – document with the longest retention – Form 721 504-16-01	7 Years	CC-014
01/03/2011	Planning Commissioner File – Brenda Knight – document with the longest retention – Form 721 504-19-01	7 Years	CC-014
02/14/1985	Council Member File – Matthew Russo – document with the longest retention – Form 721 1012-05-01	7 Years	CC-014
08/13/1997	Day Camp File – document with the longest retention – receipts 1005-01-01	5 Years	FIN-011
08/20/1997	Staff Report – Country Fair 1005-01-02	Minimum of 2 years/no longer required	CC-011
03/16/2002	Staff Report – Goal Setting Meeting 1005-01-03	Minimum of 2 years/no longer required	CC-011
05/14/2002	Staff Report – Approval to purchase maintenance truck 1005-02-01	Minimum of 2 years/no longer required	CC-011
05/23/2008	Subdivision Improvement Securities on Tract 31462 Oak Valley Champions 1006-01-05	Release of Bond	PW-003
06/27/2001	San Timoteo Watershed Management Planning Effort Stakeholders Meeting agenda 1010-01-02	2 years	CC-004
04/23/2001	Correspondence from Sunny-Cal Egg and Poultry regarding San Timoteo Watershed Management Authority Stakeholders Meeting 1010-01-04	Minimum of 2 years/no longer required	CC-011
02/27/2001	Staff Report – San Timoteo Watershed management Authority draft budget FY01/02 1010-01-05	Minimum of 2 years/no longer required	CC-011
05/03/2011	Staff Report – Maximum Benefit Compliance update 1010-05-01	Minimum of 2 years/no longer required	CC-011
October 1989	Recall Petition correspondence – William Bauer Jr. 1012-07-01	2 years	CC-029
12/06/2000	Correspondence – City Clerk resignation 1012-22-01	2 Years	AD-007

03/02/1992	Proposal for Services, Redevelopment Planning	Minimum of 2 years/no longer required	CC-011
07/03/2012	Staff Report – Short Range Transit Plan FY12-13 1001-17-01	Close (final expenditure report) + 5 Years	TR-011
01/30/1995	Correspondence regarding Potrero Blvd/60 Interchange Project Study 1002-01-01	Minimum of 2 years/no longer required	CC-011
03/10/1995	Correspondence regarding Lambs Canyon Construction detour 1002-01-02	Minimum of 2 years/no longer required	CC-011
06/09/1995	Correspondence from DOT regarding Caltrans encroachment permit process 1004-01-01	Minimum of 2 years/no longer required	CC-011
07/12/1993	Unsigned MOU between Caltrans and City of Beaumont of a Route 60 study 1004-01-03	Minimum of 2 years/no longer required	CC-011
02/08/2000	Correspondence from Mayors regarding the request of relocation of the Post Office 1003-01-02	Minimum of 2 years/no longer required	CC-011
02/25/2004	Staff Report – Reprogramming of Existing Capital Funds for Transit Services 1001-10-01	Minimum of 2 years/no longer required	CC-011
05/10/2004	Short Range Transit Plan FY05-07 1001-11-01	Close (final expenditure report) + 5 Years	TR-011
01/18/2005	Staff Report – Application for 2005 Surface Transportation Program 1001-14-01	Minimum of 2 years/no longer required	CC-011
06/14/2005	Staff Report – Short Range Transit Plan FY06-08 1001-15-01	Close (final expenditure report) + 5 Years	TR-011
05/14/2008	Short Range Transit Plan 06-07 08-09 Draft 1001-16-01	Close (final expenditure report) + 5 Years	TR-011
10/01/1996	Appraisal Report of vacant land 1201-05-01	Minimum of 5 Years	ED-004
05/01/1994	Notice of Publication for ordinance 1204-01-01	2 Years	CC-002
09/12/1994	Staff Report – Adoption of Capital Improvement Plan 1204-02-01	Minimum of 2 years/no longer required	CC-011
12/30/1994	Annual Report of Financial Transactions of Community Redevelopment Agencies 1204-02-02	Minimum of 2 years/no longer required	CC-011

09/01/2015	Staff Report – Adoption of FY2015-2016 Budget 205-19-07	Minimum of 2 years/no longer required	CC-011
06/19/1996	Staff Report – Adoption of FY1996-97 Budget 205-03-01	Minimum of 2 years/no longer required	CC-011
06/08/1999	Staff Report – Adoption of FY1999-2000 Capital Improvement Plan 205-03-06	Minimum of 2 years/no longer required	CC-011
02/03/2015	Staff Report – Request for proposals for Auditing Services 206-02-05	Minimum of 2 years/no longer required	CC-011
03/11/2015	Public Records Request 206-02-04	2 Years	CC-041
12/23/1994	Insurance survey correspondence 207-01-01	Minimum of 2 years/no longer required	CC-011
02/27/1997	Correspondence regarding Audit of Liability Claims 207-01-04	Minimum of 2 years/no longer required	CC-011
10/28/1996	Staff Report – Designation of Very High Fire Hazard Severity Zones 301-01-01	Minimum of 2 years/no longer required	CC-011
03/13/1996	Correspondence regarding Ambulance Service Providers 302-01-01	Minimum of 2 years/no longer required	CC-011
08/09/1995	Emergency Notification Procedure 302-01-02	Minimum 2 years	AD-016
08/21/1995	Correspondence file regarding Defibrillator Program 302-03-01	Minimum of 2 years/no longer required	CC-011
03/16/2002	Correspondence regarding Beaumont Fire Services 302-04-01	Minimum of 2 years/no longer required	CC-011
05/12/2006	Weed abatement notices 302-06-01	Minimum of 2 years/no longer required	CC-011
03/02/2004	Copy of Resolution 2004-10 Capital Improvement Plan FY 2004/05 205-11-01	Minimum of 2 years/no longer required	CC-011
01/18/2005	Staff Report – Amendment to Capital Improvement Plan FY 2005-2006 205-13-01	Minimum of 2 years/no longer required	CC-011
06/07/2005	FY 2005/06 Approved Budget General Fund 205-14-01	7 Years	FIN-009
05/10/2006	FY 2006/07 Approved Budget General Fund 205-15-01	7 Years	FIN-009
2007	Preliminary Budget FY 2007/08 General Fund Budget 205-17-01	Minimum of 2 years/no longer required	CC-011
12/16/2008	Staff Report – Amendment to Capital	Minimum of 2	CC-011

	Improvement Plan FY 2008/09 205-18-01	years/no longer required	
03/16/2010	Staff Report – Amendment to Capital Improvement Plan FY 2010-11 205-18-02	Minimum of 2 years/no longer required	CC-011
2007	Approved Budget FY 2007/08 General Fund Budget 207-17-01	7 years	FIN-009
12/06/2004	Legal Advertisement 205-12-01	2 years	CC-002
02/05/2002	Staff Report – Amendment to Capital Improvement Plan FY 2001-02 205-06-01	Minimum of 2 years/no longer required	CC-011
06/03/2003	Preliminary Budget FY 2003-04 General Fund 205-07-01	Minimum of 2 years/no longer required	CC-011
06/03/2003	Staff Report – Amendment to Capital Improvement Plan FY 2003/04 205-08-01	Minimum of 2 years/no longer required	CC-011
04/18/2004	Preliminary Budget FY 2004/05 General Fund 205-10-01	Minimum of 2 years/no longer required	CC-011
07/14/1997	Proposed Budget FY 1997/98 General Fund Budget 205-03-02	Minimum of 2 years/no longer required	CC-011
06/09/1998	Staff Report – Amendment to Capital Improvement Plan FY 1998/99 205-03-04	Minimum of 2 years/no longer required	CC-011
1998	Approved Budget FY 1998/99 General Fund 205-03-05	7 years	FIN-009
2000	Preliminary Budget FY 2000/01 205-03-09	7 years	FIN-009
06/12/1999	Staff Report – Amendment to Capital Improvement Plan FY 2000/01 205-03-10	Minimum of 2 years/no longer required	CC-011
2000	Proposed Budget FY 2000/01 205-03-11	Minimum of 2 years/no longer required	CC-011
01/18/2005	Staff Report – Redevelopment Plan Five-Year Implementation 205-03-12	Minimum of 2 years/no longer required	CC-011
06/05/2001	Approved Budget FY 2001/02 205-03-13	7 years	FIN-009
06/19/2001	Staff Report – Amendment to Capital Improvement Plan FY 2001/02 205-03-14	Minimum of 2 years/no longer required	CC-011
06/18/2002	Proposed Budget FY 2002/03 General Fund 205-05-01	Minimum of 2 years/no longer required	CC-011
1999	Proposed Budget FY 1999/00 205-03-07	Minimum of 2 years/no longer required	CC-011

08/22/1994	Appropriations Limit 1993/94 205-03-08	Minimum of 2 years/no longer required	CC-011
06/23/1997	Staff Report – Amendment to Capital Improvement Plan FY 1997/98 205-03-03	Minimum of 2 years/no longer required	CC-011
09/20/2002	Correspondence regarding Approval of 2003-07 Measure A Capital Improvement Plan 205-05-02	Minimum of 2 years/no longer required	CC-011
2000	Proof of Recycling Compliance for Various Businesses 100-01-09	10 years	CC-048
02/17/2004	Walmart related documents including misc correspondence, opposition letters and newspaper clippings 101-04-02	2 years	AD-007
09/27/1996	Form 410 – Save Our Future Committee 104-01-05	7 years	CC-026
06/16/2015	Correspondence - Treasurer Summary Reports 200-01-01	2 years	AD-007
03/07/1995	Correspondence regarding Justice System Policy Advisory Committee 110-10-03	2 years	AD-007
08/04/2015	Staff Report – Standing Financial Committee, Public Notice 200-02-01	2 years	CC-002
02/03/2009	Project Progress Report – Economic Stimulus Plan 201-11-01	Minimum 5 years	AD-012
11/18/2014	Staff Report – 2014 Second Quarter Sales Tax Update 201-12-01	2 years	AD-007
05/16/1997	Correspondence regarding TMG Financial Products Investment Agreements 202-01-03	2 years	AD-007
05/06/1996	Staff Report – Investment Policy calendar year 1996 201-04-08	Minimum 2 years	AD-016
06/30/1995	Correspondence with Riverside County regarding Property Tax 204-01-01	Minimum of 2 years/no longer required	CC-011
12/11/1995	Alcoholic Beverage License Review and Approval 203-08-05	Minimum of 2 years/no longer required	CC-011
09/05/1995	Staff Report – Consideration to Obtain Property Insurance 203-01-05	Minimum of 2 years/no longer required	CC-011
12/05/2000	Staff Report – Maintenance of Effort AB2928 201-05-05	Minimum of 2 years/no longer required	CC-011
07/26/1995	Correspondence regarding Transient Occupancy Tax 204-03-01	Minimum of 2 years/no longer required	CC-011
04/13/1995	Correspondence regarding Utility Users Tax 204-02-01	Minimum of 2 years/no longer required	CC-011
07/11/1996	Proposed Adoption of 1996-1997 Appropriations Limit 204-04-01	Minimum of 2 years/no longer required	CC-011

09/03/1997	Proposed Adoption of 1997-1998 Appropriations Limit 204-04-02	Minimum of 2 years/no longer required	CC-011
11/14/2000	Proposed Adoption of 2000-2001 Appropriations Limit 204-04-03	Minimum of 2 years/no longer required	CC-011
07/10/1995	Determination of Public Safety Services Definition for sales tax 204-05-01	Minimum of 2 years/no longer required	CC-011
01/27/1995	Correspondence regarding Resolution Ordering Collection of Delinquent Assessments 204-06-01	Minimum of 2 years/no longer required	CC-011
01/22/1996	Correspondence regarding Tax Increment Base Year Assessment Rolls for the Beaumont Redevelopment Project 204-06-02	Minimum of 2 years/no longer required	CC-011
04/20/2001	Correspondence regarding Request for Support of SB1114 204-09-01	Minimum of 2 years/no longer required	CC-011
03/11/2003	Correspondence regarding Road and Bridge Nexus Study 204-11-01	Minimum of 2 years/no longer required	CC-011
05/12/1998	Staff Report regarding adoption of TRAN Program 204-12-01	Minimum of 2 years/no longer required	CC-011
06/17/2003	Proposed Adoption of 2003-2004 Appropriations Limit 204-13-01	Minimum of 2 years/no longer required	CC-011
09/21/2005	Correspondence regarding the authorization of monies in LAIF 204-16-01	Minimum of 2 years/no longer required	CC-011
02/23/2006	Proposed Adoption of 2005-2006 Appropriations Limit 204-15-01	Minimum of 2 years/no longer required	CC-011
02/21/2006	Correspondence regarding PASIS Treasurer services 204-17-01	2 years	AD-007
09/01/2015	Proposed Adoption of FY 2015/16 Appropriations Limit 204-19-01	Minimum of 2 years/no longer required	CC-011
04/11/1994	Budget Amendment FY 1993/94 205-01-01	Minimum of 2 years/no longer required	CC-011
05/04/1994	Preparation of FY 1994-95 Budget 205-02-01	Minimum of 2 years/no longer required	CC-011
11/24/1998	Proposed Annual Budget FY 1994/95 205-02-02	Minimum of 2 years/no longer required	CC-011
04/21/2015	Memo regarding Dissolution of PASIS 204-18-01	2 years	AD-007
10/12/2007	Correspondence regarding Capital Improvement Plan FY 2008 – 2012 205-16-01	Minimum of 2 years/no longer	CC-011

		required	
03/18/2008	Preparation of FY 2008/09 Budget 205-18-01	Minimum of 2 years/no longer required	CC-011
07/10/1995	Proposed FY 1995/96 Sewer Fund and Transit Budget 205-02-03	Minimum of 2 years/no longer required	CC-011
12/05/2002	Correspondence regarding Adopted Housing Element 401-04-03	2 years	AD-007

APPROVALS:

*Quirade*  
City Attorney

04/17/2020  
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