



**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>
08/20/2002	Code Enforcement Case – 743 American 303-09-01	Minimum of 2 years/no longer required	PD-026
10/15/2002	Code Enforcement Case – Maple Ave 303-10-01	Minimum of 2 years/no longer required	PD-026
01/22/2010	Proclamation – Declaring Local Emergency 302-11-01	2 years	CC-052
04/18/2006	Code Enforcement Case – 711 Aspen Glen 303-12-01	Minimum of 2 years/no longer required	PD-026
02/05/2013	Code Enforcement Case – 540 Edgar 303-13-01	Minimum of 2 years/no longer required	PD-026
January 1996	Correspondence regarding Smokefree Worksite Law 303-04-01	2 years	AD-007
12/05/1995	Code Enforcement Case – 860 Wellwood 303-05-01	Minimum of 2 years/no longer required	PD-026
10/10/1994	Correspondence regarding Gang Sweep 304-01-02	Minimum of 2 years/no longer required	CC-011
09/16/2003	Correspondence regarding Law Enforcement Block Grants program 304-01-03	Minimum of 5 years, after	AD-012

		audit if required	
07/20/1995	Correspondence regarding Volunteer Service Program 304-01-04	Minimum of 2 years/no longer required	CC-011
09/23/1996	Staff Report – Citizen Option for Public Safety 304-01-05	Minimum of 2 years/no longer required	CC-011
01/08/1996	Staff Report – Transfer of Rotational Tow List to CHP 304-01-06	Minimum of 2 years/no longer required	CC-011
12/02/1996	Cable Television Franchise Agreement correspondence 802-01-04	Minimum of 2 years/no longer required	CC-011
10/26/1994	Cable Television Franchise Agreement correspondence 802-02-01	Minimum of 2 years/no longer required	CC-011
03/17/1995	Cable television Franchise Agreement correspondence 802-02-02	Minimum of 2 years/no longer required	CC-011
10/31/1994	Copies of Dept. of Environmental Health application regarding the Desert Transmission Region Beaumont Base 307-02-01	Minimum of 2 years/no longer required	CC-011
03/28/1995	Correspondence with Riverside County Environmental Health regarding Hazmat management 307-03-01	Minimum of 2 years/no longer required	CC-011
01/26/1996	Correspondence with South Coast Air Quality management regarding outreach programs 307-03-01	Minimum of 2 years/no longer required	CC-011
11/28/1994	Copy of correspondence between Ca Regional Water Quality Control Board and So. Ca Gas Company 307-04-01	Minimum of 2 years/no longer required	CC-011
01/04/1994	LAFCO Notice of Public Hearings 401-01-01	Minimum of 2 years/no longer required	CC-011
08/17/2010	Staff Report regarding proposed ordinance of medical marijuana regulations 409-07-01	2 years	AD-007
05/22/1995	Correspondence from Riverside County EDA regarding mortgage credit certificate program 410-03-01	2 years	AD-007
02/14/2002	Correspondence from Dept. of Housing and Community Development regarding Mobilehome parks act 410-03-02	2 years	AD-007
07/21/2004	Misc. correspondence 410-06-01	2 years	AD-007
09/09/1998	Transmittal cover letter to RCTC regarding encroachment permits 506-28-46	2 years	AD-007
09/29/1999	Correspondence regarding Cable Television Franchise Agreements 802-01-02	Minimum of 2 years/no longer required	CC-011

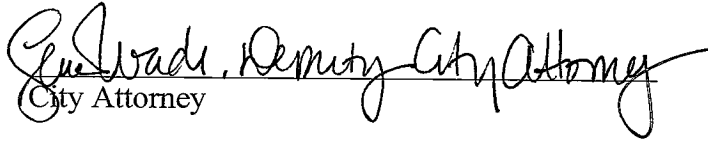
04/24/1997	Correspondence regarding Cable Television Franchise Agreements 802-01-03	Minimum of 2 years/no longer required	CC-011
01/06/2000	Code Enforcement/Animal Control Case – Vicious Dog 305-01-02	Minimum of 2 years/no longer required	PD-026
01/12/2000	Code Enforcement/Animal Control Case – Vicious Dog 305-01-03	Minimum of 2 years/no longer required	PD-026
04/25/1997	Correspondence from Governor’s Office of Emergency Services regarding notification of FEMA payment 306-01-03	After funding and audit if required, minimum 5 years	AD-12
12/03/2007	Staff Report – Authorizing Update of Emergency Preparedness 306-02-01	Minimum of 2 years/no longer required	CC-011
11/13/1995	County of Riverside Dept of Environmental Health Notice of Hearing 307-01-01	Minimum of 2 years/no longer required	CC-011
09/26/1996	Copy of Police Report 304-01-07	Minimum of 2 years/no longer required	CC-011
12/13/1995	Copy of Police Report 304-01-08	Minimum of 2 years/no longer required	CC-011
03/25/1996	Staff Report – ARCNET team annual report 304-01-09	Minimum of 2 years/no longer required	CC-011
03/10/1997	Correspondence from Pass Crime Stoppers 304-01-12	Minimum of 2 years/no longer required	CC-011
03/10/1997	Staff Report – CHP Auto theft Recovery Award 304-01-13	Minimum of 2 years/no longer required	CC-011
04/21/1997	Correspondence regarding Rape Crisis Center 304-01-14	Minimum of 2 years/no longer required	CC-011
04/14/1997	Staff Report – Schedule of Fees for Police Special Services 304-01-15	Minimum of 2 years/no longer required	CC-011
11/21/2000	Staff report – Law Enforcement Block Grant Program 304-01-16	Minimum of 2 years/no longer required	CC-011
05/02/1997	Correspondence from Dept. of Justice regarding proposed amendments to basic training course 304-01-17	Minimum of 2 years/no longer required	CC-011
08/06/2003	Memo – Voicemail Procedures 304-01-18	Minimum of 2 years/no longer required	CC-011

05/11/1998	Correspondence regarding COPS Hiring Grant 304-01-19	After funding and audit if required, minimum 5 years	AD-012
08/21/2001	Staff Report – Purchase of Xerox Machines 304-01-20	Minimum of 2 years/no longer required	CC-011
08/21/2001	Staff Report – Purchase of Voting System for Radio Communications 304-01-21	Minimum of 2 years/no longer required	CC-011
08/21/2001	Staff Report – Local Law Enforcement Block Grants 304-01-22	Minimum of 2 years/no longer required	CC-011
03/06/2002	Memo – Police Dept Goal Setting 304-02-01	Minimum of 2 years/no longer required	CC-011
08/05/2003	Staff Report – Request for COPS allocation 304-03-01	Minimum of 2 years/no longer required	CC-011
08/20/2002	Staff Report – Law Enforcement Block Grant	Minimum of 2 years/no longer required	CC-011
09/21/2004	OTS Traffic Grant 304-05-01	After funding and audit if required, minimum 5 years	AD-012
10/13/2004	Staff Report – Multi-Jurisdiction Local Hazard Mitigation Plan 304-06-01	Minimum of 2 years/no longer required	CC-011
12/02/2014	Crime Comparisons 304-07-01	Minimum of 2 years/no longer required	CC-011
June 2000	Blank Candidate Packet 505-002-10	2 Years	CC-029
01/22/1999	Planning Commissioner File – Gabriel Salinas – document with the longest retention – Form 721 504-07-02	7 years	CC-014
July 2002	2002 Municipal Election Candidate Forms 505-03-02	Term of office + 4 years	CC-027
June 2006	Blank Candidate Packet	2 Years	CC-029
June 2004	Blank Candidate Packet	2 Years	CC-029
June 2008	Blank Candidate Packet	2 Years	CC-029
June 2010	Blank Candidate Packet	2 Years	CC-029
11/14/1994	Staff Report – Proposal from Willie Ville Enterprises 1203-01-02	Minimum of 2 years/no longer required	CC-011

03/13/1995	Staff Report – Industrial Infrastructure Development Project 1203-01-03	Minimum of 2 years/no longer required	CC-011
09/12/1994	RDA Staff Report – RFP for Development of 6 <sup>th</sup> Street Commercial Corridor 1203-01-01	Minimum of 2 years/no longer required	CC-011
12/12/1994	RDA Staff Report – Authorization for City Newsletter 1201-04-01	Minimum of 2 years/no longer required	CC-011
12/06/1993	Correspondence from the Beaumont RDA regarding disclosure statements of property interest 1202-01-02	Minimum of 2 years/no longer required	CC-011
11/22/1993	Staff Report – Adopting RDA reallocation guidelines and rules 1202-01-03	Minimum of 2 years/no longer required	CC-011
02/14/1995	RDA Staff Report – Proposed budget for blight elimination program 1202-01-04	Minimum of 2 years/no longer required	CC-011
07/24/2001	FPPC Form 700 – Year 2000 1010-01-01	7 Years	CC-014
05/09/2002	FPPC Form 700 – Year 2001 1010-02-01	7 Years	CC-014
03/01/1985	Council Member File – Fred Shaw – document with the longest retention – Form 721 1012-01-01	7 years	CC-014
01/30/1989	Council Member File – Jim Partain – document with the longest retention – Form 721 1012-02-01	7 years	CC-014
11/28/1983	Council Member File – Richard Hammel – document with the longest retention – Form 721 1012-03-01	7 Years	CC-014
01/30/1991	Council Member File – Gary MacNeilage – document with the longest retention – Form 721 1012-04-01	7 Years	CC-014
02/04/1983	Council Member File – Leander May – document with the longest retention – Form 721 1012-09-01	7 Years	CC-014
05/14/1984	City Manager Contract File – Norman Davis – document with the longest retention – Contract 1012-10-01	Completion + 10 Years	CC-006
11/28/1983	Council Member File – Irish Mitchell – document with the longest retention – Form 721 1012-11-01	7 Years	CC-014
01/24/1983	Council Member File – James B. Thompson – document with the longest retention – Form 721 1012-13-01	7 Years	CC-014
05/29/1987	Planning Commissioner File – Robert Bounds – document with the longest retention – Form 721 1012-14-01	7 Years	CC-014
01/11/2000	FPPC Form 700 File – Janice Leja 1012-15-01	7 Years	CC-014

12/21/2006	City Clerk File – Martha Chance – document with the longest retention – Form 721 1012-25-01	7 Years	CC-014
01/27/1994	Planning Commissioner File – Francis Prouty – document with the longest retention – Form 721 504-01-01	7 Years	CC-014
08/19/1994	Planning Commissioner File – Donald Echlin – document with the longest retention – Form 721 504-02-01	7 Years	CC-014
03/14/1997	Planning Commissioner File – Michael Moreno – document with the longest retention – Form 721 504-03-01	7 Years	CC-014
03/13/1997	Planning Commissioner File – Paul DePalatis – document with the longest retention – Form 721 504-04-01	7 Years	CC-014
08/22/1995	Planning Commissioner File – Matthew Russo – document with the longest retention – Form 721 504-05-01	7 Years	CC-014
08/14/1996	Planning Commissioner File – Gregory Barker – document with the longest retention – Form 721 504-06-01	7 Years	CC-014

APPROVALS:

  
 City Attorney

02/12/2020  
 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

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 Date of Records Destruction