

SEPTEMBER 2025 SHRED LIST

CHERYL

BOX #1 CKS

Xerox Corp - purchase of 1048 copier 1986
Xerox 6010 Memorywriters (typewriters) - Full Service Maintenance Contract (canceled 7/1/94)
Purchase of Xerox 1025 Copier Machine - Traded in 8/96
Xerox - purchase of Xerox 7011 Telecopier - Rcvd 9/9/88 - sent to hospital 4/95
Xerox 5328ZTAS copier - 48 month lease/purchase 8/96
Xerox 5340 Copy Machine - purchased 1/94
Xerox - purchase of 7042 facsimile (fax machine) - purchased 2/95
Xerox 7042 Fax - 48 month lease/purchase 8/96 - traded in 7/06
Xerox CopyCentre C65 - 60 month lease 2/04 - traded in 1/11
Xerox WorkCentre Pro 765 Fax Machine - purchased 7/06

PROPERTY FILES:

Tax Defaulted Properties 2005 & 2006
Tax Defaulted Property August 2010 Tax Sale (City Lien)
Tax Defaulted Properties 2004 - 2007
Tax Sale Parcels 1998 - 2004
Overland Motel - 712 W Bdwy - purchase thru tax sale (Nov '13)
Pair-A-Dice Boat Storage (Gocke & Conley) - Needles Highway Improvement Agreement 2006 - 2011
Tri-State Truss/T&A Enterprises LLC - Sale of City Property - Amortization Schedule 8/2007 - 7/2012

BOX #2 CKS

Deco Foods / Eagles - (Individual signed by each) Property Owner Participation Agreements between the City and Deco Foods / Fraternal Order of Eagles Aerie No. 2599 re Improvement of and Exchange of Certain Real Property located on Front St between D & E Streets 2005
Chevrolet - possible purchase of property across the street from dealership - offer rejected 2/4/05
Ford - possible purchase of property next to admin offices/service (old Budget Motel prpty) 2003
Baldwin, Kenneth & Joella - NPUA property purchase between Bush and Vine St (6 lots total) Nov 2010
221 Monterey - purchased thru HUD's \$1 Home Sales Program 7/2002
1925 Luna Vista Improvements - property sold - file closed 9/16
Budget / El Rancho Motels - Condemnation / Acquisition by City 2003 - 2018
Needles Chamber of Commerce - Theater/Masonic Temple Building - offer to donate to city (2/04) - offer withdrawn 10/05
Masonic Building & Old Theater on Broadway & 'F' Street - misc information 1991-1996
145 N 'K' Street (APN 0185-111-78) - acquire for River Street realignment --- Also 225 N 'K' St. 2007-2011

BOX #3 CKS

Melnick/Puchlik - Skilled Nursing/Assisted Living Facility on Lily Hill at Bailey Ave 2006
Malonson Mngmt Group - Exclusive Agree to Nego - Parcel 3 - 80 acres m/l (senior assisted living facility) 2004 - 2007
Millennium II USA Services - Senior care facility located next to the hospital (5/00) - 2006
Smith Property Acquisition/Condemnation - 999 Smith Road 1/04
CJPIA - Liability & Property (misc) 2009-2013
CJPIA - Liability & Property (misc) 2014-2015

BOX #4 CKS

Transit records (DAR, DAR Medical-Shopper, NAT) 2011-2012
Transit records (DAR, DAR Medical-Shopper, NAT) 2012-2013

BOX #5 CKS

Transit records (DAR, DAR Medical-Shopper, NAT) 2013-2014
FTA Section 5311 2013-2014

One box of records from the Needles Senior Citizens Club - transit records for Dial-a-Ride services (Demand Response and Medical Transport monthly, daily, driver's logs) June 2012 - June 2015; two receipts books Jan 2011 - April 2015 (Note: City retains its transit records for 10 years)

FINANCE

4 boxes – Warrants 2020
4 boxes – 2020 Daily Cash Receipt Reconciliations
1 box – 2006 Golf alcohol count sheets, misc daily reports and receipts
1 box FY 18 Month end financial reports
1 box FY 19 Month end financial reports
1 box FY 20 Month end financial reports

BILLING OFFICE

24 BOXES – cash edit boxes for 2019
18 BOXES – cash edit boxes for 2020
29 BOXES – cash edit boxes for 2021
12 BOXES – cycle billing boxes for 2019
12 BOXES – cycle billing boxes for 2020
12 BOXES – cycle billing boxes for 2021
BUSINESS LICENSE APPLICATIONS FOR 2002, 2003, 2009, 2010, 2011, 2012, 2013, 2014, 2014, 2016, 2017, 2018, 2019, 2020.
Sanitation billing 2019, 2020, 2021
Service applications 2019, 2020, 2021

HUMAN RESOURCES (HR)

2 boxes of applications of people NOT hired older than two years.
Old I-9's - one year after termination or 3 years after date of hire whichever is later. Mostly from 2005 or earlier up to 2021
2005 or earlier up to 2022 Old employee files

GOLF COURSE

FILE FOLDER OF OLD INSURANCE POLICY DOCUMENTS – 2005-2006