



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.

[Signature]
 Department Head

Feb 20, 2021
 Date

DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
12/01/2004	Insurance Certificates	Completion +10 years	AD-001
01/15/2015	Southern California Edison Company Application (A.) 14-12-007. 80311	Correspondence 2 years	AD-007
06/22/1995	Southern California Gas Company notice of proposed rate increase application No. 95-06-043. 80321	Correspondence 2 year	AD-007
04/25/1996	GTEL Change orders for Police Dept and City of Beaumont 80324	Correspondence 2 years	AD-007
03/13/1996	Correspondence: Opposition to Administrative Law Judge proposed seasonalizing rates for Southern Ca. Edison customers 80323	Correspondence 2 years	AD-007
12/26/1996	Joint application of GTE California Inc. for approval of elimination of charges for nonpublished/nonlisted services 80322	Correspondence 2 years	AD-007
06/17/2003	Authorization of the interview of respondents to the request of proposals for Electrical Utility Services 80331	Correspondence 2 years	AD-007
01/10/1996	Submittal of the City of Beaumont's final source reduction and recycling, household hazardous waste, and non-disposal facility elements 80421	Correspondence 2 years	AD-007
05/14/1997	Western Riverside Council of Governments Application for the 1997/2000 Used Oil Block	Correspondence 2 years	AD-007

	Grant Funds		
06/13/1994	Dept of Conservation Curbside Program: CS-000583	Correspondence 2 years	AD-007
08/14/2014	CLV2411/CLU2411 Eminence/ AT&T 80381	Correspondence 2 years	AD-007
12/02/1994	Storm Drain Facilities on Highland Springs & Wellwood Ave 80611	Correspondence 2 years	AD-007
10/18/1994	Redevelopment Agency Initiates Neighborhood and Park improvement projects 80522	Correspondence 2 years	AD-007
06/24/2002	Solid Waste Diversion Summary Reports	Correspondence 2 years	AD-007
1999	1999 Annual Report Preparation 80436	Correspondence 2 years	AD-007
01/1997	Eagle Mountain Landfill and Recycling Center Project 80436	Correspondence 2 years	AD-007
12/09/1996	Staff Report: Final draft countywide Integrated Waste management plan including the county wide summary plan and the countrywide siting element 80435	Correspondence 2 years	AD-007
11/06/1995	Beaumont Delinquent Sanitation and Refuse Fee Collections 80434	Correspondence 2 years	AD-007
11/03/1995	Cherry Valley Sanitation Services Inc. discontinuation of services in the area of 8 th street 80433	Correspondence 2 years	AD-007
10/17/1997	Western Riverside Council of Governments Application for the April 1998/March 2000 Used Oil Opportunity Grant Funds Fourth Cycle 80432	Correspondence 2 years	AD-007
05/12/1994	Waste management of Inland Valley requests a review of its service rate structure 80431	Correspondence 2 years	AD-007
10/31/1996	Hazardous waste contingency plan and business plan-Southern California Gas Company 80424	Correspondence 2 years	AD-007
09/28/1994	Countywide Integrated Waste management plan 80422	Correspondence 2 years	AD-007
04/08/2014	Time Warner Cable standardizing and reorganizing channel lineup by category 802410	Correspondence 2 years	AD-007
01/26/2000	Information request-Cable Television 80249	Correspondence 2 years	AD-007
02/01/1999	Asset Exchange agreement between MediaOne enterprises, inc. and Summit Cable Services of Georgia, Inc. 80248	Correspondence 2 years	AD-007
2005	Survey from journal broadcast group KMIR 6 802601	Correspondence 2 years	AD-007
11/30/2001	Change of address notice for agreement between City of Beaumont and Sprint Communication Company L.P. 80251	Correspondence 2 years	AD-007

02/25/1997	Digital Broadcasting OVS intent to provide advanced telecommunication in the area 80247	Correspondence 2 years	AD-007
04/08/1999	MediaOne Social Contract 80246	Correspondence 2 years	AD-007
12/08/1995	Notice of cancellation Colony Cablevision 80244	Correspondence 2 years	AD-007
04/06/1995	Cable Television franchises-Colony Cablevision 80233	Correspondence 2 years	AD-007
08/1994	Diehl, Evans & Company offers a comprehensive program for cable television rate reviews 80231	Correspondence 2 years	AD-007
			Box 3

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:

[Signature]
City Attorney

2/4/2024
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



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Nicki Williams
 Department Head

Feb 20, 2024
 Date

DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
2018	CAD/RMS unsuccessful bids: Eastern Riverside Co Interoperable Communication Authority	2 years	AD-003
2018	CAD/RMS unsuccessful bids: Central Square Technologies	2 years	AD-003
2018	CAD/RMS unsuccessful bids: Tyler Technologies CAD	2 years	AD-003
2018	CAD/RMS unsuccessful bids: Motorola	2 years	AD-003

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APPROVALS:

Scott Adams, Assistant City Attorney
 City Attorney

2/4/2024
 Date

 City Manager

 Date

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Male N. [Signature]
 Department Head


Feb 20, 2024
 Date

DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
2014	Copies of unsuccessful candidate campaign forms	5 years	CC-024
2013	Unsuccessful candidate campaign forms	5 years	CC-024
2012	Unsuccessful candidate campaign forms/nomination docs/ City Clerk Election file	5 years	CC-024
2016	Correspondence: Conference voting delegate form/Riverside Co fee notification/BUSD vacate notice	2 years	AD-007
2017	Correspondence: Amendment notice Cooperative Agreement for Fire Protection/Notice of Recycling Rate changes/RTA request letter/environmental impact report	2 years	AD-007
08/31/1995	Correspondence: Professional Services Agreement for Underwriting	Completion +10 years	CC-006
05/29/1996	Title Insurance Certificate	Completion +10 years	AD-001
2017	Public Records Request 1 of 2: General Ledger/Communications	2 years	CC-041
2017	Public Records Request 2 of 2: Communications/Invoices/Receipts	2 years	CC-041

2018	Public Records Request: Communications/Agendas/Reports	2 years	CC-041
09/28/2006	Correspondence: TUMF Credit Agreement, unsigned/Victoria Homes	2 years	AD-007
06/29/2006	Correspondence: TUMF Credit Agreement, unsigned/ Sunny Hills Dev	2 years	AD-007
07/27/2007	Correspondence: TUMF Credit Agreement, unsigned/Trammel Crow	2 years	AD-007
10/16/2007	Correspondence: TUMF Credit Agreement unsigned/Douling Orchard	2 years	AD-007
2014	Accounts Payable Legal Counsel Invoices Aklufi & Wysocki-Confidential	5 years	CC-001
06/12/1995	Correspondence: Staff Report re: adoption of resolution for development agreement w/Inland Commercial	2 years	AD-007
06/12/1995	Correspondence: Staff Report re: authorizing submittal of applicant for SB821 funding	2 years	AD-007
06/14/2001	Correspondence: Owner Participation Agreement, unsigned/Weaver Mortuary	2 years	AD-007
1996	Correspondence: Purchase and sale agreement, unsigned/Weekend Warrior Trailers	2 years	AD-007
09/08/1997	Correspondence: Staff Report re: approval for initial study of Industrial Rail	2 years	AD-007
04/14/1998	Correspondence: Staff Report re: Owner Participation Agreement w/Beaumont Auto Center, unsigned	2 years	AD-007
04/14/1998	Correspondence: Staff Report re: Disposition and development agreement with Toro Aire	2 years	AD-007
1993-1998	Affidavits of Publication: Legal Advertisements	2 years	CC-002
2001	Affidavits of Publication: Legal Advertisements	2 years	CC-002
1999	Affidavits of Publication: Legal Advertisements	2 years	CC-002
2000	Affidavits of Publication: Legal Advertisements	2 years	CC-002
01/23/2018	Public Records: copies of records subpoenaed	2 years	CC-041
			Box 16

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:



Assistant City Attorney

February 5, 2024

Date

City Manager

Date

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City Clerk

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Nicole Whelan
 Department Head

Feb 20, 2024
 Date

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05/23/1933	Southern California Telephone Co. Permit to place underground conduit	Completion +2years	PW-011
10/06/1961	Agreement w/the California Highway Patrol to patrol freeway through City of Beaumont	Completion +2 years	CC-006
01/1974	Agreement for collection of taxes and SFC Assessments also 1932 agreement	Completion +10 years	CC-006
12/08/1961	Lease agreement City of Beaumont and John & Ruby Bircsak Parkway of 7 th St. Beaumont Ave. Shopping Center sign, paving Port. Alley	Completion +10 years	CC-006
12/07/1948	Cooperative agreement Beaumont Cherry Valley Water	Completion + 10 years	CC-006
07/25/1956	Sewer Assessment District #7	Completion +10 years	CC-006
03/31/1950	Franchise of Southern California Edison Company	Completion +10 years	CC-006
1967-1970	Southern California Edison Master St	Completion +10 years	CC-006
08/15/2001	ARCO pipeline company Bond No. U-8006306 Change in bond No. form U-8006306 to bond No. 103172912001	Completion +10 years	CC-006
04/28/1969-04/28/1994	Lease between Chamber of Commerce and City of Beaumont for use of Kiwanis park 4 th x Beaumont	Completion +10 years	CC-006
08/11/1961	Agreement flood control district & City of	Completion	CC-006

	Beaumont re: subdivisions	+10 years	
02/13/1989	Agreement for suspension of Public Improvements w/Jehovah Witnesses Congregation	Completion +10 years	CC-006
08/14/1959	Utilities agreement #9757 and amendment Relocation of Sewer Line for Freeway	Completion +10 years	CC-006
04/1985	Cooperative Agreement for construction of Line 15, Beaumont Master Plan Riverside County Flood Control District and City of Beaumont	Completion +10 years	CC-006
1983	Maintenance of Passenger Shelter (Hospital) Highland Springs Rd. City of Banning & City of Beaumont	Completion +10 years	CC-006
1978-1980	So. California Gas Co. Franchise Statements	2 years	FIN-003
08/31/1956	Sewer Assessment District #7 Contract	Completion +10 years	CC-006
01/08/1962	Franchise of Southern California Gas Company	Completion +10 years	CC-006
1981	Agreement City and County Tax Rates	Completion +10 years	CC-006
11/13/1978	Agreement between city and state Cal Tran State to pay for the freeway water-landscaping	Completion +10 years	CC-006
07/01/1977 & 10/09/1978	Agreement and Lease Beaumont Cherry Valley Recreation District/ City of Beaumont Parks & Grounds & Utilities	Completion +10 years	CC-006
02/22/1982	Agreement w/Highland Springs Park LTD re: Sewer Service	Completion +10 years	CC-006
07/22/1981	WWTP Expansion and Upgrading Contractor DVY construction	Completion +10 years	CC-006
12/23/1974	Agreement between the Board of Supervisors regarding purchase tax deeded land	Completion +10 years	CC-006
03/26/1979	Agreement between city and Caplow 6 th x Highland sewer agreements	Completion +10 years	CC-006
03/23/1977	Four Corners Pipe Line Co. Franchise Ordinance #291 gross receipts	Completion +10 years	CC-006
02/28/1977	Agreement for Maintenance of State Highways in the City	Completion +10 years	CC-006
03/15/1975	Southern California Edison Co. Franchise Bond Franchise Statements 73 & 74	Completion +10 years	CC-006
12/18/1974	Joint Powers Agreement Disaster Preparedness	Completion +10 years	CC-006
02/22/1971	Right-of-way lease City of Beaumont for Southern Ca. Gas Co. for gas service	Completion +10 years	CC-006
03/25/1974	Mutual Aid fire agreement Ca. division of Forestry & City of Beaumont	Completion +10 years	CC-006
10/12/1973	Agreement for State Administration of Sales & Use Tax & Agreement for Sales & Use Tax Collection 01/01/1974	Completion +10 years	CC-006

05/30/1974	Highland Springs Channel Stage II Cooperative agreement between City, Riverside County Flood Control and Water Conservation District	Completion +10 years	CC-006
1972	Fire Hydrant Agreement between Beaumont Irrigation District and City of Beaumont	Completion +10 years	CC-006
03/06/1972	Sewer agreement w/Monarch, Suits filed. County permit for Encroachment Demurrer filed 08/10/1973	Completion +10 years	CC-006
06/27/1966	Agreement County Health Officer to serve as City Health Officer	Completion +10 years	CC-006
12/20/1973	Agreement- Soroptimist Club Clock 6 th x Beaumont Ave.	Completion +10 years	CC-006
08/25/1997	Amendment of the Beaumont Municipal code for curfew for minors 50222	Min 2 years	CC-011
02/18/2003	Proposed noise ordinance 50231	Min 2 years	CC-011
07/18/2000	2000 Local agency biennial notice 503102	Min 2 years	CC-011
2005	Appointment to the vacant planning commission seat 503141	Min 2 years	CC-011
2008	2008 Local agency biennial notice 503102	Min 2 years	CC-011
03/05/1997	Failure to submit any completed recall petitions 50523	Min 2 years	CC-011
11/10/1994	California Fair Political Practices Commission 50814	Min 2 years	CC-011
12/22/1994	Internal recruitment for position of Deputy City Clerk 60211	Min 2 years	CC-011
03/11/1997	Foundation health national life insurance company 60322	Min 2 years	CC-011
09/04/1997	Implementing PERS Tax free service credits for employees 60323	Min 2 years	CC-011
10/24/2000	Planned public improvements to be considered in MSHCP 70011	Min 2 years	CC-011
05/01/2009	Application for SB821 program funding FY2009/2010 Bicycle & Pedestrian facilities 70131	Min 2 years	CC-011
08/26/2003	Proposal to prepare an Environmental Impact Report	Completion +10 years	AD-001
1993-1994	FPPC form 700	7 years	CC-014
1994-1995	FPPC form 700	7 years	CC-014
1995	FPPC form 700	7 years	CC-014
1996-1997	FPPC form 700	7 years	CC-014
1997-1998	FPPC form 700	7 years	CC-014
1998-1999	FPPC form 700	7 years	CC-014
1999-2000	FPPC form 700	7 years	CC-014

2000-2001	FPPC form 700	7 years	CC-014
2001-2002	FPPC form 700	7 years	CC-014
2002-2003	FPPC form 700	7 years	CC-014
2003-2004	FPPC form 700	7 years	CC-014
2004-2005	FPPC form 700	7 years	CC-014
2005-2006	FPPC form 700	7 years	CC-014
2006-2007	FPPC form 700	7 years	CC-014
2007-2008	FPPC form 700	7 years	CC-014
2008-2009	FPPC form 700	7 years	CC-014
2009-2010	FPPC form 700	7 years	CC-014
			Box 7

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:

Sen Swad, Assistant City Attorney
City Attorney

2/4/2024
Date

City Manager

Date

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Nate Whaling
 Department Head

Feb 20, 2024
 Date

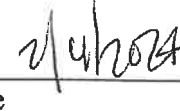
DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
March 2018	Training Records: Public Service Ethics Education/AB1234 Ethics	5 years	AD-022
09/09/2018	Correspondence Routine	2 years	AD-007
January 2018	Affidavits of Publications: Legal Advertising	2 years	CC-002
2018-2019	Public Records Requests	2 years	CC-041
2019-2020	Public Records Requests	2 years	CC-041
2019	Public Records Requests	2 years	CC-041
2015	Elections file: Planning Commission Applications	2 years	CC-029
2020-2021	Public Records Requests	2 years	CC-029
2020	Affidavits of Publications: Legal Advertising	2 years	CC-002
2015-2020	Correspondence: Recycling Container Number bar code	2 years	AD-007
2015-2016	Complaints/Concerns: from Citizens	2 years	AD-004
2003	Correspondence: Abandonment and vacation request by Perricone Juice owner Sam Perricone	2 years	AD-007
April 2015	Litigation Files: Search Warrants	Final Resolution +5 years	CC-034

2019	Affidavits of Publications: Legal Advertising	2 years	CC-002
2016	Bids: Unsuccessful Proposals	2 years	AD-003
2015	Public Records Request	2 years	CC-029
2013	Affidavits of Publications: Legal Notice of Public Hearing	2 years	CC-002
2013	Copies/Duplicates	When no longer needed	AD-006
2013-2015	Affidavit of Publications: Legal Advertising	2 years	CC-002
2015	Accounts Payable Legal Invoice	5 years	CC-001
2015	Correspondence Routine: Urban Logic	2 years	AD-007
2017	Duplicate: CPS HR Consulting agreement	When no longer needed	AD-006
July 2013	Correspondence Routine: Hourly Employee Rates	2 years	AD-007
2015	Correspondence Routine: Between Cunningham and Pinkney	2 years	AD-007
2015	Board & Commission Application: Greene	2 years	CC-009
1964	Agreements and Contracts: Irrigation-water for park and repairs to streets	Comp. +10 years	CC-006
2015	Bids: Proposal Aleshire & Winder LLP	2 years	AD-003
1994	Correspondence Routine: Request for proposals 6 th street Commercial Corridor Project	2 years	AD-007
1996	Correspondence: Available training materials from Municipal Mutual Insurance Co	2 years	AD-007
1997	DMV Pull Notices: Pat Smith DMV pull	When superseded or upon separation	HR-005
1995-1996	Labor Relations Files: MOU Negotiations	Min. 10 years	HR-011
2015	Claim Forms: Edith Grunewald	Final Resolution +5 years	HR-0025
			Box 18

(If additional space is needed to describe records, please add additional fields or attach additional pages)

APPROVALS:


City Attorney


Date

City Manager

Date

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DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
06/08/1999	Staff Report – Adoption of FY1999-2000 Capital Improvement Plan 205-03-06	Min 2 years/no longer required	CC-011
06/19/1996	Staff Report – Adoption of FY1996-97 Budget 205-03-01	Min 2 years/no longer required	CC-011
09/15/2015	Staff Report – Adoption of FY2015-2016 Budget 205-19-07	Min 2 years/no longer required	CC-011
12/30/1994	Annual Report of Financial Transactions of Community Redevelopment Agencies 1204-02-02	Min 2 years/no longer required	CC-011
09/12/1994	Staff Report – Adoption of Capital Improvement Plan 1204-02-01	Min 2 years/no longer required	CC-011
05/11/1994	Notice of Publication for ordinance 1204-01-01	2 years	CC-002
10/01/1996	Appraisal Report of vacant land 1201-05-01	Min 5 years	ED-004
12/06/2004	Legal Advertisement 205-12-01	2 years	CC-002
2007	Approved Budget FY 2007/08 General Fund Budget 207-17-01	7 years	FIN-009
03/16/2010	Staff Report – Amendment to Capital Improvement Plan FY 2010-11 205-18-02	Min 2 years/no longer required	CC-011
2007	Preliminary Budget FY 2007/08 General Fund Budget 205-17-01	Min 2 years/no longer required	CC-011
05/10/2006	FY 2006/07 Approved Budget General Fund 205-15-01	7 years	FIN-009

06/07/2005	FY 2005/06 Approved Budget General Fund 205-14-01	7 years	FIN-009
01/18/2005	Staff Report -- Amendment to Capital Improvement Plan FY 2005-2006 205-13-01	Min 2 years/no longer required	CC-011
03/02/2004	Copy of Resolution 2004-10 Capital Improvement Plan FY 2004/05 205-11-01	Min 2 years/no longer required	CC-011
05/15/2006	Weed abatement notices 302-06-02	Min 2 years/no longer required	CC-011
03/16/2002	Correspondence regarding Beaumont Fire Services 302-04-01	Min 2 years/no longer required	CC-011
08/21/1995	Correspondence file regarding Defibrillator Program 302-03-01	Min 2 years/no longer required	CC-011
08/09/1995	Emergency Notification Procedure 302-01-02	Min 2 years	AD-016
03/13/1996	Correspondence regarding Ambulance Service Providers 302-01-01	Min 2 years/no longer required	CC-011
10/28/1996	Staff Report -- Designation of Very High Fire Hazard Severity Zones 301-01-01	Min 2 years/no longer required	CC-011
02/27/1997	Correspondence regarding Audit of Liability Claims 207-01-04	Min 2 years/no longer required	CC-011
12/23/1994	Insurance survey correspondence 207-01-01	Min 2 years/no longer required	CC-011
03/11/2015	Public Records Request 206-02-04	2 years	CC-041
02/03/2015	Staff Report -- Request for proposals for Auditing Services 206-02-05	Min 2 years/no longer required	CC-011
09/20/2002	Correspondence regarding Approval of 2003-07 Measure A Capital Improvement Plan 205-05-02	Min 2 years/no longer required	CC-011
06/23/1997	Staff Report -- Amendment to Capital Improvement Plan FY 1997/98 205-03-03	Min 2 years/no longer required	CC-011
08/22/1994	Appropriations Limit 1993/94 205-03-08	Min 2 years/no longer required	CC-011
1999	Proposed Budget FY 1999/00 205-03-07	Min 2 years/no longer required	CC-011
06/18/2002	Proposed Budget FY 2002/03 General Fund 205-05-01	Min 2 years/no longer required	CC-011
12/16/2008	Staff Report -- Amendment to Capital Improvement Plan FY 2008/09 205-18-01	Min 2 years/no longer required	CC-011
2004	Staff Report: Capital Improvement Plan/Transportation & Pavement Mgmt Project Status List	Min 2 years/no longer required	CC-011
06/19/2001	Staff Report -- Amendment to Capital Improvement Plan FY 2001/02 205-03-14	Min 2 years/no longer required	CC-011
06/05/2001	Approved Budget FY 2001/02 205-03-13	7 year	FIN-009
01/18/2005	Staff Report -- Redevelopment Plan Five-Year Implementation 205-03-12	Min 2 years/no longer required	CC-011
2000	Proposed Budget FY 2000/01 205-03-11	Min 2 years/no longer required	CC-011
06/12/1999	Staff Report -- Amendment to Capital	Min 2 years/no	CC-011

	Improvement Plan FY 2000/01 205-03-10	longer required	
2000	Preliminary Budget FY 2000/01 205-03-09	7 years	FIN-009
1998	Approved Budget FY 1998/99 General Fund 205-03-05	7 years	FIN-009
06/09/1998	Staff Report – Amendment to Capital Improvement Plan FY 1998/99 205-03-04	Min 2 years/no longer required	CC-011
07/14/1997	Proposed Budget FY 1997/98 General Fund Budget 205-03-02	Min 2 years/no longer required	CC-011
04/18/2004	Preliminary Budget FY 2004/05 General Fund 205-10-01	Min 2 years/no longer required	CC-011
06/03/2003	Staff Report – Amendment to Capital Improvement Plan FY 2003/04 205-08-01	Min 2 years/no longer required	CC-011
06/03/2003	Preliminary Budget FY 2003-04 General Fund 205-07-01	Min 2 years/no longer required	CC-011
02/05/2002	Staff Report – Amendment to Capital Improvement Plan FY 2001-02 205-06-01	Min 2 years/no longer required	CC-011
			Box 2

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APPROVALS:

[Signature]
City Attorney

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City Manager

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