



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

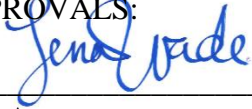
DATE OF LAST ACT COMPLETED IN FOLDER	DESCRIPTION OF RECORD(S)	TOTAL RETENTION	RETENTION CODE NO.
2012	Annual Report Summary-Cal Recycle	10 years	PW-033
July 2013	Correspondence- Emails regarding compiling information to submit annual recycling reporting	2 years	AD-007
July 2013	Correspondence: Recycling/ Waste Rate changes and events	2 years	AD-007
July 2016	Correspondence: Business interest in working with the city	2 years	AD-007
April 2017	Correspondence: Fax-removal from Weed Abatement Services	2 years	AD-007
August 2019	Correspondence: Community Services and Code Enhancement reference city properties	2 years	AD-007
2012-2018	Code Enforcement Case files	Min. 2 years	PD-026
March 2012	Code Enforcement Case file-1297 Santa Paula Ct	Min. 2 years	PD-026
July 2012- August 2013	Invoices-Code Enforcement Weed Abatement	7 years	FIN-002
May 2015	Code Enforcement Case file- 1153 E. 9 th St.	Min. 2 years	PD-026
October 2019	Code Enforcement Case File-311 E. 1 st St.	Min. 2 years	PD-026
March 2015	Code Enforcement Case File-540 Edgar Ave/ Abatement of the Public Nuisance on Property- Declaration of Code Enforcement Officer	Min. 2 years	PD-026

March 2011	Code Enforcement Files-874 Edgar Ave	Min. 2 years	PD-026
May 2016	Code Enforcement Files-Cienega Canyon Preserved APN 413-180-023/ 025/ 413-290-009/ 011/ 413-460-041/ 413-460-043	Min. 2 years	PD-026
February 2015	Code Enforcement Files-537 Maple St.	Min. 2 years	PD-026
July 2013	Correspondence- Perricone Juices Recycled Citrus Peel Tonnage	2 years	AD-007
Jan 2012- Dec 2012	Solid Waste Reports-Diamond Hills Recycling Weight of Scrap	10 years	PW-033
Unknown	Reports/Finance Reports created from database-Fees Due List from Sales Force- Addresses and amounts	When No Longer Needed	FIN-022
August 2015	Code Enforcement Files-540 Edgar Ave	Min. 2 years	PD-026
February 2019	Correspondence-ParcelQuest Parcel Information Printouts/ Ownership-Assessment-Sale History-Property Characteristics (Multiple Properties)	2 years	AD-007
February 2015	Code Enforcement File-1061 Palm Ave/ ParcelQuest property information/ Payment request letter	Min. 2 years	PD -026
October 2018	Correspondence: Uncollected Code Enforcement Fines letter to Chief Thuilliez from Lt Dorrough	2 years	AD-007
March 2008	Code Enforcement File: 200 E. 6 th St. sign placement on property	Min. 2 years	PD-026
July 2013	Correspondence: Working File list of sewer accounts	2 years	AD-007
Jan 2020-Dec 2020	Correspondence: DOJ information letter on Covid/ AT&T Letter re: cell tower construction/ Riverside Co letter re: request for notification of development fees changes/ Indian Wells council reorganization	2 years	AD-007
Mar 2020-Sep 2020	Correspondence: Riverside County Tax Collector-Notice of Sale of Tax-Defaulted Property for city's interest/ League of Ca Cities Delegate alternate letter/ Frontier letter re: restructuring/	2 years	AD-007
June 2017	Correspondence: Letter to American Junior Gold Assoc re: hosting Junior All Star Tournament/ Century Group Media Inc notice of increasing rates	2 years	AD-007
Dec 2018-April 2019	Correspondence: Grand Jury Request for records/ League of Ca Cities Designation of Voting Delegates/ Letter of opposition to various legislation/ Letter to Best, Best & Krieger re: signature of settlement agreement	2 years	AD-007
Jan 2019 – Sept 2019	Correspondence: Letter of endorsement Ca Public Utilities Commission/ Economic	2 years	AD-007

	Development Committee resignation/ SCE request for notification of fee increases/ Lozeau Drury notice of address change/ Riverside Co Grand Jury to Superintendent of Schools re: CFD funding-perpetual debt		
April 2019	Public Records Request-SCO Cities Financial Transaction Reports	2 years	CC-041
Sept 2019	Correspondence: WRCOG re: settlement agreement assignment	2 years	AD-007
Oct 2019	Correspondence: Response letter re: 2018-2019 Grand Jury Report CFD Bond funding	2 years	AD-007
Aug 2019	Correspondence: Dept of Industrial Relations re: Amazon Fulfillment Center/ Riverside Co. Building Industry Assoc re: Development Impact Mitigation Fee Program Adjustments	2 years	AD-007
Dec 2003	Agreement between San Timoteo Watershed Management Authority and Black & Veatch Corp C03-03 (Termed Dec 2003)	Term +10yrs	CC-006
November 1991	City of Beaumont Organizational and Functional Guide	Minimum 2 years	AD-016
Nov. 5, 1998-March 16, 2002	City Appearance Planning Group- Agendas & Minutes	2 years	CC-004
Dec 3, 2019	Election Files: Vote-by-Mail Site Agreement	2 years	CC-029
April 2005	Contract: C02-32 Blodgett Baylosis Associates-Terminated 2005	Term +10 years	CC-006
2015-2016	FPPC Form 700 Economic Interest Filings	7 years	CC-014
2016-2017	FPPC Form 700 Economic Interest Filings	7 years	CC-014
2017-2018	FPPC Form 700 Economic Interest Filings	7 years	CC-014
2021	Repair Order History Units 2893/0807/1201/1302/1202/2613/14010/2612/ 0806/01103/1301/0705/0638/0602	Disposal of Vehicle +2 years	TR-021
2021	Repair Order History Units Z11/Z41/Z4/Z00/Z2/Z01/Z06/Z17/Z42/Z40/ Z43/Z32	Disposal of Vehicle +2 years	TR-021

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

APPROVALS:



City Attorney

June 5, 2025

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