

COMMUNITY DEVELOPMENT DIVISION
RECORDS TO BE DESTROYED



Memorandum

Date: September 24, 2019
TO: City Clerk's Office
FROM: Christie Alarcon, Community Development Director
SUBJECT: Destruction of Obsolete Records

Please find attached a log of obsolete records for destruction. They include the following boxes:

CDD-004
CDD-008
CDD-010
CDD-022
CDD-023
CDD-025
CDD-066

On October 2, 2018, the following records were submitted to the City Clerk's Office for destruction also, those are highlighted in yellow on the attached log for reference.

Thank you,

A handwritten signature in black ink, appearing to read "Christie Alarcon".

Christie Alarcon, Community Development Director

cc: Chanel Toledo, Community Development Program Manager

Legend		
	Permanent Records	
	Destruction Requested	9/24/2019
	Destruction Requested	10/2/2018

* Scanned Records

	Destroyed
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CITY OF LOMPOC

BOX NO.	CDD-004	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Housing		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:	CDBG	
BOX LABEL	PERIOD COVERED:	2013-14	
	DESTRUCTION DATE:	7/31/2019 (T+5)	
BOX CONTENTS DETAIL			
Description	File Name	Fiscal Year	
CDBG	2013-14 CAPER	2013-14	
CDBG	Fair Housing	2013-14	
CDBG	Library Flooring	2013-14	
CDBG	CAC-Youth Corp	2013-14	
CDBG	Rehab Administration	2013-14	
CDBG	Administration	2013-14	
CDBG	Code Enforcement	2013-14	

CITY OF LOMPOC

BOX NO.	CDD-010	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Destruction Requested:</td> <td></td> </tr> <tr> <td>Destruction Approved:</td> <td></td> </tr> <tr> <td>Destroyed Date:</td> <td></td> </tr> </table>	Destruction Requested:		Destruction Approved:		Destroyed Date:	
Destruction Requested:								
Destruction Approved:								
Destroyed Date:								
DEPT:	Economic Development							
SUB-DEPT:	Successor Agency							
LOCATION:	Anderson Recreation Center - Garage							
BOX LABEL	DESCRIPTION:	RDA						
	PERIOD COVERED:	various						
	DESTRUCTION DATE:	7/31/2019 (T+5)						

BOX CONTENTS DETAIL

Description	File Name	Fiscal Year
Successor Agency	Implementation Plan	2003-08
Successor Agency	Implementation Plan	2008-14
Successor Agency	AB1290 Review	2000
Successor Agency	Implementation Plan	1995-99
Successor Agency	Implementation Plan	2003-08
Successor Agency	Implementation Plan-Council Presentation	1995
Successor Agency	Implementation Plan	1995
Successor Agency	Negus Pocket Park Design	1995
Successor Agency	Back-up File / Working File	1995

CITY OF LOMPOC

BOX NO.	CDD-023	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Housing		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:	CDBG	
BOX LABEL	PERIOD COVERED:	7/31/2014	
	DESTRUCTION DATE:	7/31/2019(T+5)	

BOX CONTENTS DETAIL

Description	File Name	Fiscal Year
CDBG	Paid RR Loan Laney	
	Paid RR Loan Glidden	
	Paid RR Loan Gransie	
	Paid RR Loan Armstrong	
	Paid RR Loan Oldread	
	Paid RR Loan Reed	
	Paid RR Loan Saletti	

CITY OF LOMPOC

BOX NO.	CDD-025	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Housing / Successor Agency		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:	CDBG / HOME / RDA	
BOX LABEL	PERIOD COVERED:	7/31/2014	
	DESTRUCTION DATE:	7/31/2019(T+5)	

BOX CONTENTS DETAIL

Description	File Name	Fiscal Year
RDA	Arbor Square Appraisal	2014
CDBG	Charlotte's Web (Never Funded)	2010-11
HOME	Program File	2003-06
CDBG	UCP Agreement	2010-12
Misc	Federal Stimulus UCC	2009

CITY OF LOMPOC

BOX NO.	CDD-066	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	SHA/CDBG/CHAFA1/HTF		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:	RDA/CDB/LHTF	
BOX LABEL	PERIOD COVERED:	2003-2011	
	DESTRUCTION DATE:	10/28/2016	
BOX CONTENTS DETAIL			
Description	File Name	Fiscal Year	
Paid Loan	Read More Books	5/23/03	
Paid Loan	Carnahan Therapy	1/20/06	
Foreclosed Loan	T Street Condos HTF loan #59822	10/28/11	
Foreclosed Loan	T Street Condos CDBG loan #59806	10/28/11	
Loan File	Portabello Apartments CAL CHAFA1 #59702	11/17/05	

Memo

To: Stacey Haddon, City Clerk

From: Trish Munoz

CC: Christie Alarcon, Community Development Programs Manager

Date: 10/2/18

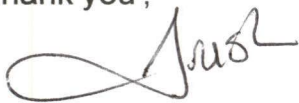
Re: Obsolete Records for Destruction

Attached, please find the Community Development Division's list of obsolete records for destruction that includes a detail of the content of each box to be destroyed.

Please include the attached list in your Resolution for approval of destruction of obsolete records to Council at the next available Council Meeting.

If there are any questions or concerns, please feel free to contact me at ext: 8270.

Thank you,



Community Development Department - Boxes Requested for Destruction

Box Number	<u>Destruction Date</u>	<u>Destruction Requested</u>	<u>Date Destroyed</u>
CDD-002	7/31/2018	10/2/2018	
CDD-003	7/31/2018	10/2/2018	
CDD-028	7/31/2018	10/2/2018	
CDD-029	7/31/2018	10/2/2018	
CDD-033	12/31/2017	10/2/2018	
CDD-050	7/31/2018	10/2/2018	
CDD-051	7/31/2018	10/2/2018	

Box Number	<u>Destruction Date</u>	<u>Destruction Requested</u>	<u>Date Destroyed</u>

Legend

	Permanent Records	
	Needs to be destroyed	
	Destroyed	

CITY OF LOMPOC

BOX NO.	CDD-051	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Housing		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:		CDBG
BOX LABEL	PERIOD COVERED:		2012-13
	DESTRUCTION DATE:		7/31/2018 (T+5)

BOX CONTENTS DETAIL

Description	File Name	Fiscal Year
CDBG	Human Services Boys & Girls Club	2012-13
CDBG	Human Services CC-CS	2012-13
CDBG	Human Services CC-FD	2012-13
CDBG	Capital CC-MERG/ERG	2012-13
CDBG	Human Services Rec & Parks	2012-13
CDBG	Human Services CPIC	2012-13
CDBG	Human Services DVS	2012-13
CDBG	Human Services FSA 211	2012-13
CDBG	Human Services FSA FRC	2012-13
CDBG	Human Services First Valley Baptist	2012-13

CITY OF LOMPOC

BOX NO.	CDD-050	Destruction Requested:
		Destruction Approved:
		Destroyed Date:

DEPT:	Economic Development	
SUB-DEPT:	Housing	
LOCATION:	Anderson Recreation Center - Garage	
BOX LABEL	DESCRIPTION:	CDBG
	PERIOD COVERED:	2012-13
	DESTRUCTION DATE:	7/31/2018 (T+5)

BOX CONTENTS DETAIL

Description	File Name	Fiscal Year
CDBG	Human Services Foodbank	2012-13
CDBG	Human Services Legal Aid	2012-13
CDBG	Fair Housing Legal Aid	2012-13
CDBG	Human Services PAL	2012-13
CDBG	Human Services Lompoc Library	2012-13
CDBG	Human Services MOW	2012-13
CDBG	Human Services NCRC	2012-13
CDBG	Human Services PSHH	2012-13
CDBG	Human Services Valley Haven	2012-13
CDBG	Human Services SART	2012-13
CDBG	Human Services TMHA	2012-13

CITY OF LOMPOC

BOX NO.	CDD-029	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Successor Housing Agency		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:	RDA	
BOX LABEL	PERIOD COVERED:	7/31/2013	
	DESTRUCTION DATE:	7/31/2018(T+5)	
BOX CONTENTS DETAIL			
Description	File Name	Fiscal Year	
RDA	Parkside Gardens CalHFA	2/25/2013	
RDA	LHAC 328-330 N K St CHFA	12/31/2003	
RDA	LHAC 521-537 N T St CHFA	5/30/2007	
RDA	Casa Serena	2007	

CITY OF LOMPOC			
BOX NO.	CDD-003	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Housing		
LOCATION:	Anderson Recreation Center - Garage		
BOX LABEL	DESCRIPTION:	CDBG / HOME	
	PERIOD COVERED:	2010-2013	
	DESTRUCTION DATE:	7/31/2018 (T+5)	
BOX CONTENTS DETAIL			
Description	File Name	Fiscal Year	
CDBG	Rehab Administration	2012-13	
CDBG	Code Enforcement	2012-13	
CDBG	Code Enforcement	2012-13	
CDBG	Fair Housing	2012-13	
HOME	HOME Administration	2011-12	
CDBG	CDBG Capital Library HVAC	2010-11	
CDBG	CDBG Capital Library HVAC	2010-11	
CDBG	CDBG Capital Library HVAC	2010-11	
CDBG	Rehab Administration	2010-11	

CITY OF LOMPOC

BOX NO.	CDD-002	Destruction Requested:	
		Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Housing		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:	CDBG / HOME	
BOX LABEL	PERIOD COVERED:	2010-2013	
	DESTRUCTION DATE:	7/31/2018 (T+5)	
BOX CONTENTS DETAIL			
Description	File Name	Fiscal Year	
CDBG	Rehab Administration	2012-13	
CDBG	Code Enforcement	2012-13	
CDBG	Code Enforcement	2012-13	
CDBG	Fair Housing	2012-13	
HOME	HOME Administration	2011-12	
CDBG	CDBG Capital Library HVAC	2010-11	
CDBG	CDBG Capital Library HVAC	2010-11	
CDBG	CDBG Capital Library HVAC	2010-11	
CDBG	Rehab Administration	2010-11	