Exhibit D to Resolution No. 6286(19)



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,

CC:

Christie Alarcon, Community Development Director

Chanel Toledo, Community Development Program Manager

Community Development Department - Master Box List - By Destruction Date

Box	Destruction	Destruction	Date
Number	Date	Requested	Destructed
CDD-001	7/31/2012	7/18/2017	9/28/2018
CDD-002	7/31/2018	10/2/2018	0/20/2010
CDD-003	7/31/2018	10/2/2018	
CDD-004	7/31/2019	9/24/2019	
CDD-005	7/31/2011	7/18/2017	9/28/2018
CDD-006	7/31/2005	7/18/2017	9/28/2018
CDD-007	7/31/2017	7/18/2017	9/28/2018
CDD-008	7/31/2019	9/24/2019	
CDD-009	7/31/2016	7/18/2017	9/28/2018
CDD-010	7/31/2019	9/24/2019	
CDD-011	7/31/2006	7/18/2017	9/28/2018
CDD-012	7/31/2016	7/18/2017	9/28/2018
CDD-013	7/31/2017	7/18/2017	9/28/2018
CDD-014	7/31/2018	10/2/2018	
CDD-015	7/31/2016	7/18/2017	9/28/2018
CDD-016	7/31/2017	7/18/2017	9/28/2018
CDD-017	7/31/2016	7/18/2017	9/28/2018
CDD-018	7/31/2011	7/18/2017	9/28/2018
CDD-019	12/31/2019		
CDD-020	7/31/2008	7/18/2017	9/28/2018
CDD-021	7/31/2016	7/18/2017	9/28/2018
CDD-022	7/31/2019	9/24/2019	
CDD-023	7/31/2019	9/24/2019	
CDD-024	12/31/2010	7/18/2017	9/28/2018
CDD-025	7/31/2019	9/24/2019	
CDD-026	7/31/2020		
CDD-027	7/31/2015	7/18/2017	9/28/2018
CDD-028	7/31/2018	10/2/2018	
CDD-029	7/31/2018	10/2/2018	
CDD-030	7/31/2015	7/18/2017	9/28/2018
CDD-031	10/14/2015	7/18/2017	9/28/2018
CDD-032	12/31/2013	7/18/2017	9/28/2018
CDD-033	12/31/2017	10/2/2018	
CDD-034	12/31/2021		
CDD-035	12/31/2016	7/18/2017	9/28/2018
CDD-036		7/18/2017	9/28/2018
CDD-037	12/31/2020		
CDD-038	7/31/2016	7/18/2017	9/28/2018
CDD-039	12/31/2009	7/18/2017	9/28/2018
CDD-040	12/31/2009	7/18/2017	9/28/2018
CDD-041	7/31/2014	7/18/2017	9/28/2018

	Destruction	Destruction	Date
Box Number	Date	Requested	Destructed
CDD-042	7/31/2019		
CDD-043	7/31/2015	7/18/2017	9/28/2018
CDD-044	12/31/2011	7/18/2017	9/28/2018
CDD-045	12/31/2015	7/18/2017	9/28/2018
CDD-046	7/31/2013	7/18/2017	9/28/2018
CDD-047	12/31/2013	7/18/2017	9/28/2018
CDD-048	7/31/2017	7/18/2017	9/28/2018
CDD-049	7/31/2015	7/18/2017	9/28/2018
CDD-050	7/31/2018	10/2/2018	
CDD-051	7/31/2018	10/2/2018	
CDD-052	7/31/2012	7/18/2017	9/28/2018
CDD-053	7/31/2014	7/18/2017	9/28/2018
CDD-054	7/31/2013	7/18/2017	9/28/2018
CDD-055	7/31/2017	7/18/2017	9/28/2018
CDD-056	12/31/2013	7/18/2017	9/28/2018
CDD-057	12/31/2015	7/18/2017	9/28/2018
CDD-058	12/31/2013	7/18/2017	9/28/2018
CDD-059	12/31/2014	7/18/2017	9/28/2018
CDD-060	12/31/2019		
CDD-061	12/31/2016	7/18/2017	9/28/2018
CDD-062	12/31/2019		
CDD-063	12/31/2019		
CDD-064	12/31/2019		
CDD-065	12/31/2019		
CDD-066	10/28/2016	9/24/2019	
CDD-067	12/31/2024		
CDD-068	12/31/2025		
CDD-069	12/31/2025		
		8	

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

* Scanned Records

Deetround	
Destroyed	

	CITY	CITY OF LOMPOC	MPOC	
BOX NO.	CDD-004		Destruction Requested: Destruction Approved:	
			Destroyed Date:	
DEPT:	Economic Development	ment		
SUB-DEPT:	Housing			
LOCATION:	Anderson Recreation Center - Garage	on Center	- Garage	
	DESCRIPTION:		CDBG	
BOX LABEL	PERIOD COVERED:	D:	2013-14	
	DESTRUCTION DATE:	ATE:	7/31/2019 (T+5)	()
	BOX C	BOX CONTENTS DETAIL	DETAIL	
				Fiscal
Description	File Name	me		Year
CDBG	2013-14	2013-14 CAPER		2013-14
CDBG	Fair Housing	using		2013-14
CDBG	Library	Library Flooring		2013-14
CDBG	CAC-Yo	CAC-Youth Corp		2013-14
CDBG	Rehab /	Rehab Administration	tion	2013-14
CDBG	Administration	tration		2013-14
CDBG	Code E	Code Enforcement	t	2013-14

	CDD-008	Destruction Requested: Destruction Approved:	
	Economic Development		
T	Successor Agency		
LOCATION: Ande	Anderson Recreation Center -	er - Garage	
DES	DESCRIPTION:	Redevelopment	
BOX LABEL PERIOD COVERED:	(IOD COVERED:	2014	
DESTRI	TRUCTION DATE:	7/31/2019 (T+5)	
	BOX CONTENTS DETAIL	S DETAIL	
			Fiscal
Description	File Name		Year
Redevelopment	Bond		2014

		CII Y OF LUMPUC	
		Destruction Requested:	
BOX NO.	CDD-010	Destruction Approved:	
		Destroyed Date:	
DEPT: E	Economic Development		
SUB-DEPT: S	Successor Agency		
LOCATION: A	Anderson Recreation Center -	nter - Garage	
	DESCRIPTION:	RDA	
BOX LABEL P	PERIOD COVERED:	various	
	DESTRUCTION DATE:	7/31/2019 (T+5)	
	BOX CONTENTS DETAIL	NTS DETAIL	
			Fiscal
Description	File Name		Year
Successor Agency	Implementation Plan	n Plan	2003-08
Successor Agency	າcy Implementation Plan	n Plan	2008-14
Successor Agency	ncy AB1290 Review	We	2000
Successor Agency	Implementation Plan	on Plan	1995-99
Successor Agency	lmplementation Plan	on Plan	2003-08
Successor Agency		Implementation Plan-Council Presentation	1995
Successor Agency	Implementation Plan	on Plan	1995
Successor Agency	ncy Negus Pocket Park Design	Park Design	1995
Successor Agency	ncy Back-up File / Working File	Working File	1995

		CITY OF LOMPOC	MPOC	
BOX NO.	S	CDD-022	Destruction Requested: Destruction Approved: Destroyed Date:	
DEPT:	Economic [Economic Development		
SUB-DEPT: LOCATION:	Housing Anderson F	Housing Anderson Recreation Center -	r - Garage	
- XO	DESCRIPTION:	JON:	CDBG	
BOA LABEL PERIOD COVERED. DESTRUCTION DAT	DESTRUC	RUCTION DATE:	7/31/2019(T+5)	
		BOX CONTENTS DETAIL	S DETAIL	
				Fiscal
Description		File Name		Year
CDBG		HS Grants		2014-15

		CITY OF LOMPOC	MPOC	
BOX NO.	่ ว	CDD-023	Destruction Requested: Destruction Approved: Destroyed Date:	
DEPT:	Economic L	Economic Development		
SUB-DEPT: LOCATION:	Housing Anderson R	Housing Anderson Recreation Center -	r - Garage	
	DESCRIPTION:	ION:	CDBG	
BOX LABEL	PERIOD COVERED:	OVERED:	7/31/2014	
	DESTRUCT	RUCTION DATE:	7/31/2019(T+5)	
		BOX CONTENTS DETAIL	S DETAIL	
				Fiscal
Description	_	File Name	\	Year
CDBG	ш.	Paid RR Loan	Laney	
		Paid RR Loan	Glidden	
	<u> </u>	Paid RR Loan	Gransie	
	<u> </u>	Paid RR Loan	Armstrong	
		Paid RR Loan	Oldread	
		Paid RR Loan	Reed	
		Paid RR Loan	Saletti	

	CITY OF LOMPOC	F LO	MPOC	
BOX NO.	CDD-025		Destruction Requested: Destruction Approved: Destroyed Date:	
DEPT:	Economic Development	ent		
SUB-DEPT:	Housing / Successor Agency	Agency		
LOCATION:	Anderson Recreation Center -	Center	- Garage	
	DESCRIPTION:		CDBG / HOME / RDA	SDA
BOX LABEL	PERIOD COVERED:		7/31/2014	
	DESTRUCTION DATE:	辿	7/31/2019(T+5)	()
	BOX CONTENTS DETAIL	TENTS	DETAIL	
				Fiscal
Description	File Name			Year
RDA	Arbor Square Appraisal	are App	raisal	2014
CDBG	Charlotte's) dew	Charlotte's Web (Never Funded)	2010-11
HOME	Program File	ile		2003-06
CDBG	UCP Agreement	ement		2010-12
Misc	Federal Stimulus UCC	imulus	ncc	2009

	CITY OF LOMPOC	IPOC	
		Destruction Requested:	
BOX NO.	990-QQO	Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	SHA/CDBG/CHAFA1/HTF		
LOCATION:	Anderson Recreation Center - Garage		
	DESCRIPTION:	RDA/CDB/LHTF	B/LHTF
BOX LABEL	PERIOD COVERED:	2003-2011	2011
	DESTRUCTION DATE:	10/28/2016	/2016
	BOX CONTENTS DETAIL	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	1 #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

		ty Developm	ent Departme
	Destruction	Destruction	<u>Date</u>
Box Number	<u>Date</u>	Requested	Destructed
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	
		L	

	Destruction	Destruction	Date
Box Number	Date	Requested	Destructed

Legend	
Permanent Records	
Needs to be destroyed	

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

CDD-056 Economic Developme Economic Developme TION: Economic Developme TION: Anderson Recreation DESCRIPTION: DESCRIPTION: DESTRUCTION DAT Human Brite Hou	CITY OF LOMPOC	
Economic Developme Housing Anderson Recreation DESCRIPTION: DESTRUCTION DAT Human	Destruction Requested:	sted:
Economic Developme Housing Anderson Recreation DESCRIPTION: DESTRUCTION DAT Human	D-050 Destruction Approved:	.pev
Housing Anderson Recreation DESCRIPTION: DESTRUCTION DAT Human	Destroyed Date:	
Housing Anderson Recreation DESCRIPTION: DESTRUCTION DAT Human	lopment	
PESCRIPTION: DESCRIPTION: DESTRUCTION DAT DESTRUCTION DAT Human		
PERIOD COVERED: DESTRUCTION DAT DESTRUCTION DAT Human	eation Center - Garage	
ption ption ption ption ption ption ption Human		CDBG
ption File Nar Human Hum	RED:	2012-13
Human		7/31/2018 (T+5)
Hum	BOX CONTENTS DETAIL	
Hum Hum Hum Hum Hum		Fiscal Year
Hum Hum Hum Hum Hum Hum Hum	man Services Foodbank	2012-13
Fair Hum Hum Hum Hum Hum	man Services Legal Aid	2012-13
Hum Hum Hum		2012-13
Hum Hum Hum	man Services PAL	2012-13
Hum Hum	man Services Lompoc Library	2012-13
Hum Hum	man Services MOW	2012-13
Hum	man Services NCRC	2012-13
Hum	man Services PSHH	2012-13
	man Services Valley Haven	2012-13
CUBG Human Services	man Services SART	2012-13
CDBG Human Services	man Services TMHA	2012-13

	,	CITY OF LOMPOC	MPOC	
	3		Destruction Requested:	
BOX NO.		CDD-033	Destruction Approved:	
			Destroyed Date:	
DEPT:	Economic	Economic Development		
SUB-DEPT:	Housing			
LOCATION:	Anderson	Anderson Recreation Center - Garage	- Garage	
	DESCRIP	RIPTION:	CDBG	
BOX LABEL	PERIOD (PERIOD COVERED:	12/31/2012	
	DESTRUC	DESTRUCTION DATE:	12/31/2017(T+5)	5)
		BOX CONTENTS DETAIL	S DETAIL	
				Fiscal
Description		File Name		Year
CDBG		Paid Rehab Loan		12/31/2012
The state of the s	The second secon			The second of th

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

BOX NO. DEPT: SUB-DEPT: Housing LOCATION: BOX LABEL BOX LABEL DESCRIPTION: DESCRIPTION: DESCRIPTION: DESTRUCTION DATE: DESTRUCTION DESTRUCTION DATE: DESTRU	CIT OF ECIME OC	
Econom DEPT: Housing TION: Anderso DESCRI DESTRI	Destruction Approved:	
Econom DEPT: Housing TION: Anderso DESCRI DESTRI DESTRI	Destroyed Date:	
TION: Anderso LABEL PERIOD DESTRI	nent	
TION: Anderso LABEL PERIOD DESTRI		
LABEL PERIOD CONTRIBUTION DESTRUC	n Recreation Center - Garage	
LABEL PERIOD C DESTRUC	CDBG	
DESTRUC	7/31/2013	
iption	TE: 7/31/2018(T+5)	
iption	BOX CONTENTS DETAIL	
iption		Fiscal
		Year
	2	2013

	CITY OF LOMPOC	OMPOC	
		Destruction Requested:	
BOX NO.	CDD-003	Destruction Approved:	
		Destroyed Date:	
DEPT:	Economic Development		
SUB-DEPT:	Housing		
LOCATION:	Anderson Recreation Center - Garage	er - Garage	
	DESCRIPTION:	CDBG / HOME	
BOX LABEL	PERIOD COVERED:	2010-2013	
	DESTRUCTION DATE:	7/31/2018 (T+5)	
	BOX CONTENTS DETAIL	S DETAIL	
			Fiscal
Description	File Name		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	CITY OF LOMPOC	
			Destruction Requested:	
BOX NO.	0	CDD-002	Destruction Approved:	
			Destroyed Date:	
DEPT:	Economic I	Economic Development		
SUB-DEPT:	Housing			
LOCATION:	Anderson Re	Recreation Center	- Garage	
	DESCRIPTION:	NOI:	CDBG / HOME	ΛE
BOX LABEL	PERIOD CO	OVERED:	2010-2013	
	DESTRUC	DESTRUCTION DATE:	7/31/2018 (T+5)	+5)
		BOX CONTI	BOX CONTENTS DETAIL	
Description		File Name		Fiscal Year
CDBG		Rehab Administration	tion	2012-13
CDBG		Code Enforcement	nt	2012-13
CDBG		Code Enforcement	nt	2012-13
CDBG		Fair Housing		2012-13
HOME		HOME Administration	ıtion	2011-12
CDBG		CDBG Capital Library HVAC	rary HVAC	2010-11
CDBG		CDBG Capital Library HVAC	rary HVAC	2010-11
CDBG		CDBG Capital Library HVAC	rary HVAC	2010-11
CDBG		Rehab Administration	ition	2010-11