

**Board Packet  
February 11, 2010**

**SUPPLEMENT 1**

**ITEM 8a  
Destruction of Records**

**Additional Document Destruction Request Form to be  
Included in Exhibit A**

## DOCUMENT DESTRUCTION REQUEST

The records listed below have met their retention period and are ready for destruction.

I hereby certify that the records to be disposed of are correctly listed below, that the destruction of the records is not prohibited by Local Government Code Sec. 202.002, and that their disposal will be carried out in accordance with Local Government Code Sec. 202.003.

\_\_\_\_\_  
 General Manager \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Records Specialist \_\_\_\_\_  
 Date

RECORD NUMBER	BOX NUMBER	RECORD SERIES TITLE	DATE	QUANTITY
1000-31	A10 A56	<p style="text-align: center;"><b>ADMINISTRATION</b></p> Litigation Case Files Old/Moldy outside of box labeled Dietz Old/Moldy outside of box labeled 154.4 Tank Dispute Because of the condition I did not handle files	Various Various	<b>Total:</b> 6000 Sheets
		<p><b>Various is used to denote a mix of non-essential records and/or a mix of years or unknown years. The Executive Assistant to the General Manager &amp; all Department Heads have reviewed the records and verified they are suitable for destruction.</b></p>		