



## MEMORANDUM

**To:** Sonia Carvalho  
City Attorney

**Date:** February 7, 2025

**From:** Michael L. Garcia  
Community Development Executive Director

**Subject:** Request For Destruction Of Records

The Community Development Agency requests your consent to destroy the city records listed on the attached listing in accordance with the retention schedule outlined in City Council Resolution 2013-014.

**CITY OF SANTA ANA**  
**OBSOLETE RECORDS DESTRUCTION SCHEDULE**  
**COMMUNITY DEVELOPMENT AGENCY**  
**March 2025**

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE/RETENTION PERIOD	RECORD PERIOD	GOVT. CODE / AUTHORITY	NO. OF BOXES
Economic Development	Workforce Investment Board (WIB)	WDB Procurements	6 years	PY 2011-2016	29CFR, Part 97.42(b)(2)	2
Economic Development	Federal Empowerment Zone Grant	WDB Administration Reports & Monitoring	5 years	PY 2008-2017	29CFR, Part 97.42(b)(2)	4
Economic Development	Workforce Investment Board (WIB)	WIA Participant WIOA Participant SSA Participant Files	6 years	PY 2012 – PY 2017	29CFR, Part 97.42(b)(2)	13
Housing	Loan Files	CDBG Loans Paid-Off, CalHome Rehab, NSP/ANR, Mobile Home Hardship Program Loans Paid-Off, HOME Rehab Loans. Loans have been forgiven or loans Paid-Off; Ineligible loan files;	5 Years	2010 - 2016	Code of Civil Procedures Sec. 337 GC 34090	12
Housing	Development, General Subject Files, Projects	Internal working files including correspondence	2 Years	2001 - 2013	24 CFR 85.1 & 85.42	5
Housing	Housing Programs	Planning/Redevelopment Agency files.	Plus 2 Years	2001 - 2013	GC 34090	13

PREPARED BY:

Arnet Victoria 2/7/25  
 Arnet Victoria Date  
 Management Analyst

RECORDS DESTROYED:

49  
 Number of Boxes

CONSENT BY:

Michael L. Garcia 2/7/25  
 Michael L. Garcia Date  
 Executive Director

APPROVED BY:

Sonia Carvalho  
 City Attorney

Andrea Garcia-Miller 2/24/25  
 Andrea Garcia-Miller Date  
 Assistant City Attorney