



MEMORANDUM

To: Sonia Carvalho
City Attorney

From: Sara Williams
Paralegal

Sandra Flores
Chief Assistant City Attorney

Date: May 30, 2025

Re: Request for Destruction of Records

Staff members of the City Attorney's Office have identified City records that can be scheduled for destruction pursuant to the retention schedule outlined in City Council Resolution No. 2013-014. A copy of the retention schedule for the City Attorney's Office is attached hereto as Exhibit "A".

Staff is respectfully requesting your approval of the records to be scheduled for destruction. The records are identified in Exhibit "B" hereto. Total Records to be destroyed: 106 Boxes.

APPROVED BY:

Sonia R. Carvalho 6.3.25
Sonia R. Carvalho Date
City Attorney

Exhibit “A”

City of Santa Ana Records Retention Schedule

CITY ATTORNEY'S OFFICE

Exhibit C

RECORD CATEGORY	RECORD SERIES	RECORD DESCRIPTION	RECORD START DATE	RETENTION PERIOD	REMARKS	CUSTODIAN
FEDERAL COURT CASES	By Case	Case file for Federal Court Case	Closing Date	5 years	Code of Civil Procedures Sec. 337	CAO
CRIMINAL CASES	By Case	Case file for Criminal Court Case	Closing date	5 years		
JUDGEMENTS & SETTLEMENTS	By Case	Concluding Case documents	Closing Date	10 years		
PERSONNEL BOARD APPEALS	by Appellant	Personnel	Closing Date	5 years		
SUPERIOR COURT CASES	By Case	Case file for Superior Court Case	Closing Date	5 years		
EMINENT DOMAIN CASES	By Property		Closing Date	5 years		
GENERAL FILES	By Subject	Subject matter files	Closing Date	2 Years	GC 304090	

Exhibit “B”

Index of Boxes for Destruction by Year

2010 (2 Boxes)

People v. Bobby Wilheli Greene
 People v. Decker
 People v. Do Thang
 People v. Esperanza Rivera 1
 People v. Esperanza Rivera 2
 People v. Esperanza Rivera 3
 People v. Fernando Romero
 People v. Hai Dinh Tran
 People v. Joseph Dicker Strous
 People v. Mark Alan Reed
 People v. Martha Diaz
 People v. Precision Copy
 People v. Rich Meyer
 People v. Robert H. Vinh
 People v. Susan Carol Hawkins
 People v. Terri Weikel
 People v. Willard Decker

2017 (22 Boxes)

1901 First St. Owner v. Tustin Unified
 Agreement with Sloan Vazquez
 Alex Garcia v. San Bernardino Sheriff, et al.
 Alma Munoz v. SAUSD (2 boxes)
 Ana Marie Baldwin v. COSA
 Ann Clark v. COSA
 Arrellano (JM, a minor/Celine Lopez) v. COSA
 Bust Shelter Agreement
 Christian Garduno v. COSA (3 boxes)
 Christina Diaz v. COSA
 Claim of Elie Rios
 Contract with Civic Collections Inc.
 Contract with Clipper Creek
 COSA v. Joseph Saadi
 Cuenca v. Cohen (2 boxes)
 David M. Morales v. Thee Aguila, Inc.
 DC v. COSA
 El. C and Er. C v. COSA
 Elio Limonichi v. COSA
 Emma Borges v. COSA
 Erisbad Ramirez-Marcial v. COSA
 First Choice v. COSA
 Hadley Tow v. COSA
 Inspection Warrant-941 W. Bishop
 Inspection Warrant-947 W. Bishop
 Inspection Warrant-951 W. Bishop

2017 Continued

Jerry Van Buskirk v. COSA
 John Doe, et al. v. OC Youth Commission
 Jose E. Arellano v. COSA
 Jose Manuel Lopez v. COSA
 Jose's Working file-SAPOA-FLSA
 Kimberly Cerda v. COSA
 Lionel Zuniga v. COSA (2 boxes)
 Mario S. Vallejo v. SAUSD
 Morlin
 Nancy Wood v. COSA
 People v. Francisco Zavala
 People v. Martha Burcaw
 People v. Tanber
 Project Labor Agreement
 Raphael Palencia v. County of Orange
 Ronald Austin v. OC Sheriff
 Rosario M. Avitia v. US ICE
 Roybal v. Vergara (3 boxes)
 Tony Camargo v. COSA
 USA v. Victor Daniel Collazo
 Vending Truck 2013
 Wiley Gil v. Dept. of Justice

Index of Boxes for Destruction by Year

2018 (44 Boxes)

Adam Genesta v. COSA
 Amri Soto
 Andrew Garcia v. City of G.G.
 Bo Nunez 2101 S. Bristol
 Brandon Sontag Personnel Hrg.
 Bristol St. Master File
 Bristol St. Widening Phase II
 Christian Garduno v. COSA
 Christopher Saldana v. Sej Asset
 City of S.A. v. California Lodge
 Conjunto Primavera Breach
 COSA v. 740 Broadway
 COSA v. La Amiga Textiles
 COSA v. Mamo Real Estate
 COSA v. Sycamore Parking Concepts
 COSA v. Vincent R. Tritz
 COSA v. Ziegler Properties, Inc.
 COSA v. Maria Alicia Cadena
 COSA v .Miguel Pulido
 Demura 1429 N. Bristol St.
 Dorine Kethley v. COSA
 ER Ferrer, LLC v. COSA
 First Choice Organic Living v. COSA
 Grievance re George Garcia
 In Re: Mark Siegel
 Jermaine Chavez - 1607 N Bristol
 Jessica Stephens v. COSA
 Jose Manuel Lopez v. COSA
 Liang Inc./Phase 3A 1111 N Bristol
 Lyon School Fee
 Maria Quintanila v. COSA
 MMD Corresp./Docs re various prop.
 Nancy Stiles v. OCTA

2018 Continued

Nature's Green Collective v. COSA
 Nicole Wheeler v. ICE
 North Coast Riversa v. Cali Dept.
 Ochiai 1601 N. Bristol St.
 People v. 1212 PML Broadway
 People v. Benjamin Elder
 People v. Carroll White
 People v. Eduardo Santiago
 People v. Hillview Bldg.
 People v. John & Laura Warren
 People v. Juan Jaime
 People v. Kaver
 People v. Lundar Yuh
 People v. Miguel Berrente
 People v. Navil Osorio Cruz
 PRA Parking Citation
 Quinones v. COSA
 Radio Shack Corp.
 RJ Nobel v. Hairbrink Asphalt
 Robert Reisse v. COSA
 Sana Partners v. COSA
 SEIU 2017 Negotiations
 Sky High Holistic
 Tai Nguyen v. COSA
 Teresa Sanchez v. COSA
 The Old Orchard Conservancy
 Timothy Peterson
 USA v. Ronald Boyd Slocum
 World Oil/Phase 4 2040 S. Bristol
 Yong Jae Lee 1411 N. Bristol
 Zuniga v. COSA

Index of Boxes for Destruction by Year

2019 (38 Boxes)

Ana Valente v. COSA
 Angel Espinoza
 Anita Mumford v. COSA
 Augustus
 Augustus Ruiz
 B. Heider 30-2018-00969794
 Better Neighborhoods
 Brandon Sontag v. COSA
 Bristol St. Project Phase 3A
 Bristol St. Project Phase 4
 Bristol St. Widening Project
 Burcaw #30-2012-00567205
 Burcaw #30-2019-00668708
 Carmen Nunez v. COSA
 City of L.A. v. Metro Water
 City of S.A. MX Live Marketing
 Claudia Ortiz v. COSA
 COSA v. Bastidad
 COSA v. Phoenix Group
 COSA v. Mutual Med. Collective
 Crystal Lopez v. COSA
 Cynthia Huerta v. Nicole Quijas
 DCG v. City
 Esther Aguilar
 ETAC
 GASD, et al. v. COSA
 Gilbert Castrejon
 Huizar v. Neal Kelly
 Inactive Counsel
 James Barclay v. Michael Martell
 Jeraldane Quin
 Jesus Martinez v. COSA
 Juan Carlos Villeda v. R. Diaz
 Justin May
 Klean Waters v. OC Sanitation
 Leeann Collins v. COSA
 Le-Phan
 Maria Meredo

2019 Continued

Maria Rodriguez v. COSA
 McDonalds 1501 N. Bristol St.
 MMD/Code Misc Address Files
 Monica Maars v. J. Carols Maggi
 Nicole Quijas v. COSA
 Norma Dominguez v. COSA
 OC Workers v. COSA
 People v. Adrian Gonzalez
 People v. Ramond H. Smith
 People/City v. Burcaw
 Rachel Santana v. COSA
 Recall of Juan Villegas
 Review Western Waste Agrmt.
 Rita Gomez v. COSA
 Salome Renteria v. COSA
 SAPOA v. COSA
 SB-7 Prevailing Wage
 SCE v. COSA
 Sky High Warrant Service
 So. Calif. Gas v. COSA
 Spectrasystem v. JMJ
 Tammy Franks v. COSA
 Teresa Santana-Regalado
 The Diary-Navarro family
 Theresa Le v. COSA
 Time Warner Cable
 Traffic Management Shamrock
 U.S. v. Sean Hoseinzadeth
 USA v. Julio Cesar Alvarado
 Victoria Brown
 Vidoartukovich v. COSA
 Water Conservative Prop. 218
 Xochitl Hernandez v. Lynch
 Yaneli Alonso v. COSA