

EXHIBIT A

**Law Bureau
Records to be Approved for Destruction**

| <u>DESCRIPTION OF RECORDS</u> | <u>YEAR(S)</u> | <u>BOX SIZE</u> L x W x H | <u># OF</u> BOXES | <u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u> |
|---|---|---|-------------------------------------|--|
| Administrative and Subject Files - Sheriff's Sales - Subpoena Files - Right to Know Requests | 2015-2016 2015-2016 2017 | 17"x11"x9" | 1 Box | AL-1(2) AL-1(2) AL-46 |
| Contracts Use Permit Agreements | 1990-2001 2012-2014 | 15"x12"x 10" | 1 Box | AL-8(2) AL-8(2) |
| Contracts | 1984-1998 | 24"x15"x10" | 1 Box | AL-8(2) |
| Administrative and Subject Files, Contracts and Litigation Case Files - Miscellaneous general and subject files - Contracts - Lease - Use Permit Agreements - Litigation Case File | 1991-2014 1969-2001 1988 2005-2014 2001 | 24"x12"x10" | 1 Box | AL-1(2) AL-8(2) AL-8(2) AL-8(2) AL-19(1) |
| Administrative and Subject Files, Contracts and Litigation Case Files - Miscellaneous general and subject files - Contracts - Lease - Litigation Case File | 1988-2009 2009-2014 1978-2007 2000 | 24"x15"x10" | 1 Box | AL-1(2) AL-8(2) AL-8(2) AL-19(1) |
| Administrative and Subject Files and Contracts - Miscellaneous general and subject files - Contracts - Lease - Use Permit Agreements | 1994-2014 2000-2014 2000-2013 2012 | 15"x12"x 10" | 1 Box | AL-1(2) AL-8(2) AL-8(2) AL-8(2) |
| Administrative and Subject Files - Miscellaneous general and subject files | 1995-2014 | 15"x12"x 10" | 1 Box | AL-1(2) |
| Municipal Lien Files (satisfied/closed) | 2014-2018 | 15"x12"x 10" | 1 Box | AL-25 |
| Litigation Case Files | 2013-2018 | 24"x15"x10" | 2 Boxes | AL-19(1) |
| Administrative and Subject Files - Miscellaneous general and subject files | 2014-2016 | 24"x15"x10" 24"x12"x10" | 2 Boxes | AL-1(2) |