



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-6

ROBERT E. SHANNON
City Attorney

HEATHER A. MAHOOD
Chief Assistant City Attorney

MICHAEL J. MAIS
Assistant City Attorney

PRINCIPAL DEPUTIES

Barbara D. de Jong
Dominic Holzhaus
Belinda R. Mayes

DEPUTIES

Gary J. Anderson
Richard F. Anthony
Christina L. Checel
Alysha Park Choi
Randall C. Fudge
Charles M. Gale
Everett L. Glenn
Donna F. Gwin
Monte H. Machit
Anne C. Lattime
Lisa Peskay Malmsten
Barry M. Meyers
Cristyl Meyers
J. Charles Parkin
Howard D. Russell
Tiffani L. Shin

March 6, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Resolution of the City Council of the City of Long Beach Approving and Authorizing the Destruction of Certain Records, Papers, and Writings By the Departments of City Manager, Financial Management Treasury Bureau and Financial Management Purchasing Division.

DISCUSSION


Pursuant to your request of January 30, 2007, this office has prepared and submits the above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By 
GARY J. ANDERSON
Deputy City Attorney

GJA:tag

Enclosure

L:\APPS\CtyLaw32\WPDOCS\026\005\00100661.WPD
07-00521

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH APPROVING AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS, PAPERS, AND WRITINGS BY THE DEPARTMENTS OF CITY MANAGER, FINANCIAL MANAGEMENT TREASURY BUREAU, AND FINANCIAL MANAGEMENT PURCHASING DIVISION

The City Council of the City of Long Beach resolves as follows:

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Departments of City Manager, Financial Management Treasury Bureau, and Financial Management Purchasing Division any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old.

Sec. 2. The City Council hereby finds that none of said records:

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes,

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY MANAGER (130100)

Cost Center: ()

Records Coordinator: RAMSAY, LINDA Mail Drop: Phone: (562)570-5029 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 12/31/2005	Location	Space#
<input type="checkbox"/>	C-373	10023.6	GENERAL FILE	01/01/1993	12/31/1994		12/31/2005	C-05-01	3
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
8		COA PROPOSAL FOR NAVAL SHIPYARD		01/01/1993	12/31/1994		GENERAL FILE		
9		LONG BEACH ANVAL SHIPYARD CLOSURE		01/01/1993	12/31/1994		GENERAL FILE		
10		KEY DOCUMENTS AS OF FEBRUARY 1993		01/01/1993	12/31/1994		GENERAL FILE		
11		LONG BEACH NAVAL STATION CLOSURE		01/01/1993	12/31/1994		GENERAL FILE		
12		LONG BEACH NAVAL BASE CLOSURE		01/01/1993	12/31/1994		GENERAL FILE		

E = Excluded

Total Eligible Boxes to be destroyed = 1
Eligible Boxes on Hold = 0
Eligible Boxes Checked Out = 0
Eligible Boxes Removed = 0
Total Available Boxes to be destroyed = 1

3 13906	<i>Jan Sawyer</i>	4/11/06	<i>Christine J. Shupp</i>	2/14/09	<i>Greg J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)**

Cost Center: ()

Records Coordinator: **MUNZON, MYRNA** Mail Drop: Phone: (562)570-6636 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	11225	10027.4	CHECKS - COMMERCIAL	01/01/1998	02/28/1998		02/28/2005	D-09-01	12
Iron Mountain Ref LIST 1431 #:									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
1 100633 CANCELLED CHECK 01/01/1998 02/28/1998 CHECKS - COMMERCIAL									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
JAN. 98 FEB. 98 01/01/1998 02/28/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11226	10027.4	CHECKS - COMMERCIAL	03/01/1998	04/30/1998		04/30/2005	D-09-01	13
Iron Mountain Ref LIST 1431 #:									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
MARCH 98 APRIL 98 03/01/1998 04/30/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11227	10027.4	CHECKS - COMMERCIAL	04/30/1998	06/30/1998		06/30/2005	D-09-01	18
Iron Mountain Ref LIST 1431 #:									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
1 118345 - JUNE 1998 04/30/1998 06/30/1998 CHECKS - COMMERCIAL									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
APRIL 98 JUNE 98 04/30/1998 06/30/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11228	10027.4	CHECKS - COMMERCIAL	06/30/1998	08/31/1998		08/31/2005	D-09-02	8
Iron Mountain Ref LIST 1431 #:									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
1 120730 - JUNE 1998 06/30/1998 08/31/1998 CHECKS - COMMERCIAL									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
JUNE 98 AUGUST 98 06/30/1998 08/31/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11229	10027.4	CHECKS - COMMERCIAL	08/31/1998	09/30/1998		09/30/2005	D-09-02	12
Iron Mountain Ref LIST 1431 #:									

4 1/17/06	<i>Jan Davery</i>	4 2/1/06	<i>David West</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD
2 1/19/09	<i>Blay J. Anderson</i>		
Date	CITY ATTORNEY		

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)**

Cost Center: ()

Records Coordinator: **MUNZON, MYRNA** Mail Drop: Phone: (562)570-6636 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
Range Beginning	Range Ending	Range Description		Beginning Date	Ending Date	Record Title Name			
<input type="checkbox"/> AUGUST 98	SEPTEMBER 98			08/31/1998	09/30/1998	CHECKS - COMMERCIAL			
	11230	10027.4	CHECKS - COMMERCIAL	10/31/1998	11/30/1998		11/30/2005	D-09-02	13
Iron Mountain Ref LIST 1431 #:									
<input type="checkbox"/> OCTOBER 98	NOVEMBER 98			10/31/1998	11/30/1998	CHECKS - COMMERCIAL			
	11231	10027.1	CHECKS - PAYROLL	12/31/1997	01/31/1998		01/31/2005	D-09-02	14
Iron Mountain Ref LIST 1431 #:									
<input type="checkbox"/> DECEMBER 97	JANUARY 98			12/31/1997	01/31/1998	CHECKS - PAYROLL			
	11232	10027.1	CHECKS - PAYROLL	01/31/1998	03/30/1998		03/30/2005	D-09-02	15
Iron Mountain Ref LIST 1431 #:									
<input type="checkbox"/> JANUARY 98	MARCH 98			01/31/1998	03/30/1998	CHECKS - PAYROLL			
	11233	10027.1	CHECKS - PAYROLL	04/01/1998	05/31/1998		05/31/2005	D-09-02	16
Iron Mountain Ref LIST 1431 #:									
<input type="checkbox"/> APRIL 98	MAY 98			04/01/1998	05/31/1998	CHECKS - PAYROLL			
	11371	10027.1	CHECKS - PAYROLL	05/01/1998	07/31/1998		07/31/2005	D-09-02	17
Iron Mountain Ref LIST 1431 #:									
<input type="checkbox"/> MAY 98	JULY 98			05/01/1998	07/31/1998	CHECKS - PAYROLL			
	11372	10027.1	CHECKS - PAYROLL	07/01/1998	09/30/1998		09/30/2005	D-09-02	18
Iron Mountain Ref LIST 1431 #:									

11		4/19/06		02/19/06		
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date		CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)**

Cost Center: ()

Records Coordinator: **MUNZON, MYRNA** Mail Drop: Phone: (562)570-6636 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 12/31/2005	Location	Space#	
<input type="checkbox"/>	JULY 98	SEPTEMBER 98	11373	10027.1	CHECKS - PAYROLL	07/01/1998	09/30/1998	CHECKS - PAYROLL	11/30/2005 D-09-03	1
Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name										
Iron Mountain Ref LIST 1431										
#:										
<input type="checkbox"/>	SEPTEMBER 98	NOVEMBER 98	11374	10027.1	CHECKS - PAYROLL	09/01/1998	11/30/1998	CHECKS - PAYROLL	12/31/2005 D-09-03	2
Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name										
Iron Mountain Ref LIST 1431										
#:										
<input type="checkbox"/>	NOVEMBER 98	DECEMBER 98	11375	10027.5	CHECKS - UTILITY REFUND	11/30/1998	12/31/1998	CHECKS - PAYROLL	04/30/2005 D-09-03	3
Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name										
Iron Mountain Ref LIST 1431										
#:										
<input type="checkbox"/>	AUGUST 97	APRIL 98	11376	10027.5	CHECKS - UTILITY REFUND	08/01/1997	04/30/1998	CHECKS - UTILITY REFUND	12/31/2005 D-09-03	5
Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name										
Iron Mountain Ref LIST 1431										
#:										
	MAY 98	DECEMBER 98			CHECKS - UTILITY REFUND	05/01/1998	12/31/1998	CHECKS - UTILITY REFUND		

Total Eligible Boxes to be destroyed = 15
Eligible Boxes on Hold = 0
Eligible Boxes Checked Out = 0
Eligible Boxes Removed = 0
Total Available Boxes to be destroyed = 15

11		4/19/06	<i>[Signature]</i>	4/19/06		<i>[Signature]</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date		CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)**

Cost Center: ()

Records Coordinator: JANA VARGAS, PURCHASING AGENT Mail Drop: Phone: (562)570-6663 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy 12/31/2005	Location	Space#
<input type="checkbox"/>	14576	10030.0	ADMINISTRATIVE FILES	01/01/1995	12/31/1998		12/31/2005	D-02-03	16

Box Contents: LIST 1617

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		DEPARTMENTAL CORRESP WILLIAM A. EDDY, MD - AUG 1999	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
2		PA MEMOS, LETTERS & OTHER CORRESP	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
3		JULY 1995 - JUNE 1996	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
4		JULY 1996 - AUG 1997	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
5		SEPT 1997 - OCT 1998	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
6		FINANCIAL MANAGEMENT CORRESP JULY 1995 - APRIL 1997	01/01/1995	12/31/1998	ADMINISTRATIVE FILES

<input type="checkbox"/>	11095	10030.4	FORMAL CONTRACT	01/01/1988	12/31/1992		12/31/2005	E-10-04	16
--------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

Iron Mountain Ref LIST 1428

#: :

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name
PA-01289	PA-04192	FORMAL CONTRACTS	01/01/1988	12/31/1992	FORMAL CONTRACT

<input type="checkbox"/>	11096	10030.4	FORMAL CONTRACT	01/01/1991	12/31/1993		12/31/2005	E-10-04	9
--------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	---

Iron Mountain Ref LIST 1428

#: :

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name
PA-04492	PA-02993	FORMAL CONTRACTS	01/01/1991	12/31/1993	FORMAL CONTRACT

<input type="checkbox"/>	11092	10030.4	FORMAL CONTRACT	01/01/1994	12/31/1995		12/31/2005	E-10-04	4
--------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	---

Box Contents: LIST 1428

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name
PA-00295	PA-01195	FORMAL CONTRACTS	01/01/1994	12/31/1995	FORMAL CONTRACT

<input type="checkbox"/>	11100	10030.4	FORMAL CONTRACT	01/01/1993	12/31/1996		12/31/2005	H-01-04	6
--------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	---

Iron Mountain Ref LIST 1428

#: :

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name

4/13/06	<i>Jana Vargas</i>	4/14/06	<i>Jana Vargas</i>	4/13/06	<i>Doug J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)**

Cost Center: ()

Records Coordinator: JANA VARGAS, PURCHASING AGENT Mail Drop: Phone: (562)570-6663 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 12/31/2005	Location	Space#
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
PA-03793	COPIER EQUIP.	FORMAL CONTRACTS		01/01/1993	12/31/1996		FORMAL CONTRACT		
<input type="checkbox"/>	13306	10030.4	FORMAL CONTRACT	01/01/1997	12/31/1998		12/31/2005	C-01-03	1

Box Contents: LIST 1541

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name	
1		PA-01197 FURNISH AND DELIVER EMERGENCY HAZARDOUS WASTE	01/01/1997	12/31/1998	FORMAL CONTRACT	
2		CLEAN-UP SERVICES (LW)	01/01/1997	12/31/1998	FORMAL CONTRACT	
3		PA-03297 PLUMBING SUPPLIES (BG) 2 FOLDERS	01/01/1997	12/31/1998	FORMAL CONTRACT	
4		PA-04097 FURNISH, DELIVER AND INSTALL FENCING (LW)	01/01/1997	12/31/1998	FORMAL CONTRACT	
<input type="checkbox"/>	13784	10030.4	FORMAL CONTRACT	01/01/1997	12/31/1998	
					12/31/2005 G-01-03	9

Box Contents: LIST 1574

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name	
1		PA-02597 FURNISH AND DELIVER GAS METERS & RELATED ACCESSORIES (BG)	01/01/1997	12/31/1998	FORMAL CONTRACT	
2		PA-02897 FURNISH AND DELIVER ACTIONEERING SERVICES (BG)	01/01/1997	12/31/1998	FORMAL CONTRACT	
3		PA-02896 FURNISH AND DELIVER SPRINKLER SUPPLIES	01/01/1997	12/31/1998	FORMAL CONTRACT	
<input type="checkbox"/>	14453	10030.4	FORMAL CONTRACT	01/01/1998	12/31/1998	
					12/31/2005 138049005	0

Iron Mountain Ref 138049005
#:

Box Contents: LIST 1614

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name	
PA-02498	PA-002698		01/01/1998	12/31/1998	FORMAL CONTRACT	
<input type="checkbox"/>	11097	10030.6	RESOLUTIONS	01/01/1995	12/31/1996	
					12/31/2005 H-01-04	2

Iron Mountain Ref LIST 1428
#:

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name

//	//	<i>Jana Vargas</i>	2/14/07
Date	Date	DEPARTMENT HEAD	Date
RECORDS MANAGER		CITY ATTORNEY	

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)**

Cost Center: ()

Records Coordinator: JANA VARGAS, PURCHASING AGENT Mail Drop: Phone: (562)570-6663 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
				01/01/1995	12/31/1996	RESOLUTIONS			

Total Eligible Boxes to be destroyed	=	9
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	9

11		4 12/1/06	<i>J. Vargas</i>	7 12/1/06	<i>Doug J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY