



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-7

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November 11, 2008

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 Water Department

DISCUSSION

Pursuant to your request of October 7, 2008, 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:lk
Enclosure

A08-03201

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 RESOLUTION NO.

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE WATER DEPARTMENT.

7
8 The City Council of the City of Long Beach resolves as follows:

9
10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Water Department of any and
15 all of the records, documents, instruments, books, papers, and writings as set forth in the
16 documents attached hereto and marked Exhibit "A" and by reference thereto made a part
17 hereof, which records are under its charge and are no longer required for use in its
18 respective office, said records being no less than two (2) years old.

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

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

24 ordinances or resolutions of the City of Long Beach or any City Board or Commission.

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Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2008, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

GJA: lkm - 10/10/08
A08-03201



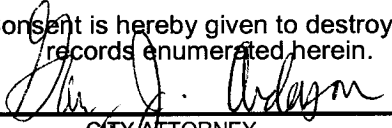
RECORDS DESTRUCTION REQUEST

1. Date: September 2, 2008

Honorable Council of the City of Long Beach

2. The Water Department respectfully requests authority to destroy the following departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. NO. BOXES ON-SITE	7. NO. BOXES OFF-SITE
P5 8	A/P vouchers 55370 to 55519	1995-1996	1	0
P6 17	Check register voucher # list report	1994-1998	1	0
P6 19	Closed PO's FY1998-1999	1998-1999	1	0
P6 19	Closed PO's FY1999	1999	2	0
P6 19	Closed PO's FY1999-2000	1999-2000	1	0
P5 8	CVIB 55300 to 55399 (Nov 1997)	1997	1	0
P5 3	Deposit Receipts 02/95-01/96	1995-1996	1	0
P5 3	Deposit receipts 07/95-12/96	1995-1996	1	0
P5 3	Deposit receipts –imprest cash 10/99-09/01	1999-2001	1	0
P5 3	Deposit receipts/utility deposit receipts (01/97-09/98)	1997-1998	1	0
P5 3	Deposit receipts/utility deposit receipts (10/98-09/00)	1998-2000	1	0
P2 3	Engineering bureau USA Alert	1997	16	0
P2 3	Engineering correspondence	1999	1	0
P2 3	Engineering correspondence	2000	2	0
P2 3	Eric Leung's Agency information	2000	1	0

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE <u>9/3/08</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated herein.</p>  CITY ATTORNEY <p>11. By <u>Gary J. Anderson</u></p> <p>12. Title <u>Deputy City Atty.</u></p> <p>13. Date <u>10/8/08</u></p>	<p>14. REMARKS:</p> <p>Three pages total. P5 8= 5yrs P6 17=5yrs P6 19=EOC+5 P5 3=COA+5 P2 3= 3yrs P4 17=5yrs P6 20=COA+10 P5 13=5yrs</p>
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**RECORDS DESTRUCTION REQUEST
CONTINUATION SHEET
2 OF 3**

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
				0
P4 17	Payroll reports	1995	1	0
	Payroll reports	1996	2	0
	Payroll reports	1997	1	0
P6 20	Time cards	1997	1	0
	Time off requests	1995-1996	1	0
	Time sheets	1995	4	0
	Time sheets	1996	4	0
	Time sheets	1997	3	0
	Timecards (04/06/91-06/30/91)	1991	1	0
	Timecards (06/09/90-06/30/90)	1990	1	0
	Timecards (07/01/91-09/3/93)	1991-1993	1	0
	Timecards (11/01/1989-11/24/1989)	1989	1	0
	Timecards (12/28/91-03/06/92)	1991-1992	1	0
P5 13	UB master file statistics/large meter listings	1997-1998	1	0
	Utility billing master file statistics	1996-1997	1	0
P5 8	VCIB 55000 to 55299 (10/97-11/97)	1997	1	0
	VCIB 55549 to 55734 (12/96-1/97)	1996-1997	1	0
	VCIB 98-00039; 98-9673 (02/98-06/98)	1998	1	0
	VCIB 98-9675; 98-1505; 55930; 55730 (1/97-6/98)	1997-1998	1	0
	Voucher 55760 to 55890 (01/98)	1998	1	0
	Voucher 55805 to 56150	1995-1996	1	0
	Voucher 562500 to 56550 (03/97-04/97)	1997	1	0
	Voucher payments #211-349	1997-1998	1	0
	Voucher payments 55941 to 58353	1996-1997	1	0
	Voucher payments 56151-56940	1995-1996	1	0
	Voucher payments 56700-56940	1995-1996	1	0
	Voucher payments A-C	1994-1995	1	0
	Voucher payments C-D	1994-1995	1	0
	Voucher payments VFWA 98-03 to 98-32	1997-1998	1	0
	Voucher payments VFWA99-01 to 99-143	1998-1999	1	0

**RECORDS DESTRUCTION REQUEST
CONTINUATION SHEET
3 OF 3**

P5 8	Voucher payments VP 55317 to 55597	1996	1	0
	Voucher payments VP 56401 to 56699	1996	1	0
	Vouchers	1998	1	0
	Vouchers 23275 to 28782	1998	1	0
	Vouchers 55000 to 53316	1995-1996	1	0
	Vouchers 55400-55700 (11/97-01/98)	1997-1998	1	0
	Vouchers 55520 to 55788	1995-1996	1	0
	Vouchers 55652 to 55719	1995	1	0
	Vouchers 56600 to 56689	1997	1	0
	Vouchers 56673 to 58144	1996-1997	1	0
	Vouchers 56700 to 57050	1997	1	0
	Vouchers 56941 to 57262	1996	1	0
	Vouchers 57100-57399 (06/97-07/97)	1997	1	0
	Vouchers 57402-57999 (07/97-07/97)	1997	1	0
	Vouchers 58000 to 58616	1995-1996	1	0
	Vouchers 95-57680 to 96-57999	1995-1996	1	0
	Vouchers 97-55900 to 98-56000	1997-1998	1	0
Vouchers 98028790 to 98032900	1998	1	0	
Vouchers Prudential Records GTE	1994-1995	1	0	



Date: October 7, 2008

To: Gary J. Anderson, Deputy City Attorney

From: Monique De La Garza, Administrative Officer City Clerk Department

Subject: RESOLUTION FOR DESTRUCTION OF RECORDS

The enclosed record destruction request for the Water Department is submitted for your approval. We also request that the City Attorney prepare a resolution authorizing the destruction of the records listed.

Thank you

A08-03201