



CITY OF LONG BEACH

C-7

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 21, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department Commercial Services Bureau, as shown in Exhibit A: and adopt the resolution.

DISCUSSION

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments and elected officials must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Financial Management Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 15 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera-Cabrera
City Clerk

LH:md

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 FINANCIAL MANAGEMENT
7 DEPARTMENT, COMMERCIAL SERVICES BUREAU

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

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 Financial Management
15 Department, Commercial Services Bureau of any and all of the records, documents,
16 instruments, books, papers, and writings as set forth in the documents attached hereto
17 and marked Exhibit "A" and by reference thereto made a part hereof, which records are
18 under its charge and are no longer required for use in its respective office, said records
19 being no less than two (2) years old.

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

- 21 A. Affect the title to real property or liens thereon;
22 B. Constitute official court records;
23 C. Constitute records which are required to be kept by statute;
24 D. Constitute the original or record copies of the minutes,
25 ordinances or resolutions of the City of Long Beach or any City Board or
26 Commission.

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

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 20__ by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT A

FM/COMMERCIAL SERVICES (151206)

Cost Center: ()

Records Coordinator: PAMELA HORGAN Mail Drop: Phone: (562)570-7089 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 Date 12/31/2013	Location	Space#
<input type="checkbox"/>	23078	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2008	12/31/2008		12/31/2013	617684168	0
<input type="checkbox"/>	23079	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2008	12/31/2008		12/31/2013	617684169	0
<input type="checkbox"/>	23080	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2008	12/31/2008		12/31/2013	617684170	0
<input type="checkbox"/>	23081	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2008	12/31/2008		12/31/2013	617684171	0
<input type="checkbox"/>	18698	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2003	03/31/2003		03/31/2013	390422797	0
<input type="checkbox"/>	18702	10029.6	MEDI-CAL PAID ACCOUNTS	02/01/2003	03/31/2003		03/31/2013	390422801	0
<input type="checkbox"/>	18695	10029.6	MEDI-CAL PAID ACCOUNTS	03/01/2003	05/30/2003		05/30/2013	390422794	0
<input type="checkbox"/>	18696	10029.6	MEDI-CAL PAID ACCOUNTS	06/01/2003	07/31/2003		07/31/2013	390422795	0
<input type="checkbox"/>	18706	10029.6	MEDI-CAL PAID ACCOUNTS	04/01/2003	07/31/2003		07/31/2013	390422805	0
<input type="checkbox"/>	18697	10029.6	MEDI-CAL PAID ACCOUNTS	07/01/2003	09/30/2003		09/30/2013	390422796	0

BOX CHECKED OUT /

Checked Out Date: 12/31/2008 To: MARK WATERS

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

FM/COMMERCIAL SERVICES (151206)

(X) Code	Event Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	18701	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	04/01/2003	09/30/2003		09/30/2013	390422800	0
<input type="checkbox"/>	18704	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	06/01/2003	09/30/2003		09/30/2013	390422803	0
<input type="checkbox"/>	18700	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	01/01/2003	10/31/2003		10/31/2013	390422799	0
<input type="checkbox"/>	18705	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	07/01/2003	11/30/2003		11/30/2013	390422804	0
<input type="checkbox"/>	18694	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	09/01/2003	12/31/2003		12/31/2013	390422793	0
<input type="checkbox"/>	18699	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	11/01/2003	12/31/2003		12/31/2013	390422798	0
<input type="checkbox"/>	18703	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	10/01/2003	12/31/2003		12/31/2013	390422802	0
<input type="checkbox"/>	19017	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	01/01/2003	12/31/2003		12/31/2013	391436005	0
<input type="checkbox"/>	19019	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	01/01/2002	12/31/2003		12/31/2013	391436007	0
<input type="checkbox"/>	19020	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	01/01/2003	12/31/2003		12/31/2013	391436008	0
<input type="checkbox"/>	19023	10029.6	10029.6	MEDI-CAL PAID ACCOUNTS	MEDI-CAL PAID ACCOUNTS	01/01/2003	12/31/2003		12/31/2013	391436011	0

Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	19026	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2003	12/31/2003		12/31/2013	391436014	0
<input type="checkbox"/>	19030	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2002	12/31/2003		12/31/2013	391436018	0
<input type="checkbox"/>	27267	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2003	12/31/2003		12/31/2006	796745067	0
<input type="checkbox"/>	27268	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2003	12/31/2003		12/31/2006	796745068	0
<input type="checkbox"/>	26359	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2008		12/31/2011	734179209	0
<input type="checkbox"/>	24389	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2010		12/31/2013	698955589	0
<input type="checkbox"/>	24391	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	698955591	0
<input type="checkbox"/>	24392	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	698955592	0
<input type="checkbox"/>	24398	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2007	12/31/2010		12/31/2013	698955598	0
<input type="checkbox"/>	24401	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	698955601	0
<input type="checkbox"/>	24405	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	698955605	0

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

FM/COMMERCIAL SERVICES (151206)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	24406	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	698955606	0
<input type="checkbox"/>	24412	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	698955612	0
<input type="checkbox"/>	24634	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898464	0
<input type="checkbox"/>	24635	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898465	0
<input type="checkbox"/>	24655	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898485	0
<input type="checkbox"/>	24658	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898488	0
<input type="checkbox"/>	24767	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898367	0
<input type="checkbox"/>	24768	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898368	0
<input type="checkbox"/>	24771	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898489	0
<input type="checkbox"/>	24772	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898490	0
<input type="checkbox"/>	24773	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	557898491	0

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

FM/COMMERCIAL SERVICES (151206)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2013	Location	Space#
<input type="checkbox"/>	25751	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2010		12/31/2013	700325451	0
<input type="checkbox"/>	25764	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2010	12/31/2010		12/31/2013	700325464	0
<input type="checkbox"/>	26356	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2010		12/31/2013	734179206	0

Total Eligible Boxes to be destroyed	=	46
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	1
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	45

9-17-14

[Signature]
RECORDS MANAGER

[Signature]

10/17/14
[Signature]
CITY ATTORNEY

Date

DEPARTMENT

Date