



CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 5, 2013

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department Business License Section 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 13 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

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

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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 FINANCIAL MANAGEMENT
DEPARTMENT, BUSINESS LICENSE SECTION

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 Financial Management Department, Business License Section, of 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.

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

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

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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 _____, 2013, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

Unknown (TMP)
FM/BUSINESS LICENSE (151101)

Cost Center: ()
Records Coordinator: JEANNINE MONTROY Mail Drop: LOBBY Phone: (562)570-5598 ext:

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

Destroy (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	21062	10019.8	APPLICATIONS - SPECIAL EVENTS	01/01/2006	12/31/2006		12/31/2011	D-07-04	18
<input type="checkbox"/> 1	21058	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2006	12/31/2006		12/31/2011	D-07-04	6
Range Beginning Range Ending Range Description				Beginning	Ending Date	Record Title Name			
	JAN 2006	MARCH 2006		01/01/2006	12/31/2006	DEPOSIT RECEIPTS - DAILY			
<input type="checkbox"/> 1	21059	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2006	12/31/2006		12/31/2011	D-07-04	13
Range Beginning Range Ending Range Description				Beginning	Ending Date	Record Title Name			
	APR 2006	JUNE 2006		01/01/2006	12/31/2006	DEPOSIT RECEIPTS - DAILY			
<input type="checkbox"/> 1	21060	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2006	12/31/2006		12/31/2011	D-07-04	14
Range Beginning Range Ending Range Description				Beginning	Ending Date	Record Title Name			
	JULY 2006	SEPT 2006		01/01/2006	12/31/2006	DEPOSIT RECEIPTS - DAILY			
<input type="checkbox"/> 1	21061	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2006	12/31/2006		12/31/2011	D-07-04	17
Range Beginning Range Ending Range Description				Beginning	Ending Date	Record Title Name			
	OCT 2006	DEC 2006		01/01/2006	12/31/2006	DEPOSIT RECEIPTS - DAILY			

Total Eligible Boxes to be destroyed	=	5
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	5

E = Excluded

Date 12-7-12 W. DeG...
RECORDS MANAGER

Date 12-11-12 ...
DEPARTMENT

Date 1/17/13 ...
CITY ATTORNEY