

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

RESOLUTION NO. RES-15-0012

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 DEPARTMENT OF THE CITY  
CLERK

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 Department of the City Clerk, 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.

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.

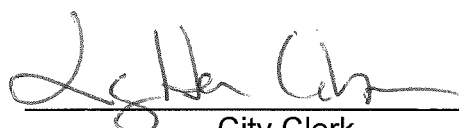
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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of February 3, 2015, by the following vote:

Ayes: Councilmembers: Lowenthal, Price, Mungo, Andrews, Uranga, Austin, Richardson.

Noes: Councilmembers: None.

Absent: Councilmembers: Gonzalez.

  
\_\_\_\_\_  
City Clerk

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# EXHIBIT A




# RECORDS DESTRUCTION REQUEST

1. Date 12/30/2014

Honorable Council of the City of Long Beach

2. The \_\_\_\_\_ City Clerk \_\_\_\_\_ respectfully requests authority to destroy the following  
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
22.C 22.D 22.E 22.F 22.H 22.J 22.K 22.P 22.S 22.V 22.X 22.Y	Any and all records from the 2014 General Municipal Election with a retention period of E+6 months (E is the Election date)	2014	Approx. 100	
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  <small>RECORDS MANAGER</small>		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		<small>CITY ATTORNEY</small>  11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>1/13/2015</u>		13. Date <u>1/16/15</u>		

Audit # 362

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
CITY CLERK LEGISLATIVE (070101)

01/13/2015 15:20:46  
Page 1

Cost Center: ()

Records Coordinator: ALLISON BUNMA Mail Drop: LOBBY Phone: (562)570-5298 ext:

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

(X) Code	Destroy	Permanent	Record Title	Record Title Name	Box Number	Code	(Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date	Location	Space#
1		25109	10001.6	MEETING FOLDERS				01/01/2005	12/31/2009		12/31/2014	B-03-03	13
		Box Contents:		BOARD OF HEALTH & HUMAN SERVICES									
		Box Contents:		BIXBY KNOLLS PBIA									

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

E = Excluded

1-13-15 *[Signature]* 1/13/2015 *[Signature]* 1/16/15 *[Signature]*  
 Date RECORDS MANAGER Date CITY CLERK Date CITY ATTORNEY

CITY CLERK ELECTIONS (070102)

Cost Center: ()

Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 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)	Dates Beg. Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	22199	10000.4	ROSTER OF VOTERS Box Contents: SME LBUSD AREA 3	01/01/2009 12/31/2009		12/31/2014	B-11-05	2
<input type="checkbox"/> 3	22200	10000.4	ROSTER OF VOTERS Box Contents: SME LBUSD AREA 3	01/01/2009 12/31/2009		12/31/2014	B-11-05	3
<input type="checkbox"/> 3	22407	10000.4	ROSTER OF VOTERS Box Contents: SME APRIL 7, 2009	01/01/2009 12/31/2009		12/31/2014	B-11-05	4
<input type="checkbox"/> 1	25113	10053.5	STATEMENT OF ECONOMIC	01/01/2007 12/31/2007		12/31/2014	E-03-01	8
<input type="checkbox"/> 1	25114	10053.5	STATEMENT OF ECONOMIC	01/01/2007 12/31/2007		12/31/2014	E-03-01	9

E = Excluded

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

1-13-15 *W.D. [Signature]* Date *1/13/15* *[Signature]* Date *1/16/15*  
 RECORDS MANAGER CITY CLERK CITY ATTORNEY