

RESOLUTION NO. C-

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 WATER DEPARTMENT

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 Water Department 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.

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,

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

Sec. 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

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1 Council of the City of Long Beach at its meeting of _____, 2006, by the
2 following vote:

3 Ayes: Councilmembers: _____
4 _____
5 _____
6 _____

7 Noes: Councilmembers: _____
8 _____

9 Absent: Councilmembers: _____
10 _____
11 _____
12 _____

City Clerk

21 MJM:KJM #06-01490 3/30/06
22 L:\APPS\CtyLaw32\WPDOCS\D031\P003\00087591.WPD

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RECORDS DESTRUCTION REQUEST

1. Date: March 13, 2006

Honorable Council of the City of Long Beach

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
	<u>See Engineering retention schedule</u>			
22	Approved Duplex (O-Z)	1991	1	0
22	Approved Single (E-K)	1991	1	0
22	Single Approved (L-P)	1991	1	0
	<u>See Finance & Administration retention schedule</u>			
17	Payroll Reports	1990-1994	1	0
	<u>See Finance & Admin/Accounting retention schedule</u>			
03	Deposit Receipts	1983-1994	7	0
06	Fixed Asset	1985-1989	1	0
07	Asset Location and Est Life	1985	1	0
13	Large Meter History	1989-1997	1	0
17	Central Stores	1988-1989	1	0
19	Purchase Orders	1974-1998	1	0
20	Time Sheets	1976-1994	60	0
21	Transfer of Funds	1986-1995	1	0

<p>FOR DEPARTMENTAL USE</p> <p>3. RECOMMENDED: <u>Jean Davney</u> <u>Julie Werner</u> RECORDS MANAGER</p> <p>9. APPROVED: <u>Ken L. Walter</u> DEPARTMENT HEAD</p> <p>10. DATE <u>3/16/06</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <hr/> <p>CITY ATTORNEY</p> <p>11. By <u>Michael J. Moir</u></p> <p>12. Title <u>Asst. City Attorney</u></p> <p>13. Date <u>4/4/06</u></p>	<p>14. REMARKS:</p> <p>Page 1 of 2.</p>
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RECORDS DESTRUCTION REQUEST
CONTINUATION SHEET
 2 of 2

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	<u>See Construction, Operations & Maintenance retention schedule</u>			
05	Daily Water System Operations Records	1996-1997	2	0
26	Service Orders	1913-1948	40	0
	<u>See Sewer & Support Services retention schedule</u>			
41	Vehicle Distribution	1971-1978	1	0

LONG BEACH WATER DEPARTMENT

Records Retention Schedule

Item No.	Record Title	Record Location	Retention Period		Remarks
			Department	Destroy	
20	SURVEY FIELD BOOKS	Rm 304	P	P	P = Permanent
21	WATER ATLAS TRACINGS	Rm 304	P	P	
22	WATER CONSERVATION APPEAL FOR ALLOCATION ADJUSTMENT FORMS: Single family, duplex residential, multi-family residential, irrigation, non-residential customers	CF	5 Years	5 Years	
23	WATER CONSERVATION FILES	CF	P	P	
24	WATER WELL: Efficiency tests, status file, general information, etc.	Rm 311	P	P	
25	WORK ORDERS	Rm 304	P	P	

EXHIBIT "A3"

Bureau/Division Engineering	GM/AGM Approval Date OCT 20 1994	Board Approval Date OCT 20 1994	Council Approval Date NOV 15 1994	Page 9
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LONG BEACH WATER DEPARTMENT

Records Retention Schedule

Item No.	Record Title	Record Location	Retention Period		Remarks
			Department	Destroy	
13	LACPCD PROJECTS	CF	P	P	CF = Central Files P = Permanent
14	LITIGATION	CF	P	P	
15	MWD: Hydroelectric generator facility	CF	P	P	
16	MWD: General Correspondence	CF	5 Years	5 Years	
17	PAYROLL REPORTS	Room 205 Room 217 WM	5 Years	5 Years	WM = Warehouse Mezzanine
18	PERSONNEL FILES	CF/Rm217	5 Years	5 Years	
19	PIPELINE PERMITS	CF	P	P	
20	PIPELINES	CF	P	P	
21	PROPERTY MANAGEMENT	CF	P	P	
22	REQUEST FOR TIME OFF	Room 217	5 Years	5 Years	

EXHIBIT "A" 4

Bureau/Division Finance & Administration	GM/AGM Approval Date OCT 20 1994	Board Approval Date OCT 20 1994	Council Approval Date NOV 15 1994	Page 4
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LONG BEACH WATER DEPARTMENT

Records Retention Schedule

Item No.	Record Title	Record Location	Retention Period		Remarks
			Department	Destroy	
01	BILLINGS	WM	P	P	WM = Warehouse Mezzanine
02	BOARD OF WATER COMMISSIONERS CONTRACT AMENDMENTS	WM	COA+5	COA+5	COA+5 = Completion of audit + 5 years
03	DEPOSIT RECEIPTS	WM	COA+5	COA+5	
04	EQUIPMENT DISTRIBUTION	WM	P	P	P = Permanent
05	FINANCIAL STATEMENTS	WM	P	P	
06	FIXED ASSET COMPUTER PRINT-OUTS	WM	COA+5	COA+5	
07	FIXED ASSET INVENTORY SHEETS & MASTER REGISTER CONTROL	WM	COA+5	COA+5	
08	INVOICES AND DIRECT PAYMENTS	WM	5 Years	5 Years	
09	JOB FOLDERS	WM	P	P	
10	JOURNAL VOUCHERS	WM	P	P	
11	LABOR & EQUIPMENT	WM	P	P	
12	LABOR DISTRIBUTION	WM	P	P	
13	LARGE METER LISTINGS	WM	5 Years	5 Years	
14	LEDGER TRANSFER BINDERS	WM	P	P	
15	RETIREMENT ORDERS	WM	P	P	

Bureau/Division Finance & Admin./ Accounting	GM/AGM Approval Date OCT 20 1994	Board Approval Date OCT 20 1994	Council Approval Date NOV 15 1994	Page 5
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LONG BEACH WATER DEPARTMENT

Records Retention Schedule

Item No.	Record Title	Record Location	Retention Period		Remarks
			Department	Destroy	
16	STORES MATERIAL INVENTORY RECONCILIATION	WM	5 Years	5 Years	WM = Warehouse Mezzanine
17	STORES COMPUTER PRINT-OUTS	WM	5 Years	5 Years	
18	STORES INVENTORY PRINT-OUTS	WM	COA+5	COA+5	COA+5 = Completion of Audit + 5 years
19	TERM ORDER CONTRACT	WM	EOC+5	EOC+5	EOC+5 = Expiration of contract + 5 years
20	TIME CARDS	WM	COA+10	COA+10	COA+10 = Completion of audit + 10 years
21	TRANSFER OF FUNDS	WM	5 Years	5 Years	
22	VENDOR REQUISITIONS	WM	5 Years	5 Years	

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Bureau/Division Finance & Admin./ Accounting	GM/AGM Approval Date OCT 20 1994	Board Approval Date OCT 20 1994	Council Approval Date NOV 15 1994	Page 6
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LONG BEACH WATER DEPARTMENT

Records Retention Schedule

Item No.	Record Title	Record Location	Retention Period		Remarks
			Department	Destroy	
01	AUTHORIZATION OF EMERGENCY WORK	ACC	5 Years	5 Years	ACC = Accounting
02	DAILY BARRACADE AND FLASHER REPORT	OSC	3 Years	3 Years	OSC = Operations Service Center
03	DAILY REPORT OF MATERIALS USED - CONSTRUCTION DIVISION	OSC	3 Years	3 Years	Form W56
04	DAILY WORK SCHEDULE	OSC	3 Years	3 Years	Form 143A
05	DAILY WATER SYSTEMS OPERATIONS RECORD	TP	5 Years	5 Years	TP = Treatment Plant
06	FIRE HYDRANT CONSTRUCTION REPORT	OSC	3 Years	3 Years	Form W57
07	GATE OPERATION REPORT	OSC	2 Years	2 Years	
08	GATE WORK AND LOCATION	OSC	2 Years	2 Years	Form W431
09	J.W.J. RESERVOIR DAILY RECORD	TPCR	2 Years	2 Years	TPCR = Treatment Plant Control Room
10	J.W.J. RESERVOIR DAILY STATUS	TPCR	2 Years	2 Years	
11	LOG OF RADIO STATION KDO 236	OSC	5 Years	5 Years	
12	LONG BEACH RECLAIM METER READINGS	TPCR	2 Years	2 Years	
13	MACHINERY HISTORY	TP201	P	P	TP201 = Treatment Plant Room 201

Bureau/Division Construction, Operations & Maintenance	GM/AGM Approval Date OCT 20 1994	Board Approval Date OCT 20 1994	Council Approval Date NOV 15 1994	Page 10
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EXHIBIT "A-7"

LONG BEACH WATER DEPARTMENT

Records Retention Schedule

Item No.	Record Title	Record Location	Retention Period		Remarks
			Department	Destroy	
14	MAIN & FIRE HYDRANT BREAK REPORT	OSC	5 Years	5 Years	
15	MISCELLANEOUS STREET WORK	OSC	2 Years	2 Years	
16	MONTHLY SUMMARY OF WATER SYSTEMS OPERATIONS	TP	P	P	P = Permanent
17	ONE DAY PRESSURE CHART	ENG	2 Years	2 Years	ENG = Engineering
18	RADIO/PAGE WORK REQUEST	OSC	2 Years	2 Years	OSC = Operations Service Center
19	RECORD OF GATE OPERATION	ES	P	P	ES = Emergency Services
20	REPORT ON EMERGENCY SERVICE	OSC	5 Years	5 Years	
21	REPORT ON SERVICE RENDERED	OSC	5 Years	5 Years	
22	REQUEST FOR RESURFACING	DO	3 Years	3 Years	Form W147/DO = Distribution Office
23	REQUEST FOR SERVICE	OSC	5 Years	5 Years	
24	REVOLVING FUND VOUCHERS	ACC	2 Years	2 Years	Form W231/ACC = Accounting
25	SERVICE CONSTRUCTION WORK LOCATION	SPO-2667	3 Years	3 Years	SOI-2667 = Service Plant Office - Computer Number 2667
26	SERVICE ORDER	ENG	2 Years	2 Years	Form W340/ENG = Engineering
27	SEVEN DAY PRESSURE CHART	ENG	2 Years	2 Years	
28	TEMPORARY SERVICE CONNECTIONS	CSOSC	2 Years	2 Years	Form W428/CSOSC = Commercial Services Operations Service Center
29	TIME BOOKS	TP201	P	P	

Bureau/Division Construction, Operations & Maintenance	GM/AGM Approval Date OCT 20 1994	Board Approval Date OCT 20 1994	Council Approval Date NOV 15 1994	Page 11
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LONG BEACH WATER DEPARTMENT
Records Retention Schedule

Item No.	Record Title	Record Location	Retention Period		Remarks
			Department	Destroy	
41	VEHICLE LISTING	GSO	2 Years	2 Years	GSO = Garage Supervisor's Office
42	WATER METER EXCHANGE	SSOO	3 Years	3 Years	SSOO = Support Services Officer's Office

EXHIBIT
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Bureau/Division Sewer & Support Services	GM/AGM Approval Date OCT 20 1994	Board Approval Date OCT 20 1994	Council Approval Date NOV 15 1994	Page 17
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