

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 DEPARTMENT OF THE CITY
AUDITOR

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 Auditor 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

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

1 the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2004, by the
4 following vote:

5 Ayes: Councilmembers: _____

6 _____

7 _____

8 _____

9 Noes: Councilmembers: _____

10 _____

11 Absent: Councilmembers: _____

12 _____

13 _____

14 _____

City Clerk

15 _____

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22 _____

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MJM:KJM 9/20/04 #04-04237

28 L:\APPS\CtyLaw32\WPDOCS\D020\P004\00065140.WPD

Audit #
190

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/14/2005
15:35:52

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 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 12/31/2003	Location	Space#
<input type="checkbox"/>	D-1035-OF	10006.3	WORK PAPERS	09/03/1977 02/28/1992		02/28/2002	382723104	0

Iron Mountain Ref LIST 1121

#:

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1 1		WORKING FILES - WATER DEPT DOCUMENTS	09/03/1977	02/28/1992	WORK PAPERS
3 3		CAPITAL IMPROVEMENT PROGRAM 91/92 THRU 95/96	09/03/1977	02/28/1992	WORK PAPERS
4 4		ORGANIZATIONAL CHARTS 2/91	09/03/1977	02/28/1992	WORK PAPERS
6 6		WATER QUALITY LAB REPORT 3/91	09/03/1977	02/28/1992	WORK PAPERS
7 7		ANNUAL REPORT 1991	09/03/1977	02/28/1992	WORK PAPERS
8 8		ANNUAL BUDGET 90/91	09/03/1977	02/28/1992	WORK PAPERS
9 9		GOALS FOR FY 90/91	09/03/1977	02/28/1992	WORK PAPERS
10 10		CAPITAL IMPROVEMENT PROGRAM 89/90	09/03/1977	02/28/1992	WORK PAPERS
12 12		RULES, REGULATIONS AND CHARGES GOVERNING WATER	09/03/1977	02/28/1992	WORK PAPERS
13 13		SERVICE 9/89	09/03/1977	02/28/1992	WORK PAPERS
14 14		PROCEDURAL MANUAL 4/89	09/03/1977	02/28/1992	WORK PAPERS
15 15		CAPITAL IMPROVEMENT PROGRAM 88/89	09/03/1977	02/28/1992	WORK PAPERS
18 18		WATER RATE ANALYSIS 1988	09/03/1977	02/28/1992	WORK PAPERS
19 19		RULES, REGULATIONS AND CHARGES GOVERNING WATER	09/03/1977	02/28/1992	WORK PAPERS
20 20		SERVICE 9/88	09/03/1977	02/28/1992	WORK PAPERS
21 21		PROCEDURAL MANUAL 4/88	09/03/1977	02/28/1992	WORK PAPERS
22 22		DEPARTMENT INFORMATION SUMMARY 1/15/79	09/03/1977	02/28/1992	WORK PAPERS

3	11/5/05		11		3	11/6/05	
Date		RECORDS MANAGER	Date	DEPARTMENT HEAD	Date		CITY ATTORNEY

EXHIBIT "A-1"

Audit #
190

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/14/2005
15:35:53

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 ext:

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Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy 12/31/2003	Location	Space#
	<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	23	23	MEMO-ORGANIZATION SURVEY BY CITY MANAGER'S OFFICE	09/03/1977	02/28/1992		WORK PAPERS		
	24	24	5/4/78	09/03/1977	02/28/1992		WORK PAPERS		
	25	25	YOUTOWNE ANALYSIS OF METER REPLACEMENT ECONOMICS	09/03/1977	02/28/1992		WORK PAPERS		
	26	26	9/30/77	09/03/1977	02/28/1992		WORK PAPERS		
	27	27	TREATMENT PLANT PROJECT REPORT	09/03/1977	02/28/1992		WORK PAPERS		
<input type="checkbox"/>	D-1013-OF	10006.3	WORK PAPERS	06/30/1992	06/30/1992		06/30/2002	382723083	

Box Contents: LIST 1185

	<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	1	1	WORKING FILES: LB PUBLIC TRANSPORTATION	06/30/1992	06/30/1992		WORK PAPERS		
	2	2	PERMANENT FILE	06/30/1992	06/30/1992		WORK PAPERS		
	3	3	"A" WORKPAPERS	06/30/1992	06/30/1992		WORK PAPERS		
	4	4	"B110-130" WORKPAPERS	06/30/1992	06/30/1992		WORK PAPERS		
	5	5	"B" WORKPAPERS	06/30/1992	06/30/1992		WORK PAPERS		
	6	6	"C-N" WORKPAPERS	06/30/1992	06/30/1992		WORK PAPERS		
	7	7	"P-U" WORKPAPERS	06/30/1992	06/30/1992		WORK PAPERS		
	8	8	COMPUTER CONTROL REVIEW	06/30/1992	06/30/1992		WORK PAPERS		
<input type="checkbox"/>	D-1032-OF	10006.3	WORK PAPERS	01/01/1992	12/31/1992		12/31/2002	382723101	0

Iron Mountain Ref LIST 1117
#:

<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date CITY ATTORNEY

EXHIBIT 42

Audit #
190

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/14/2005
15:35:53

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 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 12/31/2003	Location	Space#
	<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	1	1	WORKING FILES - CONDENSED ANNUAL FINANCIAL REPORT	01/01/1992	12/31/1992		WORK PAPERS		
	2	2	6/30/92 - HARBOR	01/01/1992	12/31/1992		WORK PAPERS		
	3	3	INDEPENDENT REVIEW PACKAGE	01/01/1992	12/31/1992		WORK PAPERS		
	4	4	CONTROL AND REVIEW A1-A3	01/01/1992	12/31/1992		WORK PAPERS		
	5	5	CONTROL AND REVIEW A4-A7	01/01/1992	12/31/1992		WORK PAPERS		
	6	6	CONTROL AND REVIEW A8-PLANNING	01/01/1992	12/31/1992		WORK PAPERS		
	7	7	CONTROL AND REVIEW A9-A13	01/01/1992	12/31/1992		WORK PAPERS		
	8	8	SYSTEM DOCUMENTATION	01/01/1992	12/31/1992		WORK PAPERS		
	9	9	WORKPAPERS C-G	01/01/1992	12/31/1992		WORK PAPERS		
	10	10	WORKPAPERS H-L	01/01/1992	12/31/1992		WORK PAPERS		
	11	11	WORKPAPERS U AND W	01/01/1992	12/31/1992		WORK PAPERS		
	12	12	WORKPAPERS M-Q	01/01/1992	12/31/1992		WORK PAPERS		
	13	13	WORKPAPERS R-T	01/01/1992	12/31/1992		WORK PAPERS		
<input type="checkbox"/>	L-040	10006.3	WORK PAPERS	01/01/1988	12/31/1992		12/31/2002		0

<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>
1		Transient Occupancy Tax-Friendship Inn 1991	01/01/1988	12/31/1992	WORK PAPERS
2		Hispanic Services Agency - 91-347 1991	01/01/1988	12/31/1992	WORK PAPERS
3		BAYSIDE YACHT SALES 92-815 1992	01/01/1988	12/31/1992	WORK PAPERS
4		LBPDP IMPREST CASH 92-572 1992	01/01/1988	12/31/1992	WORK PAPERS

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date CITY ATTORNEY

EXHIBIT "A3"

Audit #
190

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/14/2005
15:35:53

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 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.	Dates Ending	On Hold?	Destroy 12/31/2003	Location	Space#
	<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	5		CONDENSED REPORT 1991	01/01/1988	12/31/1992		WORK PAPERS		
	6		MARINA BONDS 89-316 1988	01/01/1988	12/31/1992		WORK PAPERS		
	7		MARINA BONDS 90-32A 88-89	01/01/1988	12/31/1992		WORK PAPERS		
	8		MARINA BONDS 91-336 90	01/01/1988	12/31/1992		WORK PAPERS		
	9		HARBOR DEPT MAINTENANCE BUREAU 89-536 (1 OF 2) 1989	01/01/1988	12/31/1992		WORK PAPERS		
	10		HARBOR DEPT MAINTENANCE BUREAU 89-536 (2 OF 2) 1989	01/01/1988	12/31/1992		WORK PAPERS		
<input type="checkbox"/>	L-144	10006.3	WORK PAPERS	01/01/1992	12/31/1992		12/31/2002	L-02-03	14

	<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	1		Airport Bureau Sustem Parking 90-542 (1 of 2) 1989	01/01/1992	12/31/1992		WORK PAPERS		
	2		Airport Bureau System Parking 90-542 (2 of 2) 1989	01/01/1992	12/31/1992		WORK PAPERS		
	3		Consultants 90-537 1989	01/01/1992	12/31/1992		WORK PAPERS		
	4		Belmont Plaza Pool 90-545 1990	01/01/1992	12/31/1992		WORK PAPERS		
	5		LB Fair Housing Audit Report 90-733 6/89	01/01/1992	12/31/1992		WORK PAPERS		
	6		Public Works Traffic Division 89-525 1988	01/01/1992	12/31/1992		WORK PAPERS		
<input type="checkbox"/>	D-1005-OF	10006.3	WORK PAPERS	01/01/1992	01/01/1993		01/01/2003	382723075	0

	<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	1 1		DEPT OF PLANNING & BUILDING FRAUD CASE	01/01/1992	01/01/1993		WORK PAPERS		
	2 2		SUMMARY OF FEES	01/01/1992	01/01/1993		WORK PAPERS		
<input type="checkbox"/>	G-243	10006.3	WORK PAPERS	01/01/1993	01/01/1993		01/01/2003	G-03-03	2

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

EXHIBIT 44

Audit #
190

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
AUDITOR (050100)

03/14/2005
15:35:53

Cost Center: ()

Records Coordinator: WILLIAMS, DEBRA Mail Drop: Phone: (562)570-6267 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.	Dates Ending	On Hold?	Destroy 12/31/2003	Location	Space#
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
1 1		AGENCY FUNDS		01/01/1993	01/01/1993	WORK PAPERS			
2 2		DEBT FINDER		01/01/1993	01/01/1993	WORK PAPERS			
3 3		COMMON AUDIT AREAS		01/01/1993	01/01/1993	WORK PAPERS			
4 4		CONFIRM CONTROL LOG		01/01/1993	01/01/1993	WORK PAPERS			
5 5		SINGLE AUDIT RDA MINUTES - (1 BINDER)		01/01/1993	01/01/1993	WORK PAPERS			
6 6		CITY COUNCIL MINUTES - (1 BINDER)		01/01/1993	01/01/1993	WORK PAPERS			
7 7		COMMON AUDIT AREAS INTERNAL CONTROL #93-366		01/01/1993	01/01/1993	WORK PAPERS			
8 8		RDA - (1 BINDER)		01/01/1993	01/01/1993	WORK PAPERS			
9 9		RDA CAPITAL PROJECTS (1 BINDER)		01/01/1993	01/01/1993	WORK PAPERS			
10 10		PARKS & RECREATION/SENIOR SERVS & SPECIAL PROGRAMS		01/01/1993	01/01/1993	WORK PAPERS			
11 11		DIVISION SPROTS OFFICE (2 BINDERS)		01/01/1993	01/01/1993	WORK PAPERS			
<input type="checkbox"/>	G-244	10006.3	WORK PAPERS	01/01/1993	01/01/1993		01/01/2003	G-03-03	3

<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>
1 1		HOUSING DEVL-EVERGREEN APTS (1 BINDER)	01/01/1993	01/01/1993	WORK PAPERS
2 2		HOUSING DEVELOPMENT - FINANCIAL AUDIT #93-366	01/01/1993	01/01/1993	WORK PAPERS
3 3		HOUSING DEVL - GENERAL BINDER (1 BINDER)	01/01/1993	01/01/1993	WORK PAPERS

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department	=	8

(Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date CITY ATTORNEY

EXHIBIT # 10