RESOLUTION NO. RES-09-0013

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

Council of the City of	f Long Beach at its r	neeting of	March 3	_, 2009,
by the following vote	:			
Ayes:	Councilmembers:	S. Lowenthal,	DeLong, O'Donnell,	
		Schipske, And	rews, Reyes Uranga,	
		Gabelich, Ler	ch.	
Noes:	Councilmembers:	None.		
Absent	: Councilmembers:	None.		
		J.M.		
		Ci	ty Clerk	

8/18/08

Date

	or or the city of Long Bo				4	.11
2. The		Y CLERK RETMENT	respectfully f	equests authority	to destroy the 10	ollowing
department	tal records:					
3. RETENTION SCHEDULE ITEM NO.	4.	DS TITLE	AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
22	LBCFC AGAINST OR	2D. 06-0040 2D. 06-0040 2D. 06-0040 2D. 06-0040 2D. 06-0040 2D. 06-0040 2D. 06-0040	0 PETITIONS 1-250 0 PETITIONS 251-500 0 PETITIONS 501-800 0 PETITIONS 801-1100 0 PETITIONS 1101-1450 0 PETITIONS 1451-1700 0 PETITIONS 1701-2050 0 PETITIONS 2051-2500 0 PETITIONS 2501-3283	2006	1 2 3 4 5 6 7 8 9	
22		. 07-0006 F	PETITIONS 1-2,200 PETITIONS 2,201-4,400 PETITIONS 4,401-5,455	2007	1 2 3	
8. RECOMMEN RECO 9. APPROVED:	DED: ADS MANAGER RETMENT HEAD -2.2009		s hereby given to destroy the records enumerated above. CITY ATTORNEY DEPUTY CITY ATTORNEY U 0 9	14. REMARKS IF THE AFOR ORDIANCE IS CITYWIDE BA RETENTION I MONTHS FROE ELECTION IS COUNCIL RE ON 11/13/07 V COUNCIL RE ON 10/23/07 V	EMENTIONED PLACED ON ALLOT, THEN PERIOD WILL OM THE DATE CERTIFIED. PEALED ORD WITH ORD-07-	A THE EXTEND 8 THE -06-0040 -0057.
						<u>, ,</u>

01/20/09 1. Date Honorable Council of the City of Long Beach 2. The City Clerk respectfully requests authority to destroy the following DEPARTMENT departmental records: 3. 4. 5. 6. 7. RETENTION YEARS BOX NO. BOX NO. **SCHEDULE** RECORDS TITLE AND DESCRIPTION INVOLVED **ON-SITE OFF-SITE** ITEM NO. 15 BUDGET FILE (5 years) 1998-2002 1 FY 1998-2002 APPROPRIATIONS & EXPENDITURE REPORT (2 years) 1998-2004 2 Monthly Reports ACCOUNTING FILES (2 years) 2 Invoices A-Z 2000-2005 ACCOUNTING FILES (5 years) 3 Journal Vouchers 2001-2002 **Direct Payments** Imprest Cash Direct Payments ACCOUNTING FILES (2 years) 2004-2005 Telephone Reports ADMINISTRATIVE FILES (2 years) 3 2006 Test results 2006 FOR DEPARTMENTAL USE **CITY ATTORNEY'S CONSENT** 14. REMARKS: 8. RECOMMENDED: Consent is hereby given to destroy the records enumerated above. CITY ATTORNEY 9. APPROVED: 11. By 12. Title Y CITY ATTORNEY EPARTMENT HEAD 13. Date 10. DATE:

1/21/09

1.

Date

Honorable Council of the City of Long Beach CITY CLERK
DEPARTMENT respectfully requests authority to destroy the following 2. departmental records: 3. RETENTION **YEARS** BOX NO. BOX NO. SCHEDULE RECORDS TITLE AND DESCRIPTION INVOLVED **ON-SITE OFF-SITE** ITEM NO. MATCHING FUND APPLICATIONS (2 year retention) 2006 1 NA 22 Gary Burroughs, City Auditor Ed Barwick, 5th District Doug Drummond, Mayor Gerrie Schipske, 5th District Steven Neal, 9th District Laura Wilson Doud, Auditor Audrey Stephanie Loftin, 3rd District 14. REMARKS: FOR DEPARTMENTAL USE **CITY ATTORNEY'S CONSENT** 8. RECOMMENDED: Consent is hereby given to destroy the records enumerated above. 9. APPROVED: 11. By 12. Title DEPUTY CITY ATTORNEY 13. Date 1-21-09 10. DATE:

					1.	Date _	02/02/2009
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ITEM NO.							
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	Time Sheets				2000		· .
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	Hearing Book/City Cour Council Chamber Reserved				2006 2006		
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	Resumes				2006		
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FOR DEPAR	RTMENTAL USE	CITY A	ATTORNEY'S CON	ISENT	14. REMARKS	ı :	
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DEJA	ARTMENT HEAD	12. Title	- degrety vil	7711 4	ł		
		13. Date	26/09				
10. DATE:	222009						

Destruction Notification Rpt City of Long Beach (CLB)

Unknown (TMP)

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CITY CLERK LEGISLATIVE (070101)

Cost Center: ()

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

ACCORDING IC	YOUR RECORDS	RETENTION S	ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR	READY FOR DES	DESTRUCTION.			
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Destruction Notification Rpt City of Long Beach (CLB) Unknown (TMP)

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Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 ext: CITY CLERK ELECTIONS (070102)

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CITY CLERK

CITY ATTORNEY