RESOLUTION NO. RES-14-0003

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.
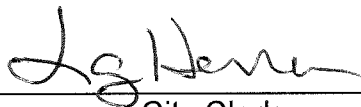
1

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____ January 7 _____, 2014, by the following vote:

Ayes: Councilmembers: Garcia, Lowenthal, O'Donnell, Schipske, Andrews, Johnson, Austin, Neal.

Noes: Councilmembers: None.

Absent: Councilmembers: DeLong.

_____
City Clerk

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

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EXHIBIT A

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

Audit #
342

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.

Destroy (X)	Permanent Box Number	Record Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date	Location	Space#
3	E-284	10003.6	INSURANCE	01/01/1993	01/01/1993		12/31/2013	E-03-05	4
1	21203	10001.6	MEETING FOLDERS	01/01/2006	03/31/2008		03/31/2013	C-10-04	1
	Box Contents:		CITIZEN POLICE COMPLAINT COMMISSION						
	Box Contents:		(CPCC)						
1	21204	10001.6	MEETING FOLDERS	01/01/2006	03/31/2008		03/31/2013	C-10-04	2
	Box Contents:		PUBLIC SAFETY ADVISORY COMMITTEE (PSAC)						

E = Excluded

Total Eligible Boxes to be destroyed =	6
Eligible Boxes on Hold =	0
Eligibile Boxes Checked Out =	0
Eligible Boxes Removed =	3
Total Available Boxes to be destroyed =	3

Date 11·15·13

RECORDS MANAGER

Date

DEPARTMENT HEAD 11-18-2013

Date

CITY ATTORNEY 11/20/13

Audit #
343

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK ELECTIONS (070102)

11/18/2013 11:25:03
Page   1

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 Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date	Location	Space#
☐ 3	21762	10000.4	ROSTER OF VOTERS — Box Contents: PRIMARY NOMINATING ELECTION — Box Contents: APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	10
☐ 3	21763	10000.4	ROSTER OF VOTERS — Box Contents: PRIMARY NOMINATING ELECTION — Box Contents: APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	11
☐ 3	21764	10000.4	ROSTER OF VOTERS — Box Contents: PRIMARY NOMINATING ELECTION APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	12
☐ 3	21765	10000.4	ROSTER OF VOTERS — Box Contents: PRIMARY NOMINATING ELECTION — Box Contents: APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	13
☐ 3	21766	10000.4	ROSTER OF VOTERS — Box Contents: PRIMARY NOMINATING ELECTION APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	14
☐ 1	22425	10053.5	STATEMENT OF ECONOMIC	01/01/2006	12/31/2006		12/31/2013	E-11-02	14
☐ 1	22426	10053.5	STATEMENT OF ECONOMIC	01/01/2006	12/31/2006		12/31/2013	E-11-02	15

E = Excluded

Total Eligible Boxes to be destroyed =	7
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	7

Date _11/4/13_ _____   RECORDS MANAGER

Date _____   DEPARTMENT HEAD   _Poonam Davis_

Date _11/20/13_   CITY ATTORNEY

RECORDS DESTRUCTION REQUEST

1. Date   11/15/2013

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	MEASURE N - MINIMUM WAGES ORDINANCE Election Certification Date: 12/11/2012 Petitions - Initiative, Referendum, Charter Amendment, Recall = 8 months after Certification of the results of the election	2012	1-10	
22	MEASURE O - CHANGE ELECTION DATES Election Certification Date: 12/11/2012 Petitions - Initiative, Referendum, Charter Amendment, Recall = 8 months after Certification of the results of the election	2012	1-10	

FOR DEPARTMENTAL USE	CITY ATTORNEY'S CONSENT	14. REMARKS:
8. RECOMMENDED: _____ RECORDS MANAGER 9. APPROVED: _____ DEPARTMENT HEAD 10. DATE: 11-19-2013	Consent is hereby given to destroy the records enumerated above. CITY ATTORNEY 11. By _____ 12. Title DEPUTY CITY ATTORNEY 13. Date Nov. 20, 2013	