



CITY OF LONG BEACH

C-4

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

June 7, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department Business License Section and Financial Management Department Purchasing Bureau as shown in Exhibit A; and adopt the resolution.

DISCUSSION

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments and elected officials must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Financial Management Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 11 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

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

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE FINANCIAL MANAGEMENT
7 DEPARTMENT BUSINESS LICENSE SECTION AND
8 PURCHASING BUREAU
9

10 The City Council of the City of Long Beach resolves as follows:

11 Section 1. Pursuant to and in accordance with the provisions of Section
12 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
13 Beach Municipal Code relating to the destruction of City records, and the City Attorney
14 having heretofore given his written consent, the City Council of the City of Long Beach
15 does hereby approve and authorize the destruction by the Financial Management
16 Department Business License Section and Purchasing Bureau of any and all of the
17 records, documents, instruments, books, papers, and writings as set forth in the
18 documents attached hereto and marked Exhibit "A" and by reference thereto made a part
19 hereof, which records are under its charge and are no longer required for use in its
20 respective office, said records being no less than two (2) years old.

21 Section 2. The City Council hereby finds that none of said records:

- 22 A. Affect the title to real property or liens thereon;
23 B. Constitute official court records;
24 C. Constitute records which are required to be kept by statute;
25 D. Constitute the original or record copies of the minutes,

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

28 Section 3. This resolution shall take effect immediately upon its adoption

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

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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 Council of the City of Long Beach at its meeting of _____, 2011, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/BUSINESS LICENSE (151101)

Cost Center: 0
Records Coordinator: Mail Drop: LOBBY Phone: (562)570-5598 ext: 1

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2010	Location	Space#
<input type="checkbox"/>	21053	10019.8	APPLICATIONS - SPECIAL EVENTS	01/01/2005	12/31/2005		12/31/2010	F-06-03	9
<input type="checkbox"/>	21049	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2005	12/31/2005		12/31/2010	F-06-03	1
<input type="checkbox"/>	21050	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2005	12/31/2005		12/31/2010	F-06-03	2
<input type="checkbox"/>	21051	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2005	12/31/2005		12/31/2010	F-06-03	3
<input type="checkbox"/>	21052	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2005	12/31/2005		12/31/2010	F-06-03	8
<input type="checkbox"/>	21054	10021.1	TOT - MONTHLY RPTS	01/01/2003	12/31/2005		12/31/2010	F-06-03	10
<input type="checkbox"/>	21055	10021.1	TOT - MONTHLY RPTS	01/01/2003	12/31/2005		12/31/2010	F-06-03	11
<input type="checkbox"/>	21056	10021.1	TOT - MONTHLY RPTS	01/01/2003	12/31/2005		12/31/2010	F-06-03	13
<input type="checkbox"/>	21057	10021.1	TOT - MONTHLY RPTS	01/01/2003	12/31/2005		12/31/2010	F-06-03	14

Total Eligible Boxes to be destroyed	=	9
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	9

E = Excluded

5-17-11 *[Signature]* Date
 5/13/11 *[Signature]* Date
 5/19/11 *[Signature]* Date
 CITY ATTORNEY

RECORDS MANAGER

DEPARTMENT HEAD

**Destruction Notification Rpt
 City of Long Beach (CLB)
 Unknown (TMP)
 FM/PURCHASING (150103)**

Cost Center: 0

Records Coordinator: Mail Drop: LOBBY Phone:

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2010	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	22861	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	1
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-00102			01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22862	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	2
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-00902			01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22863	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	3
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-10802			01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22864	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	4
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-00503			01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22865	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	5
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-00603			01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22866	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	6
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-01203			01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22867	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	7
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-01603			01/01/2002	12/31/2003		FORMAL CONTRACT		

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 1	22868	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	8
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-02003	PA-2203		01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22869	10030.4	FORMAL CONTRACT	01/01/2002	12/31/2003		12/31/2010	I-01-02	9
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-2503	PA-2403		01/01/2002	12/31/2003		FORMAL CONTRACT		
<input type="checkbox"/> 1	22870	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	10
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	PA-2503		BPO FY03 REPLACEMENTS FOR DOS-LISTS TO CYNTHIA BELL & ASSOC INC	01/01/2002	12/31/2003		PURCHASE ORDERS		
<input type="checkbox"/> 1	22871	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	11
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BPO FY03 MATL CONF. FOR COMMUNITY & JUSTICE TO QUINN SHEPARD MACHINERY	01/01/2002	12/31/2003		PURCHASE ORDERS		
<input type="checkbox"/> 1	22872	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	12
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BPO FY03 G-2000 CONSTRUCTION TO FLAVIO, TENNEBAUM & EDWARDS	01/01/2002	12/31/2003		PURCHASE ORDERS		
<input type="checkbox"/> 1	22873	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	13
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BPO FY03 AT&T TO HARRIS CORPORATION	01/01/2002	12/31/2003		PURCHASE ORDERS		

FM/PURCHASING (150103)
 Unknown (TMP)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	22874	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	14
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BPO FY03 KINETIC LABATORIES INC TO RALPH MECHUR DBA RALPH MECH ARCH	01/01/2002	12/31/2003		PURCHASE ORDERS		
<input type="checkbox"/>	22875	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	15
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BPO FY03 DC ASSOCIATES INC. TO EXTREME SAFTLEY	01/01/2002	12/31/2003		PURCHASE ORDERS		
<input type="checkbox"/>	22876	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	16
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BPO FY03 R&G CARPET SERVICE TO TURBON INC.	01/01/2002	12/31/2003		PURCHASE ORDERS		
<input type="checkbox"/>	22877	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010	I-01-02	17
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BPO FY03 BLACK, O'DOWD & ASSOCIATES. INC TO COX INDUSTRIAL SERVICES	01/01/2002	12/31/2003		PURCHASE ORDERS		

Total Eligible Boxes to be destroyed	=	17
Eligible Boxes on Hold	=	0
Elgibile Boxes Checked Out	=	0
Elgibile Boxes Removed	=	0
Total Available Boxes to be destroyed	=	17

Date 5-17-11 [Signature] RECORDS MANAGER
 Date 5/13/11 [Signature] DEPARTMENT HEAD
 Date 5/19/11 [Signature] CITY ATTORNEY