

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

1 RESOLUTION NO. RES-13-0014

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, ADMINISTRATIVE SERVICES DIVISION
8

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

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

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

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

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

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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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of February 5, 2013, by the following vote:

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

Noes: Councilmembers: None.

Absent: Councilmembers: None.



City Clerk

EXHIBIT A

FM-ADMINISTRATIVE SRVS (150200)


Cost Center: ()
Records Coordinator: Mail Drop: Phone: ext:

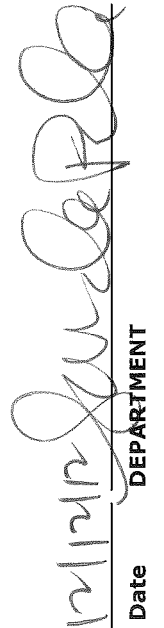
ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates	Beginning	Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	22568	10053.7	TIMESHEETS	01/01/2004	12/31/2005	12/31/2012		395737968	0	
				Beginning	Ending Date	Record Title Name				
	12/11/04	05/27/05		01/01/2004	12/31/2005	TIMESHEETS				
<input type="checkbox"/> 3	22569	10053.7	TIMESHEETS	01/01/2005	12/31/2005	12/31/2012		395737969	0	
				Beginning	Ending Date	Record Title Name				
	05/28/05	11/18/05		01/01/2005	12/31/2005	TIMESHEETS				

E = Excluded

Total Eligible Boxes to be destroyed	=	2
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	2

R7-12 
Date: _____
RECORDS MANAGER


Date: _____
DEPARTMENT

11/13 
Date: _____
CITY ATTORNEY