



# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 5, 2013

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Administrative Services Division 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 13 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, 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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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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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 \_\_\_\_\_, 2013, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Clerk

# EXHIBIT A

Cost Center: ()

Records Coordinator: Mail Drop: Phone: ext:

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

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

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

Date 12/12 W. B. G. G. RECORDS MANAGER  
 Date 11/12 W. B. G. G. DEPARTMENT  
 Date 11/13 Shirley Anderson CITY ATTORNEY