



CITY OF LONG BEACH

C-5

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 4, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Purchasing 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 14 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
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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RESOLUTION NO.

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 FINANCIAL MANAGEMENT
DEPARTMENT PURCHASING DIVISION

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 Financial Management Department Purchasing Division, 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.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, 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 _____, 20__ by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

Cost Center: ()
 Records Coordinator: ANNE TAKII Mail Drop: 7TH FLOOR Phone: (562)570-6362 ext:

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

Destroy (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space #
<input type="checkbox"/>	1	21082	10030.4 FORMAL CONTRACT	01/01/2001	12/31/2005		12/31/2012 E-08-03		17
<input type="checkbox"/>	1	21083	10030.4 FORMAL CONTRACT	01/01/2001	12/31/2005		12/31/2012 E-08-03		18
<input type="checkbox"/>	1	21089	10030.4 FORMAL CONTRACT	01/01/2001	12/31/2004		12/31/2011 D-06-01		10
<input type="checkbox"/>	1	21090	10030.4 FORMAL CONTRACT	01/01/2001	12/31/2004		12/31/2011 D-06-01		11
<input type="checkbox"/>	1	21091	10030.4 FORMAL CONTRACT	01/01/2001	12/31/2004		12/31/2011 D-06-01		12
<input type="checkbox"/>	1	22647	10030.3 CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012 395737847		0
Range Beginning Range Ending Range Description Record Title Name									
A		BOUND TREE	BPO FY04	01/01/2004	12/31/2005		CONTRACTS & TERM ORDERS (P.O'S)		
<input type="checkbox"/>	1	22648	10030.3 CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012 395737848		0
Range Beginning Range Ending Range Description Record Title Name									
		BRADLEY EB	COUNTY OF LA FI BPO FY04	01/01/2004	12/31/2005		CONTRACTS & TERM ORDERS (P.O'S)		
<input type="checkbox"/>	1	22649	10030.3 CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012 395737849		0
Range Beginning Range Ending Range Description Record Title Name									
		CREATIVE BUS. C	GARBER, LANCE BPO FY04	01/01/2004	12/31/2005		CONTRACTS & TERM ORDERS (P.O'S)		
<input type="checkbox"/>	1	22650	10030.3 CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012 395737850		0

Range Beginning Range Ending Range Description

Beginning Ending Date Record Title Name

City of Long Beach (CLB)

Unknown (TMP)

FM/PURCHASING (150103)

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 1		22651	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012	395737851	0
		Range Beginning Range Ending		Range Description	Beginning	Ending Date	Record Title Name			
		GARCIA, DANIEL J		BPO FY04	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/> 1		22652	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012	395737852	0
		Range Beginning Range Ending		Range Description	Beginning	Ending Date	Record Title Name			
		MIDORI GARDENS		BPO FY04	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
		MEDINA, LUCINDA		SALVATION ARMY	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/> 1		22653	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012	395737853	0
		Range Beginning Range Ending		Range Description	Beginning	Ending Date	Record Title Name			
		SAN DIEGO		UNIQUE	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
		COMMO		MANAGEMENT	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/> 1		22654	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012	395737854	0
		Range Beginning Range Ending		Range Description	Beginning	Ending Date	Record Title Name			
		UNISOURCE		YANG CHAN YOE	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/> 1		22655	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012	395737855	0
		Range Beginning Range Ending		Range Description	Beginning	Ending Date	Record Title Name			
		A		R	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/> 1		22656	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005		12/31/2012	395737856	0
		Range Beginning Range Ending		Range Description	Beginning	Ending Date	Record Title Name			

(X) Code	Destroy	Permanent Box Number	Record Code	Title	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Location	Space#
						Beg.	Ending				
<input type="checkbox"/>	S	Z		Range Beginning Range Ending	Range Description	01/01/2004	12/31/2005			CONTRACTS & TERM ORDERS (P.O'S)	0
<input type="checkbox"/>	1	22657	10030.3	CONTRACTS & TERM ORDERS		01/01/2004	12/31/2005			12/31/2012 395737857	0
	Range Beginning Range Ending Range Description										
<input type="checkbox"/>	A			BIKESTATION COA	BPO FY05	01/01/2004	12/31/2005			CONTRACTS & TERM ORDERS (P.O'S)	0
<input type="checkbox"/>	1	22658	10030.3	CONTRACTS & TERM ORDERS		01/01/2004	12/31/2005			12/31/2012 395737858	0
	Range Beginning Range Ending Range Description										
<input type="checkbox"/>				BIOMERIEUX INC	C BPO FY05	01/01/2004	12/31/2005			CONTRACTS & TERM ORDERS (P.O'S)	0
<input type="checkbox"/>	1	22659	10030.3	CONTRACTS & TERM ORDERS		01/01/2004	12/31/2005			12/31/2012 395737859	0
	Range Beginning Range Ending Range Description										
<input type="checkbox"/>	D			GARRISON ENTERP	BPO FY05	01/01/2004	12/31/2005			CONTRACTS & TERM ORDERS (P.O'S)	0
<input type="checkbox"/>	1	22660	10030.3	CONTRACTS & TERM ORDERS		01/01/2004	12/31/2005			12/31/2012 395737860	0
	Range Beginning Range Ending Range Description										
<input type="checkbox"/>				GARTEK TECH INC	KEITH COMPANIES BPO FY05	01/01/2004	12/31/2005			CONTRACTS & TERM ORDERS (P.O'S)	0
<input type="checkbox"/>	1	22661	10030.3	CONTRACTS & TERM ORDERS		01/01/2004	12/31/2005			12/31/2012 395737861	0
	Range Beginning Range Ending Range Description										
<input type="checkbox"/>				KEYSTA MARSTON	NATR ENGINEERI BPO FY05	01/01/2004	12/31/2005			CONTRACTS & TERM ORDERS (P.O'S)	0
<input type="checkbox"/>	1	22662	10030.3	CONTRACTS & TERM ORDERS		01/01/2004	12/31/2005			12/31/2012 395737862	0
	Range Beginning Range Ending Range Description										
<input type="checkbox"/>				NBS GOV	REED REFERENCE BPO FY05	01/01/2004	12/31/2005			CONTRACTS & TERM ORDERS (P.O'S)	0
<input type="checkbox"/>	1	22663	10030.3	CONTRACTS & TERM ORDERS		01/01/2004	12/31/2005			12/31/2012 395737863	0

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
			TAKIGUCHI RONAL Z	BPO FY05	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/>	1	22664	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012	395737864		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
			A	PO FY05	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/>	1	22665	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012	395737865		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
			P	FY05	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/>	1	22666	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012	395737866		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
			REISEN INC	BPO FY05	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/>	1	22667	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012	395737867		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
			RES. EMERGENCY VEHICLES to PA-00304	LANDSCAPE SERVICES	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/>	1	22668	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012	395737868		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
			PA-00304	LANDSCAPE SERVICES to PA00404	QUEENSWAY BAY	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)		
<input type="checkbox"/>	1	22669	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012	395737869		0
			<i>Range Beginning Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
			PA-00504	HEALTH & SAFETY PRODUCTS to PA-00604	CUSTODIAL SERVICES II	01/01/2004	12/31/2005	CONTRACTS & TERM ORDERS (P.O'S)		
<input type="checkbox"/>	1	22670	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012	395737870		0

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 1				Range Beginning Range Ending PA-00904 TOW TRUCKS to PA-001204 PLUMBING SUPPLIES	Beginning 01/01/2004	Ending Date 12/31/2005	Record Title Name CONTRACTS & TERM ORDERS (P.O'S)			
<input type="checkbox"/> 1				Range Beginning Range Ending PA-01004 CUSTODIAL PAPER PRODUCTS to PA-01804 WATER/FOAM FIREFIGHTING VEHICLE	Beginning 01/01/2004	Ending Date 12/31/2005	Record Title Name CONTRACTS & TERM ORDERS (P.O'S)			0
<input type="checkbox"/> 1				Range Beginning Range Ending PA-01904 STREET SWEEPS to PA-02604 MISCELLANEOUS HAND TOOLS	Beginning 01/01/2004	Ending Date 12/31/2005	Record Title Name CONTRACTS & TERM ORDERS (P.O'S)			1
<input type="checkbox"/> 1				Range Beginning Range Ending 3221 INDUSTRY XEROX BPO'S	Beginning 01/01/2002	Ending Date 12/31/2003	Record Title Name PURCHASE ORDERS			4
<input type="checkbox"/> 1				Range Beginning Range Ending 24234 PURCHASE ORDERS	Beginning 01/01/2002	Ending Date 12/31/2003	Record Title Name PURCHASE ORDERS			4
<input type="checkbox"/> 1				Range Beginning Range Ending 24235 PURCHASE ORDERS	Beginning 01/01/2004	Ending Date 12/31/2005	Record Title Name PURCHASE ORDERS			5
<input type="checkbox"/> 1				Range Beginning Range Ending PA-01205 PA-01805 FY05	Beginning 01/01/2004	Ending Date 12/31/2005	Record Title Name PURCHASE ORDERS			6
<input type="checkbox"/> 1				Range Beginning Range Ending 24236 PURCHASE ORDERS	Beginning 01/01/2004	Ending Date 12/31/2005	Record Title Name PURCHASE ORDERS			6

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date	Location	Space#
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<input type="checkbox"/>	1	PA-01905	24237	10030.5	PURCHASE ORDERS	01/01/2004	12/31/2005		12/31/2012 G-09-04	7
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<input type="checkbox"/>	1	PA-02905	24238	10030.5	PURCHASE ORDERS	01/01/2004	12/31/2005		12/31/2012 G-09-04	8
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<input type="checkbox"/>	1	PA-01105	24239	10030.5	PURCHASE ORDERS	01/01/2004	12/31/2005		12/31/2012 G-09-04	9
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<input type="checkbox"/>	1	PA-00105	24240	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003		12/31/2010 G-09-04	10
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Range Beginning	Range Ending	Range Description	Beginning	Ending Date	Record Title Name
PA-00304	PA-02105	FY06	01/01/2002	12/31/2003	PURCHASE ORDERS

Total Eligible Boxes to be destroyed	=	39
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	39

11-11-13 *W.D. De Vito* RECORDS MANAGER
 Date
 11/14/13 *De Vito* DEPARTMENT
 Date
 11/16/14 *Stanley Anderson* CITY ATTORNEY
 Date