

### 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

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

### 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 

	Section 3.	This resolution	on shall take effect immediately upon its adopt	ion
by the City C	ouncil, and t	he City Clerk s	hall certify the vote adopting this resolution.	
	I hereby cer	tify that the for	egoing resolution was adopted by the City	
Council of th	e City of Lon	g Beach at its ı	meeting of, 20	by
the following	vote:			
Ayes:	Cour	cilmembers:	- And Andrews -	
,				
Noes	Cour	ncilmembers:		
				<del></del>
Abser	nt: Cour	ncilmembers:		
			City Clerk	
			Oity Oloik	

## EXHIBIT A

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

12/05/2012 09:35:45

Cost Center: ()

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

ACCORDING TO YOUR RECORDS R	OUR RECORDS	RETENTION SO	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 Beg.	Ending	On Destroy Date Hold? 12/31/2012 Location	Space#
1	21082	10030.4	FORMAL CONTRACT	01/01/2001	12/31/2005	12/31/2012 E-08-03	17
<b>H</b>	21083	10030.4	FORMAL CONTRACT	01/01/2001	12/31/2005	12/31/2012 E-08-03	18
<u> </u>	21089	10030.4	FORMAL CONTRACT	01/01/2001	12/31/2004	12/31/2011 D-06-01	10
	21090	10030.4	FORMAL CONTRACT	01/01/2001 12/31/2004	12/31/2004	12/31/2011 D-06-01	11
<u>1</u>	21091	10030.4	FORMAL CONTRACT	01/01/2001 12/31/2004	12/31/2004	12/31/2011 D-06-01	12
<u> </u>	22647	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012 395737847	0
Range Beginning Range Ending A BOUND TREE 22648	g Range Ending BOUND TREE 22648	Range Description BPO FY04 10030.3 CC	contracts & term orders	Beginning 01/01/2004 <b>01/01/2004</b>	Ending Date 12/31/2005 <b>12/31/2005</b>	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737848	0
Range Beginning Range Ending BRADLEY EB COUNTY OF LA I  1 22649	g Range Ending COUNTY OF LA FI <b>22649</b>	Range Description BPO FY04 10030.3 CC	contracts & term orders	Beginning 01/01/2004 <b>01/01/2004</b>	Ending Date 12/31/2005 <b>12/31/2005</b>	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737849	0
Range Beginning Range Ending CREATIVE BUS. C GARBER, LANCE  1 22650	g Range Ending GARBER, LANCE <b>22650</b>	Range Description BPO FY04 10030.3 CC	CONTRACTS & TERM ORDERS	Beginning 01/01/2004 <b>01/01/2004</b>	Ending Date 12/31/2005 <b>12/31/2005</b>	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737850	0
Range Beginning Range Ending	g Range Ending	Range Description	otion	Beginning	Ending Date	Record Title Name	

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

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

# Destruction Notification Rpt City of Long Beach (CLB)

Unknown (TMP) FM/PURCHASING (150103)

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0	12/31/2012 395737863	12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	22663	Ľ
	Record Title Name CONTRACTS & TERM ORDERS (P.O'S)	<i>Ending Date</i> 12/31/2005	<i>Beginning</i> 01/01/2004	ription	Range Description	Range Beginning Range Ending NBS GOV REED REFERENCE	<i>Range Begi</i> NBS GOV
0	12/31/2012 395737862	12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	22662	_ <b>1</b>
	CONTRACTS & TERM ORDERS (P.O'S)	12/31/2005	01/01/2004		I BPO FY05	KEYSTA MARSTON NATIR ENGINEERI	KEYSTA MAR
	Record Title Name	Ending Date	Beginning	ription	Range Description	Range Beginning Range Ending	Range Begi
0	12/31/2012 395737861	12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	22661	<b>F</b>
	CONTRACTS & TERM ORDERS (P.O'S)	12/31/2005	01/01/2004		S BPO FY05	INC KEITH COMPANIES BPO FY05	GARTEK TECH INC
	Record Title Name	Ending Date	Beginning	ription	Range Description	Range Beginning Range Ending	Range Begi
0	12/31/2012 395737860	12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	22660	
	CONTRACTS & TERM ORDERS (P.O'S)	12/31/2005	01/01/2004		RP BPO FY05	GARRISON ENTERP BPO FY05	ס
	Record Title Name	Ending Date	Beginning	ription	Range Description	Range Beginning Range Ending	Range Begi
0	12/31/2012 395737859	12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	22659	<u>_</u>
	CONTRACTS & TERM ORDERS (P.O'S)	12/31/2005	01/01/2004		BPO FY05	INC C	BIOMERIEUX INC
	Record Title Name	Ending Date	Beginning	ription	Range Description	Range Beginning Range Ending	Range Begi
0	12/31/2012 395737858	12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	22658	
	CONTRACTS & TERM ORDERS (P.O'S)	12/31/2005	01/01/2004		A BPO FY05	BIKESTATION COA BPO FY05	Α
	Record Title Name	Ending Date	Beginning	ription	Range Description	Range Beginning Range Ending	Range Begi
0	12/31/2012 395737857	12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	22657	
	CONTRACTS & TERM ORDERS (P.O'S)	12/31/2005	01/01/2004		PO'S FY04	7	v
	Record Title Name	Ending Date	Beginning	ription	Range Description	Range Beginning Range Ending	Range Begi
Space#	On Destroy Date Hold? 12/31/2012 Location	Ending	Dates Beg.	Record Title Name (Box Contents)	Record Title Code	Permanent Box Number	Destroy (X) Code

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

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0	12/31/2012 395737870	2004 12/31/2005	01/01/2004	CONTRACTS & TERM ORDERS	10030.3	1 22670	П
	Record Title Name CONTRACTS & TERM ORDERS (P.O'S)	Ending Date 12/31/2005	<i>Beginning</i> 01/01/2004	Range Description PA-00504 HEALTH & SAFETY PRODUCTS to PA-00604 CUSTODIAL SERVICES II	Range Description PA-00504 HEALTH & SERVICES II	Range Beginning Range Ending	
0	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737869	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning Ending Date 01/01/2004 12/31/2005 <b>01/01/2004 12/31/2005</b>	Range Description PA-00304 LANDSCAPE SERVICES to PA00404 QUEENSWAY BAY O030.3 CONTRACTS & TERM ORDERS	Range Description PA-00304 LANDSCAP 10030.3 CC	Range Beginning Range Ending  22669	
0	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737868	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning 01/01/2004 <b>01/01/2004</b>	Range Description RES. EMERGENCY VEHICLES to PA-00304 LANDSCAPE SERVICES  0030.3 CONTRACTS & TERM ORDERS	Range Description Res. EMERGENCY VE	Range Beginning Range Ending  22668	
o	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737867	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning 01/01/2004 <b>01/01/2004</b>	Range Description BPO FY05  OO30.3 CONTRACTS & TERM ORDERS	Range Do BPO FY05 <b>10030.3</b>	Range Beginning Range Ending REISGEN INC TMT 22667	
0	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737866	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning Ending Date 01/01/2004 12/31/2005 <b>01/01/2004 12/31/2005</b>	Range Description FY05  CONTRACTS & TERM ORDERS	Range De FY05 <b>10030.3</b>	Range Beginning Range Ending P Z 22666	
0	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737865	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning Ending Date 01/01/2004 12/31/2005 <b>01/01/2004 12/31/2005</b>	escription  CONTRACTS & TERM ORDERS	Range Description PO FY05 10030.3 CC	Range Beginning Range Ending A O 22665	
0	Record Title Name CONTRACTS & TERM ORDERS (P.O'S) 12/31/2012 395737864	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning 01/01/2004 <b>01/01/2004</b>	Range Description BPO FY05  CONTRACTS & TERM ORDERS	Range Do BPO FY05 <b>10030.3</b>	Range Beginning Range Ending TAKIGUCHI RONAL Z 22664	
Space#	On Destroy Date Hold? 12/31/2012 Location	Ending	Dates Beg.	tle Record Title Name (Box Contents)	Record Title Code	Destroy Permanent (X) Code Box Number	lo

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Destroy (X) Code

Permanent Recor Box Number Code

Record Title

Record Title Name (Box Contents)

# **Destruction Notification Rpt** City of Long Beach (CLB)

Unknown (TMP)

FM/PURCHASING (150103) Beg. Dates

Ending

On Destroy Date Hold? 12/31/2012 Location

Space#

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Range Beginning Range Ending	Range Ending	Range Description	tion	Beginning	Ending Date	Record Title Name	
1	22671	PA-00904 TOW TOW TOW TOW TOW	PA-00904 TOW TRUCKS to PA-001204 PLUMBING SUPPLIES  O030.3 CONTRACTS & TERM ORDERS	01/01/2004 <b>01/01/2004</b>	12/31/2005 <b>12/31/2005</b>	CONTRACTS & TERM ORDERS (P.O'S)  12/31/2012 395737871	0
Range Beginning Range Ending	Range Ending	Range Description PA-01004 CUSTODIAL P FIREFIGHTING VEHICLE	Range Description PA-01004 CUSTODIAL PAPER PRODUCTS toPA-01804 WATER/FOAM FIREFIGHTING VEHICLE	<i>Beginning</i> 01/01/2004	Ending Date 12/31/2005	Record Title Name CONTRACTS & TERM ORDERS (P.O'S)	
	22672	10030.3	CONTRACTS & TERM ORDERS	01/01/2004	12/31/2005	12/31/2012 395737872	0
Range Beginning Range Ending	Range Ending	Range Description PA-01904 STREET SY TOOLS	Range Description PA-01904 STREET SWEEPS to PA-02604 MISCELLANEOUS HAND TOOLS	<i>Beginning</i> 01/01/2004	Ending Date 12/31/2005	Record Title Name CONTRACTS & TERM ORDERS (P.O'S)	
<u>,</u>	24231	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003	12/31/2010 G-09-04	<b>F</b> 4
Range Beginning Range Ending 3221 INDUSTRY XEROX	Range Ending XEROX	Range Description BPO'S	tion	<i>Beginning</i> 01/01/2002	Ending Date 12/31/2003	Record Title Name PURCHASE ORDERS	
_ <b>_</b>	24234	10030.5	PURCHASE ORDERS	01/01/2002	12/31/2003	12/31/2010 G-09-04	4
<u> </u>	24235	10030.5	PURCHASE ORDERS	01/01/2004	12/31/2005	12/31/2012 G-09-04	ΟΊ
Range Beginning Range Ending PA-01205 PA-01805  1 24236	Range Ending PA-01805 <b>24236</b>	Range Description FY05 10030.5 PU	tion PURCHASE ORDERS	Beginning 01/01/2004 <b>01/01/2004</b>	Ending Date 12/31/2005 <b>12/31/2005</b>	Record Title Name PURCHASE ORDERS 12/31/2012 G-09-04	Ø
Range Beginning Range Ending	Range Ending	Range Description	tion	Beginning	Ending Date	Record Title Name	

	e CITY ATTORNEY	Date	DEPARTMENT	Date DEP,	Ì̈̈̈̈̈ C	RECORDS MANAGER	Date
	14		De Contraction of the contractio	14/13		W.De You	11-11-13
	,	39	Total Eligible Boxes to be destroyed Eligible Boxes on Hold Elgibile Boxes Checked Out Eligible Boxes Removed Total Available Boxes to be destroyed	Total /			
	Record Title Name PURCHASE ORDERS	<i>Ending Date</i> 12/31/2003	Beginning 01/01/2002	otion .	Range Description FY06	Range Beginning Range Ending PA-00304 PA-02105	Range Begini PA-00304
10	Record Title Name PURCHASE ORDERS 12/31/2010 G-09-04	Ending Date 12/31/2005 <b>12/31/2003</b>	Beginning 01/01/2004 <b>01/01/2002</b>	PURCHASE ORDERS	Range Description FY05 10030.5 PU	Range Beginning Range Ending PA-02805 1 <b>24240</b>	Range Begini PA-00105
<b>v</b>	Record Title Name PURCHASE ORDERS 12/31/2012 G-09-04	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning 01/01/2004 <b>01/01/2004</b>	purchase orders	Range Description FY05  10030.5 PU	Range Beginning Range Ending PA-00105 PA-01105 1 <b>24239</b>	Range Begini PA-00105
ω	Record Title Name PURCHASE ORDERS 12/31/2012 G-09-04	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning 01/01/2004 <b>01/01/2004</b>	otion PURCHASE ORDERS	Range Description FY05 10030.5 PU	Range Beginning Range Ending PA-02015 PA-02905 <b>1 24238</b>	Range Begini PA-02015
7	Record Title Name PURCHASE ORDERS 12/31/2012 G-09-04	Ending Date 12/31/2005 <b>12/31/2005</b>	Beginning 01/01/2004 <b>01/01/2004</b>	purchase orders	Range Description FY05  10030.5 PU	Range Beginning Range Ending PA-01905 PA-002705 1 24237	Range Begini PA-01905
5pace#	12/05/2012 09:35:46 Page 6  On Destroy Date Hold? 12/31/2012 Location	Ending	Destruction Notification Rpt City of Long Beach (CLB) Unknown (TMP) FM/PURCHASING (150103) Dates Beg.	Destr City FM/F Record Title Name (Box Contents)	Record Title	Permanent Box Number	Audit # 332 Destroy (X) Code