



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-5

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April 22, 2008

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Resolution of the City Council of the City of Long Beach Approving and Authorizing the Destruction of Certain Records, Papers, and Writings by the Long Beach Public Works Department Administration Bureau.

DISCUSSION

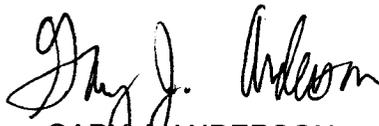
Pursuant to your request of April 2, 2008, this office has prepared and submits the above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By 
GARY J. ANDERSON
Deputy City Attorney

GJA:ikm
Enclosure

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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 LONG BEACH PUBLIC WORKS DEPARTMENT ADMINISTRATION BUREAU.

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 Long Beach Public Works Department Administration Bureau 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
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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 _____, 2008, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

GJA: lkm - 04/7/08
A08-01056

RECORDS DESTRUCTION REQUEST

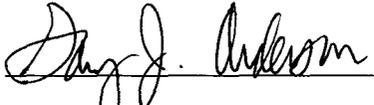
I. Date 3/25/08

Honorable Council of the City of Long Beach

2. The PUBLIC WORKS respectfully requests authority to destroy the following
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	<u>TIME RECORDS (TIME CARDS)</u>			
18	Personnel Time Records (6 boxes)	1992		
18	Personnel Time Records (5 boxes)	1993		
18	Personnel Time Records (5 boxes)	1994		
18	Personnel Time Records (5 boxes)	1995		
18	Personnel Time Records (4 boxes)	1996		
18	Personnel Time Records (4 boxes)	1997		
18	Personnel Time Records (5 boxes)	1998		
18	Microfiche Personnel Time Records (4 boxes)	1988-1994		
	<u>DEPARTMENTAL CONFIDENTIAL FILES</u>			
8	MISC HRMS REPORTS (5 BOXES) Payroll Time Records Listing of Budgeted Positions Payroll Register Misc Reports Accrued Hours/Payroll Time Records	2001-03 2004 2001, 04 2003, 04 3/04 -3/05		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>4-2-08</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>April 15, 2008</u></p>	<p>14. REMARKS: #18-9 year retention. #8-3 year retention.</p>
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