



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 Commercial Services Bureau, 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
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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, COMMERCIAL SERVICES 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 Financial Management Department, Commercial Services 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.

///
///

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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

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

EXHIBIT A

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

FM/COMMERCIAL SERVICES (151206)

Cost Center: ()

Records Coordinator: PAMELA HORGAN Mail Drop: Phone: (562)570-7089 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		On Hold?	Destroy Date 12/31/2012	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	21906	10025.0	DAILY BALANCE SHEETS	01/01/2007	12/31/2007		12/31/2012	345696485	0
<input type="checkbox"/> 3	21908	10025.0	DAILY BALANCE SHEETS	01/01/2007	12/31/2007		12/31/2012	368646745	0
<input type="checkbox"/> 3	21910	10025.0	DAILY BALANCE SHEETS	01/01/2007	12/31/2007		12/31/2012	368646747	0
<input type="checkbox"/> 3	21912	10025.0	DAILY BALANCE SHEETS	01/01/2007	12/31/2007		12/31/2012	368646749	0
<input type="checkbox"/> 1	20000	10029.5	DEPOSIT RECEIPTS (DR'S)	01/03/2006	01/31/2006		01/31/2011	345695700	0
<input type="checkbox"/> 1	20001	10029.5	DEPOSIT RECEIPTS (DR'S)	01/03/2006	01/31/2006		01/31/2011	345695701	0
<input type="checkbox"/> 1	20002	10029.5	DEPOSIT RECEIPTS (DR'S)	02/01/2006	02/28/2006		02/28/2011	345695702	0
<input type="checkbox"/> 1	20003	10029.5	DEPOSIT RECEIPTS (DR'S)	02/01/2006	02/28/2006		02/28/2011	345695703	0
<input type="checkbox"/> 1	20196	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/2006	03/31/2006		03/31/2011	345696373	0
<input type="checkbox"/> 1	20197	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/2006	03/31/2006		03/31/2011	345696374	0
<input type="checkbox"/> 1	20198	10029.5	DEPOSIT RECEIPTS (DR'S)	04/03/2006	04/28/2006		04/28/2011	345696375	0
<input type="checkbox"/> 1	20199	10029.5	DEPOSIT RECEIPTS (DR'S)	04/03/2006	04/28/2006		04/28/2011	345696376	0
<input type="checkbox"/> 1	20200	10029.5	DEPOSIT RECEIPTS (DR'S)	05/01/2006	05/31/2006		05/31/2011	345696377	0
<input type="checkbox"/> 1	20201	10029.5	DEPOSIT RECEIPTS (DR'S)	05/01/2006	05/31/2006		05/31/2011	345696378	0

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2012	Location	Space#
<input type="checkbox"/>	20202	10029.5	DEPOSIT RECEIPTS (DR'S)	06/01/2006	06/30/2006		06/30/2011	345696379	0
<input type="checkbox"/>	20203	10029.5	DEPOSIT RECEIPTS (DR'S)	06/01/2006	06/30/2006		06/30/2011	345696380	0
<input type="checkbox"/>	20204	10029.5	DEPOSIT RECEIPTS (DR'S)	07/06/2006	07/31/2006		07/31/2011	345696381	7
<input type="checkbox"/>	20205	10029.5	DEPOSIT RECEIPTS (DR'S)	07/06/2006	07/31/2006		07/31/2011	345696382	0
<input type="checkbox"/>	20206	10029.5	DEPOSIT RECEIPTS (DR'S)	08/01/2006	08/31/2006		08/31/2011	345696383	0
<input type="checkbox"/>	20207	10029.5	DEPOSIT RECEIPTS (DR'S)	08/01/2006	08/31/2006		08/31/2011	345696384	0
<input type="checkbox"/>	21234	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345699234	0
<input type="checkbox"/>	21235	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345699235	0
<input type="checkbox"/>	21236	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345699236	0
<input type="checkbox"/>	21237	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345699237	0
<input type="checkbox"/>	21238	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345699238	0
<input type="checkbox"/>	21239	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345699239	0
<input type="checkbox"/>	21240	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345699240	0
<input type="checkbox"/>	21905	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2006	12/31/2006		12/31/2011	345696484	0
<input type="checkbox"/>	21907	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	368646744	0
<input type="checkbox"/>	21909	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	368646746	0

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2012	Location	Space#
<input type="checkbox"/>	21911	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	368646748	0
<input type="checkbox"/>	21913	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	368646750	0
<input type="checkbox"/>	22417	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563728	0
<input type="checkbox"/>	22418	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563729	0
<input type="checkbox"/>	22419	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563730	0
<input type="checkbox"/>	22420	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563731	0
<input type="checkbox"/>	22421	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563732	0
<input type="checkbox"/>	22422	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563733	0
<input type="checkbox"/>	22423	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563734	0
<input type="checkbox"/>	22424	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	553563735	0
<input type="checkbox"/>	23074	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	617684164	0
<input type="checkbox"/>	23075	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	617684165	0
<input type="checkbox"/>	23076	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	617684166	0
<input type="checkbox"/>	23077	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2007	12/31/2007		12/31/2012	617684167	0
<input type="checkbox"/>	25762	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/1991	12/31/2000		12/31/2003	700325462	0
<input type="checkbox"/>	24990	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/1996	12/31/2001		12/31/2004	700325390	0

(Handwritten signature and arrow pointing to rows 23075-23077)

(Handwritten circled number 3)

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates		Ending	On Hold?	Destroy Date 12/31/2012	Location	Space#
				Beg.	End					
<input type="checkbox"/>	19014	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2002	12/31/2002	12/31/2012		391436002		0
<input type="checkbox"/>	19015	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2002	12/31/2002	12/31/2012		391436003		0
<input type="checkbox"/>	19016	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2002	12/31/2002	12/31/2012		391436004		0
<input type="checkbox"/>	19018	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2002	12/31/2002	12/31/2012		391436006		0
<input type="checkbox"/>	24637	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2007	12/31/2007	12/31/2010		557898467		0
<input type="checkbox"/>	24657	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2007	12/31/2007	12/31/2010		557898487		0
<input type="checkbox"/>	24386	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2008	12/31/2011		698955586		0
<input type="checkbox"/>	24402	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2008	12/31/2011		698955602		0
<input type="checkbox"/>	24629	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2008	12/31/2011		557898459		0
<input type="checkbox"/>	24632	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2008	12/31/2011		557898462		0
<input type="checkbox"/>	24640	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2007	12/31/2008	12/31/2011		557898470		0
<input type="checkbox"/>	24986	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2008	12/31/2011		700325386		0
<input type="checkbox"/>	24387	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009	12/31/2012		698955587		0
<input type="checkbox"/>	24400	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2009	12/31/2012		698955600		0
<input type="checkbox"/>	24627	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009	12/31/2012		557898457		0
<input type="checkbox"/>	24628	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2009	12/31/2012		557898458		0



Destruction Notification Rpt
 City of Long Beach (CLB)
 Unknown (TMP)

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	24633	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2008	12/31/2009		12/31/2012	557898463	0
<input type="checkbox"/>	24638	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009		12/31/2012	557898468	0
<input type="checkbox"/>	24639	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009		12/31/2012	557898469	0
<input type="checkbox"/>	24645	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009		12/31/2012	557898475	0
<input type="checkbox"/>	24653	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009		12/31/2012	557898483	0
<input type="checkbox"/>	24654	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009		12/31/2012	557898484	0
<input type="checkbox"/>	24656	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009		12/31/2012	557898486	0
<input type="checkbox"/>	25752	10029.6	MEDI-CAL PAID ACCOUNTS	01/01/2009	12/31/2009		12/31/2012	700325452	0

(Handwritten initials)

Total Eligible Boxes to be destroyed	=	70
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	70

12-7-12 *W.D. De...*
 Date RECORDS MANAGER

12/13/12 *Diana Am...*
 Date DEPARTMENT

1/17/13 *Doug J. Adson*
 Date CITY ATTORNEY



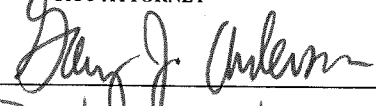
RECORDS DESTRUCTION REQUEST

1. Date 12/17/2012

Honorable Council of the City of Long Beach

2. The Financial Management DEPARTMENT respectfully requests authority to destroy the following departmental records: Utility Service/Customer Service

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
9	PAYROLL TIME SHEETS 12/20/08 – 4/24/09 PAYROLL TIME SHEETS 4/25/09 – 8/28/09 PAYROLL TIME SHEETS 8/29/09 – 1/1/10 PAYROLL TIME SHEETS 1/2/10 – 6/12/10 PAYROLL TIME SHEETS 6/3/10 – 11/19/10 PAYROLL REPORTS 2010	2008-2009 2009 2009-2010 2010 2010 2010	TR09-001 TR09-002 TR09-003 TR09-004 TR09-005 TR09-006	NA

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  <small>CITY ATTORNEY</small> 12. Title <u>Deputy City Attorney</u> 13. Date <u>January 17, 2013</u>	
10. DATE: <u>12/18/12</u>		