



# 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

March 3, 2009

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the City Clerk Department 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 City Clerk Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 09 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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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 CITY CLERK DEPARTMENT

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 City Clerk Department 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.

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.

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2009, 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

# RECORDS DESTRUCTION REQUEST

1. Date 8/18/08



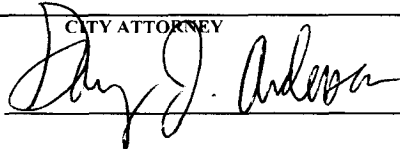
Honorable Council of the City of Long Beach

2. The CITY CLERK 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
22	<p><b><u>PETITIONS/REFERENDUM</u></b></p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 1-250</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 251-500</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 501-800</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 801-1100</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 1101-1450</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 1451-1700</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 1701-2050</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 2051-2500</p> <p>LBCFC AGAINST ORD. 06-0040 PETITIONS 2501-3283</p>	2006	1 2 3 4 5 6 7 8 9	
22	<p>LABOR PEACE ORD. 07-0006 PETITIONS 1-2,200</p> <p>LABOR PEACE ORD. 07-0006 PETITIONS 2,201-4,400</p> <p>LABOR PEACE ORD. 07-0006 PETITIONS 4,401-5,455</p>	2007	1 2 3	

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:</p> <p> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p> DEPARTMENT HEAD</p> <p>10. DATE: <u>2-2-2009</u></p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  CITY ATTORNEY</p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>2/6/09</u></p>	<p>14. REMARKS:</p> <p>IF THE AFOREMENTIONED ORDINANCE IS PLACED ON A CITYWIDE BALLOT, THEN THE RETENTION PERIOD WILL EXTEND 8 MONTHS FROM THE DATE THE ELECTION IS CERTIFIED.</p> <p>COUNCIL REPEALED ORD-06-0040 ON 11/13/07 WITH ORD-07-0057.</p> <p>COUNCIL REPEALED ORD-07-0006 ON 10/23/07 WITH ORD-07-0051.</p>
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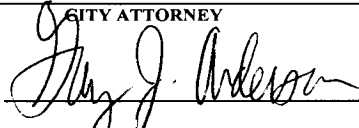
# RECORDS DESTRUCTION REQUEST

1. Date 1/21/09

Honorable Council of the City of Long Beach

2. The CITY CLERK 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
22	MATCHING FUND APPLICATIONS (2 year retention)  Gary Burroughs, City Auditor Ed Barwick, 5th District Doug Drummond, Mayor Gerrie Schipske, 5th District Steven Neal, 9th District Laura Wilson Doud, Auditor Audrey Stephanie Loftin, 3rd District	2006	1	NA
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  <small>RECORDS MANAGER</small>  9. APPROVED:  <small>DEPARTMENT HEAD</small>  10. DATE: <u>1-21-09</u>		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  11. By  <small>CITY ATTORNEY</small> 12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>2/6/09</u>		14. REMARKS:



City of Long Beach (CLB)  
Unknown (TMP)  
CITY CLERK LEGISLATIVE (070101)

Cost Center: ()

Records Coordinator: ALLISON BUNMA Mail Drop: LOBBY Phone: (562)570-5298 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 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	E-189	10003.6	INSURANCE	01/01/1988	01/01/1988		01/01/2008	E-02-05	9
<input type="checkbox"/> 1	20797	10001.6	MEETING FOLDERS Box Contents: CALIFORNIA STATE UNIVERSITY & COLLEGES Box Contents: HEADQUARTERS BUILDING AUTHORITY	01/01/1973	12/31/2002		12/31/2007	E-01-03	18
<input type="checkbox"/> 1	19272	10001.6	MEETING FOLDERS Box Contents: BELMONT SHORE PBIA COMMISSION Box Contents: BOARD HEALTH / HUMAN SRV, HUMAN RELATION Box Contents: HOMELESS SRV, PUBLIC SAFETY	01/01/2003	12/31/2003		12/31/2008	D-02-03	1
<input type="checkbox"/> 1	19276	10013.6	MEETING Box Contents: REDEVELOPMENT AGENCY MTG FOLDERS Box Contents: JANUARY THRU JUNE 2003	01/01/2003	12/31/2003		12/31/2008	G-02-04	14
<input type="checkbox"/> 1	19277	10013.6	MEETING Box Contents: REDEVELOPMENT AGENCY MTG FOLDERS Box Contents: JULY THRU DECEMBER 2003	01/01/2003	12/31/2003		12/31/2008	G-02-04	15

E = Excluded

Total Eligible Boxes to be destroyed	=	5
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	5

EXHIBIT A

1-21-09 Ms. De Jaffrey  
Date RECORDS MANAGER

1-22-09 [Signature]  
Date CITY CLERK

2/6/09 [Signature]  
Date CITY ATTORNEY



City of Long Beach (CLB)  
Unknown (TMP)  
CITY CLERK ELECTIONS (070102)

Cost Center: (070102)

Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 ext:

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

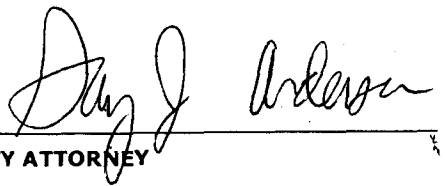
Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	20422	10003.2	ELECTION WORKING FILES Box Contents: PNE APRIL 9, 2002	01/01/2002	12/31/2002		12/31/2008	C-05-01	1
<input type="checkbox"/> 1	20423	10003.2	ELECTION WORKING FILES Box Contents: PNE APRIL 9, 2002	01/01/2002	12/31/2002		12/31/2008	C-05-01	3
<input type="checkbox"/> 1	20424	10003.2	ELECTION WORKING FILES Box Contents: GME JUNE 4, 2002	01/01/2002	12/31/2002		12/31/2008	C-05-01	5
<input type="checkbox"/> 3	16067	10000.4	ROSTER OF VOTERS Iron Mountain Ref #: 214667644 Box Contents: LIST 1711	06/10/2003	06/10/2003		06/10/2008	214667644	0
<input type="checkbox"/> 3	16068	10000.4	ROSTER OF VOTERS Iron Mountain Ref #: 214667645 Box Contents: LIST 1711	06/10/2003	06/10/2003		06/10/2008	214667644	0
<input type="checkbox"/> 3	16069	10000.4	ROSTER OF VOTERS Iron Mountain Ref #: 214667646 Box Contents: LIST 1711	06/10/2003	06/10/2003		06/10/2008	214667646	0
<input type="checkbox"/> 1	17601	10053.5	STATEMENT OF ECONOMIC Box Contents: LIST 1811	01/01/1999	12/31/1999		12/31/2008	E-01-02	1
<input type="checkbox"/> 1	18948	10053.5	STATEMENT OF ECONOMIC	01/01/2001	12/31/2001		12/31/2008	E-01-02	2

E = Excluded

Total Eligible Boxes to be destroyed	=	8
Eligible Boxes on Hold	=	0
Elgibile Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	8

1-21-09   
Date RECORDS MANAGER

1-22-2009   
Date CITY CLERK

2/6/09   
Date CITY ATTORNEY