

September 5, 2023

C-12

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Financial Management 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, elected officials and appointed offices 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the Financial Management Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 23 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

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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 DEPARTMENT OF FINANCIAL
MANAGEMENT

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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Department of Financial Management 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 unless otherwise authorized by law.

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

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2023,
4 by the following vote:

5

6 Ayes: Councilmembers: _____

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10 Noes: Councilmembers: _____

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12 Absent: Councilmembers: _____

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14 Recusal(s): Councilmembers: _____

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City Clerk

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EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department FM/GRANTS ACCOUNTING

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
25038	PROJECT FILES-WORK ORDERS-GRANT	01/01/2002	12/31/2004	12/31/2019	IRON MOUNTAIN	700325438
28104	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302654
	RANGE: W-9 FORMS, V001210 - V015978					
28105	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302655
	RANGE: W-9 FORMS, V016087 - V029998					
28106	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302656
	RANGE: W-9 FORMS, V030018 - V039999					
28107	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302657
	RANGE: W-9 FORMS, V040077 - V048982					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
28108	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302658
	RANGE: W-9 FORMS, V049048 - V055998					
28109	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302659
	RANGE: W-9 FORMS, V056023 - V057397					
28110	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302660
	RANGE: W-9 FORMS, V057408 - V057850					
28111	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302661
	RANGE: W-9 FORMS, V057851 - V058199					
28112	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302662
	RANGE: W-9 FORMS, V058200 - V058549					
28113	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302663
	RANGE: W-9 FORMS, V058550 - V058898					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
28114	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302664
	RANGE: W-9 FORMS, V058901 - V059249					
28115	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302665
	RANGE: W-9 FORMS, V059250 - V059599					
28116	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302666
	RANGE: W-9 FORMS, V059600 - V059920					
28117	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302667
	RANGE: W-9 FORMS, V059938 - V060299					
28118	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302668
	RANGE: W-9 FORMS, V060300 - V060649					
28119	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302669
	RANGE: W-9 FORMS, V060650 - V060949					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
28120	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302670
	RANGE: W-9 FORMS, V061000 - V061599					
28121	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	831302671
	RANGE: W-9 FORMS, V061600 - V062099					
34290	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	823548490
	RANGE: V001870-V055895					
34291	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	823548491
	RANGE: V056000 - V062097					
34292	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	823548492
	RANGE: V062110 - V062599					
34293	W-9'S (TAXPAYER I.D.)	10/01/2014	09/30/2015	09/30/2020	IRON MOUNTAIN	823548493
	RANGE: V062600 - V063199					
34738	W-9'S (TAXPAYER I.D.)	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	948273088
	RANGE: V000001 - V027999					
34739	W-9'S (TAXPAYER I.D.)	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	948273089
	RANGE: V028000 - V051999					
34740	W-9'S (TAXPAYER I.D.)	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	948273090
	RANGE: V052000 - V061999					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34741	W-9'S (TAXPAYER I.D.) RANGE: V062000 - V063449	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	948273091
34742	W-9'S (TAXPAYER I.D.) RANGE: V063450 - V063849	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	948273092
34743	W-9'S (TAXPAYER I.D.) RANGE: V063850 - V064199	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	823548415
34744	W-9'S (TAXPAYER I.D.) RANGE: V064200 - V064549	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	823548416
34745	W-9'S (TAXPAYER I.D.) RANGE: V064550 - V064899	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	823548417
34746	W-9'S (TAXPAYER I.D.) RANGE: V064900 - V065249	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	823548418
34747	W-9'S (TAXPAYER I.D.) RANGE: V065250 - V065499	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	823548419
34748	W-9'S (TAXPAYER I.D.) RANGE: V065500 - V065751	10/01/2015	09/30/2016	09/30/2021	IRON MOUNTAIN	823548420
35703	W-9'S (TAXPAYER I.D.) RANGE: V001802 - V036952	10/01/2016	09/30/2017	09/30/2022	IRON MOUNTAIN	965864714
35704	W-9'S (TAXPAYER I.D.) RANGE: V037063 - V059986	10/01/2016	09/30/2017	09/30/2022	IRON MOUNTAIN	965864715

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
35705	W-9'S (TAXPAYER I.D.) RANGE: V060028 - V065949	10/01/2016	09/30/2017	09/30/2022	IRON MOUNTAIN	965864716
35706	W-9'S (TAXPAYER I.D.) RANGE: V065950 - V066297	10/01/2016	09/30/2017	09/30/2022	IRON MOUNTAIN	965864717
35707	W-9'S (TAXPAYER I.D.) RANGE: V066300 - V066649	10/01/2016	09/30/2017	09/30/2022	IRON MOUNTAIN	965864718
35708	W-9'S (TAXPAYER I.D.) RANGE: V066650 - V066948	10/01/2016	09/30/2017	09/30/2022	IRON MOUNTAIN	965864719
35709	W-9'S (TAXPAYER I.D.) RANGE: V066950 - V067295	10/01/2016	09/30/2017	09/30/2022	IRON MOUNTAIN	965864720
36408	1099'S	01/01/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	RF044062443
36409	1099'S	01/01/2013	12/31/2013	12/31/2020	IRON MOUNTAIN	RF044062444
36410	1099'S	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF044062445
36411	1099'S	01/01/2015	12/31/2015	12/31/2022	IRON MOUNTAIN	RF044062446
36716	BANK RECONCILIATIONS LIST 2486 REDEVELOPMENT AGENCY TAX INCREMENT RECONCILIATION & FISCAL AGENT RECONCILIATION	01/01/2008	12/31/2012	12/31/2019	IRON MOUNTAIN	RF018641660
36717	GRANTS/PROGRAM REPORTS TO GRANTORS LIST 2486 SEMI-ANNUAL REPORT FOR EDA-FUNDED RLF GRANTS	01/01/2004	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641661

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			

Total Boxes to be Destroyed: 47

De G...
City Clerk

8/9/23
Date

Hortensius for KR
Department Head

Date

At-L
City Attorney

8-16-23
Date

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department FM/PURCHASING

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36589	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (#s - A) 1736 - ARUP	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641535
36590	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (A - C) ATHLACTION - CATHOLIC	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641536
36591	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (C - D) CENTRO - DIGITAL	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641537
36592	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (D - G) DISNEYLAND - GRUEN	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641538
36593	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (H - I) H&H AUTO - IVANSON	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641539
36594	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (J - M) J.A. - MERCURY	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641540
36595	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (N - P) NAFIS - PUBLIC	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641541
36596	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's (Q - T) QUALITY - THOMPSON	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641542
36597	CONTRACTS & TERM ORDERS (P.O'S) RANGE: BPO's & PO's (T - B) TIME - BLOOMBERG	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641543

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36598	CONTRACTS & TERM ORDERS (P.O'S) RANGE: PO's (C - L) CA - LOS ANGELES	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641544
36599	CONTRACTS & TERM ORDERS (P.O'S) RANGE: PO's (M - S) MM - SAP	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641545
36600	CONTRACTS & TERM ORDERS (P.O'S) RANGE: PO's (S - Z) SCOTT - ZOLL	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF018641546

Total Boxes to be Destroyed: 12

 <hr/> City Clerk	8/5/23 <hr/> Date	 <hr/> Department Head	6-26-23 <hr/> Date	 <hr/> City Attorney	8-16-23 <hr/> Date
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DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department FM/TREASURY

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36021	DEPOSIT RECEIPTS UTILITY USER'S TAX (UUT) CHECK STUB REMITTANCE (ELECTRIC, GAS, WATER)	01/01/2012	12/31/2014	12/31/2021	IRON MOUNTAIN	RF041803354
36022	DEPOSIT RECEIPTS UTILITY USER'S TAX (UUT) CHECK STUB REMITTANCE (A-CBE)	01/01/2012	12/31/2014	12/31/2021	IRON MOUNTAIN	RF041803355
36023	DEPOSIT RECEIPTS UTILITY USER'S TAX (UUT) CHECK STUB REMITTANCE (CEN-IDT)	01/01/2012	12/31/2014	12/31/2021	IRON MOUNTAIN	RF041803356
36024	DEPOSIT RECEIPTS UTILITY USER'S TAX (UUT) CHECK STUB REMITTANCE (IIS-O)	01/01/2012	12/31/2014	12/31/2021	IRON MOUNTAIN	RF041803357
36025	DEPOSIT RECEIPTS UTILITY USER'S TAX (UUT) CHECK STUB REMITTANCE (P-TRA)	01/01/2012	12/31/2014	12/31/2021	IRON MOUNTAIN	RF041803358
36026	DEPOSIT RECEIPTS UTILITY USER'S TAX (UUT) CHECK STUB REMITTANCE (TRE-Z)	01/01/2012	12/31/2014	12/31/2021	IRON MOUNTAIN	RF041803359
36028	DEPOSIT RECEIPTS UTILITY USER'S TAX (UUT) CHECK STUB REMITTANCE (C-G)	01/01/2012	12/31/2014	12/31/2021	IRON MOUNTAIN	RF041803361

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36310	BANK BALANCES - DAILY BOA - SCHEDULE #4 - COMPUTERS SUNTRUST - SCHEDULE #3 - PITNEY BOWES BOA - SCHEDULE #15 - HART VOTING SYSTEM	01/01/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	RF044063491
36311	BANK BALANCES - DAILY BOA/DEUTSCHE BANK - SCHEDULE #17 - PC & TOUGH BOOKS BOA/DEUTSCHE BANK - SCHEDULE #16 - PARKING & SECURITY BOA/SUN TRUST - SCHEDULE #12	01/01/2013	12/31/2013	12/31/2020	IRON MOUNTAIN	RF044063492
36312	BANK BALANCES - DAILY BOA - HANSEN - SCHEDULE #14	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF044063493
36313	BANK BALANCES - DAILY CHASE EQUIPMENT - SCHEDULE #4 - COMPUTERS BOA/DEUTSCHE BANK/CAPITAL ONE - SCHEDULE #3 - COMPUTERS BOA/DEUTSCHE BANK/CAPITAL ONE - SCHEDULE #4 - CISCO/SIGMANET BOA/SUN TRUST - SCHEDULE #9 - FIRE APPARATUS & BOAT LEASE	01/01/2015	12/31/2015	12/31/2022	IRON MOUNTAIN	RF044063494
36316	JOURNAL ENTRIES JOURNAL VOUCHERS - STOP PAYMENT - PAYROLL UNION BANK STATEMENTS - RETURNED CHECKS	01/01/2011	12/31/2013	12/31/2020	IRON MOUNTAIN	RF044063497
37833	DEPOSIT RECEIPTS HOUSING DIRECT DEPOSIT CORRESPONDENCE - JV's 10/2009 - 12/2012	01/01/2009	12/31/2012	12/31/2019	IRON MOUNTAIN	RF049513070
37834	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 8/2010 - 12/2012	01/01/2010	12/31/2012	12/31/2019	IRON MOUNTAIN	RF049513071
37835	BANK BALANCES - DAILY BOA ACCOUNT STATEMENTS ENDING #0126 JAN - DEC 2012 BOA IMPREST CASH STATEMENTS JAN 2011 - DEC 2012 LOCAL AGENCY INVESTMENT FUND (LAIF) SEPT 2011	01/01/2011	12/31/2012	12/31/2019	IRON MOUNTAIN	RF049513072

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37836	BANK BALANCES - DAILY BOA GENERAL ACCT STATEMENTS ENDING 0126 JAN - DEC 2013 BOA IMPREST CASH STATEMENTS JAN - DEC 2013 UNION BANK STATEMENTS JAN - DEC 2013	01/01/2013	12/31/2013	12/31/2020	IRON MOUNTAIN	RF049513073
37837	SECURITIES FILES INVESTMENT MANAGER - INVESTMENT TRANSACTION TICKET INFO 1/1/2010 - 12/31/2013	01/01/2010	12/31/2013	12/31/2020	IRON MOUNTAIN	RF049513074
37838	DEPOSIT RECEIPTS DAN THURBER CORRESPONDENCE 1/2010 - 12/2014 (CT TO REVIEW BOXES)	01/01/2010	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513075
37839	SECURITIES FILES INVESTMENT ADVISORY MINUTES & DOCUMENTS 3/2013 - 1/28/2014	01/01/2013	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513076
37840	SECURITIES FILES INVESTMENT ADVISORY COMMITTEE DOCUMENTS 2/2014 - 9/28/2014	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513077
37841	SECURITIES FILES INVESTMENT ADVISORY COMMITTEE DOCUMENTS 6/2012 - 1/2013	01/01/2012	12/31/2013	12/31/2020	IRON MOUNTAIN	RF049513078
37842	SECURITIES FILES 2013 - 2014 CORRESPONDENCE - DT WELLS FARGO CUSTODIAL RFP DOCUMENTS BARKLEY'SFWD RATE AGREEMENT FOR LONG BEACH PROGRAM S&P MONTHLY INVESTMENT REPORTS 2010 - 2011	01/01/2010	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513079
37843	BANK BALANCES - DAILY BOA GENERAL ACCT STATEMENT JAN - DEC 2014 BOA ACCT ANALYSIS 2013 - 2014 CALENDAR YEARS BOA IMPREST CASH STATEMENT JAN - DEC 2014	01/01/2013	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513080
37844	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 10/1/2013 1/31/2014	01/01/2013	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513081

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37845	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 4/22/2013 - 9/30/2013	01/01/2013	12/31/2013	12/31/2020	IRON MOUNTAIN	RF049513082
37846	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 10/1/2011 - 4/19/2013	01/01/2011	12/31/2013	12/31/2020	IRON MOUNTAIN	RF049513083
37847	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 2/14/2014 - 6/6/2014	01/01/2014	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513084
37848	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 10/15/2014 - 2/19/2015	01/01/2014	12/31/2015	12/31/2022	IRON MOUNTAIN	RF049513085
37849	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 2/20/2015 - 6/30/2015	01/01/2015	12/31/2015	12/31/2022	IRON MOUNTAIN	RF049513086
37850	TREASURER'S CHECK VOUCHER WIRE TRANSFER REQUESTS 7/1/2015 - 9/30/2015	01/01/2015	12/31/2015	12/31/2022	IRON MOUNTAIN	RF049513087
37851	SECURITIES FILES INVESTMENT TICKETS JUN 2010 - DEC 2012	01/01/2010	12/31/2012	12/31/2019	IRON MOUNTAIN	RF049513088
37852	SECURITIES FILES INVESTMENT TICKETS JAN 2013 - AUG 2015	01/01/2013	12/31/2015	12/31/2022	IRON MOUNTAIN	RF049513089
37853	SECURITIES FILES INVESTMENT TICKETS SEPT 2015 - SEPT 2016	01/01/2015	12/31/2016	12/31/2022	IRON MOUNTAIN	RF049513090
37854	TREASURER'S CHECK VOUCHER TREASURY JVs MAY 2012 - DEC 2013	01/01/2012	12/31/2013	12/31/2020	IRON MOUNTAIN	RF049513091

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37862	BANK BALANCES - DAILY US BANK TRUSTEE STATEMENTS 11/2011 - 2/2012, 6/2012, 8/2012, 6/2014 - 12/2015 BNY MELLON TRUSTEE STATEMENTS 1/2015 - 12/2015	01/01/2011	12/31/2015	12/31/2022	IRON MOUNTAIN	RF049513099
37864	BANK BALANCES - DAILY 6/2014 - 8/2014 DEALER TRADE (DT) CONFIRMS (INVESTMENT) (JM) 2011 - 2014 - IMPREST FUND REVIEWS/RECON (CM) MISC DT FILES	01/01/2011	12/31/2014	12/31/2021	IRON MOUNTAIN	RF049513101
37865	DEPOSIT RECEIPTS VARIOUS BROKER DEALER STATEMENTS (2011 - 2013) IRMARC STATEMENT JAN 1 - DEC 31, 2003	01/01/2003	12/31/2013	12/31/2020	IRON MOUNTAIN	RF049513102

Total Boxes to be Destroyed: 37



City Clerk

5/4/23

Date



Department Head

Date



City Attorney

6/16/23

Date

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department FM/BUSINESS LICENSE

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34455	APPLICATIONS - SPECIAL EVENTS SPECIAL EVENTS 2014	01/01/2014	12/31/2014	12/31/2019	Internal Record Center	E -011-0001 0007
35290	APPLICATIONS - SPECIAL EVENTS ALARM PERMITS 2015	01/01/2015	12/31/2015	12/31/2020	Internal Record Center	E -011-0001 0013
35291	APPLICATIONS - SPECIAL EVENTS SPECIAL EVENTS 2015	01/01/2015	12/31/2015	12/31/2020	Internal Record Center	E -011-0001 0014
36042	APPLICATIONS - SPECIAL EVENTS ALARM PERMITS 2016	01/01/2016	12/31/2016	12/31/2021	Internal Record Center	F -001-0002 0017
36043	APPLICATIONS - SPECIAL EVENTS SPECIAL EVENTS 2016	01/01/2016	12/31/2016	12/31/2021	Internal Record Center	F -001-0002 0018
36755	IMPREST CASH - FOR REFUNDS LIST 2499	01/01/2012	12/31/2015	12/31/2022	IRON MOUNTAIN	RF018641794
36788	APPLICATIONS - SPECIAL EVENTS ALARM PERMITS 2017	01/01/2017	12/31/2017	12/31/2022	IRON MOUNTAIN	RF018641733
36789	APPLICATIONS - SPECIAL EVENTS SPECIAL EVENTS 2017 AND DAILY BUSINESS LICENSE REPORTS 2016	01/01/2016	12/31/2017	12/31/2022	IRON MOUNTAIN	RF018641734
36863	TOT - MONTHLY RPTS RANGE: NUMERICAL #S, A - Z	01/01/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF018641798

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36864	TOT - MONTHLY RPTS RANGE: NUMERICAL #S, A- HOL	01/01/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF018641799
36865	TOT - MONTHLY RPTS RANGE: HOT - RESIDENCE INN BY MARRIOTT	01/01/2015	12/31/2016	12/31/2021	IRON MOUNTAIN	RF018641800
36866	TOT - MONTHLY RPTS RANGE: RESIDENCE INN BY MARRIOTT - Z	01/01/2015	12/31/2016	12/31/2021	IRON MOUNTAIN	RF018641801

Total Boxes to be Destroyed: 12



City Clerk

8/5/23

Date



Department Head

6-26-23

Date



City Attorney

8/16/23

Date