

C-4

# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 14, 2014

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Administrative Services Division and Accounting Operations 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 15 for the operation of the City Records Center.

## SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera-Cabrera  
City Clerk

LH:md

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

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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 FINANCIAL MANAGEMENT DEPARTMENT, ACCOUNTING OPERATIONS DIVISION AND ADMINISTRATIVE SERVICES 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, Accounting Operations Division and Administrative Services 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.

///

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
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Long Beach, CA 90802-4664

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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 \_\_\_\_\_, 20\_\_ by the following vote:

Ayes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Clerk

# EXHIBIT A

Cost Center: ()

Records Coordinator: Mail Drop: Phone: ext:

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

(X) Code	Event	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>		22570	10053.7	TIMESHEETS	01/01/2005	12/31/2006		12/31/2013	395737970	0
<input type="checkbox"/>		22571	10053.7	TIMESHEETS	01/01/2006	12/31/2006		12/31/2013	395737971	0

E = Excluded

Total Eligible Boxes to be destroyed =	2
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	2

Date 9-16-14 W. De G. Mora Date 9/25/14 W. De G. Mora  
 RECORDS MANAGER DEPARTMENT CITY/ATTORNEY, Deputy

Audit # 337

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/ACCOUNTING (150300)

Cost Center: (150300) Mail Drop: 6TH FLOOR Phone: (562)570- ext: 1  
Records Coordinator: Iron Mountain Ref #: 1

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

(X) Destroy Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	3	AA-309-OF 15051.0	TAXES (SECURED/UNSECURED)	01/01/1966	01/01/1971		01/01/2001	382709176	0

Iron Mountain Ref #: 382709176

File Number 1

Beginning Date: 01/01/1966 Ending Date: 01/01/1971 Record Title Name: TAXES (SECURED/UNSECURED)

Iron Mountain Ref #: 1

Description: SECURED DELINQUENT TAX REGISTERS 1966-71

E = Excluded

Total Eligible Boxes to be destroyed	=	1
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	1

Date 9-10-14 W.P. De Gaspary Date 9/29/14 [Signature]  
 RECORDS MANAGER DEPARTMENT CITY/ATTORNEY

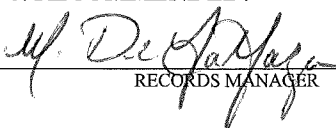


# RECORDS DESTRUCTION REQUEST

1. Date 12/17/12

Honorable Council of the City of Long Beach

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

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. REC CTR
	Bureau of Franchises and Public Utilities			
41	RATE CASES / PACIFIC TELEPHONE & TELEGRAPH Application 48693 – General Telephone Co. of California re: Authority to make certain changes in L.A. Southern Section Directories	1965 – 1971	8	F-063
41	Case 9353 – Standards of Telephone Service in California	1972	14	F-064
27	INFORMATION FILES/TRANSPORTATION Transportation – Public Ownership, Proposed Charter Amendment, etc.	1961-62	15	F-065
41	RATE CASES / PACIFIC TELEPHONE & TELEGRAPH Case 7029 – Long Beach versus Pacific Electric Railway re: Retention of Right-of-Way	1961 – 1962	16	F-066
40	RATE CASES / CHARTER & SIGHTSEEING BUSES Charter Bus and Public Utilities Commission Cases re: Charter Buses	1951 – 1966	17	F-067
41	RATE CASES / PACIFIC TELEPHONE & TELEGRAPH Pacific Telephone & Telegraph Company (Case No. 9044 & 9045)	1971	1	C-091
41	Pacific Telephone & Telegraph Company (Case No. 9045 Appl 52794)	1971	2	C-092
41	Pacific Telephone & Telegraph Company (Case Appl No. 52794 & 51774)	1971	3	C-093

<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  RECORDS MANAGER	<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  CITY ATTORNEY	14. REMARKS:  #7 – 5 yrs #9 – 10 yrs #27 – 15 yrs #40 – 5 yrs #41 – 5 yrs
9. APPROVED:  DEPARTMENT HEAD	11. By  12. Title <u>Deputy City Attorney</u> 13. Date <u>September 25, 2014</u>	
10. DATE:		

## RECORDS DESTRUCTION REQUEST

3. RETENTION SCHEDULE ITEM NO.	4.  RECORDS TITLE AND DESCRIPTION	5.  YEARS INVOLVED	6.  BOX NO. ON-SITE	7.  BOX NO. REC CTR
	Bureau of Franchises and Public Utilities			
9	BENCH FILES / ADVERTISING & OTHERWISE Advertising Benches – Advertising Bench Renewals – California Permit Renewal Rests	1960 – 1976	1	F-769
9	Advertising Benches continued – California Bench Company Form: January 1, 1967 thru Naples Islands Business Association	1960 – 1976	2	F-770
	INFORMATION FILES / TRANSPORTATION			
27	Tram Cars – The Coaster Company	12/48 – 9/68	1	F-723
27	Western Greyhound Lines	1965 – 1975	2	F-725
27	Various Bus Lines Before P.U.C.	1965 – 1975	3	F-727
27	Boats – Inactive	1963 – 1974	4	F-729
27	Boats – Inactive	1963 – 1974	5	F-733
	APPLICATIONS/MISCELLANEOUS			
7	Misc. Appl. Before Public Util. Comm.	1970-1975	6	F-735