

RESOLUTION NO. RES-07-0029

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 DEPARTMENTS OF CITY MANAGER, FINANCIAL MANAGEMENT TREASURY BUREAU, AND FINANCIAL MANAGEMENT PURCHASING 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 Departments of City Manager, Financial Management Treasury Bureau, and Financial Management Purchasing Division 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.

Sec. 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,

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

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1 ordinances or resolutions of the City of Long Beach or any City Board or Commission.

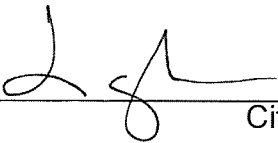
2 Sec. 3. This resolution shall take effect immediately upon its adoption by the
3 City Council, and the City Clerk shall certify the vote adopting this resolution.

4 I hereby certify that the foregoing resolution was adopted by the City Council
5 of the City of Long Beach at its meeting of March 6, 2007, by the following
6 vote:

7 Ayes: Councilmembers: B. Lowenthal, S. Lowenthal, O'Donnell,
8 Schipske, Reyes Uranga, Gabelich, Lerch.

9
10
11
12 Noes: Councilmembers: None.

13
14 Absent: Councilmembers: DeLong.

15
16
17 
18 _____
19 City Clerk

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY MANAGER (130100)

Cost Center: ()

Records Coordinator: RAMSAY, LINDA Mail Drop: Phone: (562)570-5029 ext:

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

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	C-373	10023.6	GENERAL FILE	01/01/1993	12/31/1994		12/31/2005	C-05-01	3
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
8		COA PROPOSAL FOR NAVAL SHIPYARD		01/01/1993	12/31/1994		GENERAL FILE		
9		LONG BEACH ANVAL SHIPYARD CLOSURE		01/01/1993	12/31/1994		GENERAL FILE		
10		KEY DOCUMENTS AS OF FEBRUARY 1993		01/01/1993	12/31/1994		GENERAL FILE		
11		LONG BEACH NAVAL STATION CLOSURE		01/01/1993	12/31/1994		GENERAL FILE		
12		LONG BEACH NAVAL BASE CLOSURE		01/01/1993	12/31/1994		GENERAL FILE		

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

Exhibit "A"

3 139106	<i>Jan Sawyer</i>	4 111106	<i>Christine F. Shipley</i>	2 114107	<i>Ray J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)**

Cost Center: ()

Records Coordinator: MUNZON, MYRNA Mail Drop: Phone: (562)570-6636 ext:

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

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	11225	10027.4	CHECKS - COMMERCIAL	01/01/1998	02/28/1998		02/28/2005	D-09-01	12
Iron Mountain Ref LIST 1431 #:									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
1 100633 CANCELLED CHECK 01/01/1998 02/28/1998 CHECKS - COMMERCIAL									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
JAN. 98 FEB. 98 01/01/1998 02/28/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11226	10027.4	CHECKS - COMMERCIAL	03/01/1998	04/30/1998		04/30/2005	D-09-01	13
Iron Mountain Ref LIST 1431 #:									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
MARCH 98 APRIL 98 03/01/1998 04/30/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11227	10027.4	CHECKS - COMMERCIAL	04/30/1998	06/30/1998		06/30/2005	D-09-01	18
Iron Mountain Ref LIST 1431 #:									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
1 118345 - JUNE 1998 04/30/1998 06/30/1998 CHECKS - COMMERCIAL									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
APRIL 98 JUNE 98 04/30/1998 06/30/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11228	10027.4	CHECKS - COMMERCIAL	06/30/1998	08/31/1998		08/31/2005	D-09-02	8
Iron Mountain Ref LIST 1431 #:									
<i>File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name</i>									
1 120730 - JUNE 1998 06/30/1998 08/31/1998 CHECKS - COMMERCIAL									
<i>Range Beginning Range Ending Range Description Beginning Date Ending Date Record Title Name</i>									
JUNE 98 AUGUST 98 06/30/1998 08/31/1998 CHECKS - COMMERCIAL									
<input type="checkbox"/>	11229	10027.4	CHECKS - COMMERCIAL	08/31/1998	09/30/1998		09/30/2005	D-09-02	12
Iron Mountain Ref LIST 1431 #:									

4 1/17/06	<i>Jan Dawson</i>	4 19/06	<i>David Hoover</i>	2 14/07	<i>Paul J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)**

Cost Center: ()

Records Coordinator: MUNZON, MYRNA Mail Drop: Phone: (562)570-6636 ext:

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

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 12/31/2005	Location	Space#
<input type="checkbox"/>	AUGUST 98 SEPTEMBER 98 11230	10027.4	CHECKS - COMMERCIAL Iron Mountain Ref LIST 1431 #:	08/31/1998 10/31/1998	09/30/1998 11/30/1998	CHECKS - COMMERCIAL	11/30/2005	D-09-02	13
<input type="checkbox"/>	OCTOBER 98 NOVEMBER 98 11231	10027.1	CHECKS - PAYROLL Iron Mountain Ref LIST 1431 #:	10/31/1998 12/31/1997	11/30/1998 01/31/1998	CHECKS - COMMERCIAL	01/31/2005	D-09-02	14
<input type="checkbox"/>	DECEMBER 97 JANUARY 98 11232	10027.1	CHECKS - PAYROLL Iron Mountain Ref LIST 1431 #:	12/31/1997 01/31/1998	01/31/1998 03/30/1998	CHECKS - PAYROLL	03/30/2005	D-09-02	15
<input type="checkbox"/>	JANUARY 98 MARCH 98 11233	10027.1	CHECKS - PAYROLL Iron Mountain Ref LIST 1431 #:	01/31/1998 04/01/1998	03/30/1998 05/31/1998	CHECKS - PAYROLL	05/31/2005	D-09-02	16
<input type="checkbox"/>	APRIL 98 MAY 98 11371	10027.1	CHECKS - PAYROLL Iron Mountain Ref LIST 1431 #:	04/01/1998 05/01/1998	05/31/1998 07/31/1998	CHECKS - PAYROLL	07/31/2005	D-09-02	17
<input type="checkbox"/>	MAY 98 JULY 98 11372	10027.1	CHECKS - PAYROLL Iron Mountain Ref LIST 1431 #:	05/01/1998 07/01/1998	07/31/1998 09/30/1998	CHECKS - PAYROLL	09/30/2005	D-09-02	18

11		4/19/06	<i>David D...</i>	02/19/06	<i>Stan J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

Audit #
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**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)**

04/17/2006 14:21:00

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Cost Center: ()

Records Coordinator: MUNZON, MYRNA Mail Drop: Phone: (562)570-6636 ext:

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

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
				Beg.	Ending				
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
JULY 98	SEPTEMBER 98			07/01/1998	09/30/1998	CHECKS - PAYROLL			
<input type="checkbox"/>	11373	10027.1	CHECKS - PAYROLL	09/01/1998	11/30/1998		11/30/2005	D-09-03	1
Iron Mountain Ref LIST 1431 #:									
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
SEPTEMBER 98	NOVEMBER 98			09/01/1998	11/30/1998	CHECKS - PAYROLL			
<input type="checkbox"/>	11374	10027.1	CHECKS - PAYROLL	11/30/1998	12/31/1998		12/31/2005	D-09-03	2
Iron Mountain Ref LIST 1431 #:									
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
NOVEMBER 98	DECEMBER 98			11/30/1998	12/31/1998	CHECKS - PAYROLL			
<input type="checkbox"/>	11375	10027.5	CHECKS - UTILITY REFUND	08/01/1997	04/30/1998		04/30/2005	D-09-03	3
Iron Mountain Ref LIST 1431 #:									
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
AUGUST 97	APRIL 98			08/01/1997	04/30/1998	CHECKS - UTILITY REFUND			
<input type="checkbox"/>	11376	10027.5	CHECKS - UTILITY REFUND	05/01/1998	12/31/1998		12/31/2005	D-09-03	5
Iron Mountain Ref LIST 1431 #:									
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
MAY 98	DECEMBER 98			05/01/1998	12/31/1998	CHECKS - UTILITY REFUND			

Total Eligible Boxes to be destroyed	=	15
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	15

<u>11</u>	<u>4/19/06</u>	<u>[Signature]</u>	<u>4/19/06</u>	<u>[Signature]</u>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date
				CITY ATTORNEY

Audit #
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Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)

04/13/2006 12:10:43

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Cost Center: ()

Records Coordinator: JANA VARGAS, PURCHASING AGENT Mail Drop: Phone: (562)570-6663 ext:

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

(X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	14576	10030.0	ADMINISTRATIVE FILES	01/01/1995	12/31/1998		12/31/2005	D-02-03	16

Box Contents: LIST 1617

File Number	Iron Mountain Ref #	Description	Beginning Date	Ending Date	Record Title Name
1		DEPARTMENTAL CORRESP WILLIAM A. EDDY, MD - AUG 1999	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
2		PA MEMOS, LETTERS & OTHER CORRESP	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
3		JULY 1995 - JUNE 1996	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
4		JULY 1996 - AUG 1997	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
5		SEPT 1997 - OCT 1998	01/01/1995	12/31/1998	ADMINISTRATIVE FILES
6		FINANCIAL MANAGEMENT CORRESP JULY 1995 - APRIL 1997	01/01/1995	12/31/1998	ADMINISTRATIVE FILES

<input type="checkbox"/>	11095	10030.4	FORMAL CONTRACT	01/01/1988	12/31/1992		12/31/2005	E-10-04	16
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Iron Mountain Ref LIST 1428

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Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name
PA-01289	PA-04192	FORMAL CONTRACTS	01/01/1988	12/31/1992	FORMAL CONTRACT

<input type="checkbox"/>	11096	10030.4	FORMAL CONTRACT	01/01/1991	12/31/1993		12/31/2005	E-10-04	9
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Iron Mountain Ref LIST 1428

#:

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name
PA-04492	PA-02993	FORMAL CONTRACTS	01/01/1991	12/31/1993	FORMAL CONTRACT

<input type="checkbox"/>	11092	10030.4	FORMAL CONTRACT	01/01/1994	12/31/1995		12/31/2005	E-10-04	4
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Box Contents: LIST 1428

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name
PA-00295	PA-01195	FORMAL CONTRACTS	01/01/1994	12/31/1995	FORMAL CONTRACT

<input type="checkbox"/>	11100	10030.4	FORMAL CONTRACT	01/01/1993	12/31/1996		12/31/2005	H-01-04	6
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Iron Mountain Ref LIST 1428

#:

Range Beginning	Range Ending	Range Description	Beginning Date	Ending Date	Record Title Name
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4/13/06	<i>Jana Vargas</i>	4/14/06	<i>Jana Vargas</i>	4/14/06	<i>Danny J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)**

Cost Center: ()

Records Coordinator: JANA VARGAS, PURCHASING AGENT Mail Drop: Phone: (562)570-6663 ext:

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

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 12/31/2005	Location	Space#
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
PA-03793	COPIER EQUIP.	FORMAL CONTRACTS		01/01/1993	12/31/1996		FORMAL CONTRACT		
<input type="checkbox"/>	13306	10030.4	FORMAL CONTRACT	01/01/1997	12/31/1998		12/31/2005	C-01-03	1

Box Contents: LIST 1541

<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
1		PA-01197 FURNISH AND DELIVER EMERGENCY HAZARDOUS WASTE	01/01/1997	12/31/1998	FORMAL CONTRACT			
2		CLEAN-UP SERVICES (LW)	01/01/1997	12/31/1998	FORMAL CONTRACT			
3		PA-03297 PLUMBING SUPPLIES (BG) 2 FOLDERS	01/01/1997	12/31/1998	FORMAL CONTRACT			
4		PA-04097 FURNISH, DELIVER AND INSTALL FENCING (LW)	01/01/1997	12/31/1998	FORMAL CONTRACT			
<input type="checkbox"/>	13784	10030.4	FORMAL CONTRACT	01/01/1997	12/31/1998	12/31/2005	G-01-03	9

Box Contents: LIST 1574

<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
1		PA-02597 FURNISH AND DELIVER GAS METERS & RELATED ACCESSORIES (BG)	01/01/1997	12/31/1998	FORMAL CONTRACT			
2		PA-02897 FURNISH AND DELIVER ACTIONEERING SERVICES (BG)	01/01/1997	12/31/1998	FORMAL CONTRACT			
3		PA-02896 FURNISH AND DELIVER SPRINKLER SUPPLIES	01/01/1997	12/31/1998	FORMAL CONTRACT			
<input type="checkbox"/>	14453	10030.4	FORMAL CONTRACT	01/01/1998	12/31/1998	12/31/2005	138049005	0

Iron Mountain Ref 138049005
#:

Box Contents: LIST 1614

<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
PA-02498	PA-002698		01/01/1998	12/31/1998	FORMAL CONTRACT			
<input type="checkbox"/>	11097	10030.6	RESOLUTIONS	01/01/1995	12/31/1996	12/31/2005	H-01-04	2

Iron Mountain Ref LIST 1428
#:

<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>

Audit #
241

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)**

04/13/2006 12:10:43

Page 3

Cost Center: ()

Records Coordinator: JANA VARGAS, PURCHASING AGENT Mail Drop: Phone: (562)570-6663 ext:

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

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>		<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
				01/01/1995	12/31/1996	RESOLUTIONS			

Total Eligible Boxes to be destroyed = 9
Eligible Boxes on Hold = 0
Eligible Boxes Checked Out = 0
Eligible Boxes Removed = 0
Total Available Boxes to be destroyed = 9

11		4 12/1/06	<i>J. Vargas</i>	7 11/4/07	<i>Darryl J. Anderson</i>
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY