



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-6

ROBERT E. SHANNON
City Attorney

HEATHER A. MAHOOD
Chief Assistant City Attorney

MICHAEL J. MAIS
Assistant City Attorney

PRINCIPAL DEPUTIES

Barbara D. de Jong
Dominic Holzhaus
Belinda R. Mayes
J. Charles Parkin

DEPUTIES

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Randall C. Fudge
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Barry M. Meyers
Cristyl Meyers
Howard D. Russell
Tiffani L. Shin
Linda Trang

November 11, 2008

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Resolution of the City Council of the City of Long Beach
Approving and Authorizing the Destruction of Certain Records, Papers,
and Writings by Financial Management Department Treasury Bureau

DISCUSSION


Pursuant to your request of October 2, 2008, this office has prepared and submits the
above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By 
GARY J. ANDERSON
Deputy City Attorney

GJA:lk
Enclosure

A08-03202

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 FINANCIAL MANAGEMENT
DEPARTMENT TREASURY 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 Financial Management Department Treasury 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.

///

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

3 I hereby certify that the foregoing resolution was adopted by the City
4 Council of the City of Long Beach at its meeting of _____, 2008, by the
5 following vote:

6 Ayes: Councilmembers: _____

7 _____

8 _____

9 _____

10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

13 _____

14 _____

15 _____
City Clerk

Audit #
273

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

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Page 1

Cost Center: ()

Records Coordinator: AGNES AGUAS Mail Drop: 6TH FLOOR Phone: (562)570-6636 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		Location	Space#
				Beg.	Ending		12/31/2007			
<input type="checkbox"/> 3	B-887-OF	10026.6	APPLICATIONS & CHECKS - SR.	01/01/1981	01/01/1981		01/01/1988		382720528	0

Folders within the above box

File Number1

Beginning Date: 01/01/1981 Ending Date: 01/01/1981 Record Title Name: APPLICATIONS & CHECKS - SR. CITIZEN

Iron Mountain Ref #: 1

Description: SENIOR CITIZEN APPLICATIONS & CHECKS 1981

<input type="checkbox"/> 3	14645	10027.4	CHECKS - COMMERCIAL	01/01/1999	02/28/2000		02/28/2007		F-08-02	1
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 02/28/2000 Record Title Name: CHECKS - COMMERCIAL

Iron Mountain Ref #:

Description: PAID JAN 99 -- FEB 2000

<input type="checkbox"/> 3	14646	10027.4	CHECKS - COMMERCIAL	02/01/2000	03/31/2000		03/31/2007		F-08-02	3
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Folders within the above box

File Number1

Beginning Date: 02/01/2000 Ending Date: 03/31/2000 Record Title Name: CHECKS - COMMERCIAL

Iron Mountain Ref #:

Description: PAID FEB 2000 -- MARCH 2000

<input type="checkbox"/> 3	14647	10027.4	CHECKS - COMMERCIAL	02/01/2000	03/31/2000		03/31/2007		F-08-02	5
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Folders within the above box

File Number1

Beginning Date: 02/01/2000 Ending Date: 03/31/2000 Record Title Name: CHECKS - COMMERCIAL

Iron Mountain Ref #:

Description: PAID APRIL 2000 -- MAY 2000

<input type="checkbox"/> 3	14648	10027.4	CHECKS - COMMERCIAL	05/01/2000	07/31/2000		07/31/2007		F-08-02	6
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Folders within the above box

File Number1

Beginning Date: 05/01/2000 Ending Date: 07/31/2000 Record Title Name: CHECKS - COMMERCIAL

Iron Mountain Ref #:

Description: PAID MAY 2000 -- JULY 2000

<input type="checkbox"/> 3	14649	10027.4	CHECKS - COMMERCIAL	07/01/2000	08/30/2000		08/30/2007		F-08-02	7
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10/2/08

Date
CITY CLERK

Myra G. Aguas

10-10-08

Date
DEPARTMENT

[Signature]

10/8/08

Date
CITY ATTORNEY

Angie J. Anderson

Audit #
273

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

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
Folders within the above box									
File Number1			Beginning Date: 07/01/2000 Ending Date: 08/30/2000 Record Title Name: CHECKS - COMMERCIAL						
Iron Mountain Ref #:			Description: PAID JULY 2000 -- AUGUST 2000						
<input type="checkbox"/> 3	14650	10027.4	CHECKS - COMMERCIAL	08/30/2000	10/31/2000		10/31/2007	F-08-02	8
Folders within the above box									
File Number1			Beginning Date: 08/30/2000 Ending Date: 10/31/2000 Record Title Name: CHECKS - COMMERCIAL						
Iron Mountain Ref #:			Description: PAID AUGUST 2000 -- OCTOBER 2000						
<input type="checkbox"/> 3	14651	10027.4	CHECKS - COMMERCIAL	10/01/2000	12/31/2000		12/31/2007	F-08-02	9
Folders within the above box									
File Number1			Beginning Date: 10/01/2000 Ending Date: 12/31/2000 Record Title Name: CHECKS - COMMERCIAL						
Iron Mountain Ref #:			Description: PAID OCTOBER 2000 -- DECEMBER 2000						
<input type="checkbox"/> 3	12600	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-02-02	1
Folders within the above box									
File Number1			Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL						
Iron Mountain Ref #:			Description: MARCH - APRIL 1999 PAID						
<input type="checkbox"/> 3	12601	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-02-02	6
Folders within the above box									
File Number1			Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL						
Iron Mountain Ref #:			Description: MAY - JUNE 1999 PAID						
<input type="checkbox"/> 3	12602	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-02-02	7
Folders within the above box									
File Number1			Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL						
Iron Mountain Ref #:			Description: JUNE - JULY - AUG 1999 PAID						
<input type="checkbox"/> 3	12603	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-02-02	8

10/2/08
Date

CITY CLERK

Date

DEPARTMENT

Date

CITY ATTORNEY

Audit #
273

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

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(X) Code	Destroy Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
					Beg.	Ending				

Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: SEPT - OCTOBER 1999 PAID

<input type="checkbox"/>	3	12604	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-02-02	9
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: OCTOBER - NOVEMBER - DECEMBER 1999 PAID

<input type="checkbox"/>	3	12605	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-06-02	10
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: DECEMBER 98 - JANUARY 1999 PAID

<input type="checkbox"/>	3	12606	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-06-02	11
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: FEBRUARY - MARCH 1999 PAID

<input type="checkbox"/>	3	12607	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-06-02	12
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: MARCH - APRIL - MAY 1999 PAID

File Number2

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: MCLAREN / HART INC. - CHECK #169981 - APRIL 15, 1999

File Number3

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: MCLAREN / HART INC. - CHECK #172220 - APRIL 22, 1999

<input type="checkbox"/>	3	12608	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006	E-06-02	13
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10/2/08

CITY CLERK

10/1/08

DEPARTMENT

10/8/08

CITY ATTORNEY

Audit #
273

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

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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				

Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Description: MAY - JUNE - JULY 1999 PAID

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Description: ENVIRONMENTAL TECHNOLOGY SERVICE - CHECK #179703 -JUNE 14, 1999

File Number3

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Description: ENVIRONMENTAL TECHNOLOGY SERVICE - CHECK #180844 - JUNE 17, 1999

<input type="checkbox"/> 3	12609	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006 E-06-02		14
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Description: JULY - AUGUST - SEPTEMBER 1999

<input type="checkbox"/> 3	12610	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006 E-06-02		15
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Description: SEPTEMBER - OCTOBER 1999 PAID

<input type="checkbox"/> 3	12611	10027.1	CHECKS - PAYROLL	01/01/1999	12/31/1999		12/31/2006 E-06-02		16
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - PAYROLL

Description: OCTOBER - NOVEMBER - DECEMBER 1999 PAID

<input type="checkbox"/> 3	14659	10027.1	CHECKS - PAYROLL	12/01/1999	02/28/2000		02/28/2007 C-11-01		6
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 12/01/1999 Ending Date: 02/28/2000 Record Title Name: CHECKS - PAYROLL

Description: PAID DECEMBER 1999 -- FEBRUARY 2000

<input type="checkbox"/> 3	14660	10027.1	CHECKS - PAYROLL	02/01/2000	04/30/2000		04/30/2007 C-11-01		7
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10/2/08

CITY CLERK

10-1-08

DEPARTMENT

10/8/08

CITY ATTORNEY

Audit #
273

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

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(X) Code	Destroy Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
					Beg.	Ending				

Folders within the above box

File Number1

Beginning Date: 02/01/2000 Ending Date: 04/30/2000 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: PAID FEBRUARY 2000 -- APRIL 2000

<input type="checkbox"/>	3	14661	10027.1	CHECKS - PAYROLL	05/01/2000	07/31/2000		07/31/2007	C-11-01	8
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Folders within the above box

File Number1

Beginning Date: 05/01/2000 Ending Date: 07/31/2000 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: PAID MAY 2000 -- JULY 2000

<input type="checkbox"/>	3	14662	10027.1	CHECKS - PAYROLL	07/01/2000	08/30/2000		08/30/2007	C-11-01	9
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Folders within the above box

File Number1

Beginning Date: 05/01/2000 Ending Date: 07/31/2000 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: PAID JULY 2000 -- AUGUST 2000

<input type="checkbox"/>	3	14663	10027.1	CHECKS - PAYROLL	09/01/2000	10/31/2000		10/31/2007	C-11-01	10
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Folders within the above box

File Number1

Beginning Date: 09/01/2000 Ending Date: 10/31/2000 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: PAID SEPTEMBER 2000 -- OCTOBER 2000

<input type="checkbox"/>	3	14664	10027.1	CHECKS - PAYROLL	11/01/2000	12/31/2000		12/31/2007	C-11-01	11
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Folders within the above box

File Number1

Beginning Date: 11/01/2000 Ending Date: 12/31/2000 Record Title Name: CHECKS - PAYROLL

Iron Mountain Ref #:

Description: PAID NOVEMBER 2000 -- DECEMBER 2000

<input type="checkbox"/>	3	J-010	10027.5	CHECKS - UTILITY REFUND	01/01/1991	01/01/1993		01/01/2000	J-01-01	9
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Folders within the above box

File Number1

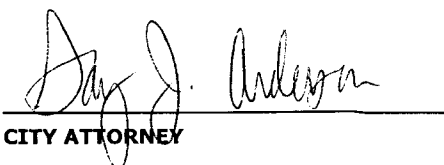
Beginning Date: 01/01/1991 Ending Date: 01/01/1993 Record Title Name: CHECKS - REDEVELOPMENT AGENCY

Iron Mountain Ref #: 1

Description: CHECKS: REDEVELOPMENT AGENCY 7018-10252

02/2/08 
Date CITY CLERK

10-1-08 
Date DEPARTMENT

10/8/08 
Date CITY ATTORNEY

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

09/10/2008 13:54:45
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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				

Folders within the above box

File Number2

Beginning Date: 01/01/1991 Ending Date: 01/01/1993 Record Title Name: CHECKS - UTILITY REFUND

Iron Mountain Ref #: 2

Description: CHECKS: UTILITY REFUND-PAID APRIL-AUG 1993

<input type="checkbox"/> 3	12612	10027.5	CHECKS - UTILITY REFUND	01/01/1999	12/31/1999		12/31/2006	E-06-02	8
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Folders within the above box

File Number1

Beginning Date: 01/01/1999 Ending Date: 12/31/1999 Record Title Name: CHECKS - UTILITY REFUND

Iron Mountain Ref #:

Description: JANUARY - JULY 1999 UTILITY REFUND CHECKS

<input type="checkbox"/> 3	14669	10027.5	CHECKS - UTILITY REFUND	11/01/1999	08/30/2000		08/30/2007	E-11-02	12
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Folders within the above box

File Number1

Beginning Date: 11/01/1999 Ending Date: 08/30/2000 Record Title Name: CHECKS - UTILITY REFUND

Iron Mountain Ref #:

Description: PAID NOVEMBER 1999 -- AUGUST 2000

Total Eligible Boxes to be destroyed	=	29
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	29

10/2/08
Date

CITY CLERK

10/1/08
Date

DEPARTMENT

10/8/08
Date

CITY ATTORNEY