



CITY OF LONG BEACH

C-4

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 4, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Payroll 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 14 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
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 PAYROLL 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 Payroll 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.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
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: 0
Records Coordinator: CATHY GRANT Mail Drop: 6TH FLOOR Phone: (562)570-6429 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)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 1	BB-512-OF	10033.7	FIXED-ASSET-REGONCHIATIONS	01/01/1953	01/01/1976			01/01/1986-382720205	0
Removed by Records Manager									
<input type="checkbox"/> 1	B-641-OF	10033.7	FIXED-ASSET-REGONCHIATIONS	01/01/1983	01/01/1984			01/01/1994-382722693	0
Removed by Records Manager									
<input type="checkbox"/> 1	AA-407-OF	10033.7	FIXED-ASSET-REGONCHIATIONS	01/01/1984	01/01/1985			01/01/1995-382709283	0
Removed by Records Manager									
<input type="checkbox"/> 1	17399	10040.9	PAYROLL DEDUCTION REGISTER	01/01/1996	12/31/2000			12/31/2010 195616026	0
<input type="checkbox"/> 1	17394	10040.9	PAYROLL DEDUCTION REGISTER	01/01/1997	12/31/2001			12/31/2011 195616021	0
<input type="checkbox"/> 1	17396	10040.9	PAYROLL DEDUCTION REGISTER	01/01/2000	12/31/2002			12/31/2012 195616023	0
<input type="checkbox"/> 9	B-757-OF	10035.5	TAXES	01/01/1970	01/01/1980			01/01/2010 382720383	0
<input type="checkbox"/> 1	12000	10036.6	WITHHOLDING TAX STATEMENT	01/01/1962	12/31/1962			12/31/2012 382723677	0
Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name									
A REED P-1'S 01/01/1962 12/31/1962 WITHHOLDING TAX STATEMENT (W-2)									

E = Excluded

Total Eligible Boxes to be destroyed	=	8
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	3
Total Available Boxes to be destroyed	=	5

12-19-13 *W.D. Deery* *James D. Deery* 1/1/14 *Shirley Anderson*
Date RECORDS MANAGER Date DEPARTMENT Date CITY ATTORNEY