



OFFICE OF THE CITY ATTORNEY  
Long Beach, California

C-4

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

Gary J. Anderson  
Richard F. Anthony  
Christina L. Checel  
Alysha P. Choi  
Lori A. Conway  
Randall C. Fudge  
Charles M. Gale  
Monte H. Machit  
Anne C. Lattime  
Lisa Peskay Malmsten  
Barry M. Meyers  
Cristyl Meyers  
Howard D. Russell  
Tiffani L. Shin

August 21, 2007

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 the Departments of Public Works Administration Bureau and Public Works Engineering Bureau.

DISCUSSION


Pursuant to your request of August 6, 2007, 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:ikm  
Enclosure

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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 DEPARTMENTS PUBLIC WORKS ADMINISTRATION BUREAU AND PUBLIC WORKS ENGINEERING 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 the Departments of Public Works Administration Bureau and Public Work Engineering Bureau 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,

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

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OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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Sec. 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 \_\_\_\_\_, 2007, by the following vote:

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

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

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

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

GJA: lkm - 8/15/07  
07-003789



**Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
PUBLIC WORKS/ADMIN (500101)**

Cost Center: ( )

Records Coordinator: GILDA LIM Mail Drop: 9TH FLOOR Phone: (562)570- 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 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	15737	10032.2	ADMINISTRATION BUREAU FILES	01/01/1995	12/31/1995		12/31/2005	E-10-03	17
	<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>	
I	L			01/01/1995	12/31/1995			ADMINISTRATION BUREAU FILES	
<input type="checkbox"/>	15738	10032.2	ADMINISTRATION BUREAU FILES	01/01/1995	12/31/1995		12/31/2005	E-10-03	18
<input type="checkbox"/>	15734	10032.2	ADMINISTRATION BUREAU FILES	01/01/1994	12/31/1996		12/31/2006	E-10-03	14
<input type="checkbox"/>	15740	10032.2	ADMINISTRATION BUREAU FILES	01/01/1996	12/31/1996		12/31/2006	E-11-03	2
	<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>	
R	W			01/01/1996	12/31/1996			ADMINISTRATION BUREAU FILES	
<input type="checkbox"/>	15741	10032.2	ADMINISTRATION BUREAU FILES	01/01/1996	12/31/1996		12/31/2006	E-11-03	3
	<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>	
G	P			01/01/1996	12/31/1996			ADMINISTRATION BUREAU FILES	
<input type="checkbox"/>	15742	10032.2	ADMINISTRATION BUREAU FILES	01/01/1996	12/31/1996		12/31/2006	E-11-03	4
	<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>	
P	Q			01/01/1996	12/31/1996			ADMINISTRATION BUREAU FILES	
<input type="checkbox"/>	15743	10032.2	ADMINISTRATION BUREAU FILES	01/01/1996	12/31/1996		12/31/2006	E-11-03	5
	<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>	
A	F			01/01/1996	12/31/1996			ADMINISTRATION BUREAU FILES	

**Total Eligible Boxes to be destroyed = 17**  
**Eligible Boxes on Hold = 0**  
**Eligible Boxes Checked Out = 0**  
**Eligible Boxes Removed = 0**  
**Total Available Boxes to be destroyed = 17**

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7-6-07 *M. De Galban* Date RECORDS MANAGER  
 7/12/07 *Paul Cluff* Date DEPARTMENT HEAD  
 8/15/07 *Gary J. Anderson* Date CITY ATTORNEY

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
PW/ENGINEERING (521101)

Cost Center: ()

Records Coordinator: SADIE TUUA Mail Drop: Phone: (562)570-5161 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 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	D-082	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1990	12/31/1990		12/31/2005	138049136	0
<input type="checkbox"/>	D-084	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1990	12/31/1990		12/31/2005	138049138	0
<input type="checkbox"/>	D-088	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1990	12/31/1990		12/31/2005	138049131	0
<input type="checkbox"/>	D-089	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1990	12/31/1990		12/31/2005	138049132	0
<input type="checkbox"/>	D-090	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1990	12/31/1990		12/31/2005	138049133	0
<input type="checkbox"/>	D-091	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1990	12/31/1990		12/31/2005	138049134	0
<input type="checkbox"/>	E-049	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900379	0
<input type="checkbox"/>	E-060	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900381	0
<input type="checkbox"/>	E-162	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900369	0

7-6-07  
Date

RECORDS MANAGER

7/12/07  
Date

DEPARTMENT HEAD

8/15/07  
Date

CITY ATTORNEY

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
PW/ENGINEERING (521101)

Cost Center: ( )

Records Coordinator: SADIE TUUA Mail Drop: Phone: (562)570-5161 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 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	E-163	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900370	0
<input type="checkbox"/>	E-164	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900371	0
<input type="checkbox"/>	E-165	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900372	0
<input type="checkbox"/>	E-166	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900373	0
<input type="checkbox"/>	E-167	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900374	0
<input type="checkbox"/>	E-168	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900375	0
<input type="checkbox"/>	E-169	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900376	0
<input type="checkbox"/>	E-266	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900384	0
<input type="checkbox"/>	F-267	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900382	0
<input type="checkbox"/>	F-268	10057.6	CONSTRUCTION JOB HISTORY FILES	01/01/1991	12/31/1991		12/31/2006	442900383	0
<input type="checkbox"/>	D-289-OF	10059.2	JOB FILES - ABANDONED VACATIONS	01/01/1956	12/31/1981		12/31/2006	382722299	0
<input type="checkbox"/>	15758	10058.5	PMTS DAILY PERFORMANCE REPORTS	11/17/1994	03/02/1995		03/02/2005	E-11-01	4
<input type="checkbox"/>	15757	10058.5	PMTS DAILY PERFORMANCE REPORTS	03/03/1995	05/26/1995		05/26/2005	E-11-01	3
<input type="checkbox"/>	15756	10058.5	PMTS DAILY PERFORMANCE REPORTS	05/27/1995	09/01/1995		09/01/2005	E-11-01	2
<input type="checkbox"/>	15755	10058.5	PMTS DAILY PERFORMANCE REPORTS	09/02/1995	12/08/1995		12/08/2006	E-11-01	1

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7-6-07 [Signature]  
Date RECORDS MANAGER

7/12/07 [Signature]  
Date DEPARTMENT HEAD

8/15/07 [Signature]  
Date CITY ATTORNEY

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
PW/ENGINEERING (521101)

Cost Center: ()

Records Coordinator: SADIE TUUA Mail Drop: Phone: (562)570-5161 ext:

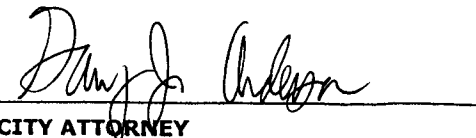
ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

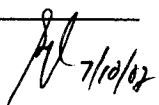
Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	15754	10058.5	PMTS DAILY PERFORMANCE REPORTS	12/09/1995	03/29/1996		03/29/2006	E-11-03	18
<input type="checkbox"/>	15763	10058.5	PMTS DAILY PERFORMANCE REPORTS	03/30/1996	07/05/1996		07/05/2006	E-11-01	9
<input type="checkbox"/>	15762	10058.5	PMTS DAILY PERFORMANCE REPORTS	07/09/1996	09/27/1996		09/27/2006	E-11-01	8
<input type="checkbox"/>	15481	10053.0	SUBDIVISIONS	01/01/1988	12/31/1991		12/31/2006	D-08-02	12
<input type="checkbox"/>	12305	10073.2	TRAFFIC CORRESPONDENCE	01/01/1992	12/31/1992		12/31/2006	138049073	0
<input type="checkbox"/>	12327	10073.2	TRAFFIC CORRESPONDENCE	01/01/1990	12/31/1992		12/31/2006	138049093	0
<input type="checkbox"/>	12331	10073.2	TRAFFIC CORRESPONDENCE	01/01/1991	12/31/1992		12/31/2006	138049096	0

Total Eligible Boxes to be destroyed = 41  
 Eligible Boxes on Hold = 0  
 Eligible Boxes Checked Out = 2  
 Eligible Boxes Removed = 8  
 Total Available Boxes to be destroyed = 31

7-6-07   
 Date RECORDS MANAGER

7/12/07   
 Date DEPARTMENT HEAD

8/5/07   
 Date CITY ATTORNEY

 7/10/07