



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-11

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

March 5, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Payroll Section 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 19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk

MD:II

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 SECTION

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 Section 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.

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.

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

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I hereby certify that the foregoing resolution was adopted by the City Council
of the City of Long Beach at its meeting of _____, 2019, by the
following vote.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department FM/ACCOUNTING/PAYROLL

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
AA-407-OF	FIXED ASSET RECONCILIATIONS LIST 660	1/1/1984	1/1/1985	1/1/1995	IRON MOUNTAIN	382709283
BB-512-OF	FIXED ASSET RECONCILIATIONS LIST 298	1/1/1953	1/1/1976	1/1/1986	IRON MOUNTAIN	382720205
D-641-OF	FIXED ASSET RECONCILIATIONS LIST 660	1/1/1983	1/1/1984	1/1/1994	IRON MOUNTAIN	382722693
11999	WITHHOLDING TAX STATEMENT (W-2) W2'S	1/1/1967	12/31/1967	12/31/2017	IRON MOUNTAIN	382723676
17395	PAYROLL DEDUCTION REGISTER LIST 1798	1/1/1998	12/31/2003	12/31/2013	IRON MOUNTAIN	195616022
17397	PAYROLL DEDUCTION REGISTER LIST 1798	1/1/1999	12/31/2003	12/31/2013	IRON MOUNTAIN	195616024

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21926	FINANCIAL STATEMENT WORKPAPERS	1/1/2006	12/31/2006	12/31/2016	IRON MOUNTAIN	368646530
21927	FINANCIAL STATEMENT WORKPAPERS	1/1/2006	12/31/2006	12/31/2016	IRON MOUNTAIN	368646531
21928	FINANCIAL STATEMENT WORKPAPERS	1/1/2006	12/31/2006	12/31/2016	IRON MOUNTAIN	368646532
21929	FINANCIAL STATEMENT WORKPAPERS	1/1/2007	12/31/2007	12/31/2017	IRON MOUNTAIN	368646533
35731	BILLING/COLLECT RPT/RECONCILIATIONS	10/1/2011	9/30/2013	12/31/2017	IRON MOUNTAIN	965864742
	BILLING & COLLECTION SYSTEM REPORTS					
	JAN 2011 - DEC 2011					
	JAN 2012 - DEC 2012					
	JAN 2013 - DEC 2013					

Total Boxes to be Destroyed: 11


City Clerk

2-8-19
Date


Department Head

2/6/2019
Date


City Attorney

2/14/19
Date