



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

**C-9**

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

June 11, 2019

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Treasury Bureau 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,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza  
City Clerk

MD:ll

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

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 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.

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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

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

# EXHIBIT "A"

# RECORDS DESTRUCTION REQUEST

1. Date 03/28/2019

Honorable Council of the City of Long Beach

2. The FM-TREASURY respectfully requests authority to destroy the following  
DEPARTMENT

departmental records:

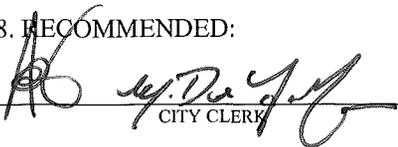
3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
7	UBOC BANK STATEMENTS, 9/1/06-12/31/06	2006	13	
14	UUT ISSUES	1996	94	
1	GE LEASING	1990-1994	94	
14	UUT LISTING 0 7/1/97	1997	94	
23	DMB-MAXIMS (PAYMENT VOUCHER)	1997-1998	94	
14	CATALINA LANDING REQUEST FOR UUT EXCEPTION 9/1996	1996	94	
4	CFD #3 PAYING AGENT RECORDS	1995-1996	94	
12	PAYROLL CHECKS 01/01/03-03/31/03	2003	122	
18	INVESTMENT COMMITTEE REPORTS, OCT-JUNE 2008	2008	124	
1	BANKING RFP	2010	137	
13	WIRE TRANSFERS 10/1/17-4/30/10	2007-2010	57	
7	BANK STATEMENTS, WELLS FARGO, DEC 03- JULY 04	2003-2004	79	
18	DAILY INVESTMENT FORMS 7/1/04-8/31/06	2004-2006	12	
13	WIRE TRANSFER FORMS 6/1/05-9/30/07	2004-2006	18	

**FOR DEPARTMENTAL USE**

**CITY ATTORNEY'S CONSENT**

**14. REMARKS:**

8. RECOMMENDED:

  
CITY CLERK

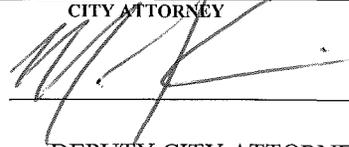
Consent is hereby given to destroy the records enumerated above.

9. APPROVED:

  
DEPARTMENT HEAD

CITY ATTORNEY

11. By



12. Title

DEPUTY CITY ATTORNEY

13. Date

5/29/19

10. DATE:

5-22-19

Retention followed for everything is under FM/City Treasurer except for the ones listed as #1. FM/Accounting Bureau's Admin Files are followed for those ones with a retention of 5 years.

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5.  YEARS INVOLVED	6.  BOX NO. ON-SITE	7.  BOX NO. OFF-SITE
18	INVESTMENT TRANSACTION TICKETS, 8/1/06-5/31/10	2006-2010	59	
7	UBOC DAILY BANK STATEMENTS, SEPT, OCT, NOV 2010	2010	54	
18	DAILY INVESTMENT TRANS LOGS/APS2 VS BNY RECONS	2006-2011	69	
18	APS2 VS BNY RECON	2006-2011	69	
13	DEPOSIT RECEIPTS	2006-2011	69	
13	PROPERTY TAX DEPOSITS RECEIPTS	2006-2011	69	
7	UBOC DAILY BANK STATEMENTS, JULY AND AUG.	2010	53	
7	UBOC DAILY BANK STATEMTNS, APR, MAY, JUN	2010	52	
7	BANK STATEMENTS	1999-2000	44	
23	QUEENS WAY BAY 7/5/97-12/01	1997-2001	44	
23	RAINBOW HARBOR REFIN. 7/99	1999	44	
23	CFD#5 4/01-12/01	2001	44	
7	ACCOUNTS STATEMENTS 1999-00	1999-2000	44	
23	TEMPLE/ WILLOW 6/99-6/01	1999-2001	44	
23	MUSEUM OF ART, 10/99-10/00	1999-2000	44	
7	JANSS CORPORATION	1993-1995	49	
7	LAMONT FINANCIAL SERVICES 02/2000	2000	49	
23	LONG BEACH 2000 VIDEO	2000	49	
7	MASS MUTUAL / MCATEE & WELLS	1999-2000	49	
23	METROPOITAN WATER DISTRICT (ACT OF SO. CALIF)	1997-2000	49	
18	MILLERSTONE CAPITAL/ MONEY MARKET ACCTS- PROSPECTUS	1999	49	
18	MUNDER CAPTIAL MANAGAMENT/ MELSON & SIXTA	1999	49	

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
7	PARCEL J	2000	49	
7	LAFFER ASSOCIATES	1998	49	
7	LEASING, PC SUNTRUST 2001	2001	49	
3	MARRIOTT PROJECT	1998-1999	49	
1	MASTER PURCHASE AGREEMENT	1987-1999	49	
1	METROPOLITAN TRANSPORTATION COMMISSION	1998	49	
1	MGC COMMUNICATION CORP. (DBA) MPOWER COMMUNICATIONS	2000	49	
7	NORTE DAME NET WORTH REPORT/ OFFICE DEPOT	1999-2001	49	
7	PETTY CASH CUSTODIANS	1990-2001	49	
23	LONG BEACH MUSEUM OF ART PAYMENTS	2002-2009	119	
12	PAYROLL AND POB PAYMENTS	2001-2012	119	
18	INVESTMENT TRADE DATA 1/1/06-11/30/06	2006-2006	43	
7	BOA BANK STATEMENTS AND DAILY REPORTS	2008-2011	67	
7	BAC CREDIT CARD STATEMENTS	2008-2011	67	
7	MONTHLY BANK STATEMENTS (MISC. STATEMENTS: BANKERS TRUST, LAIF, U.S. TRUST)	2001-2001	193	
7	STATEMENTS: MISC. UNION BANK	2004-2008	128	
7	NAT DEFEENEN 457 PLAN	2004-2008	128	
7	ING LIFE INSURANCE, PARS STATEMENTS	2004-2008	128	
14	UUT 00-02	2000-2002	14	
20	CORRESPONDENCE FILES 2005	2005	14	
20	CORRESPONDENCE FILES 2006	2006	14	

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
13	WIRE TRANSFERS 01/2003-12/2005	2003-2005	49	
14	UUT VOUCHER 2000	2000	N/A	
14	UUT EXEMPT CORRESPONDENCE FILE 2003-2005	2003-2005	13	
7	IRMARC QUARTERLY STATEMENT 2005, 2006, 2007	2005-2007	13	
7	NATIONWIDE ACCOUNT STATEMENTS 2006-2007	2006-2007	13	
7	VANTAGE ACCOUNT STATEMENTS 2007	2007	13	
7	ING ACCOUNT STATEMENTS 2007	2007	13	
7	CREDIT CARD STATEMENTS SEP 1994-FEB 2000	1994-2000	22	
13	HOUSING DEPOSIT RECEIPTS 11/1998-08/2000	1998-2000	22	
13	DIRECT RECEIPTS 09/1996-08/2000	1996-2000	22	
13	DIRECT RECEIPTS 05/1995-08/1998	1995-1998	22	
18	INVESTMENT TICKETS (LAIF) MAY-AUG 2007	2007	193	
7	U.S. TRUST ACCOUNT STATEMENTS JAN-DEC 2001	2001	193	
7	BANKERS TRUST ACCOUNT STATEMENT MAY-DEC 2001	2001	193	
7	WELLS FARGO ACCOUNT STATEMENTS MAR-DEC 2001	2001	193	
7	NATIONAL ACCOUNT STATEMENTS MAR-DEC 2001	2001	193	
7	AETNA ACCOUNT STATEMENTS MAR-DEC 2001	2001	193	