

CITY OF LONG BEACH

C-7

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

November 13, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Accounting Operations 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 13 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
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 RESOLUTION NO.

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE FINANCIAL MANAGEMENT
7 DEPARTMENT, ACCOUNTING OPERATIONS DIVISION
8

9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Legislative Department, of any
15 and all of the records, documents, instruments, books, papers, and writings as set forth in
16 the documents attached hereto and marked Exhibit "A" and by reference thereto made a
17 part hereof, which records are under its charge and are no longer required for use in its
18 respective office, said records being no less than two (2) years old.

19 Section 2. The City Council hereby finds that none of said records:

- 20 A. Affect the title to real property or liens thereon;
21 B. Constitute official court records;
22 C. Constitute records which are required to be kept by statute;
23 D. Constitute the original or record copies of the minutes,

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

26 Section 3. This resolution shall take effect immediately upon its adoption
27 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 _____, 2012, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

Exhibit A

RECORDS DESTRUCTION REQUEST

1. Date October 3, 12

Honorable Council of the City of Long Beach

2. The Financial Management Department (Accounting Operations) DEPARTMENT respectfully requests authority to destroy the following departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
22	<p>Fixed Asset Reconciliations</p> <ul style="list-style-type: none"> • Fixed Assets 1991 • Fixed Assets 1993 • Fixed Assets 1994 • Fixed Assets 1996 • Fixed Assets 1997 • Fixed Assets 1998 • Fixed Assets 1999 	1991-1999	1 Box Box #1	N/A

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: TO BE DESTROYED</p> <p><i>[Signature]</i> RECORDS MANAGER</p> <p>9. APPROVED: <i>[Signature]</i> Stephen Hannah, City Controller DEPARTMENT HEAD</p> <p>10. DATE: October 3, 2012</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By <i>[Signature]</i></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>10/15/12</u></p>	<p>14. REMARKS:</p>
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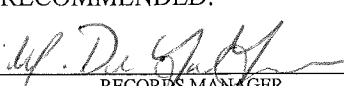

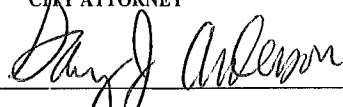
RECORDS DESTRUCTION REQUEST

1. Date 10/12/12

Honorable Council of the City of Long Beach

2. The Financial Management Department (Accounting Operations) respectfully requests authority to destroy the following
DEPARTMENT
 departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
12	Comprehensive Annual Financial Report (CAFR) Work Papers	1998	3 Boxes #1, 2, 3	
12	Comprehensive Annual Financial Report (CAFR) Work Papers	1999	2 Boxes #4 & 5	
12	Comprehensive Annual Financial Report (CAFR) Work Papers	2000	3 Boxes #6, 7, 8	
12	Comprehensive Annual Financial Report (CAFR) Work Papers	2001	4 Boxes #9, 10, 11, 12	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  Stephen Hannah, City Controller <small>DEPARTMENT HEAD</small></p> <p>10. DATE: 10/15/12</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  <small>CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>OCT. 17, 2012</u></p>	<p>14. REMARKS:</p>
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