

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

RESOLUTION NO. RES-13-0003

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 DEPARTMENT OF THE CITY
CLERK

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 Department of the City Clerk, 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 January 8, 2013, by the following vote:

Ayes: Councilmembers: Garcia, Lowenthal, O'Donnell, Schipske, Andrews, Johnson, Austin, Neal.

Noes: Councilmembers: None.

Absent: Councilmembers: DeLong.



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



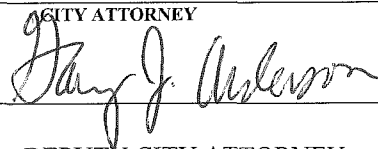
1. Date 11/14/12

Honorable Council of the City of Long Beach

2. The _____ City Clerk _____ 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 |
|---|--|-----------------------------|------------------------------|-------------------------------|
| 2 | ACCOUNTING FILES (2 years) Invoices A-Z | 2000-2010 | 1 | |
| 1 | ACCOUNTING FILES (5 years) Journal Vouchers Direct Payments Imprest Cash Direct Payments | 2003-2007 | 1 | |
| 9 | APPROPRIATIONS & EXPENDITURE REPORT (2 years) Monthly Reports | 2003-2007 | 2 | |
| 3 | ADMINISTRATIVE FILES (2 years) Admin Hearing Files 1997-2001 Appeals to the City Clerk 1991 - 1994 | 1991-2001 | 4 | |
| 2 | ACCOUNTING FILES (2 years) Time Sheets | 2009-2010 | 3 | |
| 3 | ADMINISTRATIVE FILES (2 years) Hearing Book/City Council Red Book 2009-2010 Council Chamber Reservation Log 2009-2010 Admin Hearing Files 2007-2010 Charity Permits 2010 | 2007-2010 | 3 | |
| 6 | ALCOHOLIC BEVERAGE LICENSE Applications Copies & Correspondence | 2010 | 3 | |
| 4 | AFFIDAVITS OF POSTING (2 YEARS) | 2004-2010 | 3 | |

| | | |
|---|---|--------------|
| FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small> | CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. | 14. REMARKS: |
| 9. APPROVED:  <small>DEPARTMENT HEAD</small> | 11. By  <small>CITY ATTORNEY</small> | |
| 10. DATE: 11-15-2012 | 12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>Nov. 30, 2012</u> | |

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

| 3. RETENTION SCHEDULE ITEM NO. | 4. RECORDS TITLE AND DESCRIPTION | 5. YEARS INVOLVED | 6. BOX NO. ON-SITE | 7. BOX NO. OFF-SITE |
|---|--|-----------------------------|--------------------------|---------------------------|
| 22 | PRIMARY NOMINATING ELECTION 4-10-12 GENERAL MUNICIPAL ELECTION 6-5-12 APPLICATION – FOR VOTE-BY-MAIL BALLOTS BALLOT RECEIPT/STUBS CERTIFICATION OF PACKAGING/SEALING GREEN STRIPED ENVELOPE PROVISIONAL IDENTIFICATION (ID) ENVELOPES SURRENDERED VOTE-BY-MAIL ENVELOPES VOTE-BY-MAIL IDENTIFICATION (ID) ENVELOPES | E + 6 Months 2012 | NA | NA |

Cost Center: ()
Records Coordinator: ALLISON BUNMA Mail Drop: LOBBY Phone: (562)570-5298 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 Beg. | Dates Ending | On Hold? | Destroy Date 12/31/2012 | Location | Space# |
|--------------------------|----------------------------|--------------------|----------------------------------|-----------------------|-----------------------|----------|-------------------------|--------------------|--------------|
| <input type="checkbox"/> | 20480 | 10003.5 | ACCOUNTING FILES | 01/01/2001 | 12/31/2006 | | 12/31/2011 | E-08-01 | 9 |
| <input type="checkbox"/> | 20479 | 10002.5 | BUDGET FILES | 01/01/2003 | 12/31/2006 | | 12/31/2011 | E-08-01 | 2 |
| <input type="checkbox"/> | E-282 | 10003.6 | INSURANCE | 01/01/1991 | 01/01/1991 | | 01/01/2011 | E-03-05 | 2 |
| <input type="checkbox"/> | E-283 | 10003.6 | INSURANCE | 01/01/1992 | 01/01/1992 | | 01/01/2012 | E-03-05 | 3 |
| <input type="checkbox"/> | 23281 | 10013.6 | MEETING | 01/01/2006 | 12/31/2006 | | 12/31/2011 | G-02-01 | 1 |
| | Removed by Records Manager | | | | | | | | |
| <input type="checkbox"/> | 23282 | 10013.6 | MEETING | 01/01/2006 | 12/31/2007 | | 12/31/2012 | G-02-01 | 3 |
| | Removed by Records Manager | | | | | | | | |

| | | |
|---------------------------------------|---|---|
| Total Eligible Boxes to be destroyed | = | 6 |
| Eligible Boxes on Hold | = | 0 |
| Eligible Boxes Checked Out | = | 0 |
| Eligible Boxes Removed | = | 2 |
| Total Available Boxes to be destroyed | = | 4 |

E = Excluded

11-15-12 My. De Guzman 11-15-2012 ds 11/30/12 Shirley Anderson
Date RECORDS MANAGER Date DEPARTMENT HEAD Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK ELECTIONS (070102)

Cost Center: (070102)

Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 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) | Beg. Dates | Ending Dates | On Hold? | Destroy Date 12/31/2012 | Location | Space# |
|--------------------------|-------------------------|----------------------|-------------------------------------|---------------|-----------------|-------------|----------------------------|-----------|--------|
| <input type="checkbox"/> | 25110 | 10060.7 | CAMPAIGN STATEMENTS - LOSING | 01/01/2006 | 12/31/2006 | | 12/31/2011 | C-03-01 | 9 |
| <input type="checkbox"/> | 20429 | 10003.2 | ELECTION WORKING FILES | 01/01/2006 | 12/31/2006 | | 12/31/2012 | C-03-01 | 14 |
| <input type="checkbox"/> | 20430 | 10003.2 | ELECTION WORKING FILES | 01/01/2006 | 12/31/2006 | | 12/31/2012 | C-03-01 | 15 |
| <input type="checkbox"/> | 25111 | 10003.2 | ELECTION WORKING FILES | 01/01/2006 | 12/31/2006 | | 12/31/2012 | C-03-01 | 10 |
| <input type="checkbox"/> | 25112 | 10003.2 | ELECTION WORKING FILES | 01/01/2006 | 12/31/2006 | | 12/31/2012 | C-03-01 | 13 |
| <input type="checkbox"/> | 21671 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646571 | 0 |
| <input type="checkbox"/> | 21672 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646572 | 0 |
| <input type="checkbox"/> | 21673 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646573 | 0 |
| <input type="checkbox"/> | 21674 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646574 | 0 |
| <input type="checkbox"/> | 21675 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646575 | 0 |
| <input type="checkbox"/> | 21676 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646576 | 0 |
| <input type="checkbox"/> | 21677 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646577 | 0 |
| <input type="checkbox"/> | 21678 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646578 | 0 |
| <input type="checkbox"/> | 21679 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646579 | 0 |

Destruction Notification Rpt
 City of Long Beach (CLB)
 Unknown (TMP)

CITY CLERK ELECTIONS (070102)

| Event (X) Code | Permanent Box Number | Record Title Code | Record Title Name (Box Contents) | Beg. Dates | Ending Dates | On Hold? | Destroy Date 12/31/2012 | Location | Space# |
|--------------------------|-------------------------|----------------------|-------------------------------------|------------|--------------|----------|----------------------------|-----------|--------|
| <input type="checkbox"/> | 21680 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646580 | 0 |
| <input type="checkbox"/> | 21681 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646581 | 0 |
| <input type="checkbox"/> | 21682 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646582 | 0 |
| <input type="checkbox"/> | 21683 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646583 | 0 |
| <input type="checkbox"/> | 21684 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646584 | 0 |
| <input type="checkbox"/> | 21685 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646585 | 0 |
| <input type="checkbox"/> | 21686 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646586 | 0 |
| <input type="checkbox"/> | 21687 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646587 | 0 |
| <input type="checkbox"/> | 21688 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646588 | 0 |
| <input type="checkbox"/> | 21689 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646589 | 0 |
| <input type="checkbox"/> | 21690 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646590 | 0 |
| <input type="checkbox"/> | 21691 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646591 | 0 |
| <input type="checkbox"/> | 21692 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646592 | 0 |
| <input type="checkbox"/> | 21693 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646593 | 0 |
| <input type="checkbox"/> | 21694 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646594 | 0 |
| <input type="checkbox"/> | 21695 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646595 | 0 |

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

CITY CLERK ELECTIONS (070102)

| Event (X) Code | Permanent Box Number | Record Title Code | Record Title Name (Box Contents) | Beg. Dates | Ending Dates | On Hold? | Destroy Date 12/31/2012 | Location | Space# |
|--------------------------|-------------------------|----------------------|-------------------------------------|------------|--------------|-------------|----------------------------|-----------|--------|
| <input type="checkbox"/> | 21696 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646596 | 0 |
| <input type="checkbox"/> | 21697 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646597 | 0 |
| <input type="checkbox"/> | 21698 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646598 | 0 |
| <input type="checkbox"/> | 21699 | 10000.4 | ROSTER OF VOTERS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | 368646599 | 0 |
| <input type="checkbox"/> | 21751 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 1 |
| <input type="checkbox"/> | 21752 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 2 |
| <input type="checkbox"/> | 21753 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 3 |
| <input type="checkbox"/> | 21754 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 4 |
| <input type="checkbox"/> | 21755 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 5 |
| <input type="checkbox"/> | 21756 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 6 |
| <input type="checkbox"/> | 21757 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 7 |
| <input type="checkbox"/> | 21758 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 9 |
| <input type="checkbox"/> | 21759 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 10 |
| <input type="checkbox"/> | 21760 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 11 |
| <input type="checkbox"/> | 21761 | 10000.4 | ROSTER OF VOTERS | 01/01/2007 | 12/31/2007 | | 12/31/2012 | G-06-02 | 13 |
| <input type="checkbox"/> | 20427 | 10053.5 | STATEMENT OF ECONOMIC | 01/01/2003 | 12/31/2003 | | 12/31/2012 | C-03-01 | 12 |

CITY CLERK ELECTIONS (070102)

| Event (X) Code | Permanent Box Number | Record Title Code | Record Title (Box Contents) | Beg. Dates | Ending Dates | On Hold? | Destroy Date | Location | Space# |
|--------------------------|----------------------|-------------------|-----------------------------|------------|--------------|----------|--------------|----------|--------|
| <input type="checkbox"/> | 21071 | 10053.5 | STATEMENT OF ECONOMIC | 01/01/2004 | 12/31/2004 | | 12/31/2011 | C-03-01 | 16 |
| <input type="checkbox"/> | 21577 | 10053.5 | STATEMENT OF ECONOMIC | 01/01/2005 | 12/31/2005 | | 12/31/2012 | C-03-01 | 17 |
| <input type="checkbox"/> | 21578 | 10053.5 | STATEMENT OF ECONOMIC | 01/01/2005 | 12/31/2005 | | 12/31/2012 | C-03-01 | 18 |

| | | |
|---------------------------------------|---|----|
| Total Eligible Boxes to be destroyed | = | 49 |
| Eligible Boxes on Hold | = | 0 |
| Eligible Boxes Checked Out | = | 0 |
| Eligible Boxes Removed | = | 0 |
| Total Available Boxes to be destroyed | = | 49 |

11-15-12 [Signature]
Date RECORDS MANAGER

11-15-2012 [Signature]
Date DEPARTMENT HEAD

11/30/12 [Signature]
Date CITY ATTORNEY