



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  
Amy R. Burton  
Christina L. Checel  
Lori A. Conway  
Randall C. Fudge  
Charles M. Gale  
Monte H. Machit  
Anne C. Lattime  
Barry M. Meyers  
Cristyl Meyers  
Howard D. Russell  
Tiffani L. Shin

March 4, 2008

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 Department of Financial Management Payroll Division.

DISCUSSION

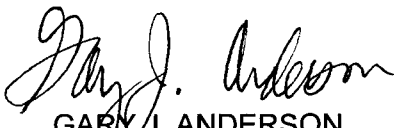
Pursuant to your request of February 22, 2008, this office has prepared and submits the above-described resolution for your consideration.

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 DEPARTMENT OF FINANCIAL MANAGEMENT PAROLL DIVISION.

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 Financial Management Payroll Division 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.

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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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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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2008, by the following vote:

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

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

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

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

GJA: lkm - 02/26/08  
A08-00654

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/ACCOUNTING/PAYROLL (150500)

Cost Center: ( )

Records Coordinator: MARIA ALARCON Mail Drop: 6TH FLOOR Phone: (562)570-6580 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 12/31/2006	Location	Space#
<input type="checkbox"/>	18147	10037.9	ADMINISTRATION FILES	01/01/2000	07/31/2001		07/31/2006	G-01-02	15
	Box Contents:		LIST 1836						

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 07/31/2001 Record Title Name: ADMINISTRATION FILES

Iron Mountain Ref #:

Description: IMPREST CASH DIRECT PAYMENT FORMS AND SUPPORTING DOCUMENTATION

<input type="checkbox"/>	A-209-OF	10035.5	TAXES	01/01/1971	01/01/1974		01/01/2004	382708978	0
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Folders within the above box

File Number1

Beginning Date: 01/01/1971 Ending Date: 01/01/1974 Record Title Name: TAXES

Iron Mountain Ref #: 1

Description: UNSECURED TAXES 1971-74

File Number2

Beginning Date: 01/01/1971 Ending Date: 01/01/1974 Record Title Name: TAXES

Iron Mountain Ref #: 2

Description: DELINQUENT SECURED TAXES 1971-74

E = Excluded

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

Date

DEPARTMENT

Date

RECORDS MANAGER

2/15/08 2-22-08

Date

CITY ATTORNEY

2/26/08