

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 9, 2010

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 10 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


Larry C. Herrera
City Clerk

LH:dg

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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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 TREASURY BUREAU

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 Division and Financial Management Department Treasury Bureau 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 _____, 2010, 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

Destruction Notification Rpt
 City of Long Beach (CLB)
 Unknown (TMP)
 FM/TREASURY (150401)

Cost Center: ()
 Records Coordinator: AGNES AGUAS Mail Drop: 6TH FLOOR Phone: (562)570-6636 ext:
 ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Space#
<input type="checkbox"/>	3	F-675	10027.4	CHECKS - COMMERCIAL	01/01/1994	12/31/1994	12/31/2001	F-08-02 13

Box Contents: LIST 1257

Folders within the above box

File Number2
 Iron Mountain Ref #: 2
 Beginning Date: 07/01/1994 Ending Date: 12/01/1994 Record Title Name: CHECKS - UTILITY REFUND
 Description: UTILITY REFUND CHECKS - PAID JULY-DEC 1994

File Number3
 Iron Mountain Ref #:
 Beginning Date: 01/01/1994 Ending Date: 12/31/1994 Record Title Name: CHECKS - COMMERCIAL
 Description: 16498 - 19212 - COMMERCIAL CHECKS

Range	Beginning	Range Ending	Range Description	Beginning	Ending Date	Record Title Name
16498	19212	19212	COMMERCIAL CHECKS	01/01/1994	12/31/1994	MIXED RECORDS

E = Excluded

Total Eligible Boxes to be destroyed	=	1
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	1

Exhibit A

Date: 10-15-10
 Date: 10/14/10
 Date: 10/19/10
 RECORDS MANAGER
 DEPARTMENT HEAD
 CITY ATTORNEY