

CITY OF LONG BEACH

C-4

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

September 6, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department Commercial Services 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 11 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. 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

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 DEPARTMENT OF FINANCIAL
7 MANAGEMENT, COMMERCIAL SERVICES BUREAU

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 Department of Financial
15 Management, Commercial Services Bureau, of any and all of the records, documents,
16 instruments, books, papers, and writings as set forth in the documents attached hereto
17 and marked Exhibit "A" and by reference thereto made a part hereof, which records are
18 under its charge and are no longer required for use in its respective office, said records
19 being no less than two (2) years old.

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

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

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

27 Section 3. This resolution shall take effect immediately upon its adoption
28 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 _____, 2011, 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

FM/COMMERCIAL SERVICES (151206)

Cost Center: 0

Records Coordinator: PAMELA HORGAN Mail Drop: Phone: (562)570-7089 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

(X) Destroy Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Location	Space#
				Beginning	Ending				
<input type="checkbox"/> 1	19121	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436098	0
			<i>Range Beginning Range Ending Range Description</i>						
	01/26/05	01/31/05	DR'S, LOOMIS RECEIPTS, WRKSTS, MO STATS, ST RPTS	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	01/26/05	01/31/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19122	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436099	0
			<i>Range Beginning Range Ending Range Description</i>						
	01/03/06	01/25/05	CREDIT CARD RECEIPTS	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	01/03/06	01/25/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19123	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436100	0
			<i>Range Beginning Range Ending Range Description</i>						
	02/01/05	02/28/05	DR'S, LOOMIS RECEIPTS, WRKSTS, MO STATS,	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	02/23/05	02/28/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19124	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436101	0
			<i>Range Beginning Range Ending Range Description</i>						
	02/01/05	02/22/05	CREDIT CARD RECEIPTS	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	02/01/05	02/22/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19125	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436102	0
			<i>Range Beginning Range Ending Range Description</i>						
	03/01/05	03/31/05	DR'S, LOOMIS RECEIPTS, WRKSTS, MO STATS, SETLMNTS RPTS	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	03/01/05	03/31/05	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19126	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436103	0
			<i>Range Beginning Range Ending Range Description</i>						
	03/01/05	03/31/05	CREDIT CARD RECEIPTS	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	03/01/05	03/31/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		

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

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2010	Location	Space#
<input type="checkbox"/> 1	19127	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436104	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	04/03/05	04/28/05	DR'S, LOOMIS RECEIPTS, WRKSTS, MO STATS, SET RPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19128	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436105	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	04/03/05	04/28/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19129	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436106	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	05/01/05	05/31/05	DR'S, LOOMIS RECEIPTS, WRKSTS, MO STATS, SET RPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19130	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391436107	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	05/01/05	05/31/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19617	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439975	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	06/01/05	06/30/05	DR'S, LOOMIS RECEIPTS, WRKSTS, MO STATS, SET RPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19618	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439975	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	06/01/05	06/30/05	CREDIT CARD RECEIPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19619	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439977	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	07/01/05	07/29/05	DR'S, LOOMIS RECEIPTS, WRKSTS, MO STATS, SET RPTS	01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		

FM/COMMERCIAL SERVICES (151206)

(X) Code	Destroy Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2010	Location	Space#
<input type="checkbox"/>	1	19620	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439978	0
				<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>	
		07/01/05		CREDIT CARD RECEIPTS	01/01/2005	12/31/2005			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	1	19621	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439979	0
				<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>	
		08/01/05			01/01/2005	12/31/2005			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	1	19622	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439980	0
				<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>	
		08/01/05			01/01/2005	12/31/2005			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	1	19623	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439981	0
				<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>	
		09/01/05			01/01/2005	12/31/2005			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	1	19624	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439982	0
				<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>	
		09/01/05			01/01/2005	12/31/2005			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	1	19625	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439983	0
				<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>	
		10/03/05			01/01/2005	12/31/2005			DEPOSIT RECEIPTS (DR'S)	
<input type="checkbox"/>	1	19626	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439984	0
				<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>			<i>Record Title Name</i>	
		10/03/05			01/01/2005	12/31/2005			DEPOSIT RECEIPTS (DR'S)	

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

FM/COMMERCIAL SERVICES (151206)

(X) Destroy Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates		On Hold?	Destroy Date	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	19627	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439985	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	11/01/05	11/30/05		01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19628	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	391439986	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	11/01/05	11/30/05		01/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	19999	10029.5	DEPOSIT RECEIPTS (DR'S)	12/01/2005	12/31/2005		12/31/2010	345695699	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	12/01/2005	12/31/2005		12/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		
<input type="checkbox"/> 1	20210	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2005	12/31/2005		12/31/2010	345696387	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	12/01/2005	12/31/2005		12/01/2005	12/31/2005		DEPOSIT RECEIPTS (DR'S)		

Total Eligible Boxes to be destroyed	=	24
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	24

Handwritten initials

Date: 8-15-11
RECORDS MANAGER: *[Signature]*

Date: 8/15/11
DEPARTMENT HEAD: *[Signature]*

Date: 8/16/11
CITY ATTORNEY: *[Signature]*

RECORDS DESTRUCTION REQUEST

1. Date 8/24/11



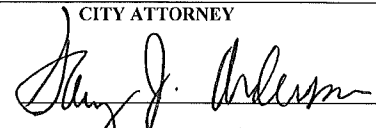
Honorable Council of the City of Long Beach

2. The Financial Management Department 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
40/1	EOB's, HFS, FR-165, SAF's Claim Back Up (March)	2007		
40/2	Claim Back Up (March/April)	2007		
40/3	Claim Back Up (Feb/March)	2007		
40/4	Claim Back Up (Nov-Dec, Jan-Feb)	2006, 2007		
40/5	Medical (Cash)	2007		
40/6	Medgroup (Feb-March)	2006		
40/7	Medgroup (March-June)	2006		
40/8	Medgroup (July), Medicare (May-June)	2006, 2007		
40/9	Medicare and Medical (Jan-April)	2006		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE:</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>August 29, 2011</u></p>	<p>14. REMARKS:</p>
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