



OFFICE OF THE CITY ATTORNEY  
Long Beach, California

**C-6**

ROBERT E. SHANNON  
City Attorney

HEATHER A. MAHOOD  
Chief Assistant City Attorney

MICHAEL J. MAIS  
Assistant City Attorney

May 13, 2008

PRINCIPAL DEPUTIES

Barbara D. de Jong

Dominic Holzhaus

Belinda R. Mayes

J. Charles Parkin

DEPUTIES

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Richard F. Anthony

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Barry M. Meyers

Cristyl Meyers

Howard D. Russell

Tiffani L. Shin

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 Public Works Department  
Administration Bureau.

DISCUSSION


Pursuant to your request of April 30, 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  
A08-01317

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 PUBLIC WORKS DEPARTMENT  
ADMINISTRATION 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 Public Works Department Administration Bureau 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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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:lk 5/6/08 #A08-01320

**Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
PUBLIC WORKS/ADMIN (500101)**

Cost Center: ()

Records Coordinator: GILDA LIM Mail Drop: 9TH FLOOR Phone: (562)570- ext:

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	15739	10032.2	ADMINISTRATION BUREAU FILES	01/01/1996	12/31/1997		12/31/2007	E-11-03	1
<input type="checkbox"/> 1	15744	10032.2	ADMINISTRATION BUREAU FILES	01/01/1997	12/31/1997		12/31/2007	E-11-03	6
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
R	Y			01/01/1997	12/31/1997	ADMINISTRATION BUREAU FILES			
<input type="checkbox"/> 1	15745	10032.2	ADMINISTRATION BUREAU FILES	01/01/1997	12/31/1997		12/31/2007	E-11-03	7
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
G	L			01/01/1997	12/31/1997	ADMINISTRATION BUREAU FILES			
<input type="checkbox"/> 1	15746	10032.2	ADMINISTRATION BUREAU FILES	01/01/1997	12/31/1997		12/31/2007	E-11-03	8
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
P	Q			01/01/1997	12/31/1997	ADMINISTRATION BUREAU FILES			
<input type="checkbox"/> 1	15747	10032.2	ADMINISTRATION BUREAU FILES	01/01/1997	12/31/1997		12/31/2007	E-11-03	9
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
H	P			01/01/1997	12/31/1997	ADMINISTRATION BUREAU FILES			
<input type="checkbox"/> 1	15748	10032.2	ADMINISTRATION BUREAU FILES	01/01/1997	12/31/1997		12/31/2007	E-11-03	10
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
A	F			01/01/1997	12/31/1997	ADMINISTRATION BUREAU FILES			
<input type="checkbox"/> 1	15749	10032.2	ADMINISTRATION BUREAU FILES	01/01/1997	12/31/1997		12/31/2007	E-11-03	11

4-14-08  
Date

RECORDS MANAGER

*Monique DeGuzman*

4/24/08  
Date

DEPARTMENT HEAD

*Michelle P. [Signature]*

5/1/08  
Date

CITY ATTORNEY

*Ang J. Anderson*

Audit #  
269

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
PUBLIC WORKS/ADMIN (500101)

04/14/2008 15:48:22  
Page 2

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date 12/31/2007	Location	Space#
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Folders within the above box

File Number 1

Beginning Date: 01/01/1997 Ending Date: 12/31/1997 Record Title Name: ADMINISTRATION BUREAU FILES

Iron Mountain Ref #:

Description: QUEENSWAY BAY

Total Eligible Boxes to be destroyed	=	7
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	7

4-14-08  
Date

*M. De La Hoya*  
RECORDS MANAGER

4/25/08  
Date

*Mark ...*  
DEPARTMENT HEAD

5-01-08  
Date

*Doug J. Anderson*  
CITY ATTORNEY