



CITY OF LONG BEACH

C-5

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

March 13, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt a resolution approving and authorizing the destruction of certain records, papers, and writings by the City Clerk Department as shown in Attachment 1.

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 (Attachment 1).

The City Attorney and City Clerk Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 07 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

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RESOLUTION NO. C-

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 CITY CLERK DEPARTMENT

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 City Clerk Department 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.

Sec. 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.

Sec. 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

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

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1 Council of the City of Long Beach at its meeting of _____, 2007, by the
2 following vote:

3 Ayes: Councilmembers: _____

4 _____

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6 _____

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8 Noes: Councilmembers: _____

9 _____

10 Absent: Councilmembers: _____

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14 City Clerk
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23 GJA 5/07 #07-00331

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Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK (070101)

Cost Center: ()

Records Coordinator: Mail Drop: Phone: () - 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		On Hold?	Destroy 12/31/2006	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	13782	10000.4	ROSTERS	06/26/2001	06/26/2001		06/26/2006	G-02-01	4
	Box Contents: LIST 1573								
	Box Contents: LBUSD SPECIAL ELECTION 6/26/2001								
<input type="checkbox"/>	13783	10000.4	ROSTERS	06/26/2001	06/26/2001		06/26/2006	G-02-01	5
	Box Contents: LIST 1573								
	Box Contents: LBUSD SPECIAL ELECTION 6/26/2001								
<input type="checkbox"/>	14373	10000.4	ROSTERS	01/01/2001	12/31/2001		12/31/2006	G-02-01	1
	Box Contents: LIST 1605								
<input checked="" type="checkbox"/>	15370	10001.6	MEETING FOLDERS	01/01/1993	12/31/2001		12/31/2006	C-01-02	16
	Box Contents: LIST 1664								
<input type="checkbox"/>	16301	10001.6	MEETING FOLDERS	01/01/2001	12/31/2001		12/31/2006	A-02-02	15
	Box Contents: LIST 1727								
<input type="checkbox"/>	16757	10018.6	CANDIDATE STATEMENTS	01/01/1998	12/31/1998		12/31/2006	G-02-02	2
	Box Contents: LIST 1754								
<input type="checkbox"/>	18035	10003.2	ELECTION WORKING FILES	11/07/2000	11/08/2000		11/08/2006	G-04-02	16
	Box Contents: LIST 1827								
<input type="checkbox"/>	18145	10060.7	CAMPAIGN STATEMENTS - LOSING	01/01/1999	12/31/2001		12/31/2006	G-04-02	8
	Box Contents: LIST 1827								
<input type="checkbox"/>	G-253	10003.2	ELECTION WORKING FILES	01/01/1986	12/31/1988		12/31/2006	G-03-03	11
<input type="checkbox"/>	G-254	10003.2	ELECTION WORKING FILES	01/01/1988	12/31/1990		12/31/2006	G-03-03	12

E = Excluded

Total Eligible Boxes to be destroyed	=	10
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	1
Total Available Boxes to be destroyed	=	9

1/1	<i>M. Rodriguez</i> RECORDS MANAGER	1/19/07	<i>[Signature]</i> DEPARTMENT HEAD	1/19/07	<i>[Signature]</i> CITY ATTORNEY
Date		Date		Date	

RECORDS DESTRUCTION REQUEST

1. Date 12/21/06

Honorable Council of the City of Long Beach

2. The City Clerk Department respectfully requests authority to destroy the following departmental records:
DEPARTMENT

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE	
22	<p>PRIMARY NOMINATING ELECTION APRIL 11, 2000</p> <p>Election Working Files – retention 6 years</p> <p>Campaign Statements – Losing Candidates Retention 5 years</p> <ul style="list-style-type: none"> • M. L. (Sonny) Bozeman • Derek Brown • Wayne Parks • Michael H. James • Dee Andrews – also for June 6, 2000 • Bill Miller • Darwin R. Thorpe <p>GENERAL MUNICIPAL ELECTION JUNE 2, 2000</p> <p>Election Working Files – retention 6 years</p>	2000	N/A	N/A	
<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <p><i>[Signature]</i> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p><i>[Signature]</i> DEPARTMENT HEAD</p> <p>10. DATE: <u>1-19-07</u></p>		<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By <u><i>[Signature]</i></u></p> <p>12. Title <u>Deputy City Atty.</u></p> <p>13. Date <u>1/25/07</u></p>		<p>14. REMARKS:</p>	

RECORDS DESTRUCTION REQUEST

1. Date 03/10/2006

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 Time Sheets Telephone Reports Invoices	2003 2003 2003	NA 	NA
3	ADMINISTRATIVE FILES: Hearing Book/City Council Red Book Council Chamber Reservation Log Vacation Log (Red Book)	2002-2003 2001-2003 2001-2003	 	
6	ALCOHOLIC BEVERAGE LICENSE	2002-2003		
19	CORRESPONDENCE FILE City Manager's File City Attorney's File General File (Misc. Correspondence)	2002-2003 2002-2003 2002-2003	 V	 V
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED: <i>Monique De La Haye</i> <small>ADMINISTRATIVE OFFICER</small>		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED: <i>Larry Herrera</i> <small>LARRY HERRERA</small>		11. By <i>Gary J. Anderson</i> <small>CITY ATTORNEY</small>		
10. DATE: <u>1-30-07</u>		12. Title <u>DEPUTY CITY ATTORNEY</u>		
		13. Date <u>2/14/07</u>		

RECORDS DESTRUCTION REQUEST



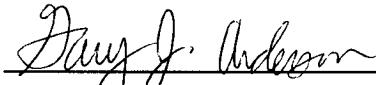
01/03/07

1. Date _____

Honorable Council of the City of Long Beach
City Clerk Department

2. The _____ DEPARTMENT _____ respectfully requests authority to destroy the following

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
51.	Steno Books – Board of Health	2004	N/A	N/A
51.	Steno Books – Human Relations Commission	2004	N/A	N/A
51.	Steno Books – Cultural Heritage Commission	2004	N/A	N/A
51.	Steno Books – Board of Health	2003	N/A	N/A
51.	Steno Books – Human Relations Commission	2003	N/A	N/A
51.	Steno Books – Belmont Shore Parking & Business Improvement Advisory Commission	2003	N/A	N/A
51.	Steno Books – Homeless Services Advisory	2003	N/A	N/A
51.	Steno Books – Cultural Heritage Commission	2003	N/A	N/A
51.	Steno Books – Long Beach Transit	2001-2003	N/A	N/A
51.	Steno Books – Public Safety Advisory Commission	2001-2002	N/A	N/A
51.	Steno Books – Citizen Police Complaint Commission	2001-2003	N/A	N/A
51.	Steno Books – Redevelopment Agency	2001-2003	N/A	N/A
51.	Steno Books – Calif. State University Headquarters Bldg. Authority	1999-2001	N/A	N/A
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE: 1-30-07		12. Title <u>Deputy City Attorney</u> 13. Date <u>2/14/07</u>		