



# 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

September 7, 2010

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for Financial Management Department Business License Section 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 G. Herrera  
City Clerk

LH:md

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 FINANCIAL MANAGEMENT  
7 DEPARTMENT BUSINESS LICENSE SECTION  
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 Financial Management  
15 Department BUSINESS LICENSE SECTION 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 \_\_\_\_\_, 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

**EXHIBIT "A"**

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/BUSINESS LICENSE (151101)

Cost Center: ()

Records Coordinator: JEANNINE MONTOYA Mail Drop: LOBBY Phone: (562)570-5598 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	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	18064	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2003	03/31/2003		03/31/2008	A-09-03	9
<input type="checkbox"/>	18065	10020.9	DEPOSIT RECEIPTS - DAILY	04/01/2003	06/30/2003		06/30/2008	A-09-03	10
<input type="checkbox"/>	18066	10020.9	DEPOSIT RECEIPTS - DAILY	07/01/2003	09/30/2003		09/30/2008	A-09-03	11
<input type="checkbox"/>	18067	10020.9	DEPOSIT RECEIPTS - DAILY	10/01/2003	12/31/2003		12/31/2008	A-09-03	12
<input type="checkbox"/>	18069	10019.8	LICENSE APPLICATION-SPECIAL	01/01/2003	12/31/2003		12/31/2008	A-09-03	14
<input type="checkbox"/>	18070	10019.8	LICENSE APPLICATION-SPECIAL	01/01/2003	12/31/2003		12/31/2008	A-09-03	15
<input type="checkbox"/>	21046	10040.8	TRANSIENT OCCUPANCY TAX	01/01/2001	12/31/2003		12/31/2008	A-09-03	4
<input type="checkbox"/>	21047	10040.8	TRANSIENT OCCUPANCY TAX	01/01/2001	12/31/2003		12/31/2008	A-09-03	7
<input type="checkbox"/>	21048	10040.8	TRANSIENT OCCUPANCY TAX	01/01/2001	12/31/2003		12/31/2008	A-09-03	18

E = Excluded

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

*[Signature]*

*[Signature]*

8-17-10  
Date  
CITY CLERK

8/16/10  
Date  
CITY ATTORNEY

Date DEPARTMENT

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/BUSINESS LICENSE (1511101)

Cost Center: ()  
Records Coordinator: JEANNINE MONTOYA Mail Drop: LOBBY Phone: (562)570-5598 ext:

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

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Dates	Ending	On Hold?	Destroy Date	Space#
<input type="checkbox"/> 1	20067	10020.9 DEPOSIT RECEIPTS - DAILY	01/01/2004	04/30/2004		04/30/2009 A-09-03	1
<i>Range Beginning Range Ending Range Description</i>							
JAN 2004 APRIL 2004							
<input type="checkbox"/> 1	20068	10020.9 DEPOSIT RECEIPTS - DAILY	05/01/2004	08/31/2004		08/31/2009 A-09-03	2
<i>Range Beginning Range Ending Range Description</i>							
MAY 2004 AUGUST 2004							
<input type="checkbox"/> 1	20069	10020.9 DEPOSIT RECEIPTS - DAILY	09/01/2004	12/31/2004		12/31/2009 A-09-03	3
<i>Range Beginning Range Ending Range Description</i>							
SEPT. 2004 DEC. 2004							
<input type="checkbox"/> 1	18071	10019.8 LICENSE APPLICATION-SPECIAL	01/01/2004	12/31/2004		12/31/2009 A-09-03	16
<b>Folders within the above box</b>							
<b>File Number1</b>							
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: LICENSE APPLICATION-SPECIAL EVENTS Description: ALARM PERMITS							
<input type="checkbox"/> 1	19871	10019.8 LICENSE APPLICATION-SPECIAL	01/01/2004	12/31/2004		12/31/2009 A-09-03	17
<input type="checkbox"/> 1	G-718	10021.1 TOT - TRANSIENT OCCUPANCY TAX	07/01/1992	07/31/1994		07/31/2001 G-09-01	16
<b>Folders within the above box</b>							
<b>File Number1</b>							
Iron Mountain Ref #: 1 Beginning Date: 07/01/1992 Ending Date: 07/31/1994 Record Title Name: TOT - TRANSIENT OCCUPANCY TAX RPTS Description: TOT - TRANSIENT OCCUPANCY TAX (A-F) 7/92 - 7/94							
<input type="checkbox"/> 1	G-719	10021.1 TOT - TRANSIENT OCCUPANCY TAX	07/01/1992	07/31/1994		07/31/2001 G-09-01	17

**Folders within the above box**

**File Number1**

Iron Mountain Ref #: 1

Beginning Date: 07/01/1992 Ending Date: 07/31/1994 Record Title Name: TOT - TRANSIENT OCCUPANCY TAX RPTS Description: TOT - TRANSIENT OCCUPANCY TAX (G-Q) 7/92 - 7/94

Destruction Notification Rpt  
 City of Long Beach (CLB)  
 Unknown (TMP)  
 FM/BUSINESS LICENSE (151101)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
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<input type="checkbox"/> 1	G-720	10021.1	TOT - TRANSIENT OCCUPANCY TAX	07/01/1992	07/31/1994		07/31/2001	G-09-01	18
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Folders within the above box

**File Number1**  
 Iron Mountain Ref #: 1  
 Beginning Date: 07/01/1992 Ending Date: 07/31/1994 Record Title Name: TOT - TRANSIENT OCCUPANCY TAX RPTS  
 Description: TOT - TRANSIENT OCCUPANCY TAX (R-Z) 7/92 - 7/94

**File Number2**  
 Iron Mountain Ref #: 2  
 Beginning Date: 07/01/1992 Ending Date: 07/31/1994 Record Title Name: TOT - TRANSIENT OCCUPANCY TAX RPTS  
 Description: TOT LEDGER CARDS FOR 7/88 - 6/90

Total Eligible Boxes to be destroyed	=	8
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	8

Date 8/1/10 RECORDS MANAGER

Date 8/1/10 DEPARTMENT HEAD

Date 8/1/10 CITY ATTORNEY