## OFFICE OF THE CITY ATTORNEY ROBERT E. SHANNON, City Attorney 33 West Ocean Boulevard, 11th Floor Long Beach, CA 90802-4664

## RESOLUTION NO. RES-11-0042

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 LONG BEACH DEPARTMENT OF LIBRARY SERVICES

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 Long Beach Department of Library Services 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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## **EXHIBIT** A

## RECORDS DESTRUCTION REQUEST

Date 3/4/11\_\_\_ 1. Honorable Council of the City of Long Beach Department of Library Services

DEPARTMENT 2. respectfully requests authority to destroy the following departmental records: 3. 5. 6. RETENTION BOX NO. BOX NO. YEARS **ON-SITE OFF-SITE** SCHEDULE RECORDS TITLE AND DESCRIPTION INVOLVED ITEM NO. Cash Reports - Weekly 1992-2005 Various n/a Original weekly cash reports; retention = 2 Years 20 Imprest Checking 1980-2003 Various n/a Original Imprest Checking forms, receipts, and canceled checks; retention = 7 Years Journal Vouchers Various 22 1980-2003 n/a Original Journal Voucher forms and back-up documents; Retention = 7 YearsVarious 27 Reports – Revenue 1980-2006 n/a Original department revenue reports; retention = 4 Years FOR DEPARTMENTAL USE **CITY ATTORNEY'S CONSENT** 14. REMARKS: 8. RECOMMENDED: Consent is hereby given to destroy the records enumerated above. TRY ATTORNEY 9. APPROVED: 11. By 12. Title 13. Date 10. DATE: 3-4-11