

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

April 20, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department Commercial Services Bureau, and Purchasing 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.

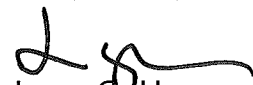
FISCAL IMPACT

Appropriations have been budgeted in FY 10 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


Larry G. Herrera
City Clerk

LH:md

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 FINANCIAL MANAGEMENT DEPARTMENT COMMERCIAL SERVICES BUREAU AND FINANCIAL MANAGEMENT DEPARTMENT PURCHASING DIVISION

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 Financial Management Department Commercial Services Bureau and Financial Management Department Purchasing Division of 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

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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Commission.

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 _____, 2010, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

Cost Center: ()

Records Coordinator: ERIC SUND Mail Drop: LOBBY Phone: (562) 570-6663 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 12/31/2009	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	19304	10030.3	CONTRACTS & TERM ORDERS PO'S (A - E)	10/01/2001	09/30/2002		09/30/2009	E-11-01	13
<input type="checkbox"/> 1	19305	10030.3	CONTRACTS & TERM ORDERS PO'S (F - PA)	10/01/2001	09/30/2002		09/30/2009	E-11-01	15
<input type="checkbox"/> 1	19306	10030.3	CONTRACTS & TERM ORDERS PO'S (PE - Z)	10/01/2001	09/30/2002		09/30/2009	E-11-01	16
<input type="checkbox"/> 1	19307	10030.3	CONTRACTS & TERM ORDERS BPO'S (A - AL)	10/01/2001	09/30/2002		09/30/2009	E-11-05	1
<input type="checkbox"/> 1	19308	10030.3	CONTRACTS & TERM ORDERS BPO'S (AP - CA)	10/01/2001	09/30/2002		09/30/2009	E-11-05	2
<input type="checkbox"/> 1	19309	10030.3	CONTRACTS & TERM ORDERS BPO'S (CA - DI)	10/01/2001	09/30/2002		09/30/2009	E-11-05	3
<input type="checkbox"/> 1	19310	10030.3	CONTRACTS & TERM ORDERS BPO'S (DI - F)	10/01/2001	09/30/2002		09/30/2009	E-11-05	4
<input type="checkbox"/> 1	19311	10030.3	CONTRACTS & TERM ORDERS BPO'S (G - J)	10/01/2001	09/30/2002		09/30/2009	E-11-05	5
<input type="checkbox"/> 1	19312	10030.3	CONTRACTS & TERM ORDERS BPO'S (K - N)	10/01/2001	09/30/2002		09/30/2009	E-11-05	6
<input type="checkbox"/> 1	19313	10030.3	CONTRACTS & TERM ORDERS BPO'S (O - R)	10/01/2001	09/30/2002		09/30/2009	E-11-05	7
<input type="checkbox"/> 1	19314	10030.3	CONTRACTS & TERM ORDERS BPO'S (S - TH)	10/01/2001	09/30/2002		09/30/2009	E-11-05	8
<input type="checkbox"/> 1	19315	10030.3	CONTRACTS & TERM ORDERS BPO'S (TI - Z)	10/01/2001	09/30/2002		09/30/2009	E-11-05	9

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)


Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2009	Location	Space#
<input type="checkbox"/>	14454	10030.4	FORMAL CONTRACT	01/01/1998	12/31/2002		12/31/2009	138049006	0
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			PA-02798	01/01/1998	12/31/1998		FORMAL CONTRACT		
<input type="checkbox"/>	17323	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	G-09-03	13
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			A	01/01/2001	12/31/2002		PURCHASE ORDERS		
<input type="checkbox"/>	17324	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	G-09-03	14
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			BR	01/01/2001	12/31/2002		PURCHASE ORDERS		
<input type="checkbox"/>	17325	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	G-09-03	15
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			D	01/01/2001	12/31/2002		PURCHASE ORDERS		
<input type="checkbox"/>	17326	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	G-09-03	16
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			E	01/01/2001	12/31/2002		PURCHASE ORDERS		
<input type="checkbox"/>	17327	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	G-09-03	17
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			I	01/01/2001	12/31/2002		PURCHASE ORDERS		
<input type="checkbox"/>	17328	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	G-09-03	18
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			M	01/01/2001	12/31/2002		PURCHASE ORDERS		
<input type="checkbox"/>	17329	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	G-09-02	9
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			PH	01/01/2001	12/31/2002		PURCHASE ORDERS		
<input type="checkbox"/>	17353	10030.5	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	C-06-01	12
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			TR	01/01/2001	12/31/2002		PURCHASE ORDERS		

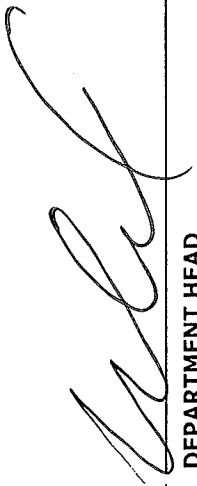
Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)

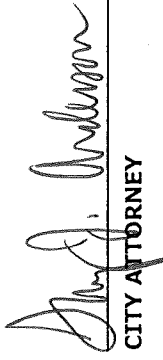
Audit #
300

Destroy (X) Code	Permanent Box Number	Range Ending	Range Description	Record Title (Box Contents)	Record Title Name	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
	A	FE	PO'S			01/01/2001	12/31/2002				
<input type="checkbox"/>	17354		10030.5	PURCHASE ORDERS	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	C-06-01	13
	FL	L	PO'S			01/01/2001	12/31/2002				
<input type="checkbox"/>	17355		10030.5	PURCHASE ORDERS	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	C-06-01	14
	M	SE	PO'S			01/01/2001	12/31/2002				
<input type="checkbox"/>	17356		10030.5	PURCHASE ORDERS	PURCHASE ORDERS	01/01/2001	12/31/2002		12/31/2009	C-06-01	15
	SH	Z	PO'S			01/01/2001	12/31/2002				

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

3-4-10  Date
 RECORDS MANAGER

 Date
 DEPARTMENT HEAD

4/6/10  Date
 CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/COMMERCIAL SERVICES (151206)

Cost Center: ()

Records Coordinator: PAMELA HORGAN Mail Drop: Phone: (562)570-7089 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)	Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2009	Location	Space#
<input type="checkbox"/>	19300	10075.3	CUSTOMER CORRESPONDENCE	01/01/2006	12/31/2006		12/31/2009	F-04-04	6
<input type="checkbox"/>	19301	10075.3	CUSTOMER CORRESPONDENCE	01/01/2006	12/31/2006		12/31/2009	F-04-04	7
<input type="checkbox"/>	19302	10075.3	CUSTOMER CORRESPONDENCE	01/01/2006	12/31/2006		12/31/2009	F-04-04	8
<input type="checkbox"/>	18519	10029.5	DEPOSIT RECEIPTS (DR'S)	02/02/2004	02/27/2004		02/27/2009	364192087	0
<input type="checkbox"/>	18520	10029.5	DEPOSIT RECEIPTS (DR'S)	02/02/2004	02/27/2004		02/27/2009	364192088	0
<input type="checkbox"/>	18522	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/2004	03/24/2004		03/24/2009	364192090	0
<input type="checkbox"/>	18521	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/2004	03/31/2004		03/31/2009	364192089	0
<input type="checkbox"/>	18524	10029.5	DEPOSIT RECEIPTS (DR'S)	04/01/2004	04/30/2004		04/30/2009	364192092	0
<input type="checkbox"/>	19998	10029.5	DEPOSIT RECEIPTS (DR'S)	10/01/2003	09/30/2004		09/30/2009	345695698	0
<input type="checkbox"/>	18177	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364198743	0
<input type="checkbox"/>	18178	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364198744	0
<input type="checkbox"/>	18525	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364192093	0
<input type="checkbox"/>	18526	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364192094	0
<input type="checkbox"/>	18527	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364192095	0

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)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2009	Location	Space#
<input type="checkbox"/>	18528	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364192096	0
<input type="checkbox"/>	18529	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364192097	0
<input type="checkbox"/>	18530	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	364192098	0
<input type="checkbox"/>	18895	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436088	0
<input type="checkbox"/>	18896	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436089	0
<input type="checkbox"/>	18897	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436090	0
<input type="checkbox"/>	18898	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436091	0
<input type="checkbox"/>	18899	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436092	0
<input type="checkbox"/>	18900	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436093	0
<input type="checkbox"/>	18901	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436094	0
<input type="checkbox"/>	18902	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436095	0
<input type="checkbox"/>	18903	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436096	0
<input type="checkbox"/>	18904	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	391436097	0
<input type="checkbox"/>	20209	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2004	12/31/2004		12/31/2009	345696386	0

Total Eligible Boxes to be destroyed	=	28
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	28

Date: 3-4-10 W. DeShazo Date: 3-19-10 J. J. Johnson
 RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY
 3/10/10