



OFFICE OF THE CITY ATTORNEY  
Long Beach, California

**C-5**

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

Gary J. Anderson  
Richard F. Anthony  
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Lori A. Conway  
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Monte H. Machit  
Anne C. Lattime  
Lisa Peskay Malmsten  
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 City Manager and Citizen Police Complaint Commission.

DISCUSSION

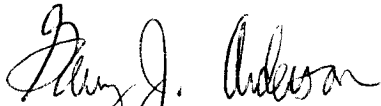
Pursuant to your request of April 30, 2008, this office has prepared and submits the above-described resolution for your consideration.

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 CITY MANAGER DEPARTMENT AND  
CITIZEN POLICE COMPLAINT COMMISSION

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 Manager Department and Citizen Police Complaint Commission 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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///  
///

1 Section 3. This resolution shall take effect immediately upon its adoption  
2 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

3  
4 I hereby certify that the foregoing resolution was adopted by the City  
5 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2008,  
6 by the following vote:

7 Ayes: Councilmembers: \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 Noes: Councilmembers: \_\_\_\_\_

12 \_\_\_\_\_

13 Absent: Councilmembers: \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 City Clerk

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27 GJA:ikm 5/6/08 #A08-01317

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Audit #  
263

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
CPCC (130113)

03/26/2008 13:06:15  
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Cost Center: ( )

Records Coordinator: GRACE, ALIDA Mail Drop: Phone: (562)570-6891 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"/> 3	15343	10026.1	CASE FILES	01/01/2000	12/31/2000		12/31/2006	D-10-02	2
<input type="checkbox"/> 3	15344	10026.1	CASE FILES	01/01/2000	12/31/2000		12/31/2006	D-10-02	3
<input type="checkbox"/> 3	15345	10026.1	CASE FILES	01/01/2000	12/31/2000		12/31/2006	D-10-02	4
<input type="checkbox"/> 3	15346	10026.1	CASE FILES	01/01/2000	12/31/2000		12/31/2006	D-10-02	5
<input type="checkbox"/> 3	15347	10026.1	CASE FILES	01/01/2000	12/31/2000		12/31/2006	D-10-02	8
<input type="checkbox"/> 3	15348	10026.1	CASE FILES	01/01/2000	12/31/2000		12/31/2006	D-10-02	15
<input type="checkbox"/> 3	15349	10026.1	CASE FILES	01/01/2000	12/31/2000		12/31/2006	D-10-02	17
<input type="checkbox"/> 3	16094	10000.1	CORRESPONDENCE FILES	01/01/2001	12/31/2001		12/31/2006	E-09-01	6
<input type="checkbox"/> 3	16095	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	8
<input type="checkbox"/> 3	16096	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	9
<input type="checkbox"/> 3	16097	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	10
<input type="checkbox"/> 3	16098	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	11
<input type="checkbox"/> 3	16099	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	12
<input type="checkbox"/> 3	16100	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	13

RECEIVED  
3/26/08

add 3.31.08

OK TO  
Destroy  
PL

3/26/08 Monique D. Lopez  
Date RECORDS MANAGER

4/4/08 [Signature]  
Date DEPARTMENT HEAD

5/1/08 [Signature]  
Date CITY ATTORNEY

Audit #  
263

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
CPCC (130113)

03/26/2008 13:06:15  
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#
<input type="checkbox"/> 3	16101	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	14
<input type="checkbox"/> 3	16102	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	15
<input type="checkbox"/> 3	16103	10026.1	CASE FILES	01/01/2001	12/31/2001		12/31/2007	E-09-01	16

Total Eligible Boxes to be destroyed	=	17
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	17

3/26/08  
Date

*Louise DeGoff*  
RECORDS MANAGER

Date

*[Signature]*  
DEPARTMENT HEAD

5/1/08  
Date

*[Signature]*  
CITY ATTORNEY