



# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

January 8, 2013

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for City Clerk Department, 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 City Clerk Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 13 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

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 DEPARTMENT OF THE CITY  
7 CLERK

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 Department of the City Clerk,  
15 of any and all of the records, documents, instruments, books, papers, and writings as set  
16 forth in the documents attached hereto and marked Exhibit "A" and by reference thereto  
17 made a part hereof, which records are under its charge and are no longer required for  
18 use in its respective office, said records being no less than two (2) years old.

19 Section 2. The City Council hereby finds that none of said records:

- 20 A. Affect the title to real property or liens thereon;  
21 B. Constitute official court records;  
22 C. Constitute records which are required to be kept by statute;  
23 D. Constitute the original or record copies of the minutes,  
24 ordinances or resolutions of the City of Long Beach or any City Board or  
25 Commission.

26 Section 3. This resolution shall take effect immediately upon its adoption  
27 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 \_\_\_\_\_, 2012, 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**

# RECORDS DESTRUCTION REQUEST

1. Date 11/14/12

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 (2 years) Invoices A-Z	2000-2010	1	
1	ACCOUNTING FILES (5 years) Journal Vouchers Direct Payments Imprest Cash Direct Payments	2003-2007	1	
9	APPROPRIATIONS & EXPENDITURE REPORT (2 years) Monthly Reports	2003-2007	2	
3	ADMINISTRATIVE FILES (2 years) Admin Hearing Files 1997-2001 Appeals to the City Clerk 1991 - 1994	1991-2001	4	
2	ACCOUNTING FILES (2 years) Time Sheets	2009-2010	3	
3	ADMINISTRATIVE FILES (2 years) Hearing Book/City Council Red Book 2009-2010 Council Chamber Reservation Log 2009-2010 Admin Hearing Files 2007-2010 Charity Permits 2010	2007-2010	3	
6	ALCOHOLIC BEVERAGE LICENSE Applications Copies & Correspondence	2010	3	
4	AFFIDAVITS OF POSTING (2 YEARS)	2004-2010	3	

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:</p> <p style="text-align: center;"><i>M. De G. [Signature]</i> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p style="text-align: center;"><i>[Signature]</i> DEPARTMENT HEAD</p> <p>10. DATE: <u>11-15-2012</u></p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By <u><i>[Signature]</i></u> CITY ATTORNEY</p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>Nov, 30, 2012</u></p>	<p>14. REMARKS:</p>
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# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
22	PRIMARY NOMINATING ELECTION 4-10-12 GENERAL MUNICIPAL ELECTION 6-5-12  APPLICATION – FOR VOTE-BY-MAIL BALLOTS BALLOT RECEIPT/STUBS CERTIFICATION OF PACKAGING/SEALING GREEN STRIPED ENVELOPE PROVISIONAL IDENTIFICATION (ID) ENVELOPES SURRENDERED VOTE-BY-MAIL ENVELOPES VOTE-BY-MAIL IDENTIFICATION (ID) ENVELOPES	E + 6 Months  2012	NA	NA

Cost Center: ()

Records Coordinator: ALLISON BUNMA Mail Drop: LOBBY Phone: (562)570-5298 ext:

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

Event (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	20480	10003.5	ACCOUNTING FILES	01/01/2001	12/31/2006		12/31/2011	E-08-01	9
<input type="checkbox"/>	20479	10002.5	BUDGET FILES	01/01/2003	12/31/2006		12/31/2011	E-08-01	2
<input type="checkbox"/>	E-282	10003.6	INSURANCE	01/01/1991	01/01/1991		01/01/2011	E-03-05	2
<input type="checkbox"/>	E-283	10003.6	INSURANCE	01/01/1992	01/01/1992		01/01/2012	E-03-05	3
<input type="checkbox"/>	<del>23284</del>	<del>10013.6</del>	<del>MEETING</del>	<del>01/01/2006</del>	<del>12/31/2006</del>		<del>12/31/2011</del>	<del>G-02-01</del>	<del>1</del>
	Removed by Records Manager								
<input type="checkbox"/>	<del>23282</del>	<del>10013.6</del>	<del>MEETING</del>	<del>01/01/2006</del>	<del>12/31/2007</del>		<del>12/31/2012</del>	<del>G-02-01</del>	<del>3</del>
	Removed by Records Manager								

E = Excluded

Total Eligible Boxes to be destroyed =	6
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	2
Total Available Boxes to be destroyed =	4

11-15-12 *W.D. DeSousa* Date 11-15-12 *W.D. DeSousa* DEPARTMENT MANAGER  
 Date 11-15-12 *W.D. DeSousa* DEPARTMENT HEAD  
 Date 11/30/12 *Henry J. Anderson* CITY ATTORNEY

CITY CLERK ELECTIONS (070102)

Cost Center: (070102)  
Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 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)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	25110	10060.7	CAMPAIGN STATEMENTS - LOSING	01/01/2006	12/31/2006		12/31/2011	C-03-01	9
<input type="checkbox"/>	20429	10003.2	ELECTION WORKING FILES	01/01/2006	12/31/2006		12/31/2012	C-03-01	14
<input type="checkbox"/>	20430	10003.2	ELECTION WORKING FILES	01/01/2006	12/31/2006		12/31/2012	C-03-01	15
<input type="checkbox"/>	25111	10003.2	ELECTION WORKING FILES	01/01/2006	12/31/2006		12/31/2012	C-03-01	10
<input type="checkbox"/>	25112	10003.2	ELECTION WORKING FILES	01/01/2006	12/31/2006		12/31/2012	C-03-01	13
<input type="checkbox"/>	21671	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646571	0
<input type="checkbox"/>	21672	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646572	0
<input type="checkbox"/>	21673	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646573	0
<input type="checkbox"/>	21674	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646574	0
<input type="checkbox"/>	21675	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646575	0
<input type="checkbox"/>	21676	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646576	0
<input type="checkbox"/>	21677	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646577	0
<input type="checkbox"/>	21678	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646578	0
<input type="checkbox"/>	21679	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646579	0



Unknown (TMP)  
CITY CLERK ELECTIONS (070102)

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Date	On Hold?	Destroy Date Location	Space#
<input type="checkbox"/>	21680	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646580	0
<input type="checkbox"/>	21681	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646581	0
<input type="checkbox"/>	21682	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646582	0
<input type="checkbox"/>	21683	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646583	0
<input type="checkbox"/>	21684	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646584	0
<input type="checkbox"/>	21685	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646585	0
<input type="checkbox"/>	21686	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646586	0
<input type="checkbox"/>	21687	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646587	0
<input type="checkbox"/>	21688	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646588	0
<input type="checkbox"/>	21689	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646589	0
<input type="checkbox"/>	21690	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646590	0
<input type="checkbox"/>	21691	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646591	0
<input type="checkbox"/>	21692	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646592	0
<input type="checkbox"/>	21693	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646593	0
<input type="checkbox"/>	21694	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646594	0
<input type="checkbox"/>	21695	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011 368646595	0

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	21696	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646596	0
<input type="checkbox"/>	21697	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646597	0
<input type="checkbox"/>	21698	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646598	0
<input type="checkbox"/>	21699	10000.4	ROSTER OF VOTERS	01/01/2006	12/31/2006		12/31/2011	368646599	0
<input type="checkbox"/>	21751	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	1
<input type="checkbox"/>	21752	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	2
<input type="checkbox"/>	21753	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	3
<input type="checkbox"/>	21754	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	4
<input type="checkbox"/>	21755	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	5
<input type="checkbox"/>	21756	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	6
<input type="checkbox"/>	21757	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	7
<input type="checkbox"/>	21758	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	9
<input type="checkbox"/>	21759	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	10
<input type="checkbox"/>	21760	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	11
<input type="checkbox"/>	21761	10000.4	ROSTER OF VOTERS	01/01/2007	12/31/2007		12/31/2012	G-06-02	13
<input type="checkbox"/>	20427	10053.5	STATEMENT OF ECONOMIC	01/01/2003	12/31/2003		12/31/2012	C-03-01	12

(X) Code	Event	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>		21071	10053.5	STATEMENT OF ECONOMIC	01/01/2004	12/31/2004		12/31/2011	C-03-01	16
<input type="checkbox"/>		21577	10053.5	STATEMENT OF ECONOMIC	01/01/2005	12/31/2005		12/31/2012	C-03-01	17
<input type="checkbox"/>		21578	10053.5	STATEMENT OF ECONOMIC	01/01/2005	12/31/2005		12/31/2012	C-03-01	18

Total Eligible Boxes to be destroyed =	49
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	49

Date 11-15-12 [Signature]  
RECORDS MANAGER

Date 11-15-2012 [Signature]  
DEPARTMENT HEAD

Date 11/30/12 [Signature]  
CITY ATTORNEY