

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

1 RESOLUTION NO. RES-12-0088

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, ACCOUNTING OPERATIONS DIVISION

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 Legislative Department, of any
15 and all of the records, documents, instruments, books, papers, and writings as set forth in
16 the documents attached hereto and marked Exhibit "A" and by reference thereto made a
17 part hereof, which records are under its charge and are no longer required for use in its
18 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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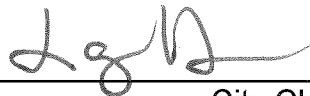
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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of September 11, 2012, by the following vote:

Ayes: Councilmembers: Garcia, Lowenthal, DeLong, O'Donnell, Schipske, Andrews, Johnson, Austin.

Noes: Councilmembers: None.

Absent: Councilmembers: Neal.



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

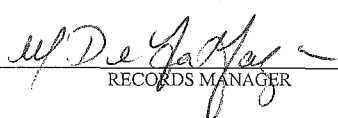

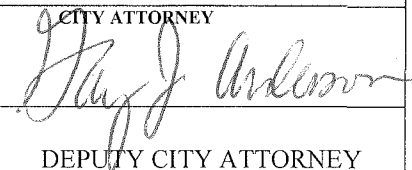
RECORDS DESTRUCTION REQUEST

1. Date June 25, 2012

Honorable Council of the City of Long Beach

2. The Financial Management Department (Accounting Operations) 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 | Comprehensive Annual Financial Report (CAFR) Work Papers | 1992 | 2 Boxes #1 & 2 | N/A |
| 2 | Comprehensive Annual Financial Report (CAFR) Work Papers | 1993 | 2 Boxes #1 & 2 | N/A |
| 2 | Comprehensive Annual Financial Report (CAFR) Work Papers | 1994 | 2 Boxes #1 & 2 | N/A |
| 2 | Comprehensive Annual Financial Report (CAFR) Work Papers | 1995 | 3 Boxes #1, 2 & 3 | N/A |
| 2 | Comprehensive Annual Financial Report (CAFR) Work Papers | 1996 | 3 Boxes #1, 2 & 3 | N/A |
| 2 | Comprehensive Annual Financial Report (CAFR) work Papers | 1997 | 3 Boxes #1, 2 & 3 | N/A |
| 14 | Index Codes | 1998-2004 | 1 Box | N/A |
| 14 | Index Codes | 2005-2008 | 1 Box | N/A |
| 14 | Subsidiary Accounts | 2000-2008 | 1 Box | N/A |
| 14 | Program Structures Transaction Codes / User Codes | 1998-2009 | 1 Box | N/A |
| 14 | Grants Index Codes, Subsidiary Titles Not Deferred Projects | 1998-2009 | 1 Box | N/A |

| | | |
|--|--|---------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small> Stephen Hannah, City Controller</p> <p>10. DATE: <u>6-22-12</u></p> | <p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  <small>CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>August 27, 2012</u></p> | <p>14. REMARKS:</p> |
|--|--|---------------------|




RECORDS DESTRUCTION REQUEST

1. Date 6/20/12

Honorable Council of the City of Long Beach

2. The Financial Management DEPARTMENT respectfully requests authority to destroy the following

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 |
|--|-------------------------------------|--|--------------------------|---|
| 1 | 1099's CD's and Cassetts | 2001 2002 2003 2004 | NA | NA |
| FOR DEPARTMENTAL USE 8. RECOMMENDED:  RECORDS MANAGER | | CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. | | 14. REMARKS: 1099's = 7 year retention |
| 9. APPROVED:  DEPARTMENT HEAD | | 11. By  CITY ATTORNEY | | |
| 10. DATE: <u>6/21/12</u> Stephen Hannah, City Controller | | 12. Title <u>DEPUTY CITY ATTORNEY</u> | | |
| | | 13. Date <u>August 27, 2012</u> | | |

Audit #
319

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM-ADMINISTRATIVE SRVS (150200)

08/20/2012 16:55:25
Page 1

Cost Center: ()

Records Coordinator: Mail Drop: Phone: 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 12/31/2010 | Location | Space# |
|----------------------------|-------------------------|----------------------|---|------------------|--------------------|--------------------------|----------------------------|-----------|--------|
| | | | | Beginning | Ending | | | | |
| <input type="checkbox"/> 3 | 22563 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737963 | 01/01/2003 | 12/31/2003 | | 12/31/2010 | 395737963 | 0 |
| | <i>Range Beginning</i> | <i>Range Ending</i> | <i>Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | 05/02/03 | 09/02/03 | TIMESHEETS | 01/01/2003 | 12/31/2003 | TIMESHEETS | | | |
| <input type="checkbox"/> 3 | 22577 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737977 Box Contents: FM - MISC REPORTS | 01/01/2006 | 12/31/2006 | | 12/31/2008 | 395737977 | 0 |
| | <i>Range Beginning</i> | <i>Range Ending</i> | <i>Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | 01/06 | 05/06 | FM MISCELLANEOUS REPORTS | 01/01/2006 | 12/31/2006 | TIMESHEETS | | | |
| <input type="checkbox"/> 3 | 22578 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737978 Box Contents: FM - MISC REPORTS | 01/01/2006 | 12/31/2006 | | 12/31/2008 | 395737978 | 0 |
| | <i>Range Beginning</i> | <i>Range Ending</i> | <i>Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | 06/06 | 12/06 | FM MISCELLANEOUS REPORTS | 01/01/2006 | 12/31/2006 | TIMESHEETS | | | |
| <input type="checkbox"/> 3 | 22579 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737979 Box Contents: FM - MISC REPORTS | 01/01/2007 | 12/31/2007 | | 12/31/2009 | 395737979 | 0 |
| | <i>Range Beginning</i> | <i>Range Ending</i> | <i>Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | 01/07 | 05/07 | FM MISCELLANEOUS REPORTS | 01/01/2007 | 12/31/2007 | TIMESHEETS | | | |

E = Excluded

| | | |
|---------------------------------------|---|---|
| Total Eligible Boxes to be destroyed | = | 4 |
| Eligible Boxes on Hold | = | 0 |
| Eligible Boxes Checked Out | = | 0 |
| Eligible Boxes Removed | = | 0 |
| Total Available Boxes to be destroyed | = | 4 |

8/23/12 *M. De G. M.*
8/22/12 *SWMA*

8/22/12 *Sandra Brown*

8/27/12 *Stacy J. Anderson*

Date RECORD MANAGER

Date DEPARTMENT HEAD

Date CITY ATTORNEY

Audit #
324

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM-ADMINISTRATIVE SRVS (150200)

08/20/2012 14:27:47
Page 1

Cost Center: ()

Records Coordinator: Mail Drop: Phone: 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 12/31/2011 | Location | Space# |
|----------------------------|-------------------------|----------------------|---|------------------|--------------------|--------------------------|----------------------------|-----------|--------|
| | | | | Beg. | Ending | | | | |
| <input type="checkbox"/> 3 | 22564 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737964 | 01/01/2003 | 12/31/2004 | | 12/31/2011 | 395737964 | 0 |
| | | | <i>Range Beginning Range Ending Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | | | 09/18/03 02/06/04 | 01/01/2003 | 12/31/2004 | TIMESHEETS | | | |
| <input type="checkbox"/> 3 | 22565 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737965 | 01/01/2004 | 12/31/2004 | | 12/31/2011 | 395737965 | 0 |
| | | | <i>Range Beginning Range Ending Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | | | 04/25/04 05/09/04 | 01/01/2004 | 12/31/2004 | TIMESHEETS | | | |
| <input type="checkbox"/> 3 | 22566 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737966 | 01/01/2004 | 12/31/2004 | | 12/31/2011 | 395737966 | 0 |
| | | | <i>Range Beginning Range Ending Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | | | 02/07/04 07/02/04 | 01/01/2004 | 12/31/2004 | TIMESHEETS | | | |
| <input type="checkbox"/> 3 | 22567 | 10053.7 | TIMESHEETS Iron Mountain Ref #: 395737967 | 01/01/2004 | 12/31/2004 | | 12/31/2011 | 395737967 | 0 |
| | | | <i>Range Beginning Range Ending Range Description</i> | <i>Beginning</i> | <i>Ending Date</i> | <i>Record Title Name</i> | | | |
| | | | 07/03/04 12/10/04 | 01/01/2004 | 12/31/2004 | TIMESHEETS | | | |

E = Excluded

| | | |
|---------------------------------------|---|---|
| Total Eligible Boxes to be destroyed | = | 4 |
| Eligible Boxes on Hold | = | 0 |
| Eligible Boxes Checked Out | = | 0 |
| Eligible Boxes Removed | = | 0 |
| Total Available Boxes to be destroyed | = | 4 |

8/23/12 *[Signature]*
8/20/12 *[Signature]*
Date RECORDS MANAGER

8/29/12 *[Signature]*
Date DEPARTMENT HEAD

8/27/12 *[Signature]*
Date CITY ATTORNEY