

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

RESOLUTION NO. RES-09-0082

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, FINANCIAL MANAGEMENT DEPARTMENT PURCHASING DIVISION, FINANCIAL MANAGEMENT DEPARTMENT ADMINISTRATIVE SERVICES DIVISION AND FINANCIAL MANAGEMENT DEPARTMENT ACCOUNTING OPERATIONS 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, Financial Management Department Purchasing Division, Financial Management Department Administrative Services Division and Financial Management Department Accounting Operations Division 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;

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

- 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.

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 August 18, 2009, by the following vote:

Ayes: Councilmembers: Garcia, Lowenthal, DeLong, O'Donnell,  
Schipske, Andrews, Reyes Uranga,  
Gabelich, Lerch.

Noes: Councilmembers: None.

Absent: Councilmembers: None.

  
\_\_\_\_\_  
City Clerk

# **EXHIBIT “A”**

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)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2008	Location	Space#
<input type="checkbox"/>	17120	10029.5	DEPOSIT RECEIPTS (DR'S)	01/02/2003	01/31/2003		01/31/2008	214872636	0
<input type="checkbox"/>	17121	10029.5	DEPOSIT RECEIPTS (DR'S)	01/02/2003	01/31/2003		01/31/2008	214872637	0
<input type="checkbox"/>	17122	10029.5	DEPOSIT RECEIPTS (DR'S)	02/03/2003	03/28/2003		03/28/2008	214872638	0
<input type="checkbox"/>	17123	10029.5	DEPOSIT RECEIPTS (DR'S)	02/03/2003	02/28/2003		02/28/2008	214872639	0
<input type="checkbox"/>	17428	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616028	0
<input type="checkbox"/>	17429	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616029	0
<input type="checkbox"/>	17430	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616030	0
<input type="checkbox"/>	17431	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616031	0
<input type="checkbox"/>	17432	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616032	0
<input type="checkbox"/>	17433	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616033	0

Unknown (TMP)  
FM/COMMERCIAL SERVICES (151206)

Destroy (X)Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2008	Location	Space#
<input type="checkbox"/> 1	17523	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616034	0
<input type="checkbox"/> 1	17524	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616035	0
<input type="checkbox"/> 1	17525	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616036	0
<input type="checkbox"/> 1	17526	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616037	0
<input type="checkbox"/> 1	17527	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616038	0
<input type="checkbox"/> 1	17528	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616039	0
<input type="checkbox"/> 1	18046	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613736	0
<input type="checkbox"/> 1	18047	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613737	0
<input type="checkbox"/> 1	18048	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613738	0
<input type="checkbox"/> 1	18049	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613739	0
<input type="checkbox"/> 1	18050	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613740	0

FM/COMMERCIAL SERVICES (151206)  
Unknown (TMP)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2008	Location	Space#
<input type="checkbox"/> 1	18051	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613741	0
<input type="checkbox"/> 1	18173	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198739	0
<input type="checkbox"/> 1	18174	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198740	0
<input type="checkbox"/> 1	18175	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198741	0
<input type="checkbox"/> 1	18176	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198742	0
<input type="checkbox"/> 1	19298	10075.3	CUSTOMER CORRESPONDENCE	01/01/2005	12/31/2005		12/31/2008	F-04-04	4
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
A				01/01/2005	12/31/2005		CUSTOMER CORRESPONDENCE		
<input type="checkbox"/> 1	19299	10075.3	CUSTOMER CORRESPONDENCE	01/01/2005	12/31/2005		12/31/2008	F-04-04	5
			<i>Range Beginning Range Ending Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
M				01/01/2005	12/31/2005		CUSTOMER CORRESPONDENCE		
<input type="checkbox"/> 1	20208	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	345696385	0

Total Eligible Boxes to be destroyed	=	29
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	29

7-8-09 *Deja Pary* 7/14/09 DEPARTMENT *DPH* Date *7-16-09*  
 CITY CLERK *Deja Pary* CITY ATTORNEY *Thy J. Wilson* 8/3/09

Cost Center: ()  
Records Coordinator: ERIC SUND Mail Drop: LOBBY Phone: (562)570-6663 ext:

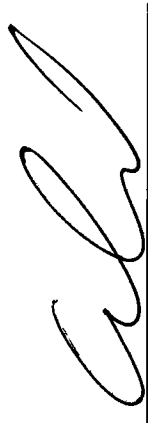
ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 1	10490	PURCHASE ORDERS	01/01/1996	12/31/1999		12/31/2006		0
<input type="checkbox"/> 1	11099	FORMAL CONTRACT	01/01/1994	12/31/1997		12/31/2008	H-01-04	5
<input type="checkbox"/> 1	14575	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	D-02-03	12
<b>Folders within the above box</b>								
<b>File Number1</b>			<b>Beginning Date: 01/01/1996 Ending Date: 12/31/1997 Record Title Name: FORMAL CONTRACT</b>					
<b>Iron Mountain Ref #:</b>								
<input type="checkbox"/> 1	17290	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	8
<input type="checkbox"/> 1	17291	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	9
<input type="checkbox"/> 1	17292	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	10
<input type="checkbox"/> 1	17293	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	11
<input type="checkbox"/> 1	17294	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	13
<b>Folders within the above box</b>								
<b>File Number1</b>			<b>Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT</b>					
<b>Iron Mountain Ref #:</b>								
<input type="checkbox"/> 1	17295	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	14
<b>Folders within the above box</b>								
<b>File Number1</b>			<b>Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT</b>					
<b>Iron Mountain Ref #:</b>								
<input type="checkbox"/> 1	17296	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	15

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
Description: PA-00100 - VOLUMES 1-5

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
Description: PA-00100 - RENEWAL 1 THRU PA-00500

Date 6-16-09 Eric Sund  
RECORDS MANAGER



Date 8/3/09 Steph J. Johnson  
CITY ATTORNEY

Destroy (X) Code	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<input type="checkbox"/>	17297	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	16
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<input type="checkbox"/>	17298	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	17
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<input type="checkbox"/>	17299	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	18
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<input type="checkbox"/>	17300	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-02	8
<input type="checkbox"/>	17301	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-02	9
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<input type="checkbox"/>	17302	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-02	16

Date 6-16-09 Inf. Dept. Date 7-7-09 DEPARTMENT  
 RECORDS MANAGER  
 Date 8-3-09 Stacy J. Wilson Date CITY ATTORNEY



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

(X) Code	Destroy	Permanent	Record Title	Record Title Name	Beg.	Dates	Ending	On Hold?	Destroy Date	Location	Space#

Folders within the above box

File Number1

Iron Mountain Ref #:

<input type="checkbox"/>	1	17303	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-08-02	17
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	----

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
Description: PA-01900 - PA-02200 VOLUMES 1 & 2

Folders within the above box

File Number1

Iron Mountain Ref #:

<input type="checkbox"/>	1	17304	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-08-02	5
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	---

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
Description: PA-02200 VOLUMES 3 & 4

File Number2

Iron Mountain Ref #:

<input type="checkbox"/>	1	17305	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-09-04	1
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	---

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
Description: PA-02400 GAS METERS VOL 1

Folders within the above box

File Number1

Iron Mountain Ref #:

<input type="checkbox"/>	1	17306	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-09-04	2
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	---

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
Description: PA-02400 GAS METERS VOL 2

File Number2

Iron Mountain Ref #:

<input type="checkbox"/>	1	17307	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-09-04	3
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	---

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
Description: PA-02500

Folders within the above box

File Number1

Iron Mountain Ref #:

<input type="checkbox"/>	1	17307	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-09-04	3
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	---

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
Description: BPLB00000106 ADVANCED ON-BOARD SCALE

File Number2

Iron Mountain Ref #:

<input type="checkbox"/>	1	17308	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-09-04	2
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	---

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
Description: BOYLE ENGINEERING DEPT. BOX #16 BPLB00-583

File Number2

Iron Mountain Ref #:

<input type="checkbox"/>	1	17309	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2001		12/31/2008	G-09-04	3
--------------------------	---	-------	---------	-----------------	------------	------------	------------	--	------------	---------	---

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
Description: BOYLE ENGINEERING DEPT. BOX #16 BPLB00-583

*[Signature]*

7-7-09

Date

RECORDS MANAGER

*[Signature]*  
8/3/09  
Date  
CITY ATTORNEY

6-16-09

Date

RECORDS MANAGER

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 1	17308	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	4
<input type="checkbox"/> 1	17309	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	5
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<input type="checkbox"/> 1	17310	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	6
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<b>File Number2</b>									
Iron Mountain Ref #:									
<input type="checkbox"/> 1	17311	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	7
<input type="checkbox"/> 1	17312	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	8
<input type="checkbox"/> 1	17313	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	9
<b>Folders within the above box</b>									
<b>File Number1</b>									
Iron Mountain Ref #:									
<b>File Number2</b>									
Iron Mountain Ref #:									
<b>File Number3</b>									
Iron Mountain Ref #:									
<input type="checkbox"/> 1	17314	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	10

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
 Description: MWH AMERICAS INC.

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
 Description: BPLB00000779 - MOTOROLA

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
 Description: BPLB00000748 - MOTOROLA

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
 Description: ADT SECURITY BPLB 99000350

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
 Description: WILLIAMS SCOTSMAN, INC. BPLB00000407

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS  
 Description: AUTO CLUB OF SOUTHERN CALIFORNIA

Date 6-16-09 My. De J. A. 7-7-09 Date 8/3/09 My. J. Arden  
 RECORDS MANAGER DEPARTMENT CITY ATTORNEY

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

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Record Title Name	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Space#
<input type="checkbox"/> 1	17315	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	11
<input type="checkbox"/> 1	17316	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	12
<input type="checkbox"/> 1	17317	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	13
<b>Folders within the above box</b>								
<b>File Number1</b>								
Iron Mountain Ref #:								
<input type="checkbox"/> 1	17318	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	14
<b>Folders within the above box</b>								
<b>File Number1</b>								
Iron Mountain Ref #:								
<input type="checkbox"/> 1	17319	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	15
<b>Folders within the above box</b>								
<b>File Number1</b>								
Iron Mountain Ref #:								
<input type="checkbox"/> 1	17320	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	16
<input type="checkbox"/> 1	17321	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	17
<b>Folders within the above box</b>								
<b>File Number1</b>								
Iron Mountain Ref #:								
<input type="checkbox"/> 1	17322	10030.4 FORMAL CONTRACT	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008 G-09-04	18

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
 Description: PA-01799 - PA-02299 VOLUMES 1 & 2

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
 Description: PA-02299 VOLUME 3 - PA-02699

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
 Description: PA-02799 - PA-03399 (NOTE: PA-03099 GO TO PA-04599)

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT  
 Description: PA-03899 ATTACHMENTS ONLY

Total Eligible Boxes to be destroyed	=	36
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	36

6-16-09 *[Signature]* 7-7-09 *[Signature]* 8/3/09 *[Signature]*  
 Date RECORDS MANAGER Date DEPARTMENT Date CITY ATTORNEY

FM-ADMINISTRATIVE SRVS (150200)

Cost Center: ()  
Records Coordinator: Mail Drop: Phone: ext:

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

(X) Destroy Code	Permanent Box Number	Record Title (Box Contents)	Dates		On Hold?	Destroy Date	Location	Space#
			Beg.	Ending				
<input type="checkbox"/> 3	13329	10053.1 PAYROLL/PERSONNEL	01/01/2000	12/31/2000		12/31/2002	C-02-01	1

Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: PAYROLL/PERSONNEL FILES-COPIES  
Description: PAYROLL RECORDS (ACCRUED HOUR REPORTS, SICK LEAVE USAE REPORTS)

<input type="checkbox"/> 3	14567	10053.7 TIMESHEETS	01/01/2000	12/31/2000		12/31/2002	E-03-01	1
----------------------------	-------	--------------------	------------	------------	--	------------	---------	---

Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS  
Description: PAYROLL TIMESHEETS 01/07/00 - 05/19/00

<input type="checkbox"/> 3	14568	10053.7 TIMESHEETS	01/01/2000	12/31/2000		12/31/2002	E-03-01	3
----------------------------	-------	--------------------	------------	------------	--	------------	---------	---

Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS  
Description: PAYROLL TIMESHEETS 5/26/00 - 9/29/00

<input type="checkbox"/> 3	14569	10053.7 TIMESHEETS	01/01/2000	12/31/2000		12/31/2002	E-03-01	8
----------------------------	-------	--------------------	------------	------------	--	------------	---------	---

Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS  
Description: PAYROLL TIMESHEETS 10/06/00 - 12/22/00

<input type="checkbox"/> 3	14570	10053.7 TIMESHEETS	12/29/2000	04/06/2001		04/06/2003	E-03-01	9
----------------------------	-------	--------------------	------------	------------	--	------------	---------	---

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS  
Description: CORRECTION TIME RECORDS 1996-2000

Folders within the above box

6-18-09 *W.D. Spofford* 6-17-09 *Shirley Zeman* 8/4/09 *Shirley J. Anderson*  
 Date RECORDS MANAGER Date DEPARTMENT Date CITY ATTORNEY

FM-ADMINISTRATIVE SRVS (150200)

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Dates	Ending	On Hold?	Destroy Date	Location	Space#
------------------	----------------------	-----------------------------	-------	--------	----------	--------------	----------	--------

Folders within the above box

File Number1			Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: TIMESHEETS			
Iron Mountain Ref #:			Description: PAYROLL TIMESHEETS 12/29/00 - 04/06/01					
<input type="checkbox"/> 3	14571	10053.7	TIMESHEETS	04/13/2001	08/03/2001	08/03/2003	E-03-01	10

Folders within the above box

File Number1			Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: TIMESHEETS			
Iron Mountain Ref #:			Description: PAYROLL TIMESHEETS 4/13/01 - 08/03/01					
<input type="checkbox"/> 3	14572	10053.7	TIMESHEETS	08/10/2001	11/30/2001	11/30/2003	E-03-01	11

Folders within the above box

File Number1			Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: TIMESHEETS			
Iron Mountain Ref #:			Description: PAYROLL TIMESHEETS 08/10/01 - 11/30/01					
<input type="checkbox"/> 3	14573	10053.1	PAYROLL/PERSONNEL	01/01/2001	12/31/2001	12/31/2003	E-03-01	14

Folders within the above box

File Number1			Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: PAYROLL/PERSONNEL FILES-COPIES			
Iron Mountain Ref #:			Description: PAYROLL TIMESHEETS/ ACCRUED HOURS REPORT					
<input type="checkbox"/> 3	18148	10041.2	IMPREST CASH	08/01/2001	07/31/2002	07/31/2007	G-01-02	16

Folders within the above box

File Number1			Beginning Date: 08/01/2001	Ending Date: 07/31/2002	Record Title Name: IMPREST CASH			
Iron Mountain Ref #:			Description: IMPREST CASH - DIRECT PAYMENT FORMS & SUPPORTING DOCUMENTATION					

Total Eligible Boxes to be destroyed	=	9
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	9

6-16-09 *myrtle* 6-17-08 *John Zammit* <sup>SWA</sup>

Date: 6-16-09 RECORDS MANAGER

Date: 8/4/09 *Jeff J. Anderson* CITY ATTORNEY

Cost Center: (150300)

Records Coordinator: LORI ANN FARRELL Mail Drop: 6TH FLOOR Phone: (562)570- ext:

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

(X) Code	Destroy Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		Ending	On Hold?	Destroy Date	Location	Space#
					Beg.	End					
<input type="checkbox"/>	3	AA-312-OF	10038.5	TAXES (SECURED/UNSECURED)	01/01/1970	01/01/1971	01/01/1971		01/01/2001	382709179	0

Folders within the above box

File Number1

Iron Mountain Ref #: 1

Beginning Date: 01/01/1970 Ending Date: 01/01/1971 Record Title Name: TAXES (SECURED/UNSECURED)  
Description: DELINQUENT SECURED TAXES (& PRIOR TO 1970) 1970-71

3 B-113-OF 10038.5

TAXES (SECURED/UNSECURED)

01/01/1960 01/01/1971

01/01/2001 382710434 0

Folders within the above box

File Number1

Iron Mountain Ref #: 1

Beginning Date: 01/01/1960 Ending Date: 01/01/1971 Record Title Name: TAXES (SECURED/UNSECURED)  
Description: UNSECURED TAXES 1960-71

3 BA-017-OF 10038.5

TAXES (SECURED/UNSECURED)

01/01/1960 12/31/1971

12/31/2001 382710418 0

Folders within the above box

File Number1

Iron Mountain Ref #: 1

Beginning Date: 01/01/1960 Ending Date: 01/01/1970 Record Title Name: TAXES (SECURED/UNSECURED)  
Description: SECURED TAXES 1960-71

3 A-209-OF 10038.5

TAXES (SECURED/UNSECURED)

01/01/1971 01/01/1974

01/01/2004 382708978 0

Folders within the above box

File Number1

Iron Mountain Ref #: 1

Beginning Date: 01/01/1971 Ending Date: 01/01/1974 Record Title Name: TAXES (SECURED/UNSECURED)  
Description: UNSECURED TAXES 1971-74

File Number2

Iron Mountain Ref #: 2

Beginning Date: 01/01/1971 Ending Date: 01/01/1974 Record Title Name: TAXES (SECURED/UNSECURED)  
Description: DELINQUENT SECURED TAXES 1971-74

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/ACCOUNTING (150300)

Destroy (X) Code	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	AA-311-OF 10038.5	TAXES (SECURED/UNSECURED)		01/01/1972	01/01/1976		01/01/2006	382709178	0

3 Folders within the above box

File Number 1

Iron Mountain Ref #: 1

Beginning Date: 01/01/1972 Ending Date: 01/01/1976 Record Title Name: TAXES (SECURED/UNSECURED)  
Description: DELINQUENT SECURED TAXES 1972-76

Total Eligible Boxes to be destroyed	=	5
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	5

7-8-09  
Date

*Margaret Dugan*  
CITY CLERK

7-13-09  
Date

*[Signature]*  
DEPARTMENT

8/4/09  
Date

*[Signature]*  
CITY ATTORNEY