

CITY OF LONG BEACH

C-3

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

September 11, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department Accounting Operations 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 12 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 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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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 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:</p> <p style="text-align: center;"><i>M. De Gaffney</i> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p style="text-align: center;"><i>[Signature]</i> DEPARTMENT HEAD</p> <p>Stephen Hannah, City Controller</p> <p>10. DATE: <u>6-22-12</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p style="text-align: center;">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>August 27, 2012</u></p>	<p>14. REMARKS:</p>
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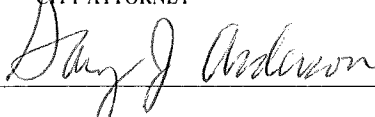
RECORDS DESTRUCTION REQUEST

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		CITY ATTORNEY'S CONSENT		14. REMARKS: 1099's = 7 year retention
8. RECOMMENDED:  <small>RECORDS MANAGER</small>		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By <u></u> <small>CITY ATTORNEY</small>		
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>		

Unknown (TMP)
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.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2010	Location	Space#
<input type="checkbox"/> 3	22563	10053.7	TIMESHEETS Iron Mountain Ref #: 395737963	01/01/2003	12/31/2003		12/31/2010	395737963	0
			Range Beginning Range Ending Range Description						
	05/02/03		TIMESHEETS	Beginning 01/01/2003	Ending Date 12/31/2003		Record Title Name TIMESHEETS		
<input type="checkbox"/> 3	22577	10053.7	TIMESHEETS Iron Mountain Ref #: 395737977	01/01/2006	12/31/2006		12/31/2008	395737977	0
			Box Contents: FM - MISC REPORTS						
			Range Beginning Range Ending Range Description						
	01/06		FM MISCELLANEOUS REPORTS	Beginning 01/01/2006	Ending Date 12/31/2006		Record Title Name TIMESHEETS		
<input type="checkbox"/> 3	22578	10053.7	TIMESHEETS Iron Mountain Ref #: 395737978	01/01/2006	12/31/2006		12/31/2008	395737978	0
			Box Contents: FM - MISC REPORTS						
			Range Beginning Range Ending Range Description						
	06/06		FM MISCELLANEOUS REPORTS	Beginning 01/01/2006	Ending Date 12/31/2006		Record Title Name TIMESHEETS		
<input type="checkbox"/> 3	22579	10053.7	TIMESHEETS Iron Mountain Ref #: 395737979	01/01/2007	12/31/2007		12/31/2009	395737979	0
			Box Contents: FM - MISC REPORTS						
			Range Beginning Range Ending Range Description						
	01/07		FM MISCELLANEOUS REPORTS	Beginning 01/01/2007	Ending Date 12/31/2007		Record Title Name 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.*
8/20/12 *GWMA*

8/22/12 Sandra Renu
8/27/12
Stacy J. Anderson

Date RECORD MANAGER

Date DEPARTMENT HEAD

Date CITY ATTORNEY

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 Code	Record Title Name (Box Contents)	Dates		Ending	On Hold?	Destroy Date	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	
	Range Beginning	Range Ending	Range Description	Beginning	Ending Date	Record Title Name			
	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	
	Range Beginning	Range Ending	Range Description	Beginning	Ending Date	Record Title Name			
	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	
	Range Beginning	Range Ending	Range Description	Beginning	Ending Date	Record Title Name			
	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	
	Range Beginning	Range Ending	Range Description	Beginning	Ending Date	Record Title Name			
	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 *W. D. ...*
8/20/12 *[Signature]*

8/29/12 *[Signature]*
8/29/12 *[Signature]*

Date RECORDS MANAGER

Date DEPARTMENT HEAD

Date CITY ATTORNEY