



# CITY OF LONG BEACH

# C-6

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

July 19, 2011

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services 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 Department of Development Services concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 11 for the operation of the City Records Center.

## SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera  
City Clerk

LH:dg

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 DEVELOPMENT SERVICES  
7 DEPARTMENT

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

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

- 21 A. Affect the title to real property or liens thereon;  
22 B. Constitute official court records;  
23 C. Constitute records which are required to be kept by statute;  
24 D. Constitute the original or record copies of the minutes,

25 ordinances or resolutions of the City of Long Beach or any City Board or  
26 Commission.

27 Section 3. This resolution shall take effect immediately upon its adoption  
28 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 \_\_\_\_\_, 2011, 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 6/27/11

Honorable Council of the City of Long Beach

2. The Department of Development Services 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
	<p>See Attached Document</p> <p>Retention Schedule: Development Services/Administration (2/15/11)</p>			
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  <i>Georgia Pan</i> <small>RECORDS MANAGER</small>		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED:  <i>Approved</i> <small>DEPARTMENT HEAD</small>		11. By <i>Shay J. Anderson</i> <small>CITY ATTORNEY</small>		
		12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>6/28/11</u>		13. Date <u>JUL 6, 2011</u>		

**Storage List for Record Retention**

[A] Records Retention Schedule Number & Title	[B] Records Title and Description	[C] Years Involved	Destruction Date
Item # 42 - Time Sheets	Time Sheets	12/23/06-01/19/07	1/19/2010
Item # 42 - Time Sheets	Time Sheets	01/20/07-03/16/07	3/16/2010
Item # 42 - Time Sheets	Time Sheets	03/17/07-05/11/07	5/11/2010
Item # 42 - Time Sheets	Time Sheets	05/12/07-07/06/07	7/6/2010
Item # 42 - Time Sheets	Time Sheets	07/07/07-08/31/07	8/31/2010
Item # 42 - Time Sheets	Time Sheets	09/01/07-10/26/07	10/26/2010
Item # 42 - Time Sheets	Time Sheets	10/27/07-12/21/07	12/21/2010
Item # 42 - Time Sheets	Time Sheets	09/30/04-12/17/04	12/17/2007
Item # 42 - Time Sheets	Time Sheets	07/17/04-09/29/04	9/29/2007
Item # 42 - Time Sheets	Time Sheets	06/12/04-07/16/04	7/16/2007
Item # 42 - Time Sheets	Time Sheets	04/17/04-06/11/04	6/11/2007
Item # 42 - Time Sheets	Time Sheets	02/27/04-04/16/04	4/16/2007
Item # 42 - Time Sheets	Time Sheets	11/29/03-02/26/04	2/26/2007
Item # 42 - Time Sheets	Time Sheets	09/28/03-11/28/03	11/28/2006
Item # 42 - Time Sheets	Time Sheets	07/26/03-09/27/03	9/27/2006
Item # 42 - Time Sheets	Time Sheets	06/01/03-07/25/03	7/25/2006
Item # 42 - Time Sheets	Time Sheets	04/06/03-05/30/03	5/30/2006
Item # 42 - Time Sheets	Time Sheets	02/08/03-04/05/03	4/5/2006
Item # 42 - Time Sheets	Time Sheets	12/24/02-02/07/03	2/7/2006
Item # 42 - Time Sheets	Time Sheets	11/30/02-12/23/02	12/23/2005
Item # 42 - Time Sheets	Time Sheets	09/07/02-11/29/02	11/29/2005
Item # 42 - Time Sheets	Time Sheets	06/27/02-09/06/02	6/6/2005
Item # 42 - Time Sheets	Time Sheets	04/20/02-06/26/02	6/26/2005
Item # 42 - Time Sheets	Time Sheets	02/15/02-04/19/02	4/19/2005
Item # 42 - Time Sheets	Time Sheets	12/01/01-02/14/02	2/14/2005
Item # 42 - Time Sheets	Time Sheets	09/18/01-11/30/01	11/30/2004
Item # 42 - Time Sheets	Time Sheets	06/16/01-09/17/01	9/17/2004
Item # 42 - Time Sheets	Time Sheets	03/24/01-06/15/01	6/15/2004
Item # 42 - Time Sheets	Time Sheets	01/01/01-03/23/01	3/23/2004
Item # 42 - Time Sheets	Time Sheets	10/21/00-12/31/00	12/31/2003
Item # 42 - Time Sheets	Time Sheets	07/29/00-10/20/00	10/20/2003
Item # 42 - Time Sheets	Time Sheets	04/15/00-07/28/00	7/28/2003
Item # 42 - Time Sheets	Time Sheets	01/15/00-04/14/00	4/14/2003
Item # 42 - Time Sheets	Time Sheets	08/28/99-01/14/00	1/14/2003
Item # 42 - Time Sheets	Time Sheets	06/19/99-08/27/99	8/27/2002
Item # 42 - Time Sheets	Time Sheets	02/05/99-06/18/99	6/19/2002
Item # 42 - Time Sheets	Time Sheets	06/02/98-08/07/98	8/7/2001
Item # 42 - Time Sheets	Time Sheets	04/18/98-06/19/98	6/19/2001
Item # 42 - Time Sheets	Time Sheets	12/13/97-04/07/98	4/7/2001
Item # 42 - Time Sheets	Time Sheets	10/25/97-12/12/97	12/12/2000
Item # 42 - Time Sheets	Time Sheets	07/19/97-10/24/97	12/24/2000
Item # 42 - Time Sheets	CSULB - Time Sheets	11/2002-12/2002	12/1/2005
Item # 42 - Time Sheets	CSULB - Time Sheets	04/2002-10/2002	10/1/2005
Item # 42 - Time Sheets	CSULB - Time Sheets	09/2001-03/2002	3/1/2005
Item # 42 - Time Sheets	CSULB - Time Sheets	04/2001-08/2001	8/1/2004
Item # 42 - Time Sheets	CSULB - Time Sheets	01/2001-03/2001	3/1/2004
Item # 42 - Time Sheets	CSULB - Time Sheets	10/2000-12/2000	12/1/2003

### Storage List for Record Retention

[A] Records Retention Schedule Number & Title	[B] Records Title and Description	[C] Years Involved	Destruction Date
Item # 42 - Time Sheets	CSULB - Time Sheets	12/1999-09/2000	9/1/2003
Item # 25 - Payroll Reports	P.A.R.S. Members w/700 Fiscal YTD hours	2006	12/31/2008
Item # 25 - Payroll Reports	Fiscal YTD hours for nonmembers of	2006	12/31/2008
Item # 25 - Payroll Reports	Accrued Hours Report Ending	12/8/2006	12/8/2008
Item # 25 - Payroll Reports	Accrued Hours Report	2006-2007	12/31/2009
Item # 25 - Payroll Reports	Accrued Hours for Terminated Employees	2007	12/31/2009
Item # 25 - Payroll Reports	Payroll Time Record	01/06-10/06	10/1/2008
Item # 25 - Payroll Reports	Annual Termination Report	2006	12/31/2008
Item # 25 - Payroll Reports	Employees Overdue for Step Increase	2006-2007	12/31/2009
Item # 25 - Payroll Reports	Carryover Bank Balances	02/06-06/06	6/1/2008
Item # 25 - Payroll Reports	Correction Time Record	01/11/2005-12/21/2005	12/21/2007
Item # 25 - Payroll Reports	Payroll Time Record	04/03/2007-04/17/2007	4/17/2008
Item # 25 - Payroll Reports	Monthly Fiscal YTD Overtime Report	01/26/2007-09/28/2007	9/28/2009
Item # 25 - Payroll Reports	Biweekly Fiscal YTD Overtime Report	01/09/2007-10/22/2007	10/22/2009
Item # 25 - Payroll Reports	Payroll Time Record	05/01/2007-05/29/2007	5/29/2009
Item # 25 - Payroll Reports	Calendar YTD Sick	03/07/2006-12/12/2006	12/12/2008
Item # 25 - Payroll Reports	Employees With Skill Pay	01/31/2006-07/31/2007	7/31/2009
Item # 25 - Payroll Reports	Payroll Registers	03/03/2007-03/16/2007	3/16/2009
Item # 25 - Payroll Reports	Payroll Registers	08/04/2007-09/28/2007	9/28/2009
Item # 25 - Payroll Reports	Payroll Registers	10/13/2007-07/18/2008	7/18/2010
Item # 25 - Payroll Reports	Payroll Registers	04/2004-12/2004	12/1/2006
Item # 25 - Payroll Reports	Payroll Registers	10/2003-03/2004	3/1/2006
Item # 25 - Payroll Reports	Payroll Registers	03/2003-09/2003	9/1/2005
Item # 25 - Payroll Reports	Payroll Registers	09/2002-03/2003	3/1/2005
Item # 25 - Payroll Reports	Payroll Registers	01/2002-08/2002	8/1/2004
Item # 25 - Payroll Reports	Payroll Registers	07/2001-12/2001	12/1/2003
Item # 25 - Payroll Reports	Payroll Registers	08/2000-06/2001	6/1/2003
Item # 25 - Payroll Reports	Payroll Registers	09/1999-07/2000	7/1/2002
Item # 25 - Payroll Reports	Payroll Registers	02/1999-08/1999	8/1/2001
Item # 28 - Personnel Recruitment Files	Recruitment Folders	06-02 – 06-48	12/31/2009
Item # 28 - Personnel Recruitment Files	Recruitment Folders	06-54,55 – 06-90	12/31/2009
Item # 28 - Personnel Recruitment Files	Recruitment Folders	07-02 – 07-12 & 07-109	12/31/2001
Item # 28 - Personnel Recruitment Files	Recruitment Folders	07-14 – 07-87	12/31/2001
Item # 28 - Personnel Recruitment Files	Recruitment Folders	07-89 – 07-108	12/31/2001
Item # 25 - Payroll Reports	Attendance Records	2001-2003	12/31/2005
Item # 25 - Payroll Reports	Attendance Records	1997-1998	12/31/2000
Item # 25 - Payroll Reports	Miscellaneous Payroll Reports	2004	12/31/2006
Item # 25 - Payroll Reports	Miscellaneous Payroll Reports	2003	12/31/2005
Item # 25 - Payroll Reports	Miscellaneous Payroll Reports	2002	12/31/2004
Item # 25 - Payroll Reports	Miscellaneous Payroll Reports	2001	12/31/2003
Item # 25 - Payroll Reports	Miscellaneous Payroll Reports	2000	12/31/2002
Item # 25 - Payroll Reports	Miscellaneous Payroll Reports	1999	12/31/2001
Item # 25 - Payroll Reports	Miscellaneous Payroll Reports	1998	12/31/2000