

CITY OF LONG BEACH

C-9

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 5, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the 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 FY10 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

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RESOLUTION NO.

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 CITY CLERK DEPARTMENT

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 City Clerk Department 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;
- 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.

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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 _____, 2010, 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

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.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date 12/31/2009	Location G-04-02	Spaces# 17
<input type="checkbox"/>	19131	10003.3	ELECTION FILES	01/01/2000	12/31/2001		12/31/2009	G-04-02	17

Folders within the above box

- File Number1**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: M. L. (SONNY) BOZEMAN
- File Number2**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: DEREK BROWN
- File Number3**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: WAYNE PARKS
- File Number4**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: MICHAEL H. JAMES
- File Number5**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: DEE ANDREWS - ALSO FOR JUNE 6, 2000
- File Number6**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: BILL MILLER
- File Number7**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: DARWIN R. THORPE
- File Number8**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: SKI DEMSKI
- File Number9**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: LAURA BRASSER
- File Number10**
Iron Mountain Ref #: Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: PETER MATHEWS

CITY CLERK ELECTIONS (070102)

(X) Code	Destroy	Permanent Box Number	Record Title	Record Title (Box Contents)	Record Title Name	Beq.	Dates	Ending	On Hold?	Destroy Date	Location	Space#
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Folders within the above box

File Number11						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: ELECTION FILES					
File Number12						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: CHRISTINE RODRIQUEZ-LARA					
File Number13						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: TOM WALKER (WRITE IN)					
File Number14						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: BONNIE LOWENTHAL-700 FORM IS IN HER FILE AS PERMANENT RETENTION					
File Number15						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: LAURA BRASSER					
File Number16						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: PETER MATTHEWS					
File Number17						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: CHRISTINE RODRIQUEZ-LARA					
File Number18						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: DAN BAKER-1999					
File Number19						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: DAN BAKER-2000					
File Number20						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: ROB WEBB-2000					
File Number21						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: LAURA RICHARDSON-2000					
File Number22						01/01/2000	Ending Date: 12/31/2000					
Iron Mountain Ref #:							Description: YES ON MEASURE I-2001					
						01/01/2000	Ending Date: 12/31/2000					
							Description: PEOPLE FOR LONG BEACH-2001					

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

CITY CLERK ELECTIONS (070102)

(X) Destroy Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
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Folders within the above box

File Number23	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: NAVY-USMC VETERANS MEMORIAL PARK&MUSEUM INITIATIVE COM-DID NOT QUALIFY						
File Number24	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: LONG BEACH VOTER REGISTRY-2001						
File Number25	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: L.B. RENTERS ADVOCACY GROUP-2001						
File Number26	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: L.B. DEMOCRATIC VOTER GUIDE-1998						
File Number27	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: L.B. CITIZENS FOR THE RIGHT TO VOTE-2000						
File Number28	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: INITIATIVE TO SAVE NAVY BASE & SHIPYARD AT LONG BEACH-1999						
File Number29	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: CONCERNED PARENTS AND TEACHERS OF LONG BEACH-DID NOT QUALIFY						
File Number30	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: CONCERNED CITIZENS OF L.B.-1998						
File Number31	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: COM. TO ENHANCE PUBLIC SAFETY-1997						
File Number32	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: COM. TO OPPOSE PROP R-1998						
File Number33	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: CITIZENS TO PRESERVE CAMPAIGN FINANCE REFORM-1998						
File Number34	Iron Mountain Ref #:		Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES				
			Description: CALIFORNIA COMMON CAUSE-1998						

CITY CLERK ELECTIONS (070102)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beginning Date	Ending Date	On Hold?	Destroy Date 12/31/2009	Location	Space#
Folders within the above box									
File Number 35									
Iron Mountain Ref #:									
<input type="checkbox"/>	17063	10000.4	ROSTER OF VOTERS	06/08/2004	06/08/2004		06/08/2009	214872628	0
Description: MAJON DONOR/INDEPENDENT EX-2000									
Folders within the above box									
File Number 1									
Iron Mountain Ref #:									
<input type="checkbox"/>	16984	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872573	0
Description: COUNCIL DISTRICT 8									
3850018A, 37A, 41A, 42A, 53A, 57A, 60A, 116A, 415 49B, 551A									
Folders within the above box									
File Number 1									
Iron Mountain Ref #:									
<input type="checkbox"/>	16985	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872574	0
Description: COUNCIL DISTRICT 2									
Folders within the above box									
File Number 1									
Iron Mountain Ref #:									
<input type="checkbox"/>	16986	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872575	0
Description: COUNCIL DISTRICT 4									
Folders within the above box									
File Number 1									
Iron Mountain Ref #:									
<input type="checkbox"/>	16987	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872576	0
Description: COUNCIL DISTRICT 6									
Folders within the above box									
File Number 1									
Iron Mountain Ref #:									
<input type="checkbox"/>	16988	10000.4	ROSTER OF VOTERS	12/31/2004	12/31/2004		12/31/2009	214872575	0
Description: COUNCIL DISTRICT 8									

Unknown (TMP)
CITY CLERK ELECTIONS (070102)

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Record Title Name	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	16988	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872577	0
<p>Folders within the above box</p> <p>File Number1 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LONG BEACH UNIFIED SCHOOL DISTRICT 2</p>									
<input type="checkbox"/> 3	16989	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872578	0
<p>Folders within the above box</p> <p>File Number1 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LONG BEACH COMMUNITY COLLEGE DISTRICT 4</p>									
<input type="checkbox"/> 3	16990	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872579	0
<p>Folders within the above box</p> <p>File Number1 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LBCCD 4</p> <p>File Number2 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: VOTE BY MAIL ROSTER</p> <p>File Number3 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LBCCD 4 & VOTE BY MAIL</p>									
<input type="checkbox"/> 1	17602	10053.5	STATEMENT OF ECONOMIC	01/01/2000	12/31/2000		12/31/2009	E-01-02	3
<input type="checkbox"/> 1	18949	10053.5	STATEMENT OF ECONOMIC	01/01/2002	12/31/2002		12/31/2009	E-01-02	4
<input type="checkbox"/> 1	18950	10060.9	STREET INDEXES	01/01/2004	12/31/2004		12/31/2009	E-01-02	8

Total Eligible Boxes to be destroyed	=	12
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	12

9-7-10 *[Signature]* Date
 9-9-10 *[Signature]* Date
[Signature] DEPARTMENT HEAD
[Signature] CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK LEGISLATIVE (070101)

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.

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Space#
					Beg.	Ending			
<input type="checkbox"/>	1	20481	10000.2	ADMINISTRATIVE FILES	01/01/2003	12/31/2007		12/31/2009 E-08-01	10
Folders within the above box									
File Number1									
Iron Mountain Ref #:									
Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES									
Description: PERSONNEL APPLICATIONS 2003									
File Number2									
Iron Mountain Ref #:									
Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES									
Description: PERSONNEL APPLICATIONS 2005									
File Number3									
Iron Mountain Ref #:									
Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES									
Description: PERSONNEL APPLICATIONS 2006									
File Number4									
Iron Mountain Ref #:									
Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES									
Description: PERSONNEL APPLICATIONS 2007									
<input type="checkbox"/>	3	20478	10002.5	BUDGET FILES	01/01/2003	12/31/2004		12/31/2009 E-08-01	1
Folders within the above box									
File Number1									
Iron Mountain Ref #:									
Beginning Date: 01/01/2003 Ending Date: 12/31/2004 Record Title Name: BUDGET FILES									
Description: HR REPORTS 2003-2004									
File Number2									
Iron Mountain Ref #:									
Beginning Date: 01/01/2005 Ending Date: 12/31/2007 Record Title Name: ACCOUNTING FILES									
Description: APPROPRIATIONS & EXPENDITURE MONTHLY REPORTS									
<input type="checkbox"/>	3	E-190	10003.6	INSURANCE	01/01/1989	01/01/1989		01/01/2009 E-02-05	10
Folders within the above box									
File Number1									
Iron Mountain Ref #:									
Beginning Date: 01/01/1989 Ending Date: 01/01/1989 Record Title Name: INSURANCE POLICIES-CERTIFICATE OF									
Description: INSURANCE EXPIRED 1989									

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK LEGISLATIVE (070101)

Cost Center: 0

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.

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

<input type="checkbox"/> 1	19273	10001.6	MEETING FOLDERS	01/01/2004	12/31/2004		12/31/2009	D-02-03	7
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Folders within the above box

- File Number1**
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH
Description: BELMONT SHORE PARKING & BUSINESS IMPROVEMENT ADVISORY COMMISSION
- File Number2**
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS-BD OF HEALTH & HUMAN SERVICES
Description: BOARD OF HEALTH & HUMAN SERVICES
- File Number3**
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS-HUMAN RELATIONS
Description: HUMAN RELATIONS COMMISSION
- File Number4**
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH
Description: HOMELESS SERVICES ADVISORY COMMITTEE
- File Number5**
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH
Description: PUBLIC SAFETY ADVISORY COMMISSION
- File Number6**
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH
Description: BIXBY KNOLLS PBIA
- File Number7**
Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH
Description: CITIZEN POLICE COMPLAINT COMMISSION

Total Eligible Boxes to be destroyed	=	5
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	1
Total Available Boxes to be destroyed	=	4

9-7-10 *[Signature]* *[Signature]*
 Date RECORDS MANAGER Date DEPARTMENT HEAD
 9/9/10 *[Signature]* Date CITY ATTORNEY



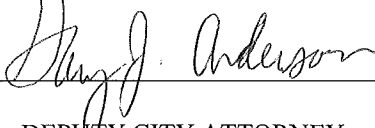
RECORDS DESTRUCTION REQUEST

1. Date 5/17/2010

Honorable Council of the City of Long Beach

2. The _____ City Clerk – Elections Bureau _____ 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
22	Working Files for the General Municipal Election June 8, 2004 and the Primary Nominating Election April 13, 2004	2004		NA
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS: Please shred all files. Contains payroll sheets, voter and election stats.
8. RECOMMENDED:  <small>RECORDS MANAGER</small>		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  <small>CITY ATTORNEY</small>		
10. DATE:		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>Sept. 9, 2010</u>		