

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. RES-09-0110

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 PAYROLL DIVISION AND FINANCIAL
MANAGEMENT DEPARTMENT TREASURY BUREAU

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 Payroll Division and Financial Management Department Treasury Bureau of 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

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by the City Council, and the City Clerk shall certify the vote adopting this resolution.

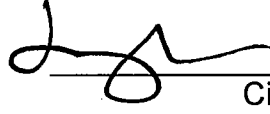
I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of October 6, 2009,

by the following vote:

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

Noes: Councilmembers: None.

Absent: Councilmembers: Lowenthal, DeLong.



City Clerk

EXHIBIT “A”

FM/ACCOUNTING/PAYROLL (150500)
 Unknown (TMP)

Cost Center: ()
 Records Coordinator: MARIA ALARCON Mail Drop: 6TH FLOOR Phone: (562)570-6580 ext: _____

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

Destroy (X) Code	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 1	14300	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	2
Folders within the above box									
File Number1									
Iron Mountain Ref #: _____ Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS Description: W/C CLAIM PMT HISTORY BY YR/DEPT/DIV 7/12/1982-7/11/84									
File Number2									
Iron Mountain Ref #: _____ Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS Description: W/C CLAIM PMT HISTORY BY YR/DEPT/DIV 7/19/1983-7/9/1985									
<input type="checkbox"/> 1	14301	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	4
Folders within the above box									
File Number1									
Iron Mountain Ref #: _____ Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS Description: W/C LAIM PMT HISTORY BY YR/DEPT/DIV FY 6/30/1986									
File Number2									
Iron Mountain Ref #: _____ Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS Description: W/C LAIM PMT HISTORY BY YR/DEPT/DIV FY 7/31/1987									
File Number3									
Iron Mountain Ref #: _____ Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS Description: W/C LAIM PMT HISTORY BY YR/DEPT/DIV FY 7/21/1988									
<input type="checkbox"/> 1	14302	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	10
Folders within the above box									
File Number1									
Iron Mountain Ref #: _____ Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS Description: W/C RESERVE FY 1990 PERMANENT									
File Number2									
Iron Mountain Ref #: _____ Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS Description: W/C FY 1991 PERMANENT									
<input type="checkbox"/> 1	14303	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	11

06-16-09 Jeffrey J. Anderson 8/31/09 Kevin _____
 Date RECORDS MANAGER Date DEPARTMENT Date CITY ATTORNEY

FM/ACCOUNTING/PAYROLL (150500)

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

File Number1

Iron Mountain Ref #:

File Number2

Iron Mountain Ref #:

<input type="checkbox"/> 1	14304	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	12
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Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C FY 1992 RISK MANAGEMENT W/C PERMANENT

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: FY 1992 CLOSED CLAIMS

Folders within the above box

File Number1

Iron Mountain Ref #:

File Number2

Iron Mountain Ref #:

<input type="checkbox"/> 1	14305	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	14
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Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: RISK MANAGEMENT W/C CLOSED CLAIMS BY YR/DEPT/DIV FY 1993

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C RESERVE FY 1993 PERMANENT

Folders within the above box

File Number1

Iron Mountain Ref #:

File Number2

Iron Mountain Ref #:

<input type="checkbox"/> 1	14306	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	15
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Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C CLOSED & NONCLOSED CLAIMS 6/30/94

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C RESERVE FY 1994 PERMANENT

Folders within the above box

File Number1

Iron Mountain Ref #:

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C FY 1995

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C 9/96

8-16-09 *Inf. De. G. G. G.*

8/31/09 *Runins*

9/2/09 *Thy J. Hudson*

Date

RECORDS MANAGER

Date DEPARTMENT

Date CITY ATTORNEY

FM/ACCOUNTING/PAYROLL (150500)

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

File Number3

Iron Mountain Ref #:

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C FY 1997 REPORTS

File Number4

Iron Mountain Ref #:

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS
Description: W/C 1997-98

<input type="checkbox"/> 1	17400	10040.9	PAYROLL DEDUCTION REGISTER	01/01/1991	12/31/1998		12/31/2008	195616027	0
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/1991 Ending Date: 12/31/1998 Record Title Name: PAYROLL DEDUCTION REGISTER
Description: 1991-98 PERS REPORTS

Total Eligible Boxes to be destroyed	=	8
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	8

0-16009 *[Signature]*
Date RECORDS MANAGER

8/31/09 *[Signature]*
Date DEPARTMENT

9/2/09 *[Signature]*
Date CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)

Cost Center: ()
Records Coordinator: AGNES AGUAS Mail Drop: 6TH FLOOR Phone: (562)570-6636 ext:
ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

(X) Code	Destroy	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Space#
					Beg.	Ending			
<input type="checkbox"/> 3		14652	10027.4	CHECKS - COMMERCIAL	12/01/2000	01/01/2001		01/01/2008	10
Folders within the above box									
	File Number1				Beginning Date: 12/01/2000	Ending Date: 01/01/2001		Record Title Name: CHECKS - COMMERCIAL	
	Iron Mountain Ref #:				Description: PAID DECEMBER 2000 -- JANUARY 2001				
<input type="checkbox"/> 3		14653	10027.4	CHECKS - COMMERCIAL	02/01/2001	03/31/2001		03/31/2008	11
Folders within the above box									
	File Number1				Beginning Date: 02/01/2001	Ending Date: 03/31/2001		Record Title Name: CHECKS - COMMERCIAL	
	Iron Mountain Ref #:				Description: PAID FEBRUARY 2001 -- MARCH 2001				
<input type="checkbox"/> 3		14654	10027.4	CHECKS - COMMERCIAL	03/01/2001	05/30/2001		05/30/2008	12
Folders within the above box									
	File Number1				Beginning Date: 03/01/2001	Ending Date: 05/30/2001		Record Title Name: CHECKS - COMMERCIAL	
	Iron Mountain Ref #:				Description: PAID MARCH 2001 -- MAY 2001				
<input type="checkbox"/> 3		14655	10027.4	CHECKS - COMMERCIAL	05/01/2001	06/30/2001		06/30/2008	14
Folders within the above box									
	File Number1				Beginning Date: 05/01/2001	Ending Date: 06/30/2001		Record Title Name: CHECKS - COMMERCIAL	
	Iron Mountain Ref #:				Description: PAID MAY 2001 -- JUNE 2001				
<input type="checkbox"/> 3		14656	10027.4	CHECKS - COMMERCIAL	06/01/2001	07/31/2001		07/31/2008	15
Folders within the above box									
	File Number1				Beginning Date: 06/01/2001	Ending Date: 07/31/2001		Record Title Name: CHECKS - COMMERCIAL	
	Iron Mountain Ref #:				Description: PAID JUNE 2001 -- JULY 2001				
<input type="checkbox"/> 3		14657	10027.4	CHECKS - COMMERCIAL	08/01/2001	09/30/2001		09/30/2008	4
Folders within the above box									
	File Number1				Beginning Date: 08/01/2001	Ending Date: 09/30/2001		Record Title Name: CHECKS - COMMERCIAL	
	Iron Mountain Ref #:				Description: PAID AUGUST 2001 -- SEPTEMBER 2001				
<input type="checkbox"/> 3		14658	10027.4	CHECKS - COMMERCIAL	08/01/2001	09/30/2001		09/30/2008	5
Folders within the above box									
	File Number1				Beginning Date: 08/01/2001	Ending Date: 09/30/2001		Record Title Name: CHECKS - COMMERCIAL	
	Iron Mountain Ref #:				Description: PAID SEPTEMBER 2001 -- OCTOBER 2001				

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/TREASURY (150401)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	14665	10027.1	CHECKS - PAYROLL	01/01/2001	03/31/2001		03/31/2008	C-11-01	12

Folders within the above box

File Number1
 Iron Mountain Ref #: Beginning Date: 01/01/2001 Ending Date: 03/31/2001 Record Title Name: CHECKS - PAYROLL
 Description: PAID JANUARY 2001 -- MARCH 2001

<input type="checkbox"/> 3	14666	10027.1	CHECKS - PAYROLL	03/01/2001	05/30/2001		05/30/2008	C-11-01	13
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Folders within the above box

File Number1
 Iron Mountain Ref #: Beginning Date: 03/01/2001 Ending Date: 05/30/2001 Record Title Name: CHECKS - PAYROLL
 Description: PAID MARCH 2001 -- MAY 2001

<input type="checkbox"/> 3	14667	10027.1	CHECKS - PAYROLL	05/30/2001	07/31/2001		07/31/2008	C-11-01	14
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Folders within the above box

File Number1
 Iron Mountain Ref #: Beginning Date: 05/30/2001 Ending Date: 07/31/2001 Record Title Name: CHECKS - PAYROLL
 Description: PAID MAY 2001 -- JULY 2001

<input type="checkbox"/> 3	14668	10027.1	CHECKS - PAYROLL	07/01/2001	09/30/2001		09/30/2008	E-11-02	10
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Folders within the above box

File Number1
 Iron Mountain Ref #: Beginning Date: 07/01/2001 Ending Date: 09/30/2001 Record Title Name: CHECKS - PAYROLL
 Description: PAID JULY 2001 -- SEPTEMBER 2001

<input type="checkbox"/> 3	14670	10027.5	CHECKS - UTILITY REFUND	09/01/2000	05/30/2001		05/30/2008	E-11-02	13
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Folders within the above box

File Number1
 Iron Mountain Ref #: Beginning Date: 09/01/2000 Ending Date: 05/30/2001 Record Title Name: CHECKS - UTILITY REFUND
 Description: PAID SEPTEMBER 2000 --- MAY 2001

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

Date: 9-4-09
 RECORDS MANAGER: *[Signature]* Date: 9/2/09
 DEPARTMENT: *[Signature]* Date: 9/2/09
 CITY ATTORNEY: *[Signature]*