



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-4

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Cristyl Meyers

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November 6, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Resolution of the City Council of the City of Long Beach Approving and Authorizing the Destruction of Certain Records, Papers, and Writings By the Departments of Long Beach Fire and Parks, Recreation and Marine Bureau.

DISCUSSION

Pursuant to your request of October 17, 2007, this office has prepared and submits the above-described resolution for your consideration.

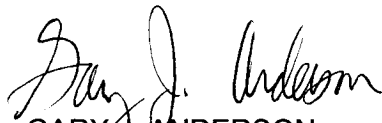
SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By


GARY J. ANDERSON
Deputy City Attorney

GJA:ikm
Enclosure

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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 DEPARTMENTS OF LONG
BEACH FIRE AND PARKS, RECREATION AND MARINE
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 Departments of Long Beach
Fire and Parks, Recreation and Marine Bureau 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.

Sec. 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.

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Sec. 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 _____, 2007, 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

GJA: lkm - 10/26/07
07-005112

RECORDS DESTRUCTION REQUEST

9/12/2007

1. Date _____

Honorable Council of the City of Long Beach

2. The Department of Parks, Recreation and Marine

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
35	Marine Bureau Administrative Files (Error reports; POs; accounts to collections)	2001-2003	03-MB-001	
35	Marine Bureau Administrative Files (Gas, Water, Sewer & Refuse Utilities)	1995-1997	97-MB-012	
35	Marine Bureau Administrative Files (SCE Vouchers)	1995-1996	96-MB-005	
35	Marine Bureau Administrative Files (Budget Prep doc's, memos, MOUs)	2000-2003	06-MB-16	
35	Marine Bureau Administrative Files (Gas, Water, Sewer & Refuse Utilities)	1995-1997	97-MB-011	
35	Marine Bureau Administrative Files (POs)	1999-2000	00-MB-007	
35	Marine Bureau Administrative Files (Blue copies of receipts)	1996-1999	MBM-002	
35	Marine Bureau Administrative Files (Blue invoices)	1998-1999	MBM-005	
35	Marine Bureau Administrative Files (DTM blue invoices)	1999	MBM-003	
35	Marine Bureau Administrative Files (ABM blue invoices)	2002-2004	03-MB-007	
35	Marine Bureau Administrative Files (Gas, Water, and MF accounts)	1996-1997	MBM-007	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED: <i>Monique De Gattarzo</i> RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED: <i>Joe Abster</i> DEPARTMENT HEAD		11. By <i>Doug J. Anderson</i> CITY ATTORNEY		
		12. Title <i>Deputy City Atty.</i>		
10. DATE:		13. Date <i>Oct. 19, 2007</i>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
35	Marine Bureau Administrative Files (Imprest Cash)	1996-1997	97-MBM-008	
35	Marine Bureau Administrative Files (PO copies and requests; interdepartmental bills)	1997-2000	MB-019	
35	Marine Bureau Administrative Files (Budget Info.)	1995-1996	91-11	
35	Marine Bureau Administrative Files (Budget doc's; JV's; Imprest cash; DR's; PO's; BA's)	2001-2002	008	
35	Marine Bureau Administrative Files (Imprest cash refunds)	1999-2000	00-MB-012	
35	Marine Bureau Administrative Files (Marine PO's; Slip audits)	2003-2004	05-MB-008	
39	Boat Check Reports	1996-1998	n/a	
39	Boat Check Reports	1999-2001	n/a	
39	Boat Check Reports	1996	n/a	
39	Boat Check Reports	1996	n/a	
39	Boat Check Reports	2000	n/a	
39	Boat Check Reports	1998	98-MB-16	
39	Boat Check Reports	1997-1999	n/a	
39	Boat Check Reports	1993-1994	MB-22	
39	Boat Check Reports (ABM boat checks)	1999	n/a	
39	Boat Check Reports	2000	n/a	
39	Boat Check Reports	1998-2000	98-MB-008	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
40	Guest Mooring Invoice (DTM guest invoices; DTM invoices)	2002-2004	05-MB-001	
49	Special Events Permits	2000	n/a	
49	Special Events Permits	1997	n/a	
19	Administration Files (Maint bureau memos; Belmont Pool; City Rehab Prog; letters)	1986-1998	98-MB-011	
19	Administration Files (Special Events and Filming)	2001	01-SE-005	
19	Administration Files (Special Events and Filming)	2000	00-SE-006	
19	Administration Files (Special Events and Filming)	2000-2001	01-SE-042	


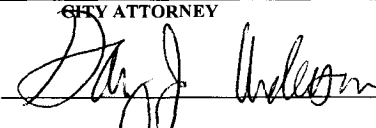
RECORDS DESTRUCTION REQUEST

1. Date 10/09/2007

Honorable Council of the City of Long Beach

2. The Long Beach Fire Department 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
11	Fire Recruit Backgrounds – Candidates Not Selected 2002A Fire Recruit Academy 2002B Fire Recruit Academy 2003A Fire Recruit Academy 2004A Fire Recruit Academy 2005A Fire Recruit Academy 2005A Fire Recruit Academy	2002 2002 2003 2004 2005 2005		1 2 3 4 5 6
21	Payroll Registers, Payroll Time Records, Accrued Hours Report, Time Sheets, Line Ups and Overtime Slips *All boxes are being stored with the City Clerk Department	1999-2004		01-41
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  <small>RECORDS MANAGER</small>		CITY ATTORNEY 		
10. DATE: <u>10/15/07</u> <small>DEPARTMENT HEAD</small>		11. By _____ 12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>OCT. 19, 2007</u>		