

RESOLUTION NO. C-

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 COMMUNITY DEVELOPMENT/CODE ENFORCEMENT AND FINANCIAL MANAGEMENT/ADMINISTRATION

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 the Community Development/Code Enforcement and Financial Management 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.

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.

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
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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 _____, 2005, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

MJM:KJM #05-05250
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RECORDS DESTRUCTION REQUEST

1. Date 10/26/05

Honorable Council of the City of Long Beach

2. The COMMUNITY DEVELOPMENT 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 |
|---|--|-------------------------|--------------------------|---------------------------|
| 43 | MISC PLANNING AND BUILDING VIOLATION NOTICES | 1/95-1/97 | N/A | NA |

| | | |
|--|---|---------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <u>11/1/05</u> <i>Jan Dawey</i> <small>RECORDS MANAGER</small></p> <p>9. APPROVED: <i>Tom Slater</i> <small>DEPARTMENT HEAD</small></p> <p>10. DATE:</p> | <p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p><small>CITY ATTORNEY</small></p> <p>11. By <i>Michael J. ...</i></p> <p>12. Title <u>Asst. City Atty</u></p> <p>13. Date <u>11/16/05</u></p> | <p>14. REMARKS:</p> |
|--|---|---------------------|

EXHIBIT "A-1"

RECORDS DESTRUCTION REQUEST

1. Date 8/15/2005

Honorable Council of the City of Long Beach

2. The Financial Management / Administration / Admin Svcs 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 |
|---|--|-------------------------|--------------------------|---------------------------|
| 1 | <p><u>Administrative Files:</u> Imprest Cash – Direct payment forms and supporting documentation</p> | 1999 | N/A | N/A |


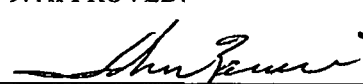
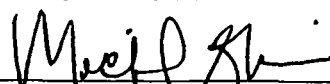
| | | |
|--|---|---------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>8-15-2005</u></p> | <p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;">CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>Asst. City Atty</u></p> <p>13. Date <u>8/16/05</u></p> | <p>14. REMARKS:</p> |
|--|---|---------------------|

EXHIBIT "A-2"