



# CITY OF LONG BEACH

# C-7

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 6, 2009

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department Payroll Division, and Financial Management Department Treasury Bureau 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 Financial Management Department concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 09 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 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

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

2 I hereby certify that the foregoing resolution was adopted by the City  
3 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2009,  
4 by the following vote:

5 Ayes: Councilmembers: \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 Noes: Councilmembers: \_\_\_\_\_

10 \_\_\_\_\_

11 Absent: Councilmembers: \_\_\_\_\_

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14 \_\_\_\_\_  
City Clerk

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OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

# **EXHIBIT “A”**

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/ACCOUNTING/PAYROLL (150500)

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 Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2008	Location	Space#
				Beg.	Ending				
<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

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

Iron Mountain Ref #:

File Number2

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

Iron Mountain Ref #:

<input type="checkbox"/> 1	14301	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	4
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Folders within the above box

File Number1

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

Iron Mountain Ref #:

File Number2

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

Iron Mountain Ref #:

File Number3

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

Iron Mountain Ref #:

<input type="checkbox"/> 1	14302	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	10
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Folders within the above box

File Number1

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS  
Description: W/C RESERVE FY 1990 PERMANENT

Iron Mountain Ref #:

File Number2

Beginning Date: 01/01/1982 Ending Date: 12/31/1998 Record Title Name: FINANCIAL STATEMENT WORKPAPERS  
Description: W/C FY 1991 PERMANENT

Iron Mountain Ref #:

<input type="checkbox"/> 1	14303	10038.3	FINANCIAL STATEMENT	01/01/1982	12/31/1998		12/31/2008	L-01-04	11
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6-16-09  
Date

*M. DeG...*  
RECORDS MANAGER

8/31/09  
Date

*Kim...*  
DEPARTMENT

9/21/09  
Date

*Ang J. Anderson*  
CITY ATTORNEY

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2008	Location	Space#
				Beg.	Ending				

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 FY 1992 RISK MANAGEMENT W/C PERMANENT

File Number2

Iron Mountain Ref #:

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

<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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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: RISK MANAGEMENT W/C CLOSED CLAIMS BY YR/DEPT/DIV FY 1993

File Number2

Iron Mountain Ref #:

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

<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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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 CLOSED & NONCLOSED CLAIMS 6/30/94

File Number2

Iron Mountain Ref #:

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

<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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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 FY 1995

File Number2

Iron Mountain Ref #:

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

6-16-09  
Date

*M. DeG...*  
RECORDS MANAGER

8/31/09  
Date

*...*  
DEPARTMENT

9/21/09  
Date

*...*  
CITY ATTORNEY

Audit #  
286

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

06/16/2009 11:55:29  
Page 3

FM/ACCOUNTING/PAYROLL (150500)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date 12/31/2008	Location	Space#
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Folders within the above box

File Number3

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

Iron Mountain Ref #:

File Number4

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

Iron Mountain Ref #:

<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

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

Iron Mountain Ref #:

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

6-16-09 M. De Galla  
Date RECORDS MANAGER

8/31/09 Kimberly  
Date DEPARTMENT

9/21/09 My J. Anderson  
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 Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2008	Location	Space#
					Beg.	Ending				
<input type="checkbox"/>	3	14652	10027.4	CHECKS - COMMERCIAL	12/01/2000	01/01/2001		01/01/2008	F-08-02	10
<p><b>Folders within the above box</b></p> <p><b>File Number1</b> Beginning Date: 12/01/2000 Ending Date: 01/01/2001 Record Title Name: CHECKS - COMMERCIAL Iron Mountain Ref #: Description: PAID DECEMBER 2000 -- JANUARY 2001</p>										
<input type="checkbox"/>	3	14653	10027.4	CHECKS - COMMERCIAL	02/01/2001	03/31/2001		03/31/2008	F-08-02	11
<p><b>Folders within the above box</b></p> <p><b>File Number1</b> Beginning Date: 02/01/2001 Ending Date: 03/31/2001 Record Title Name: CHECKS - COMMERCIAL Iron Mountain Ref #: Description: PAID FEBRUARY 2001 -- MARCH 2001</p>										
<input type="checkbox"/>	3	14654	10027.4	CHECKS - COMMERCIAL	03/01/2001	05/30/2001		05/30/2008	F-08-02	12
<p><b>Folders within the above box</b></p> <p><b>File Number1</b> Beginning Date: 03/01/2001 Ending Date: 05/30/2001 Record Title Name: CHECKS - COMMERCIAL Iron Mountain Ref #: Description: PAID MARCH 2001 -- MAY 2001</p>										
<input type="checkbox"/>	3	14655	10027.4	CHECKS - COMMERCIAL	05/01/2001	06/30/2001		06/30/2008	F-08-02	14
<p><b>Folders within the above box</b></p> <p><b>File Number1</b> Beginning Date: 05/01/2001 Ending Date: 06/30/2001 Record Title Name: CHECKS - COMMERCIAL Iron Mountain Ref #: Description: PAID MAY 2001 -- JUNE 2001</p>										
<input type="checkbox"/>	3	14656	10027.4	CHECKS - COMMERCIAL	06/01/2001	07/31/2001		07/31/2008	F-08-02	15
<p><b>Folders within the above box</b></p> <p><b>File Number1</b> Beginning Date: 06/01/2001 Ending Date: 07/31/2001 Record Title Name: CHECKS - COMMERCIAL Iron Mountain Ref #: Description: PAID JUNE 2001 -- JULY 2001</p>										
<input type="checkbox"/>	3	14657	10027.4	CHECKS - COMMERCIAL	08/01/2001	09/30/2001		09/30/2008	C-11-01	4
<p><b>Folders within the above box</b></p> <p><b>File Number1</b> Beginning Date: 08/01/2001 Ending Date: 09/30/2001 Record Title Name: CHECKS - COMMERCIAL Iron Mountain Ref #: Description: PAID AUGUST 2001 -- SEPTEMBER 2001</p>										
<input type="checkbox"/>	3	14658	10027.4	CHECKS - COMMERCIAL	08/01/2001	09/30/2001		09/30/2008	C-11-01	5
<p><b>Folders within the above box</b></p> <p><b>File Number1</b> Beginning Date: 08/01/2001 Ending Date: 09/30/2001 Record Title Name: CHECKS - COMMERCIAL Iron Mountain Ref #: Description: PAID SEPTEMBER 2001 -- OCTOBER 2001</p>										



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

09/04/2009 10:53:00  
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Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2008	Location	Space#
<input type="checkbox"/> 3	14665	10027.1	CHECKS - PAYROLL	01/01/2001	03/31/2001		03/31/2008	C-11-01	12
<b>Folders within the above box</b>									
<b>File Number1</b> Beginning Date: 01/01/2001 Ending Date: 03/31/2001 Record Title Name: CHECKS - PAYROLL									
Iron Mountain Ref #: 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
<b>Folders within the above box</b>									
<b>File Number1</b> Beginning Date: 03/01/2001 Ending Date: 05/30/2001 Record Title Name: CHECKS - PAYROLL									
Iron Mountain Ref #: 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
<b>Folders within the above box</b>									
<b>File Number1</b> Beginning Date: 05/30/2001 Ending Date: 07/31/2001 Record Title Name: CHECKS - PAYROLL									
Iron Mountain Ref #: 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
<b>Folders within the above box</b>									
<b>File Number1</b> Beginning Date: 07/01/2001 Ending Date: 09/30/2001 Record Title Name: CHECKS - PAYROLL									
Iron Mountain Ref #: 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
<b>Folders within the above box</b>									
<b>File Number1</b> Beginning Date: 09/01/2000 Ending Date: 05/30/2001 Record Title Name: CHECKS - UTILITY REFUND									
Iron Mountain Ref #: Description: PAID SEPTEMBER 2000 --- MAY 2001									

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

9-4-09  
Date

RECORDS MANAGER

9/4/09  
Date

DEPARTMENT

9/2/09  
Date

CITY ATTORNEY