



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-2

ROBERT E. SHANNON
City Attorney

HEATHER A. MAHOOD
Chief Assistant City Attorney

MICHAEL J. MAIS
Assistant City Attorney

PRINCIPAL DEPUTIES

Barbara D. de Jong
Dominic Holzhaus
Belinda R. Mayes
J. Charles Parkin

DEPUTIES

C. Geoffrey Allred
Gary J. Anderson
Richard E. Anthony
Amy R. Burton
Christina L. Checel
Randall C. Fudge
Charles M. Gale
Anne C. Lattime
Monte H. Machit
Barbara J. McTigue
Barry M. Meyers
Cristyl Meyers
Howard D. Russell
Tiffani L. Shin
Linda Trang

September 9, 2008

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 Financial Management Department Commercial Services Bureau, Financial Management Department Purchasing Division, and Financial Management Department of Business License Section.

DISCUSSION

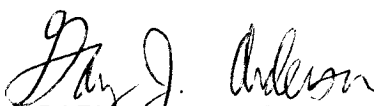
Pursuant to your request of August 18, 2008, this office has prepared and submits the above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By 
GARY J. ANDERSON
Deputy City Attorney

GJA:ikm
Enclosure

A08-02548

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

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE DEPARTMENT OF FINANCIAL
7 MANAGEMENT'S COMMERCIAL SERVICES BUREAU,
8 PURCHASING DIVISION AND BUSINESS LICENSE
9 SECTION.
10

11 The City Council of the City of Long Beach resolves as follows:
12

13 Section 1. Pursuant to and in accordance with the provisions of Section
14 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
15 Beach Municipal Code relating to the destruction of City records, and the City Attorney
16 having heretofore given his written consent, the City Council of the City of Long Beach
17 does hereby approve and authorize the destruction by the Department of Financial
18 Management Commercial Services Division, Financial management Department of
19 Purchasing Division, and Financial Management Department of Business License
20 Section of any and all of the records, documents, instruments, books, papers, and
21 writings as set forth in the documents attached hereto and marked Exhibit "A" and by
22 reference thereto made a part hereof, which records are under its charge and are no
23 longer required for use in its respective office, said records being no less than two (2)
24 years old.

25 Section 2. The City Council hereby finds that none of said records:

- 26 A. Affect the title to real property or liens thereon;
27 B. Constitute official court records;
28 C. Constitute records which are required to be kept by statute;

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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.

I hereby certify that the foregoing resolution was adopted by the City
Council of the City of Long Beach at its meeting of _____, 2008, by the
following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

GJA: lkm - 08/20/08
A08-02548

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

FM/COMMERCIAL SERVICES (151206)

Cost Center: ()

Records Coordinator: PAMELA HORGAN Mail Drop: Phone: (562)570-7089 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 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	13394	10029.8	COLLECTION ACCOUNTS - WRITTEN	01/01/2000	12/31/2000		12/31/2007	C-06-05	7
<input type="checkbox"/> 1	13395	10029.8	COLLECTION ACCOUNTS - WRITTEN	01/01/2000	12/31/2000		12/31/2007	C-06-05	8
<input type="checkbox"/> 1	13396	10029.8	COLLECTION ACCOUNTS - WRITTEN	01/01/2000	12/31/2000		12/31/2007	C-06-05	9
<input type="checkbox"/> 1	13052	10029.3	COLLECTION ACCOUNTS PAID IN	01/01/1999	12/31/2000		12/31/2007	383341220	0
<input type="checkbox"/> 1	19295	10075.3	CUSTOMER CORRESPONDENCE	01/01/2004	12/31/2004		12/31/2007	F-04-04	1
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
A	H			01/01/2004	12/31/2004	CUSTOMER CORRESPONDENCE			
<input type="checkbox"/> 1	19296	10075.3	CUSTOMER CORRESPONDENCE	01/01/2004	12/31/2004		12/31/2007	F-04-04	2
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
I	P			01/01/2004	12/31/2004	CUSTOMER CORRESPONDENCE			
<input type="checkbox"/> 1	19297	10075.3	CUSTOMER CORRESPONDENCE	01/01/2004	12/31/2004		12/31/2007	F-04-04	3
<i>Range Beginning Range Ending Range Description</i>				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
Q	Z	1ST STREET - 72ND STREET		01/01/2004	12/31/2004	CUSTOMER CORRESPONDENCE			
<input type="checkbox"/> 1	15930	10029.5	DEPOSIT RECEIPTS (DR'S)	01/02/2002	01/31/2002		01/31/2007	214667550	0

Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/02/2002 Ending Date: 01/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS,

Audit #
276

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

06/06/2008 15:30:17
Page 2

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Ending	On Hold?	Destroy Date 12/31/2007	Location	Space#
Folders within the above box									
File Number2 Beginning Date: 01/02/2002 Ending Date: 01/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: SETTLEMENT REPORTS 1/2/2002 THRU 1/31/2002									
<input type="checkbox"/> 1	15931	10029.5	DEPOSIT RECEIPTS (DR'S)	01/02/2002	01/31/2002		01/31/2007	214667551	0
Folders within the above box									
File Number1 Beginning Date: 01/02/2002 Ending Date: 01/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 1/2/2002 THRU 1/31/2002									
<input type="checkbox"/> 1	15932	10029.5	DEPOSIT RECEIPTS (DR'S)	02/01/2002	02/28/2002		02/28/2007	214667553	0
Folders within the above box									
File Number1 Beginning Date: 02/01/2002 Ending Date: 02/28/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS									
File Number2 Beginning Date: 02/01/2002 Ending Date: 02/28/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: SETTLEMENT REPORTS 2/1/2002 THRU 2/28/2002									
<input type="checkbox"/> 1	15933	10029.5	DEPOSIT RECEIPTS (DR'S)	02/01/2002	02/28/2002		02/28/2007	214667554	0
Folders within the above box									
File Number1 Beginning Date: 02/01/2002 Ending Date: 02/28/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 2/1/2002 THRU 2/28/2002									
<input type="checkbox"/> 1	15934	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/2002	03/29/2002		03/29/2007	214667555	0
Folders within the above box									
File Number1 Beginning Date: 03/01/2002 Ending Date: 03/29/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS,									
File Number2 Beginning Date: 03/01/2002 Ending Date: 03/29/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: SETTLEMENT REPORTS 3/1/2002 THRU 3/29/2002									
<input type="checkbox"/> 1	15935	10029.5	DEPOSIT RECEIPTS (DR'S)	03/01/2002	03/29/2002		03/29/2007	214667556	0

Audit #
276

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

06/06/2008 15:30:17
Page 3

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg. Ending		On Hold?	Destroy Date 12/31/2007	Location	Space#
Folders within the above box									
File Number1 Beginning Date: 03/01/2002 Ending Date: 03/29/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 3/1/2002 THRU 3/29/2002									
<input type="checkbox"/>	1	15936	10029.5	DEPOSIT RECEIPTS (DR'S)	04/01/2002	04/30/2002	04/30/2007	214667557	0
Folders within the above box									
File Number1 Beginning Date: 04/01/2002 Ending Date: 04/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS,									
File Number2 Beginning Date: 04/01/2002 Ending Date: 04/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: SETTLEMENT REPORTS 4/1/2002 THRU 4/30/2002									
<input type="checkbox"/>	1	15937	10029.5	DEPOSIT RECEIPTS (DR'S)	04/01/2002	04/30/2002	04/30/2007	214667558	0
Folders within the above box									
File Number1 Beginning Date: 04/01/2002 Ending Date: 04/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 4/1/2002 THRU 4/30/2002									
<input type="checkbox"/>	1	16237	10029.5	DEPOSIT RECEIPTS (DR'S)	05/01/2002	05/30/2002	05/30/2007	214667721	0
Folders within the above box									
File Number1 Beginning Date: 05/01/2002 Ending Date: 05/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS, SETTLEMENT									
File Number2 Beginning Date: 05/01/2002 Ending Date: 05/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: REPORTS, 5/01/2002 THRU 5/30/2002									
<input type="checkbox"/>	1	16238	10029.5	DEPOSIT RECEIPTS (DR'S)	05/01/2002	05/30/2002	05/30/2007	214667722	0
Folders within the above box									
File Number1 Beginning Date: 05/01/2002 Ending Date: 05/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 5/1/2002 THRU 5/20/2002									
<input type="checkbox"/>	1	16239	10029.5	DEPOSIT RECEIPTS (DR'S)	05/01/2002	05/30/2002	05/30/2007	214667723	0

Audit #
276

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

06/06/2008 15:30:17
Page 4

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2007	Location	Space#
---------------------	-------------------------	----------------------	-------------------------------------	-------	--	-------------	----------------------------	----------	--------

Folders within the above box

File Number1

Beginning Date: 05/01/2002 Ending Date: 05/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: CREDIT CARD RECEIPTS 5/21/2002 THRU 5/31/2002

<input type="checkbox"/> 1	16240	10029.5	DEPOSIT RECEIPTS (DR'S)	06/01/2002	06/30/2002		06/30/2007	214667724	0
----------------------------	-------	---------	-------------------------	------------	------------	--	------------	-----------	---

Folders within the above box

File Number1

Beginning Date: 06/01/2002 Ending Date: 06/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: DEPOSIT RECEIPTS, LOOMIS RECIPITS, WORKSHEETS, MONTHLY STATS, SETTLEMENT

File Number2

Beginning Date: 06/01/2002 Ending Date: 06/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: REPORTS 6/3/2002 THRU 6/28/2002

<input type="checkbox"/> 1	16241	10029.5	DEPOSIT RECEIPTS (DR'S)	06/01/2002	06/30/2002		06/30/2007	214667725	0
----------------------------	-------	---------	-------------------------	------------	------------	--	------------	-----------	---

Folders within the above box

File Number1

Beginning Date: 06/01/2002 Ending Date: 06/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: CREDIT CARD RECEIPTS 6/3/2002 THRU 6/17/2002

<input type="checkbox"/> 1	16242	10029.5	DEPOSIT RECEIPTS (DR'S)	06/01/2002	06/30/2002		06/30/2007	214667726	0
----------------------------	-------	---------	-------------------------	------------	------------	--	------------	-----------	---

Folders within the above box

File Number1

Beginning Date: 06/01/2002 Ending Date: 06/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: CREDIT CARD RECEIPTS 6/18/2002 THRU 6/28/2002

<input type="checkbox"/> 1	16430	10029.5	DEPOSIT RECEIPTS (DR'S)	07/01/2002	07/16/2002		07/16/2007	214667788	0
----------------------------	-------	---------	-------------------------	------------	------------	--	------------	-----------	---

Folders within the above box

File Number1

Beginning Date: 01/01/2002 Ending Date: 07/16/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: CREDIT CARD RECEIPTS 7/1/2002 THRU 7/16/2002

<input type="checkbox"/> 1	16429	10029.5	DEPOSIT RECEIPTS (DR'S)	07/01/2002	07/31/2002		07/31/2007	214667787	0
----------------------------	-------	---------	-------------------------	------------	------------	--	------------	-----------	---

Audit #
276

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

06/06/2008 15:30:17
Page 5

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg. Ending		On Hold?	Destroy Date 12/31/2007	Location	Space#
---------------------	-------------------------	----------------------	-------------------------------------	----------------------	--	-------------	----------------------------	----------	--------

Folders within the above box

File Number1 Beginning Date: 01/01/2002 Ending Date: 07/16/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS, RECEIPTS, WORKSHEETS, MONTHLY STATS,
File Number2 Beginning Date: 01/01/2002 Ending Date: 07/16/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)
Iron Mountain Ref #: Description: SETTLEMENT REPORTS

<input type="checkbox"/>	1	16431	10029.5	DEPOSIT RECEIPTS (DR'S)	07/17/2002	07/31/2002	07/31/2007	214667789	0
--------------------------	---	-------	---------	-------------------------	------------	------------	------------	-----------	---

Folders within the above box

File Number1 Beginning Date: 07/17/2002 Ending Date: 07/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 7/17/2002 THRU 7/31/2002

<input type="checkbox"/>	1	16432	10029.5	DEPOSIT RECEIPTS (DR'S)	08/01/2002	08/30/2002	08/30/2007	214667790	0
--------------------------	---	-------	---------	-------------------------	------------	------------	------------	-----------	---

Folders within the above box

File Number1 Beginning Date: 08/01/2002 Ending Date: 08/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS,
File Number2 Beginning Date: 08/01/2002 Ending Date: 08/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)
Iron Mountain Ref #: Description: SETTLEMENT REPORTS 8/1/2002 THRU 8/30/2002

<input type="checkbox"/>	1	16433	10029.5	DEPOSIT RECEIPTS (DR'S)	08/01/2002	08/30/2002	08/30/2007	214667791	0
--------------------------	---	-------	---------	-------------------------	------------	------------	------------	-----------	---

Folders within the above box

File Number1 Beginning Date: 08/01/2002 Ending Date: 08/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 8/1/2002 THRU 8/30/2002

<input type="checkbox"/>	1	16434	10029.5	DEPOSIT RECEIPTS (DR'S)	09/03/2002	09/30/2002	09/30/2007	214667792	0
--------------------------	---	-------	---------	-------------------------	------------	------------	------------	-----------	---

Folders within the above box

File Number1 Beginning Date: 09/03/2002 Ending Date: 09/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS,

Audit #
276

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

06/06/2008 15:30:17
Page 6

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg. Ending		On Hold?	Destroy Date 12/31/2007	Location	Space#
Folders within the above box									
File Number2 Beginning Date: 09/03/2002 Ending Date: 09/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: SETTLEMENT REPORTS 9/3/2002 THRU 9/30/2002									
<input type="checkbox"/>	1	16435	10029.5	DEPOSIT RECEIPTS (DR'S)	09/03/2002	09/30/2002	09/30/2007	214667793	0
Folders within the above box									
File Number1 Beginning Date: 09/03/2002 Ending Date: 09/30/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 9/3/2002 THRU 9/30/2002									
<input type="checkbox"/>	1	16436	10029.5	DEPOSIT RECEIPTS (DR'S)	10/01/2002	10/31/2002	10/31/2007	214667794	0
Folders within the above box									
File Number1 Beginning Date: 10/01/2002 Ending Date: 10/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS,									
File Number2 Beginning Date: 10/01/2002 Ending Date: 10/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: SETTLEMENT REPORTS 10/01/2002 THRU 10/31/2002									
<input type="checkbox"/>	1	16437	10029.5	DEPOSIT RECEIPTS (DR'S)	10/01/2002	10/31/2002	10/31/2007	214667795	0
Folders within the above box									
File Number1 Beginning Date: 10/01/2002 Ending Date: 10/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: CREDIT CARD RECEIPTS 10/01/2002 THRU 10/31/2002									
<input type="checkbox"/>	1	16438	10029.5	DEPOSIT RECEIPTS (DR'S)	11/01/2002	11/27/2002	11/27/2007	214667796	0
Folders within the above box									
File Number1 Beginning Date: 11/01/2002 Ending Date: 11/27/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS,									
File Number2 Beginning Date: 11/01/2002 Ending Date: 11/27/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)									
Iron Mountain Ref #: Description: SETTLEMENT REPORTS, 11/01/2002 THRU 11/27/2002									
<input type="checkbox"/>	1	16439	10029.5	DEPOSIT RECEIPTS (DR'S)	11/01/2002	11/27/2002	11/27/2007	214667797	0

Audit #
276

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

06/06/2008 15:30:17
Page 7

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg. Ending	On Hold?	Destroy Date 12/31/2007	Location	Space#
---------------------	-------------------------	----------------------	-------------------------------------	----------------------	-------------	----------------------------	----------	--------

Folders within the above box

File Number1

Beginning Date: 11/01/2002 Ending Date: 11/27/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: CREDIT CARD RECEIPTS 11/01/2002 THRU 11/27/2002

<input type="checkbox"/> 1	17118	10029.5	DEPOSIT RECEIPTS (DR'S)	12/02/2002 12/31/2002		12/31/2007	214872634	0
----------------------------	-------	---------	-------------------------	-----------------------	--	------------	-----------	---

Folders within the above box

File Number1

Beginning Date: 12/02/2002 Ending Date: 12/31/2002 Record Title Name:

Iron Mountain Ref #:

Description: DEPOSIT RECEIPTS, LOOMIS RECEIPTS, WORKSHEETS, MONTHLY STATS, SETTLEMENT RPTS CO

<input type="checkbox"/> 1	17119	10029.5	DEPOSIT RECEIPTS (DR'S)	12/02/2002 12/31/2002		12/31/2007	214872635	0
----------------------------	-------	---------	-------------------------	-----------------------	--	------------	-----------	---

Folders within the above box

File Number1

Beginning Date: 12/02/2002 Ending Date: 12/31/2002 Record Title Name: DEPOSIT RECEIPTS (DR'S)

Iron Mountain Ref #:

Description: CREDIT CARD RECEIPTS 12/02/02 - 12/31/2002

Total Eligible Boxes to be destroyed	=	34
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	34

6-6-08 Date CITY CLERK

6-12-08 Date DEPARTMENT

8/19/08 Date CITY ATTORNEY

Audit #
272

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/PURCHASING (150103)

06/06/2008 16:12:48
Page 1

Cost Center: ()

Records Coordinator: ERIC SUND Mail Drop: LOBBY Phone: (562)570-6663 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.	Dates Ending	On Hold?	Destroy Date 12/31/2007	Location	Space#
<input type="checkbox"/>	1	11098	10030.6 RESOLUTIONS	01/01/1995	12/31/1999		12/31/2007	H-01-04	3
<input type="checkbox"/>	1	17276	10030.6 RESOLUTIONS	01/01/1998	12/31/1999		12/31/2007	H-01-03	5
<i>Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name</i> PA'S 00198 00698 RESOLUTIONS 01/01/1998 12/31/1999 RESOLUTIONS									
<input type="checkbox"/>	1	17277	10030.6 RESOLUTIONS	01/01/1998	12/31/1999		12/31/2007	H-01-03	6
<i>Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name</i> PA-00798 00798 RESOLUTIONS 01/01/1998 12/31/1999 RESOLUTIONS									
<input type="checkbox"/>	1	17278	10030.6 RESOLUTIONS	01/01/1998	12/31/1999		12/31/2007	H-01-03	7
<i>Range Beginning Range Ending Range Description Beginning Ending Date Record Title Name</i> PA-00898 01298 RESOLUTIONS 01/01/1998 12/31/1999 RESOLUTIONS									

E = Excluded

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

6-6-08
Date

CITY/CLERK

Date

DEPARTMENT

6/12/08
Date

CITY ATTORNEY

Audit #
275

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
FM/BUSINESS LICENSE (151101)

06/06/2008 15:28:03
Page 1

Cost Center: ()

Records Coordinator: JEANNINE MONTOYA Mail Drop: Phone: (562)570-5598 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 12/31/2007	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	18061	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/2002	05/30/2002		05/30/2007	A-09-03	5
<input type="checkbox"/> 1	18062	10020.9	DEPOSIT RECEIPTS - DAILY	06/01/2002	09/30/2002		09/30/2007	A-09-03	6
<input type="checkbox"/> 1	18063	10020.9	DEPOSIT RECEIPTS - DAILY	10/01/2002	12/31/2002		12/31/2007	A-09-03	8
<input type="checkbox"/> 1	18068	10019.8	LICENSE APPLICATION-SPECIAL	01/01/2002	12/31/2002		12/31/2007	A-09-03	13

E = Excluded

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

6-6-08
Date

CITY CLERK

6-18-08
Date

DEPARTMENT

8/19/08
Date

CITY ATTORNEY