

RESOLUTION NO. RES-11-0108

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 DEPARTMENT OF THE CITY
CLERK

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 Department of the City Clerk, 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 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

1 Council of the City of Long Beach at its meeting of September 20, 2011,
2 by the following vote:

3 Ayes: Councilmembers: Garcia, DeLong, O'Donnell, Andrews,
4 Johnson, Gabelich, Neal.

5 _____
6 _____
7 Noes: Councilmembers: None.

8 _____
9 Absent: Councilmembers: Lowenthal, Schipske.

10 _____
11 _____
12 

13 _____
14 City Clerk

15 OFFICE OF THE CITY ATTORNEY
16 ROBERT E. SHANNON, City Attorney
17 333 West Ocean Boulevard, 11th Floor
18 Long Beach, CA 90802-4664

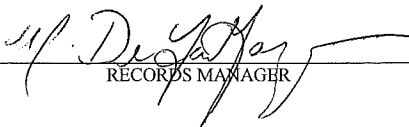
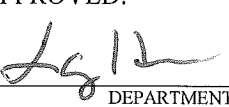
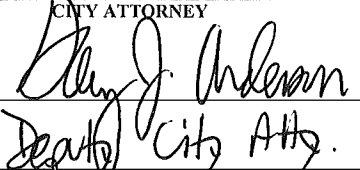
EXHIBIT A

RECORDS DESTRUCTION REQUEST

Date 06/01/2011

Honorable Council of the City of Long Beach

The City Clerk respectfully requests authority to destroy the following
departmental records: DEPARTMENT

RETENTION SCHEDULE ITEM NO.	RECORDS TITLE AND DESCRIPTION	YEARS INVOLVED	BOX NO. ON-SITE	BOX NO. OFF-SITE
2	ACCOUNTING FILES Time Sheets	2008	NA	NA
	ACCOUNTING FILES Cash Receipts Solicitations Permits	1986 - 2005 2008		
3	ADMINISTRATIVE FILES: Hearing Book/ City Council Red Book Vacation Log / Red Book	2007 & 2008 2007 & 2008		
6	ALCOHOLIC BEVERAGE LICENSE Applications Copies & Correspondence	2007 & 2008		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		REMARKS:
RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
APPROVED:  DEPARTMENT HEAD		By 	CITY ATTORNEY	
DATE:		Title Deputy City Atty.	Date Sept. 6, 2011	

RECORDS DESTRUCTION REQUEST

1. Date 7/28/11

Honorable Council of the City of Long Beach

2. The Bixby Knolls Parking and Business Improvement Area respectfully requests authority to destroy the following

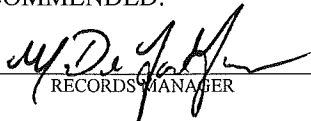
DEPARTMENT

departmental records: City Clerk

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
32	2006 Meeting Folder	2006		
32	Annual Report & Annual Assessment	1995 – 1999		
32	Handbook	1981 – 1990		
53	Steno Book	2001 - 2007		

FOR DEPARTMENTAL USE

8. RECOMMENDED:


RECORDS MANAGER

9. APPROVED:


DEPARTMENT HEAD

10. DATE:

CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

11. By 

12. Title DEPUTY CITY ATTORNEY

13. Date Sept. 6, 2011

14. REMARKS:

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK LEGISLATIVE (070101)

Cost Center: ()

Records Coordinator: ALLISON BUNMA Mail Drop: LOBBY Phone: (562)570-5298 ext:

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

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Record Code	Record Title Name (Box Contents)	Dates	Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	E-281	10003.6	INSURANCE		01/01/1990	01/01/1990		01/01/2010	E-03-05	1
<input type="checkbox"/> 1	20457	10001.6	MEETING FOLDERS		01/01/2005	12/31/2005		12/31/2010	C-01-03	18
<input type="checkbox"/> 1	19854	10013.6	MEETING		07/01/2004	12/31/2004		12/31/2009	G-02-04	17

E = Excluded

Total Eligible Boxes to be destroyed	=	3
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	3

8/31/11

[Signature]

REC'DS MANAGER

9-12-2011

[Signature]

DEPARTMENT HEAD

9/6/11

[Signature]

CITY ATTORNEY

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK ELECTIONS (070102)

Cost Center: (070102)

Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 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 12/31/2010	Location	Space#
<input type="checkbox"/>	20428	10018.6	CANDIDATE STATEMENTS	01/01/2002	12/31/2002		12/31/2010	C-03-01	13
<input type="checkbox"/>	20425	10003.2	ELECTION WORKING FILES	01/01/2004	12/31/2004		12/31/2010	C-03-01	9
<input type="checkbox"/>	20426	10003.2	ELECTION WORKING FILES	01/01/2004	12/31/2004		12/31/2010	C-03-01	10

E = Excluded

Total Eligible Boxes to be destroyed	=	3
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	3

9/30/11
Date

M. De J...
RECORDS MANAGER

9/12/2011
Date

DEPARTMENT HEAD

9/6/11
Date

Anthony J. Anderson
CITY ATTORNEY