



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

December 2, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Purchasing Division 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 15 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera-Cabrera
City Clerk

LH:md

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, 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, PURCHASING DIVISION
8

9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Department of Financial
15 Management, Purchasing Division, of any and all of the records, documents, instruments,
16 books, papers, and writings as set forth in the documents attached hereto and marked
17 Exhibit "A" and by reference thereto made a part hereof, which records are under its
18 charge and are no longer required for use in its respective office, said records being no
19 less than two (2) years old.

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

- 21 A. Affect the title to real property or liens thereon;
- 22 B. Constitute official court records;
- 23 C. Constitute records which are required to be kept by
24 statute;
- 25 D. Constitute the original or record copies of the minutes,
26 ordinances or resolutions of the City of Long Beach or
27 any City Board or Commission.

28 Section 3. This resolution shall take effect immediately upon its adoption

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
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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 _____, 201__,

by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

Audit # 360

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

09/16/2014 15:31:54
Page 1

Cost Center: ()

Records Coordinator: ANNE TAKII Mail Drop: 7TH FLOOR Phone: (562)570-6362 ext:

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

Event (X) Code	Permanent Box Number	Record Code	Title (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date	Location	Space #
	21092	10030.4	FORMAL CONTRACT	01/01/2001	12/31/2006		12/31/2013	D-06-01	13

Folders within the above box

File Number1 Beginning Date: 01/01/2001 Ending Date: 12/31/2006 Record Title Name: FORMAL CONTRACT Description: PA-01701

File Number2 Beginning Date: 01/01/2001 Ending Date: 12/31/2006 Record Title Name: FORMAL CONTRACT Description: PA-01801

File Number3 Beginning Date: 01/01/2001 Ending Date: 12/31/2006 Record Title Name: FORMAL CONTRACT Description: PA-01901

File Number4 Beginning Date: 01/01/2001 Ending Date: 12/31/2006 Record Title Name: FORMAL CONTRACT Description: PA-02001

Iron Mountain Ref #: Iron Mountain Ref #: Iron Mountain Ref #: Iron Mountain Ref #:

24232 10030.5 PURCHASE ORDERS 01/01/2005 12/31/2006 12/31/2013 G-09-04 2

Folders within the above box

File Number1 Beginning Date: 01/01/2005 Ending Date: 12/31/2006 Record Title Name: PURCHASE ORDERS Description: FY06-BIDS FOR POPW06000062

Iron Mountain Ref #: Iron Mountain Ref #: Iron Mountain Ref #: Iron Mountain Ref #:

E = Excluded

Total Eligible Boxes to be destroyed	=	2
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	2

9-16-14 Date *W.D. Gaffney* RECORDS MANAGER 10/8/14 Date *ASTOR* DEPARTMENT CITY ATTORNEY