

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

1 RESOLUTION NO. RES-13-0033

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  
7 TECHNOLOGY SERVICES  
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 the Technology  
15 Services of any and all of the records, documents, instruments, books, papers, and  
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by  
17 reference thereto made a part hereof, which records are under its charge and are no  
18 longer required for use in its respective office, said records being no less than two (2)  
19 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 statute;  
24 D. Constitute the original or record copies of the minutes,  
25 ordinances or resolutions of the City of Long Beach or any  
26 City Board or Commission.

27 Section 3. This resolution shall take effect immediately upon its adoption by  
28 the City Council, and the City Clerk shall certify to the vote adopting this resolution.


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

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of April 2, 2013 by the following vote:

Ayes: Councilmembers: Garcia, Lowenthal, DeLong, Schipske,  
Andrews, Johnson, Austin, Neal.

Noes: Councilmembers: None.

Absent: Councilmembers: O'Donnell.

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

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

# Exhibit A



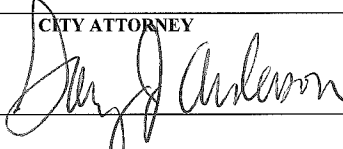
# RECORDS DESTRUCTION REQUEST

1. Date 3/8/13

Honorable Council of the City of Long Beach

2. The Technology Services – Network Desktop 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
8 9 10 12	Interdepartmental Charges Invoices, including SCE Billing Certifications Journal Vouchers Payroll Timesheets (Green)	FY 03 - 09 FY 05 - 10 FY 04 - 10 FY 06 - 09		
<b>FOR DEPARTMENTAL USE</b>		<b>CITY ATTORNEY'S CONSENT</b>		14. REMARKS:
8. RECOMMENDED:   RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:   DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE:		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/11/13</u>		



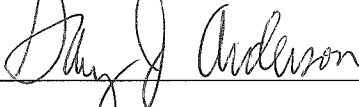
# RECORDS DESTRUCTION REQUEST

1. Date 3/8/13

Honorable Council of the City of Long Beach

2. The Technology Services – Administrative Management 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
7 10 12 14	Deposit Receipts Monthly Status Reports – CM Vacancy Analysis and Personnel Staffing Purchase Orders Requisitions - Purchasing	FY 04 - 10 FY 07 - 10  FY 06 - 10 FY 06 - 10		
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  <small>RECORDS MANAGER</small>		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		<small>CITY ATTORNEY</small> 11. By 		
		12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE:		13. Date <u>3/11/13</u>		