



# CITY OF LONG BEACH

# C-3

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

August 18, 2009

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for Financial Management Department Commercial Services Bureau, Purchasing Division, Administrative Services Division and Accounting Operations 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.

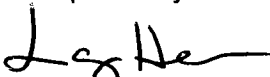
**FISCAL IMPACT**

Appropriations have been budgeted in FY 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

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 FINANCIAL MANAGEMENT  
7 DEPARTMENT COMMERCIAL SERVICES BUREAU,  
8 FINANCIAL MANAGEMENT DEPARTMENT PURCHASING  
9 DIVISION, FINANCIAL MANAGEMENT DEPARTMENT  
10 ADMINISTRATIVE SERVICES DIVISION AND FINANCIAL  
11 MANAGEMENT DEPARTMENT ACCOUNTING  
12 OPERATIONS DIVISION  
13

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

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

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

28 A. Affect the title to real property or liens thereon;

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

- 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 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2009, by the following vote:

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

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

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

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

# **EXHIBIT “A”**

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		Space#
				Beg.	Ending		12/31/2008	Location	
<input type="checkbox"/> 1	17120	10029.5	DEPOSIT RECEIPTS (DR'S)	01/02/2003	01/31/2003		01/31/2008	214872636	0
<input type="checkbox"/> 1	17121	10029.5	DEPOSIT RECEIPTS (DR'S)	01/02/2003	01/31/2003		01/31/2008	214872637	0
<input type="checkbox"/> 1	17122	10029.5	DEPOSIT RECEIPTS (DR'S)	02/03/2003	03/28/2003		03/28/2008	214872638	0
<input type="checkbox"/> 1	17123	10029.5	DEPOSIT RECEIPTS (DR'S)	02/03/2003	02/28/2003		02/28/2008	214872639	0
<input type="checkbox"/> 1	17428	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616028	0
<input type="checkbox"/> 1	17429	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616029	0
<input type="checkbox"/> 1	17430	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616030	0
<input type="checkbox"/> 1	17431	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616031	0
<input type="checkbox"/> 1	17432	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616032	0
<input type="checkbox"/> 1	17433	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616033	0

Unknown (TMP)  
FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	17523	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616034	0
<input type="checkbox"/> 1	17524	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616035	0
<input type="checkbox"/> 1	17525	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616036	0
<input type="checkbox"/> 1	17526	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616037	0
<input type="checkbox"/> 1	17527	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616038	0
<input type="checkbox"/> 1	17528	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	195616039	0
<input type="checkbox"/> 1	18046	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613736	0
<input type="checkbox"/> 1	18047	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613737	0
<input type="checkbox"/> 1	18048	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613738	0
<input type="checkbox"/> 1	18049	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613739	0
<input type="checkbox"/> 1	18050	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613740	0

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

FM/COMMERCIAL SERVICES (151206)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	18051	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	312613741	0
<input type="checkbox"/> 1	18173	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198739	0
<input type="checkbox"/> 1	18174	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198740	0
<input type="checkbox"/> 1	18175	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198741	0
<input type="checkbox"/> 1	18176	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	364198742	0
<input type="checkbox"/> 1	19298	10075.3	CUSTOMER CORRESPONDENCE	01/01/2005	12/31/2005		12/31/2008	F-04-04	4
<i>Range Beginning Range Ending Range Description</i> A L CUSTOMER CORRESPONDENCE				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
				01/01/2005	12/31/2005	CUSTOMER CORRESPONDENCE			
<input type="checkbox"/> 1	19299	10075.3	CUSTOMER CORRESPONDENCE	01/01/2005	12/31/2005		12/31/2008	F-04-04	5
<i>Range Beginning Range Ending Range Description</i> M V CUSTOMER CORRESPONDENCE				<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
				01/01/2005	12/31/2005	CUSTOMER CORRESPONDENCE			
<input type="checkbox"/> 1	20208	10029.5	DEPOSIT RECEIPTS (DR'S)	01/01/2003	12/31/2003		12/31/2008	345696385	0

Total Eligible Boxes to be destroyed	=	29
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	29

7-8-09  
Date

*Margaret De Gallego*  
CITY CLERK

7/14/09  
Date

*[Signature]*  
DEPARTMENT

7-16-09  
Date

*[Signature]*  
CITY ATTORNEY

8/3/09

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

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		On Hold?	Destroy Date 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	10490	10030.5	PURCHASE ORDERS	01/01/1996	12/31/1999		12/31/2006		0
<input type="checkbox"/> 1	11099	10030.4	FORMAL CONTRACT	01/01/1994	12/31/1997		12/31/2008	H-01-04	5
<input type="checkbox"/> 1	14575	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	D-02-03	12

Folders within the above box

File Number1

Beginning Date: 01/01/1996 Ending Date: 12/31/1997 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-00100 - CUSTODIAL SERVICES PROP L ATTACHMENTS

<input type="checkbox"/> 1	17290	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	8
<input type="checkbox"/> 1	17291	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	9
<input type="checkbox"/> 1	17292	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	10
<input type="checkbox"/> 1	17293	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-08-01	11
<input type="checkbox"/> 1	17294	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	13

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-00100 - VOLUMES 1-5

<input type="checkbox"/> 1	17295	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	14
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

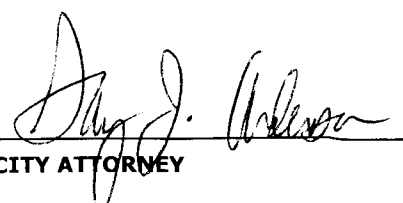
Iron Mountain Ref #:

Description: PA-00100 - RENEWAL 1 THRU PA-00500

<input type="checkbox"/> 1	17296	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	15
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

6-16-09   
Date RECORDS MANAGER

7-7-09   
Date DEPARTMENT

8/3/09   
Date CITY ATTORNEY



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

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

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-00600 - PA-00700

<input type="checkbox"/> 1	17297	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	16
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-00700 - ATTACHMENTS

<input type="checkbox"/> 1	17298	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	17
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-00700 - RENEWAL 1 & 2

<input type="checkbox"/> 1	17299	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-01	18
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-00800

<input type="checkbox"/> 1	17300	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-02	8
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	---

<input type="checkbox"/> 1	17301	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-02	9
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	---

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

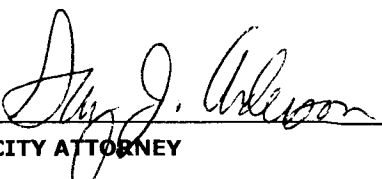
Description: PA-01700 ATTACHMENTS ONLY

<input type="checkbox"/> 1	17302	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-08-02	16
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

Folders within the above box

4-16-09   
Date RECORDS MANAGER

7-7-09   
Date DEPARTMENT

8-3-09   
Date CITY ATTORNEY

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

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#
<b>Folders within the above box</b>									
<b>File Number1</b>									
Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT									
Iron Mountain Ref #: Description: PA-01900 - PA-02200 VOLUMES 1 & 2									
<input type="checkbox"/>	1	17303	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001	12/31/2008	G-08-02	17
<b>Folders within the above box</b>									
<b>File Number1</b>									
Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT									
Iron Mountain Ref #: Description: PA-02200 VOLUMES 3 & 4									
<b>File Number2</b>									
Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT									
Iron Mountain Ref #: Description: PA-02400 GAS METERS VOL 1									
<input type="checkbox"/>	1	17304	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001	12/31/2008	G-08-02	5
<b>Folders within the above box</b>									
<b>File Number1</b>									
Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT									
Iron Mountain Ref #: Description: PA-02400 GAS METERS VOL 2									
<b>File Number2</b>									
Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT									
Iron Mountain Ref #: Description: PA-02500									
<input type="checkbox"/>	1	17305	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2008	G-09-04	1
<b>Folders within the above box</b>									
<b>File Number1</b>									
Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS									
Iron Mountain Ref #: Description: BPLB00000106 ADVANCED ON-BOARD SCALE									
<b>File Number2</b>									
Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS									
Iron Mountain Ref #: Description: BOYLE ENGINEERING DEPT. BOX #16 BPLB00-583									
<input type="checkbox"/>	1	17306	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2008	G-09-04	2
<input type="checkbox"/>	1	17307	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001	12/31/2008	G-09-04	3

6-16-09

*[Signature]*  
Date RECORDS MANAGER

7-7-09

Date DEPARTMENT

*[Signature]*

8/3/09

Date CITY ATTORNEY

*[Signature]*

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

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Location	Space#
					Beginning	Ending				
<input type="checkbox"/>	1	17308	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	4
<input type="checkbox"/>	1	17309	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	5
<b>Folders within the above box</b>										
<b>File Number1</b> Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS										
Iron Mountain Ref #: Description: MWH AMERICAS INC.										
<input type="checkbox"/>	1	17310	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	6
<b>Folders within the above box</b>										
<b>File Number1</b> Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS										
Iron Mountain Ref #: Description: BPLB00000779 - MOTOROLA										
<b>File Number2</b> Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS										
Iron Mountain Ref #: Description: BPLB00000748 - MOTOROLA										
<input type="checkbox"/>	1	17311	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	7
<input type="checkbox"/>	1	17312	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	8
<input type="checkbox"/>	1	17313	10030.5	PURCHASE ORDERS	01/01/2000	12/31/2001		12/31/2008	G-09-04	9
<b>Folders within the above box</b>										
<b>File Number1</b> Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS										
Iron Mountain Ref #: Description: ADT SECURITY BPLB 99000350										
<b>File Number2</b> Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS										
Iron Mountain Ref #: Description: WILLIAMS SCOTSMAN, INC. BPLB00000407										
<b>File Number3</b> Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: PURCHASE ORDERS										
Iron Mountain Ref #: Description: AUTO CLUB OF SOUTHERN CALIFORNIA										
<input type="checkbox"/>	1	17314	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	10

6-16-09 *[Signature]*  
Date RECORDS MANAGER

7-7-09 *[Signature]*  
Date DEPARTMENT

8/3/09 *[Signature]*  
Date CITY ATTORNEY

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

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	17315	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	11
<input type="checkbox"/> 1	17316	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	12
<input type="checkbox"/> 1	17317	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	13

**Folders within the above box**

**File Number1**

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-01799 - PA-02299 VOLUMES 1 & 2

<input type="checkbox"/> 1	17318	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	14
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

**Folders within the above box**

**File Number1**

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-02299 VOLUME 3 - PA-02699

<input type="checkbox"/> 1	17319	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	15
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

**Folders within the above box**

**File Number1**

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-02799 - PA-03399 (NOTE: PA-03099 GO TO PA-04599)

<input type="checkbox"/> 1	17320	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	16
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

<input type="checkbox"/> 1	17321	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	17
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

**Folders within the above box**

**File Number1**

Beginning Date: 01/01/2000 Ending Date: 12/31/2001 Record Title Name: FORMAL CONTRACT

Iron Mountain Ref #:

Description: PA-03899 ATTACHMENTS ONLY

<input type="checkbox"/> 1	17322	10030.4	FORMAL CONTRACT	01/01/2000	12/31/2001		12/31/2008	G-09-04	18
----------------------------	-------	---------	-----------------	------------	------------	--	------------	---------	----

Total Eligible Boxes to be destroyed	=	36
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	36

6-16-09

Date

RECORDS MANAGER

7-7-09

Date

DEPARTMENT

8/3/09

Date

CITY ATTORNEY

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM-ADMINISTRATIVE SRVS (150200)

Cost Center: ( )

Records Coordinator: Mail Drop: Phone: 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	13329	10053.1	PAYROLL/PERSONNEL	01/01/2000	12/31/2000		12/31/2002	C-02-01	1

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: PAYROLL/PERSONNEL FILES-COPIES

Iron Mountain Ref #:

Description: PAYROLL RECORDS (ACCRUED HOUR REPORTS, SICK LEAVE USAE REPORTS)

<input type="checkbox"/>	3	14567	10053.7	TIMESHEETS	01/01/2000	12/31/2000		12/31/2002	E-03-01	1
--------------------------	---	-------	---------	------------	------------	------------	--	------------	---------	---

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS

Iron Mountain Ref #:

Description: PAYROLL TIMESHEETS 01/07/00 - 05/19/00

<input type="checkbox"/>	3	14568	10053.7	TIMESHEETS	01/01/2000	12/31/2000		12/31/2002	E-03-01	3
--------------------------	---	-------	---------	------------	------------	------------	--	------------	---------	---

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS

Iron Mountain Ref #:

Description: PAYROLL TIMESHEETS 5/26/00 - 9/29/00

<input type="checkbox"/>	3	14569	10053.7	TIMESHEETS	01/01/2000	12/31/2000		12/31/2002	E-03-01	8
--------------------------	---	-------	---------	------------	------------	------------	--	------------	---------	---

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS

Iron Mountain Ref #:

Description: PAYROLL TIMESHEETS 10/06/00 - 12/22/00

File Number2

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS

Iron Mountain Ref #:

Description: CORRECTION TIME RECORDS 1996-2000

<input type="checkbox"/>	3	14570	10053.7	TIMESHEETS	12/29/2000	04/06/2001		04/06/2003	E-03-01	9
--------------------------	---	-------	---------	------------	------------	------------	--	------------	---------	---

Folders within the above box

6-10-09

Date

RECORDS MANAGER

6-17-09

Date

DEPARTMENT

8/4/09

Date

CITY ATTORNEY

FM-ADMINISTRATIVE SRVS (150200)

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#
---------------------	-------------------------	----------------------	-------------------------------------	----------------------	-------------	----------------------------	----------	--------

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS

Iron Mountain Ref #:

Description: PAYROLL TIMESHEETS 12/29/00 - 04/06/01

<input type="checkbox"/> 3	14571	10053.7	TIMESHEETS	04/13/2001 08/03/2001		08/03/2003	E-03-01	10
----------------------------	-------	---------	------------	-----------------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS

Iron Mountain Ref #:

Description: PAYROLL TIMESHEETS 4/13/01 - 08/03/01

<input type="checkbox"/> 3	14572	10053.7	TIMESHEETS	08/10/2001 11/30/2001		11/30/2003	E-03-01	11
----------------------------	-------	---------	------------	-----------------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: TIMESHEETS

Iron Mountain Ref #:

Description: PAYROLL TIMESHEETS 08/10/01 - 11/30/01

<input type="checkbox"/> 3	14573	10053.1	PAYROLL/PERSONNEL	01/01/2001 12/31/2001		12/31/2003	E-03-01	14
----------------------------	-------	---------	-------------------	-----------------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: PAYROLL/PERSONNEL FILES-COPIES

Iron Mountain Ref #:

Description: PAYROLL TIMESHEETS/ ACCRUED HOURS REPORT

<input type="checkbox"/> 3	18148	10041.2	IMPREST CASH	08/01/2001 07/31/2002		07/31/2007	G-01-02	16
----------------------------	-------	---------	--------------	-----------------------	--	------------	---------	----

Folders within the above box

File Number1

Beginning Date: 08/01/2001 Ending Date: 07/31/2002 Record Title Name: IMPREST CASH

Iron Mountain Ref #:

Description: IMPREST CASH - DIRECT PAYMENT FORMS & SUPPORTING DOCUMENTATION

Total Eligible Boxes to be destroyed	=	9
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	9

6-16-09 *M. De G. [Signature]* 6-17-09 *[Signature]* 8/4/09 *[Signature]*  
 Date RECORDS MANAGER Date DEPARTMENT Date CITY ATTORNEY

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/ACCOUNTING (150300)

Cost Center: (150300)

Records Coordinator: LORI ANN FARRELL Mail Drop: 6TH FLOOR Phone: (562)570- ext:

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

(X) Code	Destroy 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	AA-312-OF	10038.5	TAXES (SECURED/UNSECURED)	01/01/1970	01/01/1971		01/01/2001	382709179	0

**Folders within the above box**

**File Number1**

Iron Mountain Ref #: 1

Beginning Date: 01/01/1970 Ending Date: 01/01/1971 Record Title Name: TAXES (SECURED/UNSECURED)

Description: DELINQUENT SECURED TAXES (& PRIOR TO 1970) 1970-71

<input type="checkbox"/> 3	B-113-OF	10038.5	TAXES (SECURED/UNSECURED)	01/01/1960	01/01/1971		01/01/2001	382710434	0
----------------------------	----------	---------	---------------------------	------------	------------	--	------------	-----------	---

**Folders within the above box**

**File Number1**

Iron Mountain Ref #: 1

Beginning Date: 01/01/1960 Ending Date: 01/01/1971 Record Title Name: TAXES (SECURED/UNSECURED)

Description: UNSECURED TAXES 1960-71

<input type="checkbox"/> 3	BA-017-OF	10038.5	TAXES (SECURED/UNSECURED)	01/01/1960	12/31/1971		12/31/2001	382710418	0
----------------------------	-----------	---------	---------------------------	------------	------------	--	------------	-----------	---

**Folders within the above box**

**File Number1**

Iron Mountain Ref #: 1

Beginning Date: 01/01/1960 Ending Date: 01/01/1970 Record Title Name: TAXES (SECURED/UNSECURED)

Description: SECURED TAXES 1960-71

<input type="checkbox"/> 3	A-209-OF	10038.5	TAXES (SECURED/UNSECURED)	01/01/1971	01/01/1974		01/01/2004	382708978	0
----------------------------	----------	---------	---------------------------	------------	------------	--	------------	-----------	---

**Folders within the above box**

**File Number1**

Iron Mountain Ref #: 1

Beginning Date: 01/01/1971 Ending Date: 01/01/1974 Record Title Name: TAXES (SECURED/UNSECURED)

Description: UNSECURED TAXES 1971-74

**File Number2**

Iron Mountain Ref #: 2

Beginning Date: 01/01/1971 Ending Date: 01/01/1974 Record Title Name: TAXES (SECURED/UNSECURED)

Description: DELINQUENT SECURED TAXES 1971-74

Audit #  
294

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/ACCOUNTING (150300)

07/08/2009 15:53:38  
Page 2

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"/> 3	AA-311-OF	10038.5	TAXES (SECURED/UNSECURED)	01/01/1972	01/01/1976		01/01/2006	382709178	0
----------------------------	-----------	---------	---------------------------	------------	------------	--	------------	-----------	---

Folders within the above box

File Number1

Beginning Date: 01/01/1972 Ending Date: 01/01/1976 Record Title Name: TAXES (SECURED/UNSECURED)

Iron Mountain Ref #: 1

Description: DELINQUENT SECURED TAXES 1972-76

Total Eligible Boxes to be destroyed	=	5
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	5

7-8-09  
Date

*Morgan DeLoe*  
CITY CLERK

7-13-09  
Date

*[Signature]*  
DEPARTMENT

8/4/09  
Date

*[Signature]*  
CITY ATTORNEY