

RESOLUTION NO. RES-05-0038

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 DEPARTMENTS OF  
COMMUNITY DEVELOPMENT WORKFORCE BUREAU  
AND FINANCIAL MANAGEMENT, ACCOUNTING/  
PAYROLL, AND BUSINESS LICENSE SECTIONS

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 departments of Community Development/Workforce Bureau and Financial Management, Accounting, Business License and Payroll Sections 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.

Sec. 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,

Robert E. Shannon  
City Attorney of Long Beach  
333 West Ocean Boulevard  
Long Beach, California 90802-4664  
Telephone (562) 570-2200

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

ordinances or resolutions of the City of Long Beach or any City Board or Commission.

Sec. 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 June 14, 2005, by the following vote:

Ayes: Councilmembers: Lowenthal, Baker, Colonna, O'Donnell, Kell,  
Reyes Uranga, Gabelich, Lerch.

Noes: Councilmembers: None.

Absent: Councilmembers: Richardson.

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

# RECORDS DESTRUCTION REQUEST

1. Date 04/22/2005

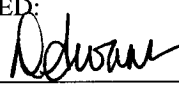

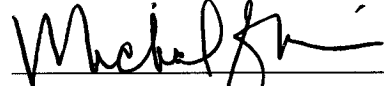
Honorable Council of the City of Long Beach

2. The Community Development - Workforce Development Bureau 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
103	Job Training Partnership Act (JTPA) Programs- MIS (Management Information System) Participant Files- ( <u>Retention = Audit + 4 Yrs</u> ) Certification records: Registrations, Client action forms (form E-1), Completion records (form E-2), Placement records (form E-3), Retention records (form E-4) (Long Beach Naval Shipyard Case Management Files) <b>Location: Store N Save, Olive Street , Storage Room #1209</b> <b>Year to Destroy 07/2004</b>	1995-1999	N/A	1-32 of 32
103	Job Training Partnership Act (JTPA) Programs- MIS (Management Information System) Participant Files- ( <u>Retention = Audit + 4 Yrs</u> ) Certification records: Registrations, Client action forms (form E-1), Completion records (form E-2), Placement records (form E-3), Retention records (form E-4) (SYETP) <b>Location: Store N Save, Olive Street , Storage Room #1209</b> <b>Year to Destroy 07/2004</b>	1998-1999	N/A	1 of 1
103	Job Training Partnership Act (JTPA) Programs- MIS (Management Information System) Participant Files- ( <u>Retention = Audit + 4 Yrs</u> ) Certification records: Registrations, Client action forms (form E-1), Completion records (form E-2), Placement records (form E-3), Retention records (form E-4) <b>Location: Store N Save, Olive Street , Storage Room #1209</b> <b>Year to Destroy 07/2004</b>	1998-1999	N/A	1 of 1

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED: Dawn J. Swann  <small>RECORDS MANAGER</small></p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS:</p>
<p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p>	<p><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>Assist. City Atty</u></p> <p>13. Date <u>6/3/05</u></p>	
<p>10. DATE:</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
103	<p>Job Training Partnership Act (JTPA) Programs- MIS (Management Information System) Participant Files- <u>(Retention = Audit + 4 Yrs)</u>                      Certification records: Registrations, Client action forms (form E-1), Completion records (form E-2), Placement records (form E-3), Retention records (form E-4) (SYETP)  <b>Location: Store N Save, Olive Street , Storage Room #1209</b>  <b>Year to Destroy 07/2004</b></p>	1998-1999	N/A	1-13 of 13
103	<p>Job Training Partnership Act (JTPA) Programs- MIS (Management Information System) Participant Files- <u>(Retention = Audit + 4 Yrs)</u>                      Certification records: Registrations, Client action forms (form E-1), Completion records (form E-2), Placement records (form E-3), Retention records (form E-4) (Eligibility Files Only)  <b>Location: Store N Save, Olive Street , Storage Room #1209</b>  <b>Year to Destroy 07/2004</b></p>	1997-1999	N/A	1 of 1
103	<p>Job Training Partnership Act (JTPA) Programs- MIS (Management Information System) Participant Files- <u>(Retention = Audit + 4 Yrs)</u>                      Certification records: Registrations, Client action forms (form E-1), Completion records (form E-2), Placement records (form E-3), Retention records (form E-4) (JTPA LBNSY Participant Files)  <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room</b>  <b>Year to Destroy 07/2004</b></p>	1995-1999	N/A	1 of 1
103	<p>Job Training Partnership Act (JTPA) Programs- MIS (Management Information System) Participant Files- <u>(Retention = Audit + 4 Yrs)</u>                      Certification records: Registrations, Client action forms (form E-1), Completion records (form E-2), Placement records (form E-3), Retention records (form E-4) (JTPA Case Management Files)  <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room</b>  <b>Year to Destroy 07/2004</b></p>	1998-1999	N/A	1 of 1
98	<p>Job Training Partnership Act (JTPA) Programs- <u>(Retention = Audit + 4 Yrs)</u>                      Contract Files (Sub-Agents / Contractors)                      Contractors &amp; amendments (copies), Invoice reviews, Support services documentation, On-the-Job (OJT) slot approval forms, Monitoring reports, Contractor insurance documentation  <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room (Labeled by Toni Hart)</b>  <b>Year to Destroy- Various Years up to 7/2004</b></p>	1995-2000	N/A	1-11 of 11 (11 boxes not grouped)

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
98 & 113 combined	Job Training Partnership Act (JTPA) Programs- ( <u>Retention = Audit + 4 Yrs</u> ) Contract Files (Sub-Agents / Contractors) Contractors & amendments (copies), Invoice reviews, Support services documentation, On-the-Job (OJT) slot approval forms, Monitoring reports, Contractor insurance documentation <b>AND</b> Job Training Partnership Act (JTPA) Programs- ( <u>Retention = Audit + 4 Yrs</u> ) Request for Proposals Review Files, Mailing Lists, Proof of publication records, Bidder' conference agendas & attendance sheets, RFP registers, Proposals from contractors, Evaluation records, Notification of award, PIC Committee minutes (copies), Correspondence & memos JTPA Subcontract Contracts and RFP's <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room (Labeled by Sally Ghan)</b> <b>Year to Destroy 7/2004</b>	1998-1999	N/A	1 of 1
113	Job Training Partnership Act (JTPA) Programs- ( <u>Retention = Audit + 4 Yrs</u> ) Request for Proposals Review Files, Mailing Lists, Proof of publication records, Bidder' conference agendas & attendance sheets, RFP registers, Proposals from contractors, Evaluation records, Notification of award, PIC Committee minutes (copies), Correspondence & memos JTPA Requests For Proposals <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room (Labeled by Sally Ghan)</b> <b>Year to Destroy 7/2004</b>	1998-1999	N/A	1 of 1
98	Job Training Partnership Act (JTPA) Programs- ( <u>Retention = Audit + 4 Yrs</u> ) Contract Files (Sub-Agents / Contractors) Contractors & amendments (copies), Invoice reviews, Support services documentation, On-the-Job (OJT) slot approval forms, Monitoring reports, Contractor insurance documentation JTPA Subcontractor files <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room (Labeled by Sally Ghan)</b> <b>Year to Destroy 7/2004</b>	1996-1999	N/A	1 of 1
100	Job Training Partnership Act (JTPA) Programs- ( <u>Retention = 3 Yrs</u> ) Contract monitoring master files, monitoring schedules, correspondence with sub-agents/contractors, monitoring reports (copies) JTPA QA Monitoring Reports <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room (Labeled by KC Nash)</b> <b>Year to Destroy 7/2004</b>	1998-1999	N/A	1-2 of 2

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
107	Job Training Partnership Act (JTPA) Programs - ( <u>Retention = AR</u> ) Program Financial Reports, Fund received ledgers, Expenditures Ledgers, Contract payment Ledgers, Other financial records Duplicate series- Official is in Grants Accounting <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room (Labeled by Toni Hart)</b> <b>Year to Destroy- Various Years up to 7/2004</b>	1995-1999	N/A	1-5 of 5 (5 boxes not grouped)
102	Job Training Partnership Act (JTPA) Programs - ( <u>Retention = 2 years</u> ) Direct Payments (to Contractors) Files, Direct payment forms (copies) Duplicate series- Official is in Community Development Department, Administrative Division <b>Location: CTC 2<sup>nd</sup> Floor Right Corner Storage Room (Labeled by Toni Hart)</b> <b>Year to Destroy- Various Years up to 7/2004</b>	1995-1999	N/A	1-7 of 7 (7 boxes not grouped)

**Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
FM/ACCOUNTING/PAYROLL (150500)**

Cost Center: ( )  
Records Coordinator: SANTOS, CLAUDIA Mail Drop: Phone: (562)570- ext:

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

(X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy 01/01/2005	Location	Space#
<input type="checkbox"/>	15652	10053.1	PAYROLL/PERSONNEL FILES - COPIES	12/07/2001	04/05/2002			04/05/2004 G-01-02	1
	Box Contents: LIST 1684								
	File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name								
	1		PAYROLL TIMESHEETS (12/07/01 THRU 04/05/2002)	12/07/2001	04/05/2002			PAYROLL/PERSONNEL FILES - COPIES	
<input type="checkbox"/>	15653	10053.1	PAYROLL/PERSONNEL FILES - COPIES	04/12/2002	06/06/2002			06/06/2004 G-01-02	16
	Box Contents: LIST 1684								
	File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name								
	1		PAYROLL TIME SHEETS (04/12/02 THRU 07/26/02)	04/12/2002	06/06/2002			PAYROLL/PERSONNEL FILES - COPIES	
<input type="checkbox"/>	15654	10053.1	PAYROLL/PERSONNEL FILES - COPIES	08/02/2002	12/13/2002			12/13/2004 G-01-02	17
	Box Contents: LIST 1684								
	File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name								
	1		PAYROLL TIMESHEETS (08/02/02 THRU 12/13/2002)	08/02/2002	12/13/2002			PAYROLL/PERSONNEL FILES - COPIES	
<input type="checkbox"/>	15655	10053.1	PAYROLL/PERSONNEL FILES - COPIES	01/01/2001	12/31/2002			12/31/2004 G-01-02	18
	Box Contents: LIST 1684								
	File Number Iron Mountain Ref # Description Beginning Date Ending Date Record Title Name								
	1		TIME RECORDS & REGISTERS - COPIES	01/01/2001	12/31/2002			PAYROLL/PERSONNEL FILES - COPIES	
	2		ACCRUED HOURS REPORT - COPIES	01/01/2001	12/31/2002			PAYROLL/PERSONNEL FILES - COPIES	
	3		CARRY OVER BANK BALANCES - COPIES	01/01/2001	12/31/2002			PAYROLL/PERSONNEL FILES - COPIES	

EXHIBIT "A-5"

E = Excluded	Eligible Boxes on Hold	=	0
	Eligible Boxes Checked Out	=	0
	Eligible Boxes Excepted	=	0
	Boxes to be Destroyed for this Department (Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception)	=	4

6/3/05 *Don Davery* RECORDS MANAGER Date 6/3/03 *Asst. Manager* DEPARTMENT HEAD Date 6/8/03 *M. M. ...* CITY ATTORNEY

Cost Center: ()  
Records Coordinator: MONTROYA, JEANNINE Mail Drop: Phone: (562)570- 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 Dates	On Hold?	Destroy	Location	Space #
<input type="checkbox"/>	14684	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/1999	12/31/1999		12/31/2004	G-09-01	1
	Box Contents: LIST 1625								
	File Number Iron Mountain Ref # Description								
	1		DEPOSIT RECEIPTS - DAILY WORK MAY - JUNE 1999	01/01/1999	12/31/1999		DEPOSIT RECEIPTS - DAILY		
<input type="checkbox"/>	14685	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/1999	12/31/1999		12/31/2004	G-09-01	2
	Box Contents: LIST 1625								
	File Number Iron Mountain Ref # Description								
	1		DEPOSIT RECEIPTS - DAILY WORK JULY 1999	01/01/1999	12/31/1999		DEPOSIT RECEIPTS - DAILY		
<input type="checkbox"/>	14686	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/1999	12/31/1999		12/31/2004	G-09-01	3
	Box Contents: LIST 1625								
	File Number Iron Mountain Ref # Description								
	1		DEPOSIT RECEIPTS - DAILY WORK SEPT - OCT 1999	01/01/1999	12/31/1999		DEPOSIT RECEIPTS - DAILY		
<input type="checkbox"/>	14687	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/1999	12/31/1999		12/31/2004	G-09-01	4
	Box Contents: LIST 1625								
	File Number Iron Mountain Ref # Description								
	1		DEPOSIT RECEIPTS - DAILY WORK - NOVE 1999	01/01/1999	12/31/1999		DEPOSIT RECEIPTS - DAILY		
<input type="checkbox"/>	14710	10020.9	DEPOSIT RECEIPTS - DAILY	01/01/1999	12/31/1999		12/31/2004	G-09-01	8
	Box Contents: LIST 1625								
	File Number Iron Mountain Ref # Description								
	1		DAILY WORK - DEC 1999	01/01/1999	12/31/1999		DEPOSIT RECEIPTS - DAILY		
<input type="checkbox"/>	10761	10021.0	SUBJECT FILES - BINGO	01/01/1993	12/31/1997		12/31/2004	E-07-03	9
	Iron Mountain Ref BINGO REPORTS #:								

EXHIBIT "A-6"

Date 5/10/05 JarDawney Date 5/10/05 [Signature] Date 6/10/05 [Signature]

RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY



FM/BUSINESS LICENSE (151101)

Cost Center: ()  
Records Coordinator: MONTOYA, JEANNINE Mail Drop: Phone: (562)570- ext:

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

Event (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 01/01/2005	Location	Space#
----------------	----------------------	-------------	-----------------------------	------------	--------------	----------	--------------------	----------	--------

Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Excepted	=	0
Boxes to be Destroyed for this Department	=	6

( Excluding boxes on hold or boxes with folders on hold or checked out, and excluding boxes selected for exception )

EXHIBIT "A-7"

Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY
------	-----------------	------	-----------------	------	---------------