

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

RESOLUTION NO. RES-10-0121

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 CITY CLERK DEPARTMENT

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 City Clerk Department 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.

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of October 5, 2010, by the following vote:

Ayes: Councilmembers: Garcia, Lowenthal, DeLong, O'Donnell, Schipske, Andrews, Johnson, Gabelich.

Noes: Councilmembers: None.

Absent: Councilmembers: Neal.


City Clerk

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

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 12/31/2009	Location	Space#
<input type="checkbox"/>	19131	10003.3	ELECTION FILES	01/01/2000	12/31/2001		12/31/2009	G-04-02	17

Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: M. L. (SONNY) BOZEMAN

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: DEREK BROWN

File Number3

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: WAYNE PARKS

File Number4

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: MICHAEL H. JAMES

File Number5

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: DEE ANDREWS - ALSO FOR JUNE 6, 2000

File Number6

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: BILL MILLER

File Number7

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: DARWIN R. THORPE

File Number8

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: SKI DEMSKI

File Number9

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: LAURA BRASSER

File Number10

Iron Mountain Ref #:

Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
 Description: PETER MATHEWS

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

CITY CLERK ELECTIONS (070102)

(X) Code	Destroy	Permanent	Record Title	Record Title Name	Beg.	Dates	Ending	On Hold?	Destroy Date	Location	Space#
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Folders within the above box

File Number11				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: CHRISTINE RODRIQUEZ-LARA							
File Number12				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: TOM WALKER (WRITE IN)							
File Number13				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: BONNIE LOWENTHAL-700 FORM IS IN HER FILE AS PERMANENT RETENTION							
File Number14				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: LAURA BRASSER							
File Number15				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: PETER MATTHEWS							
File Number16				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: CHRISTINE RODRIQUEZ-LARA							
File Number17				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: DAN BAKER-1999							
File Number18				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: DAN BAKER-2000							
File Number19				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: ROB WEBB-2000							
File Number20				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: LAURA RICHARDSON-2000							
File Number21				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: YES ON MEASURE I-2001							
File Number22				Beginning Date: 01/01/2000	Ending Date: 12/31/2000	Record Title Name: ELECTION FILES					
Iron Mountain Ref #:				Description: PEOPLE FOR LONG BEACH-2001							

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

CITY CLERK ELECTIONS (070102)

(X) Code	Destroy	Permanent	Record Title	Record Title Name	Dates	Ending	On Hold?	Destroy Date	Location	Space#
	Box Number	Code		(Box Contents)	Beg.					

Folders within the above box

File Number23	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Record Title Name: ELECTION FILES	
File Number24	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: NAVY-USMC VETERANS MEMORIAL PARK&MUSEUM INITIATIVE COM-DID NOT QUALIFY	
File Number25	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: LONG BEACH VOTER REGISTRY-2001	
File Number26	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: L.B. RENTERS ADVOCACY GROUP-2001	
File Number27	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: L.B. DEMOCRATIC VOTER GUIDE-1998	
File Number28	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: L.B. CITIZENS FOR THE RIGHT TO VOTE-2000	
File Number29	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: INITIATIVE TO SAVE NAVY BASE & SHIPYARD AT LONG BEACH-1999	
File Number30	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: CONCERNED PARENTS AND TEACHERS OF LONG BEACH-DID NOT QUALIFY	
File Number31	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: CONCERNED CITIZENS OF L.B.-1998	
File Number32	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: COM. TO ENHANCE PUBLIC SAFETY-1997	
File Number33	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: COM. TO OPPOSE PROP R-1998	
File Number34	Iron Mountain Ref #:			Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: CITIZENS TO PRESERVE CAMPAIGN FINANCE REFORM-1998	
				Beginning Date: 01/01/2000	Ending Date: 12/31/2000				Description: CALIFORNIA COMMON CAUSE-1998	

CITY CLERK ELECTIONS (070102)

(X) Code	Destroy	Permanent	Record Title	Record Title Name	Box Number	Code	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
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Folders within the above box

File Number35
Iron Mountain Ref #: 17063
Beginning Date: 01/01/2000 Ending Date: 12/31/2000 Record Title Name: ELECTION FILES
Description: MAJON DONOR/INDEPENDENT EX-2000

<input type="checkbox"/>	3		17063	10000.4	ROSTER OF VOTERS		06/08/2004	06/08/2004		06/08/2009	214872628	0
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Folders within the above box

File Number1
Iron Mountain Ref #: 16984
Beginning Date: 06/08/2004 Ending Date: 06/08/2004 Record Title Name: ROSTER OF VOTERS
Description: COUNCIL DISTRICT 8

3850018A, 37A, 41A, 42A, 53A, 57A, 60A, 116A, 415
49B, 551A

<input type="checkbox"/>	3		16984	10000.4	ROSTER OF VOTERS		01/01/2004	12/31/2004		12/31/2009	214872573	0
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Folders within the above box

File Number1
Iron Mountain Ref #: 16985
Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS
Description: COUNCIL DISTRICT 2

<input type="checkbox"/>	3		16985	10000.4	ROSTER OF VOTERS		01/01/2004	12/31/2004		12/31/2009	214872574	0
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Folders within the above box

File Number1
Iron Mountain Ref #: 16986
Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS
Description: COUNCIL DISTRICT 4

<input type="checkbox"/>	3		16986	10000.4	ROSTER OF VOTERS		01/01/2004	12/31/2004		12/31/2009	214872575	0
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Folders within the above box

File Number1
Iron Mountain Ref #: 16987
Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS
Description: COUNCIL DISTRICT 6

<input type="checkbox"/>	3		16987	10000.4	ROSTER OF VOTERS		01/01/2004	12/31/2004		12/31/2009	214872576	0
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Folders within the above box

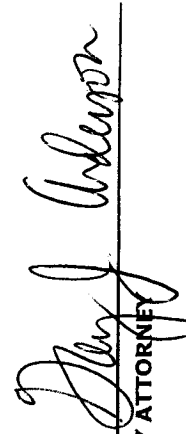
File Number1
Iron Mountain Ref #: 16988
Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS
Description: COUNCIL DISTRICT 8

CITY CLERK ELECTIONS (070102)
Unknown (TMP)

(X) Code	Destroy Box Number	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	3	16988	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872577	0
<p>Folders within the above box</p> <p>File Number1 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LONG BEACH UNIFIED SCHOOL DISTRICT 2</p>										
<input type="checkbox"/>	3	16989	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872578	0
<p>Folders within the above box</p> <p>File Number1 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LONG BEACH COMMUNITY COLLEGE DISTRICT 4</p>										
<input type="checkbox"/>	3	16990	10000.4	ROSTER OF VOTERS	01/01/2004	12/31/2004		12/31/2009	214872579	0
<p>Folders within the above box</p> <p>File Number1 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LBCCD 4</p> <p>File Number2 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: VOTE BY MAIL ROSTER</p> <p>File Number3 Iron Mountain Ref #: Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: ROSTER OF VOTERS Description: LBCCD 4 & VOTE BY MAIL</p>										
<input type="checkbox"/>	1	17602	10053.5	STATEMENT OF ECONOMIC	01/01/2000	12/31/2000		12/31/2009	E-01-02	3
<input type="checkbox"/>	1	18949	10053.5	STATEMENT OF ECONOMIC	01/01/2002	12/31/2002		12/31/2009	E-01-02	4
<input type="checkbox"/>	1	18950	10060.9	STREET INDEXES	01/01/2004	12/31/2004		12/31/2009	E-01-02	8

Total Eligible Boxes to be destroyed	=	12
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	12

Date 9-7-10 clerk Date 9-9-10 clerk
 RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY



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 Code	Record Title Name (Box Contents)	Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2009	Location E-08-01	Space# 10
<input type="checkbox"/>	20481	10000.2	ADMINISTRATIVE FILES	01/01/2003	12/31/2007		12/31/2009	E-08-01	10

Folders within the above box

- File Number1**
Iron Mountain Ref #: Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES
Description: PERSONNEL APPLICATIONS 2003
- File Number2**
Iron Mountain Ref #: Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES
Description: PERSONNEL APPLICATIONS 2005
- File Number3**
Iron Mountain Ref #: Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES
Description: PERSONNEL APPLICATIONS 2006
- File Number4**
Iron Mountain Ref #: Beginning Date: 01/01/2003 Ending Date: 12/31/2007 Record Title Name: ADMINISTRATIVE FILES
Description: PERSONNEL APPLICATIONS 2007

3 **20478** **10002.5** **BUDGET FILES** **01/01/2003** **12/31/2004** **12/31/2009** **E-08-01** **1**

Folders within the above box

- File Number1**
Iron Mountain Ref #: Beginning Date: 01/01/2003 Ending Date: 12/31/2004 Record Title Name: BUDGET FILES
Description: HR REPORTS 2003-2004
- File Number2**
Iron Mountain Ref #: Beginning Date: 01/01/2005 Ending Date: 12/31/2007 Record Title Name: ACCOUNTING FILES
Description: APPROPRIATIONS & EXPENDITURE MONTHLY REPORTS

3 **E-190** **10003.6** **INSURANCE** **01/01/1989** **01/01/1989** **01/01/2009** **E-02-05** **10**

Folders within the above box

- File Number1**
Iron Mountain Ref #: Beginning Date: 01/01/1989 Ending Date: 01/01/1989 Record Title Name: INSURANCE POLICIES-CERTIFICATE OF
Description: INSURANCE EXPIRED 1989

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.

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates		Ending	On Hold?	Destroy Date	Location	Space#
					Beg.	Ending					

<input type="checkbox"/>	1	19273	10001.6	MEETING FOLDERS	01/01/2004	12/31/2004	12/31/2004	D-02-03	7		
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Folders within the above box

File Number1

Iron Mountain Ref #:

Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH

Description: BELMONT SHORE PARKING & BUSINESS IMPROVEMENT ADVISORY COMMISSION

File Number2

Iron Mountain Ref #:

Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS-BD OF HEALTH & HUMAN

Description: BOARD OF HEALTH & HUMAN SERVICES

File Number3

Iron Mountain Ref #:

Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS-HUMAN RELATIONS

Description: HUMAN RELATIONS COMMISSION

File Number4

Iron Mountain Ref #:

Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH

Description: HOMELESS SERVICES ADVISORY COMMITTEE

File Number5

Iron Mountain Ref #:

Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH

Description: PUBLIC SAFETY ADVISORY COMMISSION

File Number6

Iron Mountain Ref #:

Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH

Description: BIXBY KNOLLS PBIA

File Number7

Iron Mountain Ref #:

Beginning Date: 01/01/2004 Ending Date: 12/31/2004 Record Title Name: MEETING FOLDERS -COMM/CMTE/BD/AUTH

Description: CITIZEN POLICE COMPLAINT COMMISSION

Total Eligible Boxes to be destroyed	=	5
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	1
Total Available Boxes to be destroyed	=	4

9-7-10 *[Signature]*
Date RECORDS MANAGER

2-2-20 *[Signature]*
Date DEPARTMENT HEAD

9/9/10 *[Signature]*
Date CITY ATTORNEY

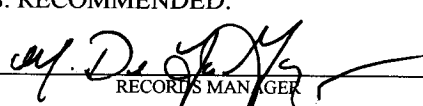
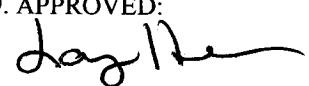
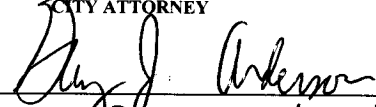
RECORDS DESTRUCTION REQUEST

1.

Date 08/10/2010

Honorable Council of the City of Long Beach

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

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
2	ACCOUNTING FILES Time Sheets	2007		
3	ADMINISTRATIVE FILES: Resumes – Recruitment Test Results Charity Permits	2007 2007 2002-2007		
19	CORRESPONDENCE FILE City Attorney's File General File (Misc. Correspondence)	2006 2006		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		
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 Atty.</u>		
		13. Date <u>Sept. 9, 2010</u>		
14. REMARKS:				

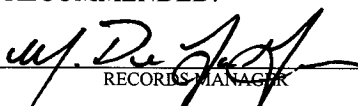

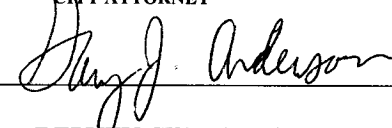
RECORDS DESTRUCTION REQUEST

1. Date 5/17/2010

Honorable Council of the City of Long Beach

2. The City Clerk – Elections 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
22	Working Files for the General Municipal Election June 8, 2004 and the Primary Nominating Election April 13, 2004	2004		NA
FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		14. REMARKS: Please shred all files. Contains payroll sheets, voter and election stats.
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  <small>CITY ATTORNEY</small>		
10. DATE:		12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE:		13. Date <u>Sept. 9, 2010</u>		