

CITY OF LONG BEACH

C-6

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

May 2, 2017

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Department of Development Services concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 17 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Poonam Davis
City Clerk

PD:md

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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RESOLUTION NO.

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 DEVELOPMENT SERVICES
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 Development Services Department, 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.

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

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2017,
4 by the following vote:

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6 Ayes: Councilmembers: _____

7 _____

8 _____

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10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

13 _____

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City Clerk

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EXHIBIT "A"




RECORDS DESTRUCTION REQUEST

1. Date 3/23/17

Honorable Council of the City of Long Beach

2 The Development Services – Administration respectfully requests authority to destroy the following
DEPARTMENT
 departmental records: Redevelopment Services

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
RDA 43	SA Invoices – Unit 1216	2012		3
RDA 43	Timesheets – Unit 1216	2009 – 2010		8
RDA 43	P-Cards – Unit 1216	2008		1

<p>2 FOR DEPARTMENTAL USEP</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  <u>3/24/17</u> DEPARTMENT HEAD</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By  DEPUTY CITY ATTORNEY</p> <p>12. Title DEPUTY CITY ATTORNEY</p> <p>13. Date <u>4/12/17</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

1. Date 3/20/17

Honorable Council of the City of Long Beach

2 The Development Services – Admin & RDA respectfully requests authority to destroy the following
DEPARTMENT
DV - AFSB
 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
Admin 30	Public Records Requests	2011 – 2013	1	
RDA 25	Environmental Impact Reports	2005 – 2009	1	
RDA 43	Journal Vouchers (Box 43)	2013	1	
RDA 43	POs (Box 44)	2001 – 2003	1	
RDA 12	Board members records	1987 - 2003	1	
RDA 43	Invoices	2009	1	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>3/22/17</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By _____ <small>DEPUTY CITY ATTORNEY</small></p> <p>12. Title _____</p> <p>13. Date _____</p>	<p>14. REMARKS:</p>
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