

May 4, 2021

**C-6**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Civil Service Department 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, elected officials and appointed offices 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 the Civil Service Department concur in the above recommendation.

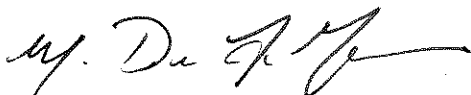
**FISCAL IMPACT**

Appropriations have been budgeted in FY 21 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

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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 CIVIL SERVICE 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 Civil Service 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 by the City Council, and the City Clerk shall certify to 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 \_\_\_\_\_, 2021 by the following vote:

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Loma Beach, CA 90802

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Ayes: Councilmembers:

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Noes: Councilmembers:

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Absent: Councilmembers:

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City Clerk

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department: CIVIL SERVICE

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37627	EXAMINATION BUNDLES  AIRPORT OPERATIONS SPECIALIST ANIMAL CONTROL OFFICER AQUATICS SUPERVISOR BUILDING MAINTENANCE ENGINEER BUYER CHIEF CONSTRUCTION INSPECTOR CLERK SUPERVISOR COMBINATION BUILDING INSPECTOR COMMUNITY INFORMATION SPECIALIST CONSTRUCTION INSPECTOR CUSTOMER SERVICES SUPERVISOR ELECTRICIAN ENVIRONMENTAL HEALTH SPECIALIST ENVIRONMENTAL SPECIALIST ENVIRONMENTAL SPECIALIST ASSISTANT EQUIPMENT OPERATOR GAS CONSTRUCTION WORKER GAS FIELD SERVICE REPRESENTATIVE HARBOR MAINTENANCE MECHANIC HARBOR MAINTENANCE SUPERVISOR HAZARDOUS MATERIAL SPECIALIST	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512749

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37628	EXAMINATION BUNDLES  HOUSING AIDE HOUSING ASSISTANT COORDINATOR HOUSING SPECIALIST LIBRARY CLERK MAINTENANCE PLANNER MACHINIST MARINE SAFETY CAPTAIN MECHANICAL ENGINEERING ASSOCIATE MICROBIOLOGIST OFFICE SERVICES SUPERVISOR PAINTER PARK NATURALIST PARKING CONTROL SUPERVISOR PAYROLL PERSONNEL ASSISTANT PERMIT TECHNICIAN PERSONNEL ANALYST	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512750
37629	EXAMINATION BUNDLES  PERSONNEL ASSISTANT PLANNER PORT SECURITY SYSTEM OPERATOR POLICE OFFICER - LATERAL PRINCIPAL CONSTRUCTION INSPECTOR PUBLIC SAFETY DISPATCHER REFUSE OPERATOR REFUSE SUPERVISOR SENIOR ANIMAL CONTROL OFFICER SENIOR ELECTRICAL INSPECTOR SENIOR ESTIMATOR SENIOR PLUMBING INSPECTOR SENIOR STRUCTURAL ENGINEER STOREKEEPER SUPERVISOR COMMERCIAL DIVER TRAFFIC PAINTER WELDER	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512751
37630	EXAMINATION BUNDLES  FIRE CAPTAIN	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512752

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37631	EXAMINATION BUNDLES FIRE ENGINEER	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512753
37632	EXAMINATION BUNDLES POLICE LIEUTENANT	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512754
37633	EXAMINATION BUNDLES POLICE LIEUTENANT	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512755
37634	EXAMINATION BUNDLES POLICE SERGEANT	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512756
37635	EXAMINATION BUNDLES POLICE SERGEANT	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512757
37636	EXAMINATION BUNDLES POLICE SERGEANT	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512758
37637	EXAMINATION BUNDLES POLICE SERGEANT	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512759

Total Boxes to be Destroyed: 11

*A. M. DeZ...*  
City Clerk

4/14/2021  
Date

*[Signature]*  
Department Head

3/23/21  
Date

*[Signature]*  
City Attorney

4-19  
Date