

August 4, 2020

C-4

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, 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 Department of Development Services concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 20 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


MONIQUE DE LA GARZA
CITY CLERK

MD:ll

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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 DEPARTMENT OF
DEVELOPMENT SERVICES

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 Department of Development Services 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 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 _____, 2020, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
21	Grant Administration Files -Social Services Grant Files Request for Proposal Documents Fiscal Year 2008-2009 -Children's Dental Health Clinic – Helpline Youth Consulting, Inc.	2008-2009		Box AH10
22	Grant (HUD) Administration Files -Community Development Block Grant Invoices	1998-2004		1
22	Grant (HUD) Administration Files -Community Development Block Grant Invoices	1998-2004		2
22	Grant (HUD) Administration Files -Community Development Block Grant Invoices	1998-2004		3
22	Grant (HUD) Administration Files -Community Development Block Grant Invoices	1998-2004		4
22	Grant (HUD) Administration Files -Community Development Block Grant Invoices A-N -2007 Community Development Block Grant Invoices O-Z -Fiscal Year 2005-2006 Purchase-Card	2005-2007		HUD-1
25	Neighborhood Improvement / Home Improvement Programs – Project Files -Project File 2003 (BxD)	2003		Box AH16
25	Neighborhood Improvement / Home Improvement Programs – Project Files -Project File 2002 (Bx A)	2002		Box AH13
25	Neighborhood Improvement / Home Improvement Programs – Project Files -Project File Fiscal Year 2003-2004 (BxE)	2003-2004		Box AH17

25	Neighborhood Improvement / Home Improvement Programs – Project Files -Project File 2002 (BxB)	2002		Box AH14
25	Neighborhood Improvement / Home Improvement Programs – Project Files -Project File 2003-2004 (BxF)	2003-2004		Box AH18
22	Grant (HUD) Administration Files -Blanket Purchase Order Vendors	2000, 2003		Box AH26
22	Grant (HUD) Administration Files -Blanket Purchase Order Vendors – (A-W)	2004		Box AH27
22	Grant (HUD) Administration Files -Blanket Purchase Order Vendors – (A-W)	2005		Box AH28

RECORDS DESTRUCTION REQUEST

1. Date 6/16/2020

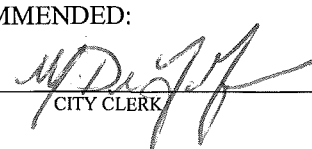


Honorable Council of the City of Long Beach

2. The Development Services Department - AFSB respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
AFSB 32	Journal Vouchers – Invoices	2017		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  CITY CLERK</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>6/16/20</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  CITY ATTORNEY</p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>7/1/20</u></p>	<p>14. REMARKS:</p>
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