



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

March 13, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services, Administration and Financial Services Bureau 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 FY18 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk

MD:ll

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE DEVELOPMENT SERVICES
7 DEPARTMENT
8

9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Development Services
15 Department, Administration Division of any and all of the records, documents,
16 instruments, books, papers, and writings as set forth in the documents attached hereto
17 and marked Exhibit "A" and by reference thereto made a part hereof, which records are
18 under its charge and are no longer required for use in its respective office, said records
19 being no less than two (2) years old.

20 Section 2. The City Council hereby finds that none of said records:

- 21 A. Affect the title to real property or liens thereon;
- 22 B. Constitute official court records;
- 23 C. Constitute records which are required to be kept by
24 statute;
- 25 D. Constitute the original or record copies of the minutes,
26 ordinances or resolutions of the City of Long Beach or
27 any City Board or Commission.

28 Section 3. This resolution shall take effect immediately upon its adoption

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

2/14/18
1. Date _____




Honorable Council of the City of Long Beach

2 The Development Services – Administration respectfully requests authority to destroy the following

DEPARTMENT
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
42	Timesheets	2011	1	
34	Invoices	2010 – 2011	1	
34	Invoices	2009- 2010	1	
34	POs & Invoices	2004 – 2005	1	
34	Invoices	2001 – 2005	1	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  AG <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>2/16/18</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <hr/> <p>11. By  <small>CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>2/28/18</u></p>	<p>14. REMARKS:</p>
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