

CITY OF LONG BEACH

C-3

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

June 21, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Office of the City Clerk, 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 the Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 16 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Maria de la Luz Garcia
City Clerk

MG:md

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 DEPARTMENT OF THE CITY
7 CLERK

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 Department of the City Clerk,
15 of any and all of the records, documents, instruments, books, papers, and writings as set
16 forth in the documents attached hereto and marked Exhibit "A" and by reference thereto
17 made a part hereof, which records are under its charge and are no longer required for
18 use in its respective office, said records being no less than two (2) years old.

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

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

27 Section 3. This resolution shall take effect immediately upon its adoption
28 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 _____, 2016, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

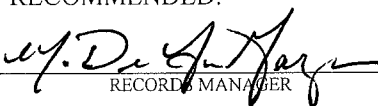
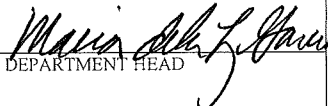

1. Date 03/08/16

Honorable Council of the City of Long Beach

2. The _____ City Clerk _____ 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
2	ACCOUNTING FILES (2 years) Time Sheets	2012-2013	1	NA
3	ADMINISTRATIVE FILES (2 years) Hearings Appointment Books	2011-2012 2011-2012	2	NA
19	CORRESPONDENCE FILES Memos 2004-2012 Personnel Applications 2012	2004-2012		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
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 Attorney</u> 13. Date <u>0-8-16</u>		

RECORDS DESTRUCTION REQUEST

1. Date 2/18/2016

Honorable Council of the City of Long Beach

2. The Office of the City Clerk 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	Andy Street Property and Business Improvement District (APBID) – Ballots (7/16/2013)	2 years <i>GC53753(e)(2)</i>		
22	Magnolia Industrial Group Property and Business Improvement District (MIG-PBID) – Ballots (7/23/2013)	2 years <i>GC53753(e)(2)</i>		
22	Uptown Property and Business Improvement District (UPBID) – (10/8/2013)	2 years <i>GC53753(e)(2)</i>		
22	ELECTION FILES: * --Absentee Voter Applications=6 mo --Absentee Voter I.D. Envelopes=6 mo --Ballots = 6 months, if a recount then 6 months after the conclusion. --Certificate of Packaging = 6 Months (Form No. 2) (Relates to ballots) --Green Stripe Envelope = 6 Months Tally Sheets, Street Index --Inspection Receipts for Ballots=6 mo.	E+6 Months (SME 4/14/2015)		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED: <i>M. De J. Hara</i> <small>RECORDS MANAGER</small>		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:		11. By <i>[Signature]</i>		
<small>DEPARTMENT HEAD</small> <i>Maura [Signature]</i>		12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>2/17/16</u>		13. Date <u>6-8-16</u>		

RECORDS DESTRUCTION REQUEST

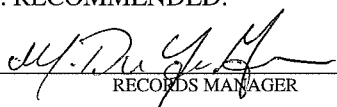

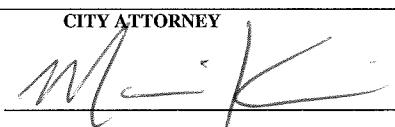
1. Date 5/24/16

Honorable Council of the City of Long Beach

2. The CITY CLERK 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
8	APPLICATIONS-CHARITABLE PERMITS Copies A-Z	2012-2013	1	

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

DESTRUCTION NOTIFICATION REPORT


CITY OF LONG BEACH

Department CITY CLERK ELECTIONS

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

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
22782	ROSTER OF VOTERS PNE APRIL 13, 2010	01/01/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	395737982
22783	ROSTER OF VOTERS PNE APRIL 13, 2010	01/01/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	395737983
22784	ROSTER OF VOTERS PNE APRIL 13, 2010	01/01/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	395737984
22785	ROSTER OF VOTERS PNE APRIL 13, 2010	01/01/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	395737985
22786	ROSTER OF VOTERS PNE APRIL 13, 2010	01/01/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	395737986
22787	ROSTER OF VOTERS PNE APRIL 13, 2010	01/01/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	395737987
22788	ROSTER OF VOTERS PNE APRIL 13, 2010	01/01/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	395737988
24774	ROSTER OF VOTERS GME JUNE 8, 2010	01/01/2010	12/31/2010	12/31/2015	Internal Record Center	B -004-0005 0001
25115	STATEMENT OF ECONOMIC INTERESTS-DESIGNATED EMPLOYE	01/01/2008	12/31/2008	12/31/2015	Internal Record Center	E -003-0001 0010
25116	STATEMENT OF ECONOMIC INTERESTS-DESIGNATED EMPLOYE	01/01/2008	12/31/2008	12/31/2015	Internal Record Center	E -003-0001 0011
25117	CAMPAIGN STATEMENTS - LOSING CANDIDATES & CMTE'S	01/01/2010	12/31/2010	12/31/2015	Internal Record Center	E -003-0001 0014

Total Boxes to be Destroyed: 11
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 Records Manager

6-3-16


 Date



 Department Head

6-3-16

 Date



 City Attorney, Deputy

6-2-16

 Date

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department CITY CLERK LEGISLATIVE

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

Perm Box Number	Record Title Box Description	Dates Begin	Dates End	Destroy Date	Storage Room	Location
E-081	INSURANCE POLICIES RANGE: 1956 - 1956	01/01/1993	12/31/1995	12/31/2015	Internal Record Center	E -002-0005 0003
25992	ACCOUNTING FILES	01/01/2004	12/31/2010	12/31/2015	Internal Record Center	D -002-0004 0017

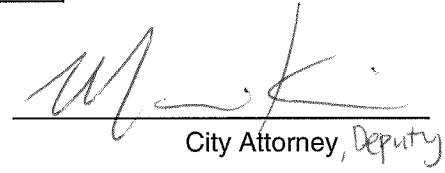
Total Boxes to be Destroyed: 2


Records Manager

6-3-16
Date


Department Head

6-3-16
Date


City Attorney, Deputy

6-8-16
Date