

August 1, 2023

C-15

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the City Manager 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 City Manager Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 23 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 DEPARTMENT OF THE CITY
MANAGER

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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Department of the City Manager 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 unless otherwise authorized by law.

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

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 _____, 2023,
4 by the following vote:

5

6 Ayes: Councilmembers: _____

7 _____

8 _____

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10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

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14 Recusal(s): Councilmembers: _____

15 _____

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17 _____
City Clerk

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EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department CITY MANAGER

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			
36525	SPECIAL EVENTS PERMITS FILM PERMITS #17000 - 17050	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641471
36526	SPECIAL EVENTS PERMITS FILM PERMITS #17051 - 17100	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641472
36527	SPECIAL EVENTS PERMITS FILM PERMITS #17101 - 17150	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641473
36528	SPECIAL EVENTS PERMITS FY 17 BLOCK PARTY PERMITS OCTOBER 1, 2016 - SEPTEMBER 30, 2017	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641474
36529	SPECIAL EVENTS PERMITS FY 17 FOURTH OF JULY BLOCK PARTY PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641475
36530	SPECIAL EVENTS PERMITS FILM PERMITS #17151 - #17200	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641476
36531	SPECIAL EVENTS PERMITS FILM PERMITS #17201 - #17250	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641477
36532	SPECIAL EVENTS PERMITS FILM PERMITS #17251 - #17315	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641478

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36533	SPECIAL EVENTS PERMITS FILM PERMITS #17316 - #17380	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641479
36534	SPECIAL EVENTS PERMITS FILM PERMITS #17381 - #17435	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641480
36535	SPECIAL EVENTS PERMITS FILM PERMITS #17436 - #17452	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641481
36536	SPECIAL EVENTS PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641482
36537	SPECIAL EVENTS PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641483
36538	SPECIAL EVENTS PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641484
36539	SPECIAL EVENTS PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641485
36540	SPECIAL EVENTS PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641486
36541	SPECIAL EVENTS PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641487
36543	SPECIAL EVENTS PERMITS FY 17 OCCASIONAL EVENT PERMITS (OEP'S)	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641489
36544	OFFICE MANAGEMENT FILES FY 15-16-17 BEACH STREETS FINANCIAL FILES DEPT HAS REQUESTED TO KEEP DEPT BOX NO. 17-SE-340 FOR 5 YEARS INSTEAD OF 2 YEAR RETENTION.	10/01/2015	09/30/2017	12/31/2022	IRON MOUNTAIN	RF018641490
38038	SPECIAL EVENTS PERMITS	10/01/2016	09/30/2017	12/31/2022	IRON MOUNTAIN	RF049513934

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
38596	OFFICE MANAGEMENT FILES FY 19 ADMIN FILES (JV, PO, DP) FY 19 PO FILES FY 19 COUNCIL DISTRICT PRIORITY FUNDING FILES FY 19 WIRE TRANSFER FY 19 JOURNAL ENTRIES FY 19 REFUND FILES	10/01/2018	09/30/2019	12/31/2022	IRON MOUNTAIN	RF016994456

Total Boxes to be Destroyed: 21

	<u>6/21/23</u>		<u>6/16/23</u>		<u>7/18/23</u>
City Clerk	Date	Department Head	Date	City Attorney	Date