

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

RESOLUTION NO. RES-17-0140

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 CLERK

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 the City Clerk, 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 provided 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 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 December 5, 2017 by the following vote:

Ayes: Councilmembers: Gonzalez, Pearce, Price, Supernaw,
Mungo, Andrews, Uranga, Austin,
Richardson.

Noes: Councilmembers: None.

Absent: Councilmembers: None.



City Clerk

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EXHIBIT “A”




RECORDS DESTRUCTION REQUEST

1. Date October 18, 2017

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	Application to View Voter Registration Information Application for Matching Funds Ballots <ul style="list-style-type: none"> • Sample Ballots (Logic & Accuracy) • Test Ballots • Ballot Tracking Forms (Ballot Now); Ballot Proofs Campaign Statements (Losing Candidates & Committees Supporting Losing Candidates) Election Working Files: <ul style="list-style-type: none"> • High School Election Worker Program • Special Municipal Election • Polling Places, Poll Worker Training Classes, Correspondence; Ballot Designation Forms, Reports, Candidate Handbook (copy), Canvass, Manual Tally • Report • Correspondence Re: Campaign Finance Form Tally Sheets Loyalty Oaths/Compensation Nomination Papers – Unsuccessful Candidates Petitions	2012 2010, 2014 2016 2014 2014, 2016 2010 1998 2010 2010 2008 2006 2010 - 2014 2010 2010 1997 - 2016	N/A	N/A

FOR DEPARTMENTAL USE 8. RECOMMENDED: <div style="text-align: center;"></div> RECORDS MANAGER	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED: <div style="text-align: center;"></div> DEPARTMENT HEAD	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>11/8/17</u>	
10. DATE: <u>10/31/2017</u>		

RECORDS DESTRUCTION REQUEST



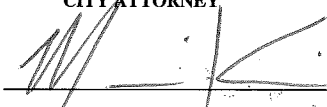
1. Date 10/30/2017

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
3	ADMINISTRATIVE FILES: 1. Vicious Animal Hearings and Business License Hearings 2. Administrative Citations: Medical Marijuana 3. Council Chamber Reservation Log	2013-2014 2011-2014 2013-2014	N/A	N/A

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE: <u>10/30/2017</u>	13. Date <u>11/8/17</u>	

RECORDS DESTRUCTION REQUEST




1. Date 10/25/2017

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	Election File: Petitions (Regulation of Medical Marijuana Business – Initiative Petition)	2016		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>10/31/2017</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>11/8/17</u></p>	<p>14. REMARKS:</p>
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