

CITY OF LONG BEACH

C-3

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

June 19, 2012

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 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 City Clerk Department 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 FY 12 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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 DEVELOPMENT SERVICES
DEPARTMENT

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 Development Services Department 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 _____, 2012, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

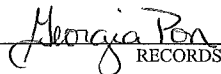

EXHIBIT A

RECORDS DESTRUCTION REQUEST

1. Date May 15, 2012

Honorable Council of the City of Long Beach

2. The Department of Development Services 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
	See Attached Document Retention Schedule: Development Services /Administrative (2/15/11)			
FOR DEPARTMENTAL USE 8. RECOMMENDED: <u>WTD</u>  <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 <u>Ray J. Anderson</u> <small>CITY ATTORNEY</small>		
10. DATE: <u>5/17/12</u>		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>June 1, 2012</u>		

2012 Storage List for Record Retention - DV AFSB Administration

Updated 5/15/12

[A] Records Retention Schedule Item Number & Title	[B] Records Title and Description	[C] Years Involved	Box No. On-Site	Box No. Off-Site
Item # 42 - Time Sheets	Time Sheets	8/6/2005 - 9/30/2005		
Item # 42 - Time Sheets	Time Sheets	11/12/2005 - 12/23/2005		
Item # 42 - Time Sheets	Time Sheets	12/25/2005 - 2/17/2006		
Item # 42 - Time Sheets	Time Sheets	2/18/2006 -3/31/2006		TS-2006
Item # 42 - Time Sheets	Time Sheets	4/1/2006 - -5/12/2006		TS-2006
Item # 42 - Time Sheets	Time Sheets	5/16/2006 -7/7/2006		TS-2006
Item # 42 - Time Sheets	Time Sheets	7/8/2006 - 9/1/2006		TS-2006
Item # 42 - Time Sheets	Time Sheets	9/2/2006 - 10/27/2006		TS-2006
Item # 42 - Time Sheets	Time Sheets	11/10/2006 - 1/5/2007		TS-2006
Item # 42 - Time Sheets	Time Sheets	12/28/2007 - 1/4/2008		T08-05
Item # 42 - Time Sheets	Time Sheets	1/25/2008 - 3/14/2008		T08-02
Item # 42 - Time Sheets	Time Sheets	3/21/2008 - 5/23/2008		T08-03
Item # 42 - Time Sheets	Time Sheets	5/30/2008 - 8/1/2008		T08-04
Item # 42 - Time Sheets	Time Sheets	8/8/2008 - 10/8/2008		T08-05
Item # 42 - Time Sheets	Time Sheets	10/9/2008 -10/16/2008		
Item # 42 - Time Sheets	Time Sheets	10/17/2008 - 10/23/2008		
Item # 42 - Time Sheets	Time Sheets	10/24/2008 - 12/18/2008		T08-06
Item # 42 - Time Sheets	Time Sheets	12/19/2008 -12/25/2008		
Item # 42 - Time Sheets	Time Sheets	12/26/2008 - 1/01/2009		
Item # 42 - Time Sheets	Time Sheets	1/2/2009 - 1/8/2009		
Item # 42 - Time Sheets	Time Sheets	1/9/2009 - 1/15/2009		
Item # 42 - Time Sheets	Time Sheets	1/16/2009 - 1/22/2009		
Item # 42 - Time Sheets	Time Sheets	1/23/2009 - 1/29/2009		
Item # 42 - Time Sheets	Time Sheets	1/30/2009 - 2/5/2009		
Item # 42 - Time Sheets	Time Sheets	2/6/2009 - 2/12/2009		
Item # 42 - Time Sheets	Time Sheets	2/13/2009 - 2/19/2009		
Item # 42 - Time Sheets	Time Sheets	2/20/2009 - 2/26/2009		
Item # 42 - Time Sheets	Time Sheets	2/27/2009 - 3/5/2009		
Item # 42 - Time Sheets	Time Sheets	3/6/2009 - 3/12/2009		
Item # 42 - Time Sheets	Time Sheets	3/13/2009 - 3/19/2009		
Item # 42 - Time Sheets	Time Sheets	3/20/2009 - 3/26/2009		
Item # 42 - Time Sheets	Time Sheets	3/27/2009 - 3/29/2009		
Item # 42 - Time Sheets	Time Sheets	3/30/2009 - 4/5/2009		
Item # 28 - Personnel Recruitment Files	Recruitment Files	1997 -1998		
Item # 28 - Personnel Recruitment Files	Recruitment Files	1999 - 2005		
Item # 28 - Personnel Recruitment Files	Personnel Requisitions	1999 - 2004		
Item # 37 - Special Projects	Records Destruction Requests	1978 - 1996		
Item # 37 - Special Projects	Records Destruction Requests	1999		
Item # 25 - Payroll Reports	Personnel Inventory Reports	2003		
Item # 25 - Payroll Reports	Personnel Inventory Reports	2/2006 - 5/2008		PR06-2
Item # 25 - Payroll Reports	Payroll Registers	10/2007 - 07/2008		PR07-2
Item # 25 - Payroll Reports	Injury & Sick Leave Percentages	2006 - 2007		
Item # 25 - Payroll Reports	Personnel Requisitions	1999 - 2004		
Item # 25 - Payroll Reports	Payroll Reports Miscellaneous	1999 - 2004		
Item # 14 - Correspondence and/or Chronological Files	Attendance Records	1999 - 2000		