

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.

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.

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

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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 June 21, 2016, by the following vote:

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

Noes: Councilmembers: None.

Absent: Councilmembers: Austin.

*Maia de la L. Garcia*  
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 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)		
<b>FOR DEPARTMENTAL USE</b>		<b>CITY ATTORNEY'S CONSENT</b>		14. REMARKS:
8. RECOMMENDED:		Consent is hereby given to destroy the records enumerated above.		
<i>M. De J. Hara</i> <small>RECORDS MANAGER</small>		<small>CITY ATTORNEY</small>		
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	<b>APPLICATIONS-CHARITABLE PERMITS</b>  Copies A-Z	2012-2013	1	

<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  <small>RECORDS MANAGER</small>	<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  <small>CITY ATTORNEY</small>	
10. DATE:	12. Title <u>DEPUTY CITY ATTORNEY</u> 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 EMPLOYEE	01/01/2008	12/31/2008	12/31/2015	Internal Record Center	E -003-0001 0010
25116	STATEMENT OF ECONOMIC INTERESTS-DESIGNATED EMPLOYEE	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

*[Signature]*  
 Date 6-3-16

*[Signature]*  
 Department Head

6-3-16  
 Date

*[Signature]*  
 City Attorney, Deputy  
 Date 6-3-16

# DESTRUCTION NOTIFICATION REPORT

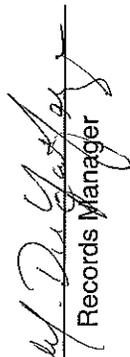
CITY OF LONG BEACH

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	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

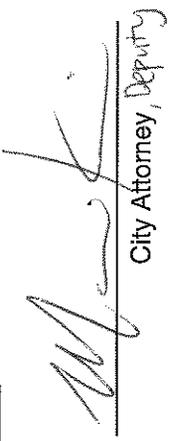
Total Boxes to be Destroyed: 2

  
 \_\_\_\_\_  
 Records Manager

6-3-16  
Date

  
 \_\_\_\_\_  
 Department Head

6-3-16  
Date

  
 \_\_\_\_\_  
 City Attorney, Deputy

6-8-16  
Date