



CITY OF LONG BEACH

C-4

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

August 5, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Legislative Department, Office of Mayor Bob Foster 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 Legislative Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 14 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera Cabrera
City Clerk

LH:md

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

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 LEGISLATIVE DEPARTMENT
7

8 The City Council of the City of Long Beach resolves as follows:

9 Section 1. Pursuant to and in accordance with the provisions of Section
10 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
11 Beach Municipal Code relating to the destruction of City records, and the City Attorney
12 having heretofore given his written consent, the City Council of the City of Long Beach
13 does hereby approve and authorize the destruction by the Legislative Department, of any
14 and all of the records, documents, instruments, books, papers, and writings as set forth in
15 the documents attached hereto and marked Exhibit "A" and by reference thereto made a
16 part hereof, which records are under its charge and are no longer required for use in its
17 respective office, said records being no less than two (2) years old.

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

- 19 A. Affect the title to real property or liens thereon;
20 B. Constitute official court records;
21 C. Constitute records which are required to be kept by statute;
22 D. Constitute the original or record copies of the minutes,

23 ordinances or resolutions of the City of Long Beach or any City Board or
24 Commission.

25 Section 3. This resolution shall take effect immediately upon its adoption
26 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 _____, 2014 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

Cost Center: ()

Records Coordinator: STACEY TODA Mail Drop: 14TH FLOOR Phone: (562)570-5027 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Code	Record Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	1	20411	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	1
<input type="checkbox"/>	1	20412	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	2
<input type="checkbox"/>	1	20413	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	3
<input type="checkbox"/>	1	20414	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	4
<input type="checkbox"/>	1	20415	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	5
<input type="checkbox"/>	1	20416	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	6
<input type="checkbox"/>	1	20417	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	7
<input type="checkbox"/>	1	20418	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010 E-10-04	8

E = Excluded

Total Eligible Boxes to be destroyed =	8
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	8

Date 5/6/14 W.D. Stacey Date 5/8/14 Mayor Date 7/15/14 City Attorney Deputy
 RECORDS MANAGER MAYOR CITY ATTORNEY Deputy

