



CITY OF LONG BEACH

C-5

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

January 7, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for City Clerk 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 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 City Clerk 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
City Clerk

LH:md

13 DEC 11 PM 8:21

CITY OF LONG BEACH
CITY CLERK
RECEIVED

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, 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 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 _____, 201_, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

Audit # 342

Destruction Notification Rpt
City of Long Beach (CLB)

11/18/2013 11:15:54
Page 1

Unknown (TMP)
CITY CLERK LEGISLATIVE (070101)

Cost Center: ()

Records Coordinator: ALLISON BUNMA Mail Drop: LOBBY Phone: (562)570-5298 ext:

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

Destroy (X) Code	Permanent Box Number	Record Code	Record Title Name (Box Contents)	Dates Beg. Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	E-284	10003.6	INSURANCE	01/01/1993 01/01/1993		01/01/2013	E-03-05	4
<input type="checkbox"/> 1	21203	10001.6	MEETING FOLDERS Box Contents: CITIZEN POLICE COMPLAINT COMMISSION (CPCC)	01/01/2006 03/31/2008		03/31/2013	C-10-04	1
<input type="checkbox"/> 1	21204	10001.6	MEETING FOLDERS Box Contents: PUBLIC SAFETY ADVISORY COMMITTEE (PSAC)	01/01/2006 03/31/2008		03/31/2013	C-10-04	2

Total Eligible Boxes to be destroyed =	6
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	3
Total Available Boxes to be destroyed =	3

E = Excluded

11-18-13 *W.D. Gifford* Date RECORDS MANAGER

Date DEPARTMENT HEAD *John* 11-18-2013

11/20/13 *Stanley Anderson* Date CITY ATTORNEY

Cost Center: ()

Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 ext:

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	21762	10000.4	ROSTER OF VOTERS PRIMARY NOMINATING ELECTION APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	10
<input type="checkbox"/> 3	21763	10000.4	ROSTER OF VOTERS PRIMARY NOMINATING ELECTION APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	11
<input type="checkbox"/> 3	21764	10000.4	ROSTER OF VOTERS PRIMARY NOMINATING ELECTION APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	12
<input type="checkbox"/> 3	21765	10000.4	ROSTER OF VOTERS PRIMARY NOMINATING ELECTION APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	13
<input type="checkbox"/> 3	21766	10000.4	ROSTER OF VOTERS PRIMARY NOMINATING ELECTION APRIL 8, 2008	01/01/2008	12/31/2008		12/31/2013	E-11-03	14
<input type="checkbox"/> 1	22425	10053.5	STATEMENT OF ECONOMIC	01/01/2006	12/31/2006		12/31/2013	E-11-02	14
<input type="checkbox"/> 1	22426	10053.5	STATEMENT OF ECONOMIC	01/01/2006	12/31/2006		12/31/2013	E-11-02	15

E = Excluded

Total Eligible Boxes to be destroyed =	7
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	7

11/19/13 *[Signature]* Date
 RECORDS MANAGER
 11/20/13 *[Signature]* Date
 DEPARTMENT HEAD
 POONAM DAVIS
 11/20/13 *[Signature]* Date
 CITY ATTORNEY

RECORDS DESTRUCTION REQUEST

1. Date 11/15/2013

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
22	<p>MEASURE N - MINIMUM WAGES ORDINANCE Election Certification Date: 12/11/2012</p> <p style="font-size: small;">Petitions - Initiative, Referendum, Charter Amendment, Recall = 8 months after Certification of the results of the election</p>	2012	1-10	
22	<p>MEASURE O - CHANGE ELECTION DATES Election Certification Date: 12/11/2012</p> <p style="font-size: small;">Petitions - Initiative, Referendum, Charter Amendment, Recall = 8 months after Certification of the results of the election</p>	2012	1-10	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <p style="text-align: center;"><i>[Signature]</i> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p style="text-align: center;"><i>[Signature]</i> DEPARTMENT HEAD</p> <p>10. DATE: <u>11-18-2013</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p style="text-align: center;">Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center; font-size: small;">CITY ATTORNEY</p> <p>11. By <u><i>[Signature]</i></u></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>Nov. 20, 2013</u></p>	<p>14. REMARKS:</p>
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