

# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 3, 2015

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 15 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 DEPARTMENT OF THE CITY  
7 CLERK

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

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

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

- 20 A. Affect the title to real property or liens thereon;  
21 B. Constitute official court records;  
22 C. Constitute records which are required to be kept by  
23 statute;  
24 D. Constitute the original or record copies of the minutes,  
25 ordinances or resolutions of the City of Long Beach or  
26 any City Board or Commission.

27 Section 3. This resolution shall take effect immediately upon its adoption  
28 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 \_\_\_\_\_, 201\_\_, 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

# RECORDS DESTRUCTION REQUEST

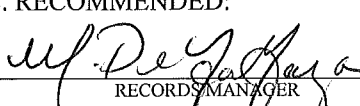


1. Date 12/30/2014

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.C 22.D 22.E 22.F 22.H 22.J 22.K 22.P 22.S 22.V 22.X 22.Y	Any and all records from the 2014 General Municipal Election with a retention period of E+6 months (E is the Election date)	2014	Approx. 100	
<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.  <small>CITY ATTORNEY</small>		14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>1/13/2015</u>		13. Date <u>1/16/15</u>		

Audit # 362

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
CITY CLERK LEGISLATIVE (070101)

01/13/2015 15:20:46  
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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.

(X) Destroy Code	Permanent Box Number	Record Code	Title Name (Box Contents)	Dates Beg. Ending	On Hold?	Destroy Date	Location	Space#
1	25109	10001.6	MEETING FOLDERS BOARD OF HEALTH & HUMAN SERVICES BIXBY KNOLLS PBIA	01/01/2005 12/31/2009		12/31/2014	B-03-03	13

E = Excluded

Total Eligible Boxes to be destroyed	=	1
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	1

Date 1-13-15 W.D. DeGroot Date 1/13/2015 [Signature] Date 1/16/15 [Signature]  
 RECORDS MANAGER CITY CLERK CITY ATTORNEY

Unknown (TMP)  
CITY CLERK ELECTIONS (070102)

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.

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space #
<input type="checkbox"/>	3	22199	10000.4	ROSTER OF VOTERS SME LBUSD AREA 3	01/01/2009	12/31/2009		12/31/2014	B-11-05	2
<input type="checkbox"/>	3	22200	10000.4	ROSTER OF VOTERS SME LBUSD AREA 3	01/01/2009	12/31/2009		12/31/2014	B-11-05	3
<input type="checkbox"/>	3	22407	10000.4	ROSTER OF VOTERS SME APRIL 7, 2009	01/01/2009	12/31/2009		12/31/2014	B-11-05	4
<input type="checkbox"/>	1	25113	10053.5	STATEMENT OF ECONOMIC	01/01/2007	12/31/2007		12/31/2014	E-03-01	8
<input type="checkbox"/>	1	25114	10053.5	STATEMENT OF ECONOMIC	01/01/2007	12/31/2007		12/31/2014	E-03-01	9

E = Excluded

Total Eligible Boxes to be destroyed =	5
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	5

1-13-15 *[Signature]* Date *[Signature]* 1/13/15  
 RECORDS MANAGER CITY CLERK CITY CLERK  
 Date *[Signature]* 1/10/15 CITY ATTORNEY