

CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

FAX 562-570-6789

December 5, 2017

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Office of the City Clerk 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY18 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


Monique De La Garza
City Clerk

MD:ll

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona 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 unless otherwise provided by law.

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
Lona 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 _____, 2017 by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

1. Date October 18, 2017




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	Application to View Voter Registration Information Application for Matching Funds Ballots <ul style="list-style-type: none"> • Sample Ballots (Logic & Accuracy) • Test Ballots • Ballot Tracking Forms (Ballot Now); Ballot Proofs Campaign Statements (Losing Candidates & Committees Supporting Losing Candidates) Election Working Files: <ul style="list-style-type: none"> • High School Election Worker Program • Special Municipal Election • Polling Places, Poll Worker Training Classes, Correspondence; Ballot Designation Forms, Reports, Candidate Handbook (copy), Canvass, Manual Tally • Report • Correspondence Re: Campaign Finance Form Tally Sheets Loyalty Oaths/Compensation Nomination Papers – Unsuccessful Candidates Petitions	2012 2010, 2014 2016 2014 2014, 2016 2010 1998 2010 2010 2008 2006 2010 - 2014 2010 2010 1997 - 2016	N/A	N/A

FOR DEPARTMENTAL USE 8. RECOMMENDED: <div style="text-align: center;"></div> RECORDS MANAGER	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED: <div style="text-align: center;"></div> DEPARTMENT HEAD	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>11/8/17</u>	
10. DATE: <u>10/31/2017</u>		

RECORDS DESTRUCTION REQUEST




1. Date 10/30/2017

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
3	ADMINISTRATIVE FILES: 1. Vicious Animal Hearings and Business License Hearings 2. Administrative Citations: Medical Marijuana 3. Council Chamber Reservation Log	2013-2014 2011-2014 2013-2014	N/A	N/A

FOR DEPARTMENTAL USE 8. RECOMMENDED: <div style="text-align: center;"></div> <small style="text-align: center;">RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED: <div style="text-align: center;"></div> <small style="text-align: center;">DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>11/8/17</u>	
10. DATE: <u>10/30/2017</u>		




RECORDS DESTRUCTION REQUEST

1. Date 10/25/2017

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	Election File: Petitions (Regulation of Medical Marijuana Business – Initiative Petition)	2016		
FOR DEPARTMENTAL USE 8. RECOMMENDED: <div style="text-align: center;"></div> <small>RECORDS MANAGER</small>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED: <div style="text-align: center;"></div> <small>DEPARTMENT HEAD</small>		11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>10/31/2017</u>		13. Date <u>11/8/17</u>		