

April 14, 2020

**C-10**

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, elected officials and appointed offices 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 FY 20 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  
411 West Ocean Boulevard, 9th 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 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 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 authorized 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.

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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 \_\_\_\_\_, 2020, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Long Beach, CA 90802-4664

# EXHIBIT "A"

# RECORDS DESTRUCTION REQUEST

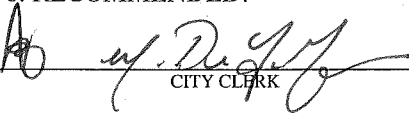


1. Date 2/28/2020

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. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE	
N/A	<p><b>*CODE OF ETHICS</b></p> <p>Arts Council for Long Beach                      Long Beach Community Improvement Company                      Sustainable City Commission                      Greater LA County Vector Control District                      Bixby Knoll BIA                      Pedestrian Safety Advisory Committee                      Long Beach Civil Service Commission                      Citizens Police Complaint Commission                      Board of Water Commission                      Parks &amp; Recreation Commission                      Marine Advisory Commission                      Long Beach Human Relations Commission                      Cultural Heritage Commission                      Long Beach Airport Advisory Commission                      Long Beach Transit Board                      Long Beach Board of Harbor Commissioners                      Planning Commission                      Oversight Board of the Successor Agency                      Youth and Children Commission                      Senior Citizen Advisory Commission                      Board of Health and Human Services                      Pacific Gateway Workforce Investment Board                      Citizens Advisory Commission on Disabilities                      California State University Headquarters Joint Powers Authority                      Long Beach Investment Company                      Homeless Services Advisory Commission                      Board of Examiners, Appeals and Condemnation                      Long Beach Community Action Partnership                      Long Beach Water Department</p>	2014	N/A	N/A	
<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:    <small>CITY CLERK</small></p> <p>9. APPROVED:    <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>3/6/2020</u></p>		<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>3/16/20</u></p>		<p>14. REMARKS:</p> <p>*No current retention schedule for Code of Ethics, defaulting to GC 53235.2, 5-year retention for appointed positions</p>	

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
22	<u>STATEMENT OF ECONOMIC INTEREST – FORM 700 (Copy)</u> Diane Arnold Matthew Plezia	2013-2014	N/A	N/A