

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

1 RESOLUTION NO. RES-21-0031

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 FINANCIAL
7 MANAGEMENT

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 Financial
15 Management of any and all of the records, documents, instruments, books, papers, and
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by
17 reference thereto made a part hereof, which records are under its charge and are no
18 longer required for use in its respective office, said records being no less than two (2)
19 years old.

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

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

27 Section 3. This resolution shall take effect immediately upon its adoption by
28 the City Council, and the City Clerk shall certify to 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 April 6, 2021 by the following vote:

Ayes: Councilmembers: Zendejas, Allen, Price, Supernaw,
Mungo, Saro, Uranga, Austin, Richardson.

Noes: Councilmembers: None.

Absent: Councilmembers: None.

Recusal(s): Councilmembers: None.



City Clerk

Date *

Department *

Bureau, Division, and/or Section

3/1/2021

Financial Management

Fleet Services Bureau-Towing & Liens Sales Division

RECORDS DESTRUCTION APPROVAL

Department Head Approval

City Clerk Approval

City Attorney Approval

Sandy Tsang-Palmer

Monique DeLaGarza

Sarah Green

Department Head Approval Date

City Clerk Approval Date

City Attorney Approval Date

3/16/2021

3/23/2021

3/23/2021

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title*	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
2	Lien Sales Drawer Reconciliation Log Book	20 boxes	2013-2015	NA	NA
3	Towing Depcsit Receipts	7 boxes	2013-2015	NA	NA
11	Towing Invoices	82 boxes	2013-2014	NA	NA
13	Returned Lien Sale Notifications	1 box	2013-2015	NA	NA
N/A	Vehicle Inspection Reports	1 box	2013-2015	NA	NA
N/A	Towing Release Receipts	14 boxes	2011-2015	NA	NA
N/A	Administrative Files: Time Sheets	2 boxes	2013-2015	NA	NA

Remarks

Following GC 34090 for Vehicle Inspection Reports, Towing Release Receipts and Administrative Files: Time Sheets.