

May 24, 2022

C-4

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Long Beach Fire 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, 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 Long Beach Fire Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 22 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

MD:kb

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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 FIRE DEPARTMENT

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 Fire Department, 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.

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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 _____, 2022, 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
Lona Beach, CA 90802-4664

Date *

10/21/2021

Department *

Fire

Bureau, Division, and/or Section

Administration Bureau

RECORDS DESTRUCTION APPROVAL
Department Head Approval

Xavier Espino

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

2/9/2022

City Clerk Approval Date

4/5/2022

City Attorney Approval Date

4/6/2022

DEPARTMENTAL RECORDS

| Retention Schedule Item No * | Record Title * | Description | Years Involved * | Box No. On-Site * | Box No. Off-Site * |
|------------------------------|-----------------------------|----------------------------|------------------|-------------------|--------------------|
| N/A | Public Records Act Requests | PRA requests and responses | 2006-2017 | 3 | 0 |

Remarks

The Fire Department respectfully requests authority to destroy the above listed PRA files.

| | | |
|---------------|---------------------|---|
| Date * | Department * | Bureau, Division, and/or Section |
| 10/21/2021 | Fire | Support Services Bureau |

RECORDS DESTRUCTION APPROVAL

| | | |
|--------------------------------------|---------------------------------|------------------------------------|
| Department Head Approval | City Clerk Approval | City Attorney Approval |
| Xavier Espino | Monique DeLaGarza | Anita Lakhani |
| Department Head Approval Date | City Clerk Approval Date | City Attorney Approval Date |
| 2/9/2022 | 4/5/2022 | 4/6/2022 |

DEPARTMENTAL RECORDS

| Retention Schedule Item No * | Record Title * | Description | Years Involved * | Box No. On-Site * | Box No. Off-Site * |
|------------------------------|-------------------|---|------------------|-------------------|--------------------|
| 11 | Recruitment files | The files may include interview scorecards, resumes, cover letters / letters of interest, references, and notes for the Fire Recruit classification, plus background packets for non-selected candidates. | 2006-2019 | 37 | 0 |

Remarks

The Fire Department respectfully requests authority to destroy the above listed recruitment files.