

CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

FAX 562/570-6789

562/570-6101

5-6

February 4, 2014

HONORABLE MAYOR AND CITY COUNCIL City of Long Beach California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Legislative 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 Legislative Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 14 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera City Clerk

11 12/151 11/11:00

LH:md

RESOLUTION NO. 1 2 A RESOLUTION OF THE CITY COUNCIL OF THE 3 CITY OF LONG BEACH APPROVING AND AUTHORIZING 4 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS, 5 AND WRITINGS BY THE LEGISLATIVE DEPARTMENT 6 7 The City Council of the City of Long Beach resolves as follows: 8 Pursuant to and in accordance with the provisions of Section 9 Section 1. 34090 of the Government Code of the State of California and Chapter 1.28 of the Long 10 Beach Municipal Code relating to the destruction of City records, and the City Attorney 11 12 having heretofore given his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Legislative Department, of any 13 14 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 15 16 part hereof, which records are under its charge and are no longer required for use in its 17 respective office, said records being no less than two (2) years old. Section 2. The City Council hereby finds that none of said records: 18 19 Α. Affect the title to real property or liens thereon; Β. Constitute official court records: 20 21 C. Constitute records which are required to be kept by statute; 22 D. Constitute the original or record copies of the minutes, ordinances or resolutions of the City of Long Beach or any City Board or 23 Commission. 24 25 This resolution shall take effect immediately upon its adoption Section 3. 26 by the City Council, and the City Clerk shall certify the vote adopting this resolution. /// 27 28 /// 1 GJA:jp (A14-00088) 01-16-14 L:\Apps\CtyLaw32\WPDocs\D016\P021\00433334.DOC

OFFICE OF THE CITY ATTORNEY CHARLES PARKIN, City Attorney 333 West Ocean Boulevard, 11th Floor Long Beach, CA 90802-4664

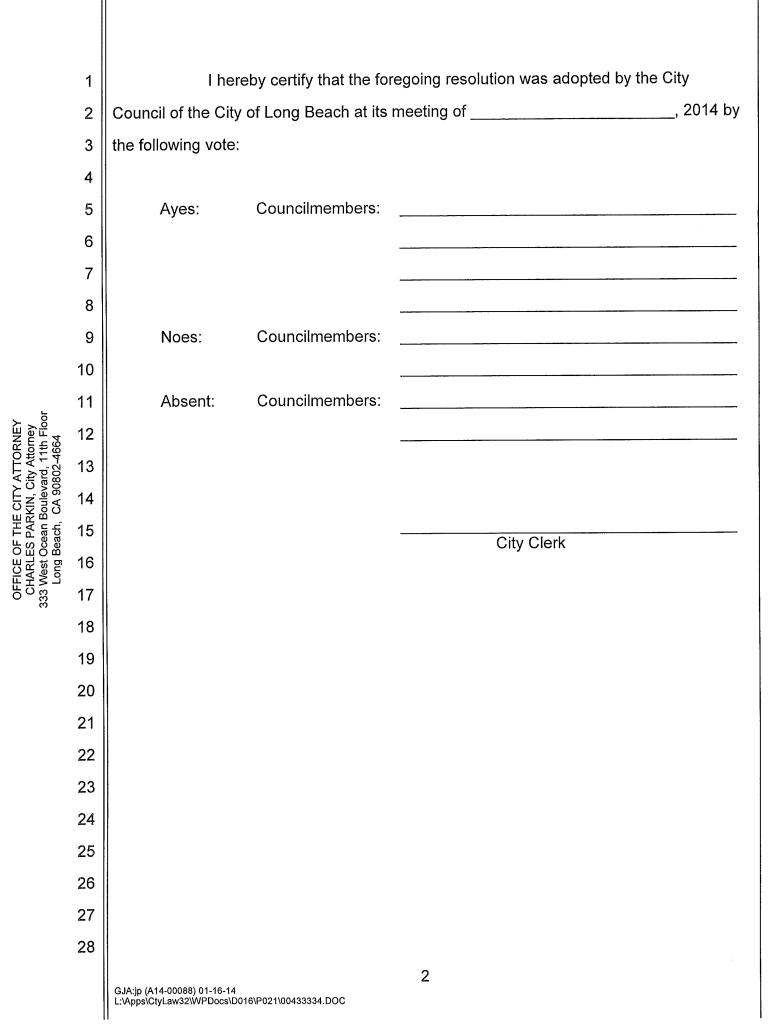


EXHIBIT A

RECORDS DESTRUCTION REQUEST

1. Date 12/27/13

Honorable Council of the City of Long Beach

2. The

Legislative Bureau, Second Council District respectfully requests authority to destroy the following

departmental records.

RETENTION SCHEDULE ITEM NO. RECORDS TITLE AND DESCRIPTION VEARS INVOLVED BOX NO. ON-SITE BOX NO. OFF-SITE 2 Administrative – Budget memos, city council meeting notes & agendas 2006 - 2009 1 2 Administrative – cc/committee agendas/notes, memos related to cc mtgs 2006 - 2009 2 2 Administrative – POLB, PD, Noise 2006 - 2009 3 4 Constituent notes, emails 2006 - 2009 3 2 Administrative – contex/agendas, cc memos, POLB, Housing, RDA, Digital Billboards, Budget, Domestic Violence, Field Notes, Charter Amendments 2004 - 2009 4 4 Constituent notes, emails 2004 - 2008 4 4 Constituent notes, emails 2006 - 2009 5 4 Constituent notes, emails 2006 - 2009 5 4 Constituent notes, emails 2006 - 2009 5 5 Administrative – contract cities, home depot, homeless issues, phone/field notes 2006 - 2009 5 7 Administrative – contract cities, home depot, homeless issues, 2006 - 2009 5 6 Consent is hereby given to destroy the records enumerated above. 14. REMARKS	departmen	tal records:				
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