



**C-6**

# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

December 3, 2013

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of the City Manager, 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 City Manager 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

LH:md

13 NOV 17 11:33  
CITY CLERK  
RECEIVED

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

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  
MANAGER

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 Manager, 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.

///

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 201\_, by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

# EXHIBIT A

Audit #  
322

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
CITY MANAGER (130100)

08/31/2011  
Page 1

Cost Center: ()  
Records Coordinator: ANGELA MCGRATH Mail Drop: 13TH FLOOR Phone: (562)570-5029 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

(X) Code	Destroy	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	1	20639	10024.5	CITY OWNED LAND & BUILDINGS	01/01/1995	12/31/1996		12/31/2010	E-08-03	6
<input type="checkbox"/>	1	20641	10024.5	CITY OWNED LAND & BUILDINGS	01/01/1994	12/31/1996		12/31/2006	E-08-03	10
<input type="checkbox"/>	1	20640	10024.5	CITY OWNED LAND & BUILDINGS	01/01/1994	12/31/2000		12/31/2010	E-08-03	7
<input type="checkbox"/>	1	D-076	10023.7	DEPARTMENTAL FILES	01/01/1949	01/01/1976	✓	01/01/1986	D-01-04	11
<input type="checkbox"/>	1	20613	10024.0	FEDERAL LEGISLATIVE FILES	01/01/2001	12/31/2004	like to sol. hrs file.	12/31/2009	C-09-02	9
<input type="checkbox"/>	1	20805	10023.6	GENERAL FILE	01/01/1997	12/31/2002		12/31/2007	E-04-02	8
<input type="checkbox"/>	1	20649	10023.6	GENERAL FILE	01/01/2000	12/31/2003		12/31/2008	E-08-03	11
<input type="checkbox"/>	1	20682	10023.6	GENERAL FILE	01/01/2001	12/31/2003		12/31/2008	C-06-01	5
<input type="checkbox"/>	1	20803	10023.6	GENERAL FILE	01/01/2003	12/31/2003		12/31/2008	E-02-02	13
<input type="checkbox"/>	1	20804	10023.6	GENERAL FILE	01/01/2000	12/31/2003		12/31/2008	E-04-02	2
<input type="checkbox"/>	1	20801	10023.6	GENERAL FILE	01/01/2003	12/31/2004		12/31/2009	E-02-02	10
<input type="checkbox"/>	1	20806	10023.6	GENERAL FILE	01/01/2003	12/31/2004		12/31/2009	E-04-02	9
<input type="checkbox"/>	1	20807	10023.6	GENERAL FILE	01/01/2003	12/31/2004		12/31/2009	E-04-02	10
<input type="checkbox"/>	1	20651	10023.6	GENERAL FILE	01/01/2000	12/31/2005		12/31/2010	E-08-03	15

Audit # 322

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
CITY MANAGER (130100)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2010	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	20798	10023.6	GENERAL FILE	01/01/2001	12/31/2005		12/31/2010	E-02-02	3
<input type="checkbox"/> 1	20799	10023.6	GENERAL FILE	01/01/2001	12/31/2005		12/31/2010	E-02-02	4
<input type="checkbox"/> 1	20800	10023.6	GENERAL FILE	01/01/2001	12/31/2005		12/31/2010	E-02-02	5
<input type="checkbox"/> 1	20802	10023.6	GENERAL FILE	01/01/2003	12/31/2005		12/31/2010	E-02-02	11
<input type="checkbox"/> 1	20614	10035.3	PUBLIC RELATION FILES	01/01/2002	12/31/2003		12/31/2008	C-09-02	18

Total Eligible Boxes to be destroyed =	19
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	19

Date 10/11/11 RECORDS MANAGER [Signature]

Date \_\_\_\_\_ DEPARTMENT HEAD [Signature]

Date 10.29.11 CITY ATTORNEY [Signature]

Cost Center: ()  
Records Coordinator: ANGELA MCGRATH Mail Drop: 13TH FLOOR Phone: (562)570-5029 ext:  
ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	1	20605	10025.1 BUDGET PLANNING FILE Box Contents: BUDGET MATERIALS RELATED	01/01/2002	12/31/2005		12/31/2011	F-04-01	1
<input type="checkbox"/>	1	20606	10025.1 BUDGET PLANNING FILE Box Contents: BUDGET EVALUATION PROCESS RELATED	01/01/2002	12/31/2005		12/31/2011	F-04-01	2
<input type="checkbox"/>	1	20607	10025.1 BUDGET PLANNING FILE Box Contents: BUDGET RELATED	01/01/2002	12/31/2005		12/31/2011	F-04-01	3
<input type="checkbox"/>	1	20609	10023.7 DEPARTMENTAL FILES Box Contents: LONG BEACH PLAN AND SERVICE ASSESSMENT (CITY DEPARTMENTS)	01/01/2000	12/31/2001		12/31/2011	F-04-01	11
<input type="checkbox"/>	1	20683	10023.6 GENERAL FILE	01/01/1997	12/31/2006		12/31/2011	F-04-01	12
<input type="checkbox"/>	1	20608	10035.3 PUBLIC RELATION FILES Box Contents: REPORT TO THE COMMUNITY AND BUSINESS NEWSLETTER PROPOSALS RECEIVED BY PUBLIC INFORMATION OFFICE	01/01/2005	12/31/2006		12/31/2011	F-04-01	4

Total Eligible Boxes to be destroyed	=	6
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	-0- 3
Total Available Boxes to be destroyed	=	-0- 3

E = Excluded

Date 10/12  
RECORDS MANAGER [Signature]

Date \_\_\_\_\_  
DEPARTMENT HEAD [Signature]

Date 10-29-13  
CITY ATTORNEY [Signature]