

CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard Long Beach, CA 90802 562/570-6101 FAX 562/570-6789

January 14, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services, Code Enforcement 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 Department of Development Services, Code Enforcement concurs 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

10700-5 BH S: 108
CITY CLERK
RECEIVED

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th 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 DEVELOPMENT SERVICES
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 Development Services 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.

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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 _____, 2014, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

CODE ENFORCEMENT DIV (357100)

Cost Center: 0

Records Coordinator: MYEESHA MARTINEZ Mail Drop: Phone: (562)570-6796 ext:

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

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	21215	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699215	0
<input type="checkbox"/> 3	21216	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699216	0
<input type="checkbox"/> 3	21217	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699217	0
<input type="checkbox"/> 3	21218	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699218	0
<input type="checkbox"/> 3	21219	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699219	0
<input type="checkbox"/> 3	21220	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699220	0
<input type="checkbox"/> 3	21221	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699221	0
<input type="checkbox"/> 3	21222	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699222	0
<input type="checkbox"/> 3	21223	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699223	0
<input type="checkbox"/> 3	21224	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699224	0
<input type="checkbox"/> 3	21225	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699225	0
<input type="checkbox"/> 3	21226	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699226	0
<input type="checkbox"/> 3	21227	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699227	0
<input type="checkbox"/> 3	21228	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699228	0

Unknown (TMP)
CODE ENFORCEMENT DIV (357100)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	21229	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699229	0
<input type="checkbox"/> 3	21230	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699230	0
<input type="checkbox"/> 3	21231	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699231	0
<input type="checkbox"/> 3	21232	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699232	0
<input type="checkbox"/> 3	21233	35343.0	VIOLATION NOTICES	01/01/2004	07/31/2006		07/31/2013	345699233	0

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 12/5/13 W. De Vito
 RECORDS MANAGER
 Date 12/19/13 R. Bruce
 DEPARTMENT APPROVAL
 Date 12/19/13 Shirley Anderson
 CITY ATTORNEY