



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-13

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

May 7, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

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

FISCAL IMPACT

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk

MD:ll

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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 FINANCIAL MANAGEMENT
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 Financial Management 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 _____, 2019, by the following vote.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

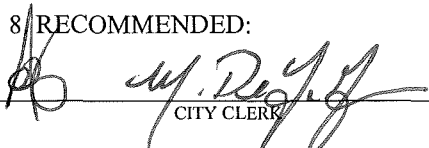


EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date 03/27/2019

Honorable Council of the City of Long Beach

2. The Financial Management/ Commercial Services respectfully requests authority to destroy the following
DEPARTMENT

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
38	Write Offs	2005-2008	2014	
38	Write Offs	2009-2011	2015	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  CITY CLERK		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE: <u>4/16/19</u>		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>4/24/19</u>		

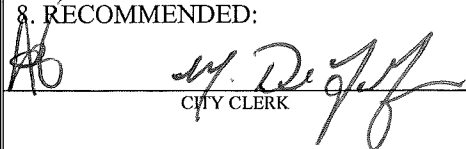

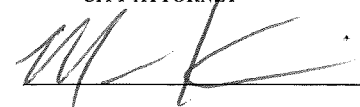
RECORDS DESTRUCTION REQUEST

1. Date 2/28/2019

Honorable Council of the City of Long Beach

2. The Financial Management/Grants Accounting respectfully requests authority to destroy the following
DEPARTMENT

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
18	Grants/ Program reports to Grantors/Depts	1998-2008	1070	
18	Grants/ Program reports to Grantors/Depts	1998-2008	1071	
18	Grants/ Program reports to Grantors/Depts	1998-2008	1072	
18	Grants/ Program reports to Grantors/Depts	1998-2008	1073	
18	Grants/ Program reports to Grantors/Depts	1998-2008	1074	

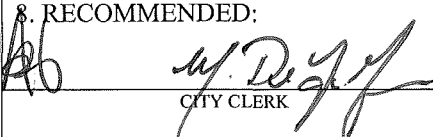
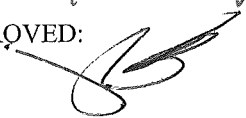

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>CITY CLERK</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>4/16/19</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  <small>CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>4/26/19</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

1. Date 2/28/2019

Honorable Council of the City of Long Beach

2. The Financial Management/Admin respectfully requests authority to destroy the following
DEPARTMENT

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	<p><u>ADMINISTRATION FILES</u></p> <ul style="list-style-type: none"> • Req. FM16-012, Classification: Assistant Administrative Analyst • Req. FM 16-050-FM 17-004, Classification: Accountant III • Req. FM16-032-FM 17-003, Classification: Senior Accountant III • Req. FM16-046/classification: CSR- Cashiering • Req. FM17-004, Classification: Buyer • Req. FM17-002, Classification: Assistant City Controller 	<p>2016</p> <p>2016</p> <p>2016</p> <p>2016</p> <p>2014</p> <p>2016</p>	<p>1075</p> <p>1075</p> <p>1075</p> <p>1075</p> <p>1075</p> <p>1075</p>	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  CITY CLERK		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By 		
		12. Title <u>DEPUTY CITY ATTORNEY</u>		
		13. Date <u>4/24/19</u>		
10. DATE: <u>4/16/19</u>				

RECORDS DESTRUCTION REQUEST

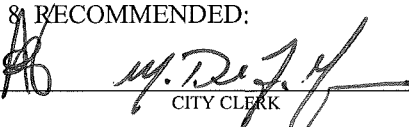


1. Date 3/21/2019

Honorable Council of the City of Long Beach

2. The Financial Management/Admin respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
9	Payroll/Personnel Files (Timecards)	2016	1065	
9	Payroll/Personnel Files (Timecards)	2016	1066	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  CITY CLERK		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE: <u>04/15/2019</u>		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>4/24/19</u>		