



CITY OF LONG BEACH

C-11

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

September 5, 2017

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Library Services 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Department of Library Services concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 17 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk

MD:ll

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 LIBRARY 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 Library 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.

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

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

1 Council of the City of Long Beach at its meeting of _____, 2017,
2 by the following vote:

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Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

1. Date July 12, 2017

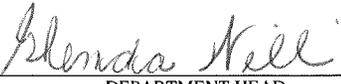
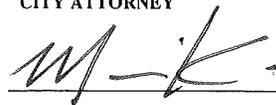
Honorable Council of the City of Long Beach

2. The Department of Library Services respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
30	Administration Files	1996-2001	ADM 06-001	
30	Administration Files	1992-2004	ADM 06-002	
30	Administration Files	1992-2005	ADM 06-003	
30	Administration Files	1996-2005	ADM 06-004	
30	Administration Files	2006	ADM 06-005	
30	Administration Files	2006	ADM 06-006	
30	Administration Files	2001-2009	ADM 06-007	
33	Budget Work Files	2008	ADM 08-001	
30	Administration Files	1996-2008	ADM 09-001	
30	Administration Files	2009	ADM 09-002	
30	Administration Files	1990-2007	ADM 10-001	
26	Purchasing Card Accounting Files	1998-2009	ADM 10-002	
30	Administration Files	2009-2010	ADM 10-003	
21	Invoices (Vendor)	2010	ADM 10-005	
21	Invoices (Vendor)	2010	ADM 10-006	
3	Cash Report - Weekly	2010	ADM 11-002	
3	Cash Report - Weekly	2010	ADM 11-003	
3	Cash Report - Weekly	2011	ADM 11-004	
3	Cash Report - Weekly	2011	ADM 11-005	
3	Cash Report - Weekly	2011	ADM 11-006	
42	City Safety Reports	2002-2009	ADM 11-007	
30	Administration Files	1990-2011	ADM 11-008	
30	Administration Files	1990-2011	ADM 11-009	
30	Administration Files	1990-2011	ADM 11-010	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <u>AB</u>  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>7-13-17</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p><small>CITY ATTORNEY</small></p> <p>11. By <u></u></p> <p>12. Title <u>Deputy City Attorney</u></p> <p>13. Date <u>8/15/17</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
5	Facility Rentals	2009-2010	ADM 11-011	
30	Administration Files	2005-2011	ADM 11-012	
3	Cash Report - Weekly	2011	ADM 11-013	
30	Administration Files	2008-2011	ADM 11-013	
10	Performance Management Documents	2009	ADM 11-014	
10	Performance Management Documents	2010	ADM 11-015	
3	Cash Reports Weekly	2011	ADM 11-017	
21	Invoices (Vendor)	2009-2011	ADM 11-018	
21	Invoices (Vendor)	2008-2009	ADM 11-020	
21	Invoices (Vendor)	2008-2009	ADM 11-021	
21	Invoices (Vendor)	2008-2009	ADM 11-022	
24	MOU Files	2006-2010	ADM 11-024	
21	Invoices (Vendor)	2003-2010	ADM 11-026	
21	Invoices (Vendor)	2011	ADM 11-028	
21	Invoices (Vendor)	2011	ADM 11-029	
3	Cash Reports Weekly	2011	ADM 12-001	
3	Cash Reports Weekly	2011	ADM 12-002	
3	Cash Reports Weekly	2012	ADM 12-005	
5	Facility Rentals	2010-2011	ADM 12-006	
42	City Safety Reports	2011-2012	ADM 12-007	
3	Cash Reports Weekly	2012	ADM 12-008	
3	Cash Reports Weekly	2012	ADM 12-009	
3	Cash Reports Weekly	2012	ADM 12-010	
3	Cash Reports Weekly	2012	ADM 12-011	
3	Cash Reports Weekly	2012	ADM 12-012	
3	Cash Reports Weekly	2012	ADM 12-013	
3	Cash Reports Weekly	2012	ADM 13-003	
3	Cash Report - Weekly	2012-2013	ADM 13-006	
3	Cash Report - Weekly	2013	ADM 13-007	
3	Cash Reports Weekly	2013	ADM 13-008	
3	Cash Reports Weekly	2013	ADM 13-009	
3	Cash Reports Weekly	2013	ADM 13-010	
3	Cash Reports Weekly	2013	ADM 13-011	
30	Administration Files	2008	ADM 13-012	
3	Cash Reports Weekly	2013	ADM 13-014	
3	Cash Report - Weekly	2013	ADM 13-015	

RECORDS DESTRUCTION REQUEST

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
3	Cash Reports Weekly	2013	ADM 13-016	
37	Safety & Fire Extinguisher Inspection Checklist	2011-2013	ADM 14-001	
3	Cash Report - Weekly	2013	ADM 14-002	
3	Cash Reports Weekly	2013	ADM 14-003	
3	Cash Reports Weekly	2013-2014	ADM 14-004	
3	Cash Reports Weekly	2014	ADM 14-005	
3	Cash Report - Weekly	2014	ADM 14-006	
3	Cash Reports Weekly	2014	ADM 14-007	
3	Cash Reports Weekly	2014	ADM 14-008	
3	Cash Reports Weekly	2014	ADM 14-009	
3	Cash Reports Weekly	2014	ADM 14-011	
3	Cash Reports Weekly	2014	ADM 15-001	
3	Cash Reports Weekly	2014	ADM 15-002	
19	Direct Payment	2010-2011	ASB 13-001	
19	Direct Payment	2010-2011	ASB 13-002	
19	Direct Payment	2010-2011	ASB 13-003	
19	Direct Payment	2010-2011	ASB 13-004	
19	Direct Payment	2010-2011	ASB 13-005	
19	Direct Payment	2010-2011	ASB 13-006	
20	Imprest Checking	1991-2003	ASB 14-003	
20	Imprest Checking	2004-2007	ASB 14-004	
20	Imprest Checking	1997-2007	ASB 14-005	
27	Reports - Revenue	1997-2010	ASB 14-006	
26	Purchasing Card Accounting Files	2002-2003	ASB 14-007	
26	Purchasing Card Accounting Files	2004-2005	ASB 14-008	
26	Purchasing Card Accounting Files	2005-2006	ASB 14-009	
26	Purchasing Card Accounting Files	2006-2007	ASB 14-010	
26	Purchasing Card Accounting Files	2003-2004	ASB 14-011	
30	Administration Files	2004	No Number	
16	Asset Forms	2005	No Number	
16	Asset Forms	2005	No Number	
5	Facility Rentals	2005	No Number	
5	Facility Rentals	2006	No Number	
21	Invoices (Vendor)	2007	No Number	
30	Administration Files	2007	No Number	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
33	Budget Work Files	2008	No Number	
3	Cash Reports Weekly	2008	No Number	
3	Cash Reports Weekly	2008	No Number	
3	Cash Reports Weekly	2008	No Number	
3	Cash Reports Weekly	2009	No Number	
3	Cash Reports Weekly	2009	No Number	
3	Cash Reports Weekly	2009	No Number	
21	Invoices (Vendor)	2009	No Number	
30	Administration Files	2009	No Number	
2	Library Applications Youth	2010	No Number	
3	Cash Reports Weekly	2010	No Number	
2	Library Applications Youth	2010	No Number	
2	Library Applications Youth	2010	No Number	
2	Library Applications Youth	2010	No Number	
2	Library Applications Youth	2011	No Number	
2	Library Applications Youth	2011	No Number	
2	Library Applications Youth	2011	No Number	
30	Administration Files	2011	No Number	
2	Library Applications Youth	2011	No Number	
2	Library Applications Youth	2011	No Number	
30	Administration Files	1978-1994	No Number	
33	Budget Work Files	1979-1997	No Number	
10	Performance Management Documents	1982-1996	No Number	
43	Library Services Statistics Report	1983-1999	No Number	
10	Performance Management Documents	1989-1999	No Number	
22	Journal Vouchers	1991-1993	No Number	
18	Deposit Receipts	1992-1993	No Number	
30	Administration Files	1994-1998	No Number	
43	Library Services Statistics Report	1995-1996	No Number	
21	Invoices (Vendor)	1997-1998	No Number	
19	Direct Payment	1997-2001	No Number	
30	Administration Files	1997-2008	No Number	
21	Invoices (Vendor)	1999-2003	No Number	
20	Imprest Checking	1999-2006	No Number	
21	Invoices (Vendor)	2000-2003	No Number	
30	Administration Files	2001-2002	No Number	
30	Administration Files	2001-2003	No Number	

RECORDS DESTRUCTION REQUEST

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3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
22	Journal Vouchers	2002-2007	No Number	
26	Purchasing Card Accounting Files	2003-2004	No Number	
20	Imprest Checking	2004-2007	No Number	
26	Purchasing Card Accounting Files	2004-2008	No Number	
26	Purchasing Card Accounting Files	2004-2008	No Number	
30	Administration Files	2005-2006	No Number	
33	Budget Work Files	2005-2007	No Number	
30	Administration Files	2006-2007	No Number	
21	Invoices (Vendor)	2007-2008	No Number	
30	Administration Files	2007-2010	No Number	
3	Cash Reports Weekly	2008-2009	No Number	
3	Cash Reports Weekly	2008-2009	No Number	
5	Facility Rentals	2008-2011	No Number	
3	Cash Reports Weekly	2009-2010	No Number	
2	Library Applications Youth	2009-2010	No Number	
2	Library Applications Youth	2010-2011	No Number	