

CITY OF LONG BEACH

C-8

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

July 9, 2013

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

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

FISCAL IMPACT

Appropriations have been budgeted in FY 13 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

1 RESOLUTION NO.

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE DEPARTMENT OF THE CITY
7 CLERK

8
9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Department of the City Clerk,
15 of any and all of the records, documents, instruments, books, papers, and writings as set
16 forth in the documents attached hereto and marked Exhibit "A" and by reference thereto
17 made a part hereof, which records are under its charge and are no longer required for
18 use in its respective office, said records being no less than two (2) years old.

19 Section 2. The City Council hereby finds that none of said records:

- 20 A. Affect the title to real property or liens thereon;
21 B. Constitute official court records;
22 C. Constitute records which are required to be kept by
23 statute;
24 D. Constitute the original or record copies of the minutes,
25 ordinances or resolutions of the City of Long Beach or
26 any City Board or Commission.

27 Section 3. This resolution shall take effect immediately upon its adoption
28 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 _____, 2013, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT A

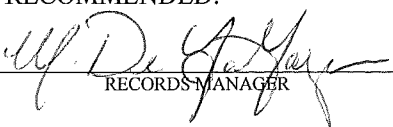

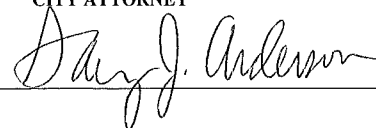
RECORDS DESTRUCTION REQUEST

1. Date 5/30/2013

Honorable Council of the City of Long Beach

2. The _____ City Clerk _____ 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
22	ELECTION FILES: * --Ballots = 6 months, if a recount then 6 months after the conclusion. PNE 2012 & GME 2012	6 months	N/A	N/A
FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  <small>CITY ATTORNEY</small>		
10. DATE: <u>5-30-13</u>		12. Title <u>DEPUTY CITY ATTORNEY</u>		
		13. Date <u>June 7, 2013</u>		

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