

C-2

CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

December 9, 2014

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 15 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera-Cabrera
City Clerk

LH:md

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

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.

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

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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 _____, 201__,
by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

RECORDS DESTRUCTION REQUEST

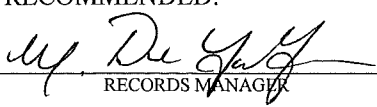
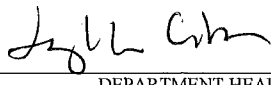
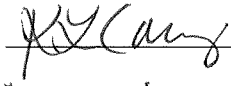
1. Date 10/27/14

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
2	ACCOUNTING FILES (2 years) Time Sheets	2011	1	NA
3 & 6	ADMINISTRATIVE FILES (2 years) Hearings Summons & Complaints ALCOHOLIC BEVERAGE LICENSE 2009	2011 2010 2009	2	NA
19	CORRESPONDENCE FILES Memos 2007	2007	3	NA
19	CORRESPONDENCE FILES Memos 2008	2008	4	NA

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small>	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>Deputy City Attorney</u> 13. Date <u>November 21, 2014</u>	
10. DATE:		

RECORDS DESTRUCTION REQUEST

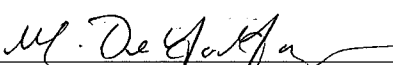
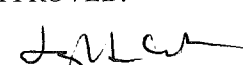

1. Date 10/29/2014

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.C 22.D 22.E 22.F 22.H 22.J 22.K 22.P 22.S 22.V 22.X 22.Y	Any and all records from the 2014 Primary Nominating Election with a retention period of E+6 months (E is the Election date)	N/A	Approx. 50-100	
N/A	Downtown Long Beach Property and Business Improvement District (DLB-PBID) – Ballots (8/7/2012)	2 years GC 53753(e)(2)	3	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <p style="text-align: center;"> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p style="text-align: center;"> DEPARTMENT HEAD</p> <p>10. DATE:</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;">CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>November 21, 2014</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

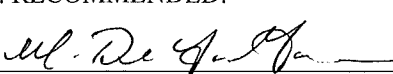
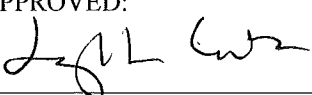

1. Date July 18, 2014

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
32.	BELMONT SHORE PBIA MEETING FOLDERS January 19, 2006 February 16, 2006 March 16, 2006 April 27, 2006 May 18, 2006 July 20, 2006 August 17, 2006 September 21, 2006 October 19, 2006 November 16, 2006 December 21, 2006 January 18, 2007 February 15, 2007 March 15, 2007 April 19, 2007 May 17, 2007 June 14, 2007 July 26, 2007 August 16, 2007 September 20, 2007 October 18, 2007 November 15, 2007 December 20, 2007			

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small>	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE:	13. Date <u>November 21, 2014</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
32.	<p style="text-align: center;">Belmont Shore PBIA Meeting Folders</p> <p>January 17, 2008 February 21, 2008 March 20, 2008 April 17, 2008 April 24, 2008 (Special Meeting) May 15, 2008 June 19, 2008 July 17, 2008 August 21, 2008 September 18, 2008 October 16, 2008 November 20, 2008 December 18, 2008 January 15, 2009 February 19, 2009 March 19, 2009 April 3, 2009 (Special Meeting) April 16, 2009 May 21, 2009 June 18, 2009 July 16, 2009 August 20, 2009</p>			

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
53.	<p style="text-align: center;">STENO BOOKS</p> <p>January 19, 2006 February 16, 2006 March 16, 2006 April 27, 2006 May 18, 2006 June 15, 2006 July 20, 2006 August 17, 2006 September 21, 2006 October 19, 2006 November 16, 2006 December 21, 2006 January 18, 2007 February 15, 2007 March 15, 2007 April 19, 2007 May 17, 2007 June 14, 2007 July 26, 2007 August 16, 2007 September 20, 2007 October 18, 2007 November 15, 2007 December 20, 2007 January 17, 2008 February 21, 2008 March 20, 2008 April 17, 2008 – CANCELLED April 24, 2008 May 15, 2008 June 19, 2008 July 17, 2008 August 21, 2008 September 18, 2008 October 16, 2008 November 20, 2008</p>			

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
53.	<p style="text-align: center;">STENO BOOKS</p> January 15, 2009 February 19, 2009 March 19, 2009 April 3, 2009 May 21, 2009 June 18, 2009 July 16, 2009 August 20, 2009			