

February 11, 2020

C-3

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Technology and Innovation 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, elected officials and appointed offices 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 the Technology and Innovation Department concur in the above recommendation.

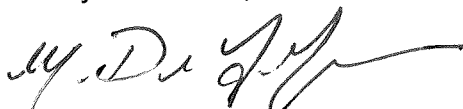
FISCAL IMPACT

Appropriations have been budgeted in FY 20 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 TECHNOLOGY AND
INNOVATION 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 Technology and Innovation 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 unless otherwise authorized by law.

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 _____, 2020, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

EXHIBIT "A"

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department TECHNOLOGY SERVICES

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37313	PAYROLL TIMESHEETS	01/01/2017	12/31/2017	12/31/2019	IRON MOUNTAIN	RF049512432
37314	PAYROLL TIMESHEETS	01/01/2017	12/31/2017	12/31/2019	IRON MOUNTAIN	RF049512433
37315	PAYROLL TIMESHEETS	01/01/2017	12/31/2017	12/31/2019	IRON MOUNTAIN	RF049512434
37440	BILLING RECORDS VERIZON ACCT#642011607-01 (9/2017-12/2017)	01/01/2017	12/31/2017	12/31/2019	IRON MOUNTAIN	RF049512567
37456	INVOICES SUPPORT SERVICES-REPRO REQUEST FORMS OCTOBER 2016 - MARCH 2017	10/01/2016	03/30/2017	03/30/2019	IRON MOUNTAIN	RF049512577
37457	INVOICES SUPPORT SERVICES-REPRO REQUEST FORMS APRIL 2017 - SEPTEMBER 2017	04/01/2017	09/30/2017	09/30/2019	IRON MOUNTAIN	RF049512578
37460	INVOICES OCTOBER 2016 - SEPTEMBER 2017	10/01/2016	09/30/2017	09/30/2019	IRON MOUNTAIN	RF049512581

Total Boxes to be Destroyed: 7

 _____ City Clerk	1-27-2020 _____ Date	 _____ Department Head	1/24/20 _____ Date	 _____ City Attorney	1/30/20 _____ Date
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