



CITY OF LONG BEACH

C-6

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 21, 2017

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Fleet Services Bureau 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 Financial Management Department 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,

Poonam Davis
City Clerk

PD: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 FINANCIAL MANAGEMENT
7 DEPARTMENT, FLEET SERVICES BUREAU
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 Financial Management
15 Department, Fleet Services Bureau, of any and all of the records, documents,
16 instruments, books, papers, and writings as set forth in the documents attached hereto
17 and marked Exhibit "A" and by reference thereto made a part hereof, which records are
18 under its charge and are no longer required for use in its respective office, said records
19 being no less than two (2) years old.

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

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

28 Section 3. This resolution shall take effect immediately upon its adoption

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

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2017,
4 by the following vote:

5

6 Ayes: Councilmembers: _____

7

8

9

10

Noes: Councilmembers: _____

11

12

Absent: Councilmembers: _____

13

14

15

16

City Clerk

17

18

19

20

21

22

23

24

25

26

27

28

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date _____

Honorable Council of the City of Long Beach

2. The Financial Management- Fleet Services Bureau 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
11	Journal Vouchers	1998		
11	Vouchers	1995-1997		
11	Vouchers K-O	1995-1996		
11	Vouchers S-Z	1995-1996		
11	Vouchers P-R	1995-1996		
11	Voucher A-C	1995-1996		
11	Journal Vouchers	1998		
19	Vehicle Updates, Index Code Changes	2001		
7	Billboard Contracts	1997-1998		
8	Billboard Deposit Receipts	1993-1997		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED: <i>M.D.</i> RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED: <i>[Signature]</i> DEPARTMENT HEAD		11. By <u><i>M. K.</i></u>		
		12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE:		13. Date <u>2/6/17</u>		