

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AMENDING THE LONG BEACH MUNICIPAL CODE BY AMENDING CHAPTER 1.28 RELATING TO RECORD RETENTION

The City Council of the City of Long Beach ordains as follows:

Section 1. Chapter 1.28 of the Long Beach Municipal Code is amended to read as follows:

Chapter 1.28

RECORD RETENTION

1.28.010 Records survive transition of officials.

All documents prepared, received, or maintained by the Office of the Mayor, City Councilmembers, by any elected city official, and by the head of any City department, are the property of the City. The originals of these documents shall be maintained consistent with State law and the records retention policies of the City as set forth in the City Charter, and by administrative regulation.

1.28.020 Schedules.

With the assistance of the City Clerk, record retention schedules shall be prepared by the Mayor and each City Councilmember, the City Manager for any department under his or her direction and control, and by the elective officers for their respective departments. Said retention schedules shall be submitted to the City Council for approval. The retention schedules shall designate and describe each separate type, class or series of city records and shall provide: (a) the length of time that

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1 each type, class or series of records must be maintained; (b) when any of
2 the records may be transferred from the department to the city record
3 center; (c) when duplicate records may be destroyed pursuant to section
4 1.28.030; and (d) when requests may be submitted to the city attorney for
5 consent and to the city council for approval of destruction of original or
6 record copies of city records.

7
8 1.28.030 Destruction--Approval required.

9 Original or record copies of city records which are not required by
10 law to be permanently maintained shall not be destroyed until a request
11 for the destruction of each original or record copy or class or series of
12 such records has received the prior written consent of the city attorney
13 and the prior approval of the city council in accordance with the provisions
14 of the California Government Code relating to the destruction of public
15 records. Such consent and approval of a request for destruction of a type,
16 class or series of records shall not constitute continuing authority for
17 subsequent destruction of the same type, class or series of records, but
18 the consent and approval required by this section shall be obtained prior
19 to each such subsequent destruction.

20
21 1.28.040 Destruction--Duplicate records.

22 The Mayor and each City Councilmember, the elective department
23 heads, the City Manager or a department head who has been given
24 written authorization by the city manager, may destroy or cause the
25 destruction of any duplicate city record, which is less than five (5) years
26 old, if the Mayor, Councilmember, elective officer, City Manager, or duly
27 authorized department head has determined to his or her satisfaction that
28 the duplicate record does not constitute the official record copy, and that

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1 the duplicate record is no longer required for use in the conduct of city
2 business, and that the duplicate copy has been kept for the time specified
3 by the record retention schedule as approved by the City Council.
4

5 Sec. 2. The City Clerk shall certify to the passage of this ordinance by the
6 City Council and cause it to be posted in three conspicuous places in the City of Long
7 Beach, and it shall take effect on the thirty-first day after it is approved by the Mayor.

8 I hereby certify that the foregoing ordinance was adopted by the City
9 Council of the City of Long Beach at its meeting of _____, 2006, by
10 the following vote:

11 Ayes: Councilmembers: _____
12 _____
13 _____
14 _____

15 Noes: Councilmembers: _____
16 _____

17 Absent: Councilmembers: _____
18 _____

19
20 _____
21 City Clerk

22
23 Approved: _____
24 _____
25 Mayor