



# CITY OF LONG BEACH

**C-5**

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 the Department of Development Services 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 Department of Development Services 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 DEVELOPMENT SERVICES  
7 DEPARTMENT  
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 Development Services  
15 Department, of any and all of the records, documents, instruments, books, papers, and  
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by  
17 reference thereto made a part hereof, which records are under its charge and are no  
18 longer required for use in its respective office, said records being no less than two (2)  
19 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  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

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

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2017, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Clerk

# EXHIBIT "A"

# RECORDS DESTRUCTION REQUEST


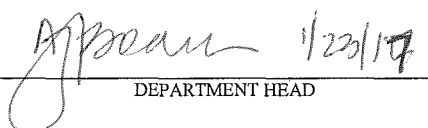

1. Date 1/20/17

Honorable Council of the City of Long Beach

2 The Development Services – Administration 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
34	Invoices/Vouchers/Direct Payments	1989 - 2000		34 Boxes
42	Time Sheets	2009 – 2010		4 Boxes
34	P-Cards	2005 - 2008		<u>2 Boxes</u>
	Total			40 Boxes

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:    <small>RECORDS MANAGER</small></p> <p>9. APPROVED:    <small>DEPARTMENT HEAD</small></p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By   <small>DEPUTY CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>2/2/17</u></p>	<p>14. REMARKS:</p>
---	---	---------------------