



# CITY OF LONG BEACH

# C-6

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 17, 2009

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the City Council 2<sup>nd</sup> District 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 09 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

Larry G. Herrera  
City Clerk

LH:md

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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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 CITY COUNCIL 2<sup>ND</sup> DISTRICT

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 City Council 2<sup>nd</sup> District 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.

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.

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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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2009, by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City Clerk

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

# RECORDS DESTRUCTION REQUEST

January 21,

1. Date 2009

Honorable Council of the City of Long Beach

2. The 2<sup>nd</sup> District, Seija Jumenthal DEPARTMENT respectfully requests authority to destroy the following departmental records:

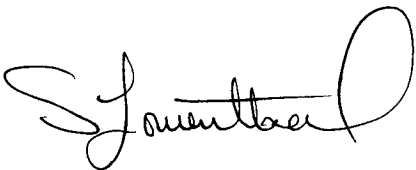

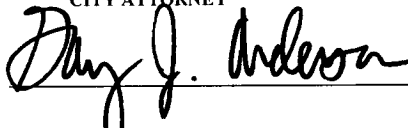
3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
Administrative	<ul style="list-style-type: none"> <li>Airport files, 2003</li> <li>City Clerk legislative review project, 2003</li> <li>I-710 Major Corridor Study, 2003</li> <li>Draft Open Space and Recreation Element CC Hearing, 2002</li> <li>Police Staffing Analysis, etc. 2002</li> <li>Long Beach Plaza, RDA, 2003</li> <li>City of Long Beach Safety and Health Manual</li> <li>City of LB Final Report, Marketing Analysis Base Pay, Total Comp, and Staffing Practices, 2004</li> <li>City Council Goal Setting Workshop, 2004</li> <li>Salary Administration and Performance Appraisal for Management Employees, 2000</li> <li>RDA files, 2000, 2001, 2002,</li> <li>City Manager memos 2003, 2004</li> <li>CARP Manual, LB Harbor EIR, 2004</li> <li>Port Files 2003, 2004</li> <li>CD Files, 1999, 2004</li> <li>DHHS, 2002</li> <li>Gun Control, 2003</li> <li>AQMD Correspondence, 1999</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>	1999-2004		
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:   RECORDS MANAGER		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED:		11. By 		
DEPARTMENT HEAD		12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE:		13. Date <u>2/2/09</u>		

EXHIBIT A