



CITY OF LONG BEACH

C-11

OFFICE OF THE CITY CLERK

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

May 7, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the City Auditor 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 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 Auditor Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza
City Clerk

MD:ll

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 CITY AUDITOR DEPARTMENT
7

8 The City Council of the City of Long Beach resolves as follows:

9 Section 1. Pursuant to and in accordance with the provisions of Section
10 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
11 Beach Municipal Code relating to the destruction of City records, and the City Attorney
12 having heretofore given his written consent, the City Council of the City of Long Beach
13 does hereby approve and authorize the destruction by the City Auditor Department of any
14 and all of the records, documents, instruments, books, papers, and writings as set forth in
15 the documents attached hereto and marked Exhibit "A" and by reference thereto made a
16 part hereof, which records are under its charge and are no longer required for use in its
17 respective office, said records being no less than two (2) years old.

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

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

25 Section 3. This resolution shall take effect immediately upon its adoption
26 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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

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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 _____, 2019, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

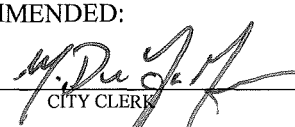
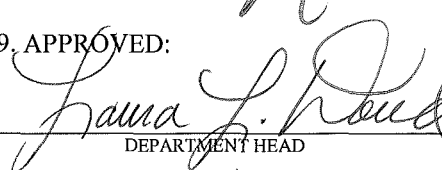

RECORDS DESTRUCTION REQUEST

1. Date 4/3/2019

Honorable Council of the City of Long Beach

2. The City Auditor respectfully requests authority to destroy the following
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	<u>ADMINISTRATIVE FILES</u> New FAMIS/ADPICS System 1996-1996 New FAMIS/ADPICS System 1996-1996 New FAMIS/ADPICS System 1996-1996 New FAMIS/ADPICS System 1996-1996 Earth Tec 2002 – Navy Base Asst Mgmt Earth Tec 2002 – Navy Base Asst Mgmt Cash Audit 2005	1996-2005	13335 13336 13337 13338 18189 18190 21531	
9	<u>WORK PAPERS</u> CAFR 1989 Quarterly Cash 1991-1992 12113 Imprest Cash Audits 1994-1996 Cash Audits 2000 Cash Audits 2001 Cash Audits 2002 1st & 2 nd Quarter Cash Audits 2002-2003 Cash Audits 2003 Cash Audits 2004 Cash Audits, 2004 & 2003 Imprest Voucher Copies 1998-2006 Cash Audit FY 07 (Windes) Cash Audit FY 06 Fedak Cash Audit FY 06 Fedak US Bank Statements 2006-2007 BNY Statements 2003-2007 BNY Statements & Imprest Cash bank Statements 1993-2007 TDR Reports 2001-2002 TDR Reports 2003-2004 TDR Reports 2005-2006 TDR Reports 2007-2008	1989-2008	F-509 J-102 12113 18036 18037 18038 18039 18040 18179 18180 20211 21021 21022 21023 22461 22462 22463 24588 24589 24590 24591	
FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>CITY CLERK</small>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small>		14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: 4/3/19		13. Date <u>4/15/19</u>		