

RESOLUTION NO. RES-17-0111

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 DEPARTMENT OF THE CITY
CLERK

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 Department of the City Clerk, of 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 unless otherwise provided by law.

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.

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.

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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 October 3, 2017 by the following vote:

Ayes: Councilmembers: Gonzalez, Pearce, Price, Supernaw,
Mungo, Uranga, Austin, Richardson.

Noes: Councilmembers: None.

Absent: Councilmembers: Andrews.



City Clerk

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

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date 06/27/17

Honorable Council of the City of Long Beach

2. The _____ City Clerk _____ 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 |
|---|--|-------------------------|--------------------------|---------------------------|
| 4 | AFFIDAVITS OF POSTING (2 YEARS) | 1980-1995 2014 | 1 | NA |
| 2 | ACCOUNTING FILES (2 YEARS) Time Sheets January-December 2014 | 2014 | 2 | NA |
| 22 | Election Files Participatory budget May 2016 (six month retention) Council District 9 | 2016 | NA | NA |
| 22 | Election Files Participatory budget July 2016 (six month retention) Council District 1 | 2016 | NA | NA |
| 22 | Election Files (six month retention) Primary Nominating Election April 12, 2016 General Municipal Election June 7, 2016 (Absentee Voter Applications and Envelopes, Ballots, Certificate of Packaging, Green Stripe Envelope. Tally Sheets, Street Index, Inspection Receipts for Ballots) | 2016 | NA | NA |

| | | |
|--|--|---------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>9-8-17</u></p> | <p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>Deputy City Attorney</u></p> <p>13. Date <u>9/12/17</u></p> | <p>14. REMARKS:</p> |
|--|--|---------------------|