



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

FAX 562-570-6789

February 6, 2018

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Civil Service 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Civil Service Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 18 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

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 CIVIL SERVICE 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 Civil Service Department of  
14 any and all of the records, documents, instruments, books, papers, and writings as set  
15 forth in the documents attached hereto and marked Exhibit "A" and by reference thereto  
16 made a part hereof, which records are under its charge and are no longer required for  
17 use in its 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  
22 statute;  
23 D. Constitute the original or record copies of the minutes,  
24 ordinances or resolutions of the City of Long Beach or  
25 any City Board or Commission.

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

28 I hereby certify that the foregoing resolution was adopted by the City

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

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1 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2018,  
2 by the following vote:

3  
4 Ayes: Councilmembers: \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7  
8 Noes: Councilmembers: \_\_\_\_\_

9 \_\_\_\_\_

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

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\_\_\_\_\_  
City Clerk

# EXHIBIT "A"

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH  
Department CIVIL SERVICE

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24451	EXAMINATION BUNDLES BATTALION CHIEF 2009-2011	1/1/2009	12/31/2011	12/31/2016	Internal Record Center	E -005-0003 0017
24460	EXAMINATION BUNDLES POLICE LIEUTENANT 2008-2010	1/1/2008	12/31/2010	12/31/2015	Internal Record Center	D -001-0005 0010
24461	EXAMINATION BUNDLES POLICE SERGEANT 2007-2009	1/1/2007	12/31/2009	12/31/2014	Internal Record Center	F -012-0004 0014
24462	EXAMINATION BUNDLES POLICE SERGEANT 2007-2009	1/1/2007	12/31/2009	12/31/2014	Internal Record Center	F -012-0004 0015
24463	EXAMINATION BUNDLES POLICE SERGEANT 2007-2009	1/1/2007	12/31/2009	12/31/2014	Internal Record Center	F -012-0004 0016
24464	EXAMINATION BUNDLES POLICE SERGEANT 2007-2009	1/1/2007	12/31/2009	12/31/2014	Internal Record Center	F -012-0004 0017
24465	EXAMINATION BUNDLES POLICE SERGEANT 2007-2009	1/1/2007	12/31/2009	12/31/2014	Internal Record Center	F -012-0004 0018

Total Boxes to be Destroyed: 7

[Signature]      1/3/2018      Date  
 Records Manager

[Signature]      01/11/18      Date  
 Department Head

[Signature]      1/25/18      Date  
 City Attorney