



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 20, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services, Administration and Financial Services Bureau 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 FY18 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,


Monique De La Garza
City Clerk

MD:ll

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, 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 DEVELOPMENT SERVICES
DEPARTMENT

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 Development Services
Department, Code Enforcement Division 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.

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

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

2 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2018,

4 by the following vote:

5

6 Ayes: Councilmembers: _____

7 _____

8 _____

9 _____

10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

13 _____

14 _____

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City Clerk

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EXHIBIT "A"

RECORDS DESTRUCTION REQUEST


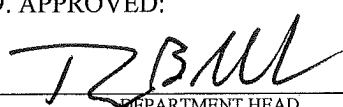

1/11/18
1. Date _____

Honorable Council of the City of Long Beach

2 The Development Services – Administration respectfully requests authority to destroy the following

DEPARTMENT
Development Services – RDA

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
43	BPOs	2002 – 2006	1	
43	Deposit Receipts	2005	1	
43	P-Cards	2005 – 2007	2	1
31	CPAC	2000-2012	1	1
43	Imprest Cash	2001-2006		2
43	Invoices	2004 - 2005		1
FOR DEPARTMENTAL USE 8. RECOMMENDED  <small>RECORDS MANAGER</small>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  <small>CITY ATTORNEY</small> 12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>2/5/2018</u>		13. Date <u>2/7/18</u>		