

August 16, 2022

**C-3**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Office of the City Clerk 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, elected officials and appointed offices 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 the Office of the City Clerk concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 22 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

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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 CLERK 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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Clerk Department 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 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  
411 West Ocean Boulevard, 9th 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 \_\_\_\_\_, 2022, by the  
following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Recusal(s): Councilmembers: \_\_\_\_\_

\_\_\_\_\_

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

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CHARLES PARKIN, City Attorney  
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EXHIBIT "A"

**Date\***  
6/28/2022

**Department\***  
City Clerk

**Bureau, Division, and/or Section**

## RECORDS DESTRUCTION APPROVAL

**Department Head Approval**  
Monique DeLaGarza

**City Clerk Approval**  
Monique DeLaGarza

**City Attorney Approval**  
Anita Lakhani

**Department Head Approval Date**  
6/29/2022

**City Clerk Approval Date**  
6/29/2022

**City Attorney Approval Date**  
6/29/2022

## DEPARTMENTAL RECORDS

Retention Schedule Item No*	Record Title*	Description	Years Involved*	Box No. On-Site*	Box No. Off-Site*
10	Audio Tapes	Cultural Heritage Commission Audio Tapes	2005-2009	N/A	N/A
10	Audio Tapes	Belmont Shore Parking & Business Improvement Advisory Board Audio Tapes	2005-2008	N/A	N/A
*See Remarks	Property Based Improvement District	Uptown Business Improvement District Property Owner Ballots for August 7, 2018	2018	N/A	N/A
8	Applications - Charity Permit		2019	N/A	N/A
6	Alcoholic Beverage License	Memorandums sent to the City Prosecutor	2019	N/A	N/A
19	Correspondence File	Summons Memorandums to the City Attorney	2019	N/A	N/A
4	Affidavit of Posting	City Council Agendas, Miscellaneous Committee/Commission Agendas, Gas Rates	2019	N/A	N/A

**Remarks**

\*Pursuant to Government Code 53753, the ballots shall be preserved for a minimum of two years, after which they may be destroyed.