CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard   Long Beach, CA 90802   562/570-6101   FAX 562/570-6789

January 10, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

   Recommendation to approve the destruction of records for the Department of
   Development Services 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 Department of Development Services concur in the above
recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 12 for the operation of the City Records
Center.

SUGGESTED ACTION

   Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

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 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.

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

2 Council of the City of Long Beach at its meeting of _____, 20___,

3 by the following vote:

4   Ayes: Councilmembers: _____

5 _____

6 _____

7 _____

8   Noes: Councilmembers: _____

9 _____

10   Absent: Councilmembers: _____

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14 _____
                            City Clerk

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EXHIBIT A
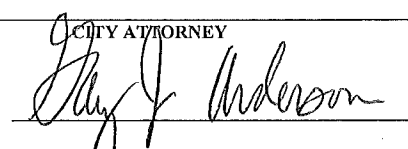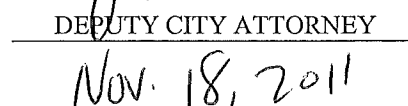
RECORDS DESTRUCTION REQUEST
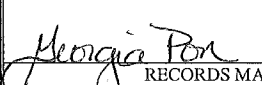
1. Date   10/21/11

Honorable Council of the City of Long Beach

2. The   Development Services   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
	Retention Schedule: Development Services/Administration (2/15/11)			
4	Auditor's Copies Cashiering	FY2009		
30	Public Records Act Requests	FY2009		

FOR DEPARTMENTAL USE	CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED: *Georgia Pon* RECORDS MANAGER	Consent is hereby given to destroy the records enumerated above.		
9. APPROVED: *Approval* DEPARTMENT HEAD 10. DATE: 10/21/11	CITY ATTORNEY 11. By *Amy Anderson* 12. Title DEPUTY CITY ATTORNEY 13. Date Nov. 18, 2011		