



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

**C-5**

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

April 11, 2017

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

## RECOMMENDATION:

Recommendation to approve the destruction of records for Long Beach Fire Department, Fire Prevention 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 Long Beach Fire Department concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY17 for the operation of the City Records Center.

## SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Poonam Davis

City Clerk

PD: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 FIRE DEPARTMENT, FIRE  
PREVENTION BUREAU

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 Fire Department, Fire Prevention Bureau, 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  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

I hereby certify that the foregoing resolution was adopted by the City  
Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2017,  
by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

# EXHIBIT “A”



# RECORDS DESTRUCTION REQUEST

1. Date March 9, 2017

Honorable Council of the City of Long Beach

2. The Fire Department/Fire Prevention Bureau 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
	Approved architectural construction drawings and fire protection and life safety system drawings for projects built during the year. Plans presently stored in file cabinets	2012	NA	
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  RECORDS MANAGER  9. APPROVED: <div style="text-align: center;">               BUREAU MANAGER           </div> 10. DATE:		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  CITY ATTORNEY 11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/21/17</u>		14. REMARKS:  Records are not on the official retention schedule for Fire, but are following the State of California schedule for 3 years.