



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-13

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

March 5, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Legislative Department, Council Districts 1, 7 and 9 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 the Legislative Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk

MD:II

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 COUNCIL DISTRICTS

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 Council Districts 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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I hereby certify that the foregoing resolution was adopted by the City Council
of the City of Long Beach at its meeting of _____, 2019, by the
following vote.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department COUNCIL DISTRICT 1

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			
20419	SUBJECT FILES BI INVITATIONS	1/1/2006	12/31/2006	12/31/2010	Internal Record Center	E -010-0004 0009
20420	SUBJECT FILES BI INVITATIONS	1/1/2006	12/31/2006	12/31/2010	Internal Record Center	E -010-0004 0010
20421	ACCOUNTING FILES (10003.5) ACCOUNTING FILES-CONFERENCE	1/1/2005	12/31/2005	12/31/2010	Internal Record Center	E -010-0004 0011
20441	SUBJECT FILES BI INVITATIONS	1/1/2005	12/31/2005	12/31/2009	Internal Record Center	E -010-0004 0012
20442	SUBJECT FILES VARIOUS ANNUAL REPORTS	1/1/2005	12/31/2005	12/31/2009	Internal Record Center	E -010-0004 0013
20443	SUBJECT FILES VARIOUS ANNUAL REPORTS	1/1/2005	12/31/2005	12/31/2009	Internal Record Center	E -010-0004 0014

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21241	ADMINISTRATIVE FILES INVITATIONS 2008	1/1/2008	12/31/2008	12/31/2010	Internal Record Center	E -010-0003 0007
21242	CONSTITUENT FILES CONSTITUENTS COMPLAINTS 2008	1/1/2008	12/31/2008	12/31/2012	Internal Record Center	E -010-0003 0008

Total Boxes to be Destroyed: 8



Records Manager

2-6-19
Date



Department Head

1/28/19
Date



City Attorney

2/14/19
Date

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department COUNCIL DISTRICT 7

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			
24266	CONSTITUENT FILES	01/01/2002	12/31/2010	12/31/2014	Internal Record Center	E -011-0005 0006
24267	CONSTITUENT FILES	01/01/2002	12/31/2010	12/31/2014	Internal Record Center	E -011-0005 0007
26868	ADMINISTRATIVE FILES	01/01/2009	12/31/2013	12/31/2015	Internal Record Center	E -010-0003 0010
27442	ADMINISTRATIVE FILES	01/01/2005	12/31/2012	12/31/2014	IRON MOUNTAIN	786804822
27443	ADMINISTRATIVE FILES	01/01/2005	12/31/2012	12/31/2014	IRON MOUNTAIN	786804823
27444	ADMINISTRATIVE FILES	01/01/2005	12/31/2012	12/31/2014	IRON MOUNTAIN	786804824

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
27445	ADMINISTRATIVE FILES	01/01/2009	12/31/2011	12/31/2016	IRON MOUNTAIN	786804825
27446	CONSTITUENT FILES	01/01/2010	12/31/2012	12/31/2016	IRON MOUNTAIN	786804826

Total Boxes to be Destroyed: 8


2-6-19
 Records Manager Date


01/16/19
 Department Head Date


2/14/19
 City Attorney Date

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department COUNCIL DISTRICT 9

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

Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
22740	SUBJECT FILES	1/1/2000	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0003
RANGE: ALPHA FILE, A - G						
22741	SUBJECT FILES	1/1/2000	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0004
RANGE: ALPHA FILE, H - O						
22742	SUBJECT FILES	1/1/2000	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0005
RANGE: ALPHA FILE, P - Z						
22743	CORRESPONDENCE	1/1/2002	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0006
RANGE: 2002 - 2010						
22744	CORRESPONDENCE	1/1/2002	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0007
RANGE: 2002 - 2010						

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
22745	CONSTITUENT FILES	1/1/2002	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0008
RANGE: STREET FILE, 2002 - 2010						
22746	CONSTITUENT FILES	1/1/2002	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0009
RANGE: STREET FILE, 2002 - 2010						
22747	CONSTITUENT FILES	1/1/2002	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0010
RANGE: STREET FILE, 2002 - 2010						

Total Boxes to be Destroyed: 8


Records Manager

2-6-19
Date


Department Head

12/11/18
Date


City Attorney

2/14/19
Date