



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

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

March 19, 2019

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for Technology and Innovation Department 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 Technology and Innovation Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY19 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

Monique De La Garza  
City Clerk  
MD:II

1 RESOLUTION NO.

2  
3 A RESOLUTION OF THE CITY COUNCIL OF THE  
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING  
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,  
6 AND WRITINGS BY THE DEPARTMENT OF  
7 TECHNOLOGY AND INNOVATION  
8

9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section  
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long  
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney  
13 having heretofore given his written consent, the City Council of the City of Long Beach  
14 does hereby approve and authorize the destruction by the Department of Technology and  
15 Innovation of any and all of the records, documents, instruments, books, papers, and  
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by  
17 reference thereto made a part hereof, which records are under its charge and are no  
18 longer required for use in its respective office, said records being no less than two (2)  
19 years old.

20 Section 2. The City Council hereby finds that none of said records:

- 21 A. Affect the title to real property or liens thereon;  
22 B. Constitute official court records;  
23 C. Constitute records which are required to be kept by statute;  
24 D. Constitute the original or record copies of the minutes,  
25 ordinances or resolutions of the City of Long Beach or any City Board or  
26 Commission.

27 Section 3. This resolution shall take effect immediately upon its adoption  
28 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 TECHNOLOGY SERVICES

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

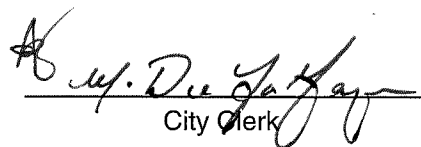
Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
28293	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS13000001 - VCTS13000700	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273093
28294	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS13000701 - VCTS14000400	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273094
28295	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS14000401 - VCTS14001150	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273095
28296	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS14001151 - VCTS14001800	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273096
28297	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS14001801 - VCTS14002400	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273097

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
28298	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS14002401 - VCTS14003000	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273098
28299	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS14003001 - VCTS14003500	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273099
28300	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS14003501 - VCTS14004000	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273100
28301	VOUCHERS (COPIES)  VOUCHERS AND INVOICES  RANGE: VCTS14004001 - VCTS14004500	10/1/2013	9/30/2014	9/30/2016	IRON MOUNTAIN	948273101
34433	VOUCHERS (COPIES)  VOUCHERS AND INVOICES RANGE: VCTS14004501-600	10/1/2014	9/30/2015	12/31/2017	IRON MOUNTAIN	965865433
34434	VOUCHERS (COPIES)  VOUCHERS AND INVOICES RANGE: VCTS15000601-1400	10/1/2014	9/30/2015	12/31/2017	IRON MOUNTAIN	965865434
34435	VOUCHERS (COPIES)  VOUCHERS AND INVOICES RANGE: VCTS15001401-2200	10/1/2014	9/30/2015	12/31/2017	IRON MOUNTAIN	965865435

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34436	VOUCHERS (COPIES)  VOUCHERS AND INVOICES RANGE: VCTS15002201-3100	10/1/2014	9/30/2015	12/31/2017	IRON MOUNTAIN	965865436
34437	VOUCHERS (COPIES)  VOUCHERS AND INVOICES RANGE: VCTS15003101-3900	10/1/2014	9/30/2015	12/31/2017	IRON MOUNTAIN	965865437
34438	VOUCHERS (COPIES)  VOUCHERS AND INVOICES RANGE: VCTS15003901-4450	10/1/2014	9/30/2015	12/31/2017	IRON MOUNTAIN	965865438
34553	VOUCHERS (COPIES)  VOUCHERS AND INVOICES RANGE: VCTS16000001-900	10/1/2015	9/30/2016	12/31/2018	IRON MOUNTAIN	948273153
36004	VOUCHERS (COPIES)  RANGE: VCTS16000901-1800	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803345
36005	VOUCHERS (COPIES)  RANGE: VCTS16001801-2600	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803346
36006	VOUCHERS (COPIES)  RANGE: VCTS16002601-3400	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803347
36007	VOUCHERS (COPIES)  RANGE: VCTS16003401-4200	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803348
36008	VOUCHERS (COPIES)  RANGE: VCTS16004201-4600 to VCTS17000001-500	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803349

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36009	VOUCHERS (COPIES)	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803350
	RANGE: VCTS17000501-1400					
36010	VOUCHERS (COPIES)	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803351
	RANGE: VCTS17001401-2400					
36011	VOUCHERS (COPIES)	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803352
	RANGE: VCTS17002401-3300					
36012	VOUCHERS (COPIES)	10/1/2016	9/30/2017	12/31/2018	IRON MOUNTAIN	RF041803353
	RANGE: VCTS17003301-4200					

**Total Boxes to be Destroyed: 25**

  
City Clerk  
2-7-19  
Date

  
Department Head

2/28/19  
Date  
  
City Attorney  
3/4/19  
Date



# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department TECHNOLOGY SERVICES/NE1

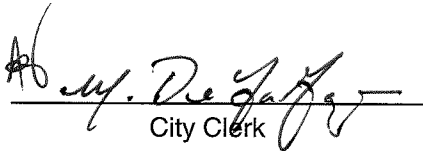
According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
25064	REQUEST FILE	1/1/2008	12/31/2011	12/31/2014	IRON MOUNTAIN	551785134

RANGE: SHI, FY2008 - FY2008

RANGE: SHI & DELL, FY2011 - FY2011

Total Boxes to be Destroyed: 1

  
City Clerk  
2-7-19  
Date

  
Department Head

2/15/19  
Date

  
City Attorney  
3/4/19  
Date

# RECORDS DESTRUCTION REQUEST

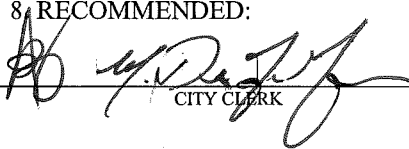

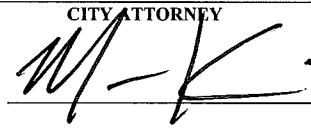
1. Date 2/7/2019

Honorable Council of the City of Long Beach

2. The Technology & Innovation DEPARTMENT respectfully requests authority to destroy the following

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4.  RECORD TITLE AND DESCRIPTION	5.  YEARS INVOLVED	6.  BOX NO. ON-SITE	7.  BOX NO. OFF-SITE
12	Payroll Timesheets (2 years)	2015-2016	1-4	N/A

<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  <small>CITY CLERK</small>  9. APPROVED:  <small>DEPARTMENT HEAD</small>  10. DATE: <u>2/20/19</u>	<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  <small>CITY ATTORNEY</small> 11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/4/19</u>	14. REMARKS:  Retention Schedule used is from Network Desktop Services.
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