

RESOLUTION NO. RES-19-0023

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 DEPARTMENT OF PUBLIC
WORKS, PUBLIC SERVICE 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 Department of Public Works, Public Service 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.

I hereby certify that the foregoing resolution was adopted by the City
Council of the City of Long Beach at its meeting of March 5, 2019,
by the following vote:

Ayes: Councilmembers: Gonzalez, Pearce, Supernaw,
Mungo, Uranga, Austin,
Richardson, Andrews.

Noes: Councilmembers: None.

Absent: Councilmembers: Price.


City Clerk

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date 01/23/2019

Honorable Council of the City of Long Beach

2. The Public Works/Public Service/Street Maintenance 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 |
|---|---|-------------------------|--------------------------|---------------------------|
| 1 | Special Events Work Orders | 2002-2004 | 1 | |
| 1 | Various/City Wide Work Orders | 2002-2004 | 2 | |
| 1 | Emergency 420/ Work Orders | 2005-2007 | 3 | |
| 1 | Emergency 420/ Work Orders | 2002-2005 | 4 | |
| 1 | Special Events & Grand Prix/Work Orders | 2001-2008 | 5 | |
| 1 | Special Event/Work Orders | 2006-2008 | 6 | |

FOR DEPARTMENTAL USE

8. RECOMMENDED:

AB *M. D. [Signature]*
RECORDS MANAGER

9. APPROVED:

mo *C. B. [Signature]*
DEPARTMENT HEAD

10. DATE: 2/5/2019

CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

11. By

[Signature]

12. Title

DEPUTY CITY ATTORNEY

13. Date

2/11/19

14. REMARKS:

RECORDS DESTRUCTION REQUEST

01/23/2019

1. Date _____

Honorable Council of the City of Long Beach

2. The Public Works/Public Service/Facilities Management 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 |
|---|---|-------------------------|--------------------------|---------------------------|
| 1 | Closed Work Orders #245000 – 284000 | 2009-2010 | 1 | |
| 1 | Closed Work Orders #284001 – 315999 | 2010-2011 | 2 | |
| 1 | Closed Work Orders #316000 – 350999 | 2011-2012 | 3 | |
| 1 | Closed Work Orders #381000 – 409995 (Mar 2013) | 2012-2013 | 4 | |
| 1 | Closed Work Orders #400098 – 412338 (Oct 2012-Jan 2013) | 2012-2013 | 5 | |
| 2 | Dailies January - December | 2012 | 8 | |
| 2 | Dailies January - December | 2013 | 9 | |
| 2 | Dailies January - December | 2014 | 10 | |

FOR DEPARTMENTAL USE

8. RECOMMENDED:


RECORDS MANAGER

9. APPROVED:


DEPARTMENT HEAD

10. DATE: 2/5/2019

CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

11. By 

12. Title DEPUTY CITY ATTORNEY

13. Date 2/11/19

14. REMARKS: