



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-6

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

April 2, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the City Attorney's Office, 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, elected offices, and appointed offices 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 Office of the City Clerk 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:ll

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 CITY ATTORNEY'S OFFICE

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 City Attorney's Office 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”

RECORDS DESTRUCTION REQUEST

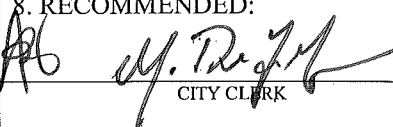
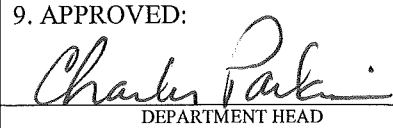
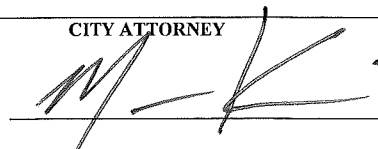
1. Date 3/21/2019

Honorable Council of the City of Long Beach

2. The City Attorney's Office respectfully requests authority to destroy the following
DEPARTMENT

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
17	COURT CASES: L13-0099 Bulkina, Zhanna; L13-0012 Cornerstone Health and Wellness	2013		
	COURT CASES: L11-0153 133 Promenade Walk; L11-0061 Mloukhein, Rose	2011-2013		
	COURT CASES: L10-0165 Robertson's Ready Mix; L10-PDQ Enterprises; L10-0160 Sedler, Natalya	2010-2011		
	COURT CASES: 8898 Young, Kathy	1997-1999		
	COURT CASES: L09-0014 Allen, Maurice	2009-2011		
	COURT CASES: L10-0142 Jones, Levar Emerson	2010-2013		
	COURT CASES: L08-0064 Atlantic Recovery Services Inc.	2008-2009		
	COURT CASES: L12-0018 State Farm	2012		
15	CONTRACT EMPLOYMENT: BPLW08-25 Haberbusch & Associates LLP (Bankruptcy Matters)	2008-2010		
48	SMALL CLAIMS: L13-0101 Miranda, Guillermo	2013		
	SMALL CLAIMS: L12-0034 Barajas, Donaciana; L12-0113 Foley, Jason William; L12-0061 COLB v. Herring, Hattie	2012		
28	LIFETIME MEDICAL FILES: Worker's Compensation Claim Files	1972-2002	1-29	

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>CITY CLERK</small> 9. APPROVED:  <small>DEPARTMENT HEAD</small> 10. DATE: <u>3-25-19</u>	CITY ATTORNEY'S CONSENT 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>3/21/19</u>	14. REMARKS:
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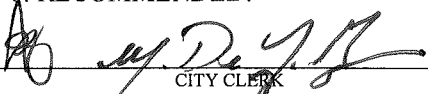

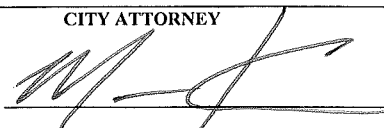
RECORDS DESTRUCTION REQUEST

1. Date 3/25/2019

Honorable Council of the City of Long Beach

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3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
2	BANKRUPTCY FILES	1920 - 2011		
3	BONDS - INVESTMENTS & IMPROVEMENTS	1920 - 2008		
4	CERTIFICATES OF INSURANCE	1920 - 2011		
8	CLAIMS - PERSONAL PROPERTY	1920 - 2011		
12	CONTRACTS/LEASES - EQUIPMENT over \$50,000	1921 - 2011		
14	CONTRACTS/LEASES - REAL PROPERTY	1921 - 2011		
15	CONTRACT EMPLOYMENT - CITY ATTORNEY	2008 - 2010		
17	COURT CASES	1920 - 2013		
19	DISPOSITION & DEVELOPMENT AGREEMENTS	1977 - 2011		
25	INSURANCE/BONDS	1974 - 2008		
27	LEGISLATIVE INFORMATION	1979 - 2011		
28	LIFETIME MEDICAL FILES: WORKER'S COMPENSATION	1972 - 2002	1 - 29	
29	MINUTES & AGENDAS	1980 - 2011		
38	PERMITS	1929 - 2011		
41	PUBLIC UTILITIES COMMISSION DOCUMENTS	1959 - 2004		
42	PURCHASE REQUISITIONS	1990 - 1994		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		
8. RECOMMENDED:  CITY CLERK		14. REMARKS: 36 CFR 64.11 - RAILROAD RIGHT-OF-WAY (3 years) GC34090 - SUBPOENA GC34090 - POLICIES/PROCEDURES: General Administrative GC34090d - CODE ENFORCEMENT - Case Files GC34090d - BIDS & PROPOSALS (Unsuccessful) GC34090 - DEFERRED COMPENSATION GC34090 - GRANTS: FEDERAL AND STATE (GC34090 = 2 years)		
9. APPROVED:  DEPARTMENT HEAD		11. By  12. Title DEPUTY CITY ATTORNEY 13. Date 3/25/19		
10. DATE: 3-25-19				

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
48	SMALL CLAIMS	1983 - 2013		
51	TAXES - PERSONAL PROPERTY	1951 - 2007		
52	TIME CARDS	1983 - 2016		
	RAILROAD RIGHT-OF-WAY	1946 - 2001		
	SUBPOENA	1940 - 2009		
	POLICIES/PROCEDURES: General Administrative	1977 - 2010		
	CODE ENFORCEMENT - Case Files	1959 - 2016		
	BIDS & PROPOSALS (Unsuccessful)	1980 - 2011		
	DEFERRED COMPENSATION	1976 - 2005		
	GRANTS: FEDERAL AND STATE	1975 - 2011		