



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

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

April 9, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Economic Development 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 Economic Development 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: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 ECONOMIC DEVELOPMENT
DEPARTMENT

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 Economic Development Department 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 3/20/2019

Honorable Council of the City of Long Beach

2. The Economic Development 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
31	PURCHASING RECORDS (VENDORS, CONTRACTORS AND CONSULTANT FILES)			
	Board Ups – December 2015 Monthly Board Up Log	2015		
	Board Ups – January 2016 City Property Board Ups	2016		
	Board Ups – February 2016 City Property Board Ups	2016		
	Board Ups – March 2016 City Property Board Ups	2016		
	Board Ups – April 2016 City Property Board Ups	2016		
	Board Ups – May 2016 City Property Board Ups	2016		
	Board Ups – June 2016 City Property Board Ups	2016		
	Board Ups – July 2016 City Property Board Ups	2016		
	Board Ups – August 2016 City Property Board Ups	2016		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		
8. RECOMMENDED: <i>Mary Frances Torres</i>		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED: <i>[Signature]</i>		11. By <i>[Signature]</i>		
		12. Title DEPUTY CITY ATTORNEY		
10. DATE: <i>3/25/17</i>		13. Date <i>3/26/17</i>		
		14. REMARKS:		
		Retention Schedule used is from Public Works/Asset Management with Council Approval Date of November 8, 2011.		

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
31 Cont.	PURCHASING RECORDS (VENDORS, CONTRACTORS AND CONSULTANT FILES) Board Ups – September 2016 City Property Board Ups Board Ups – October 2016 City Property Board Ups	 2016 2016		