



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-8

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

April 23, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Library Services 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Department of Library Services 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,

A handwritten signature in black ink, appearing to read "Monique De La Garza".

Monique De La Garza
City Clerk

MD:ll

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

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 LIBRARY
7 SERVICES

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 Library Services
15 of any and all of the records, documents, instruments, books, papers, and writings as set
16 forth in the documents attached hereto and marked Exhibit "A" and by reference thereto
17 made a part hereof, which records are under its charge and are no longer required for use
18 in its respective office, said records being no less than two (2) years old.

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

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

26 Section 3. This resolution shall take effect immediately upon its adoption
27 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

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

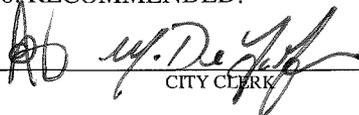
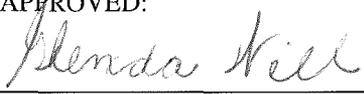
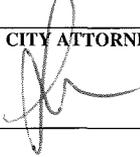
1. Date 3/29/2019

Honorable Council of the City of Long Beach

2. The Library Services 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
26	P-Card Files	2003-2010	ADM-11-023	
28	Returned checks	2004-2010	ADM-11-027	
30	Administration Files	1999-2011	ADM-12-003	
30	Administration Files	2010-2011	ADM-12-004	
21	Vendor Invoices	2010-2012	ADM-12-014	
21	Vendor Invoices	2010-2012	ADM-12-015	
30	Administration Files	2010-2012	ADM-13-001	
10	Performance Management Documents	2011-2012	ADM-13-005	
7	Incident Reports	2009-2011	ADM-13-012	
5	Facility Rental	2011-2012	ADM-13-013	
30	Administration Files	2010-2013	ADM-13-017	
10	Performance Management Documents	2013	ADM-13-018	
21	Vendor Invoices	2012-2013	ADM-13-021	
21	Vendor Invoices	2012 - 2013	ADM-13-022	
5	Facility Rental	2012-2013	ADM-14-010	
17	Main & Branch invoice copies	2011-2014	ADM-14-012	
3	Cash Reports	2014	ADM-15-002	
3	Cash Reports	2015	ADM-15-006	
42	City Safety Reports	2013-2014	ADM-15-009	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  CITY CLERK</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>3/29/19</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY </p> <p>11. By _____</p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>4/4/19</u></p>	<p>14. REMARKS:</p>
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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
3	Cash Reports	2015	ADM-15-010	
3	Cash Reports	2015	ADM-15-011	
3	Cash Reports	2014	ADM-16-002	
3	Cash Reports	2015	ADM-16-003	
13	Volunteer Waivers	1989-2013	ADMN-19-002	
13	Volunteer Waivers	1989-2003	ADMN-19-003	
13	Volunteer Waivers	1989-2013	ADMN-19-005	
10	Performance Management Documents	2004-2005	ADMN-19-011	
10	Performance Management Documents	2002-2005	ADMN-19-012	
10	Performance Management Documents	2007	ADMN-19-013	
35	Capital Improvements	2002-2008	ADMN-19-016	
26	Purchasing Card Accounting Files	2002-2008	ASB-08-001	
43	LS Statistics Reports	2000-2002	ASB-13-001	
20	Imprest Checking	2008-2010	ASB-14-001	
27	Use Tax Reports	2011-2013	ASB-14-002	
20	Imprest Checking	2008-2010	ASB-14-012	
20	Imprest Checking	2000	ASB-14-013	
15	Accounts Receivable Invoices	2001-2002	No Number	
29/35	ADA project Files/Capital Improvement Files	2000	No Number	
30	Administration Files	1995-2005	No Number	
30	Administration Files	1980-1990	No Number	
30	Administration Files	1980-1999	No Number	
30	Administration Files	1980-1999	No Number	
30	Administration Files	2011-2013	No Number	
30	Administration Files	1935-1968	No Number	
30	Administration Files	1995-2011	No Number	
30	Administration Files	1968-1978	No Number	
30	Administration Files	1995-2011	No Number	
30	Administration Files	1980-1995	No Number	

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
30	Administration Files	2003-2005	No Number	
30	Administration Files	1975-1996	No Number	
30	Administration Files	2005	No Number	
30	Administration Files	1994-2000	No Number	
30	Administration Files	1990-2003	No Number	
30	Administration Files	2000-2003	No Number	
30	Administration Files	1972-2001	No Number	
30	Administration Files	2003	No Number	
30	Administration Files	1998-1999	No Number	
30	Administration Files	1990-1993	No Number	
20	Administration Files	1985-1990	No Number	
30	Administration Files	1999-2000	No Number	
30	Administration Files	2000-2011	No Number	
30	Administration Files	2006	No Number	
30	Administration Files	-2006	No Number	
30	Administration Files	2006	No Number	
30	Administration Files	2006	No Number	
30	Administration Files	1980-1989	No Number	
30	Administration Files	1995-2009	No Number	
30	Administration Files	2000-2011	No Number	
30,31,36	Admin. Files, Agreements, Contracts, Concessions & Permits, Correspondence	1980-1987	No Number	
30,31,36	Admin. Files, Agreements, Contracts, Concessions & Permits, Correspondence	1980-1987	No Number	
30/36	Administration Files/Correspondence	1997-2011	No Number	
33	Budget Work Files	1986-1991	No Number	
33	Budget Work Files	1986-1989	No Number	
33	Budget Work Files	1979-1990	No Number	
33	Budget Work Files	1958-1974	No Number	
33	Budget Work Files	1985-1992	No Number	
33	Budget Work Files	1989-1990	No Number	

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
33	Budget Work files	2001-2003	No Number	
33	Budget Work Files (Ledgers)	1950-1979	No Number	
33	Budget Work Files (Microfiche)	1978-1987	No Number	
35	Capital Improvement Files	2000-2004	No Number	
35	Capital Improvement Project	1990-2002	No Number	
33/45/21	Capital Improvement Files, Maintenance Work Orders, Invoices	1988-1989	No Number	
37/35	Capital Improvement Project, Safety & Fire Extinguisher Inspection	1990-2000	No Number	
35	Capital Improvement Projects	2001-2008	No Number	
3	Cash Receipts	1992-1993	No Number	
3	Cash Receipts	1994	No Number	
3	Cash Reports	2011-2012	No Number	
18	Deposit Receipts	1965-1971	No Number	
18/19/22/38	Deposit Receipts/Direct Payment/Journal Vouchers/Grant Admin Files	1993-1998	No Number	
18/22	Deposit Receipts/Journal Vouchers	1995-1998	No Number	
27	Famis Reports	2007	No Number	
38	Grant Administration Files	1970-1980	No Number	
38	Grant Administration Files	1970-1980	No Number	
38	Grant Administration Files	1970-1985	No Number	
38	Grant Administration Files	1991-2000	No Number	
38	Grant Administration Files	2002	No Number	
38	Grant Administration Files	1978-1992	No Number	
38	Grant Administration Files	1976-1992	No Number	
38	Grant Administration Files	1986-1995	No Number	
38	Grant Administration Files	1977-1995	No Number	
38	Grant Administration Files	2002-2003	No Number	
21	Invoices (Vendor)	1988-1989	No Number	
21	Invoices (Vendor)	1991	No Number	
2	Library Card Applications: Youth	2013	No Number	
2	Library Card Applications: Youth	2013-2014	No Number	

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
2	Library Card Applications: Youth	2012	No Number	
2	Library Card Applications: Youth	2012	No Number	
2	Library Card Applications: Youth	2012-2013	No Number	
2	Library Card Applications: Youth	2012-2013	No Number	
27	Library Reports	1969-1974	No Number	
43	Library Services Statistics Reports	2003	No Number	
43	Library Services Statistics Reports	1999-2001	No Number	
43	Library Services Statistics Reports	2000-2001	No Number	
43	Library Services Statistics Reports	1997-1999	No Number	
9	Lost & Paid Receipt Books	1995-2008	No Number	
45	Maintenance Work Orders	1963-1990	No Number	
40	Management Recruitment	1986-1992	No Number	
40	Management Recruitment	1990-1993	No Number	
40	Management Recruitment	1997-2004	No Number	
24	MOU Files	1985-1986	No Number	
48	Payroll Reports	1991-1995	No Number	
48	Payroll Reports	1962-1995	No Number	
48	Payroll Reports	1992-1987	No Number	
48	Payroll Reports	1992-1987	No Number	
48	Payroll Reports	1962-1995	No Number	
49	Payroll Time Sheets	1991-1995	No Number	
49	Payroll Time Sheets	2016	No Number	
49	Payroll Time Sheets	2013	No Number	
49	Payroll Time Sheets	2016	No Number	
10	Performance Management Documents	1943-1987	No Number	
50	Personnel Confidential Files	1979-1983	No Number	
50	Personnel Confidential Files	1950-1980	No Number	
50	Personnel Confidential Files	1940-1980	No Number	
50	Personnel Confidential Files	1950-1980	No Number	

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
50	Personnel Confidential Files	1960-1970	No Number	
50	Personnel Confidential Files	1970-1980	No Number	
50	Personnel Confidential Files	1995-2009	No Number	
51	Personnel Requisitions	1968-2013	No Number	
51	Personnel Requisitions	1988-2013	No Number	
27	Reports	2007	No Number	
35	Capital Improvement Project Files	2000-2007	No Number	
24/46/50	MOU's, Human Resources Reports, Personnel Confidential Files	1970-2003	No Number	