



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-5

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

June 11, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

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

The City Attorney and City Auditor Department 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

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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 AUDITOR 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 City Auditor 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

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

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

1. Date 5/3/2019

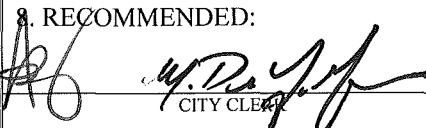
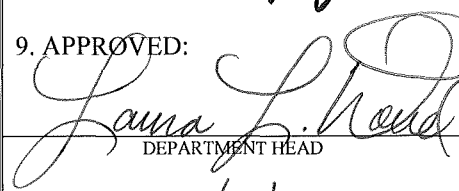

Honorable Council of the City of Long Beach

2. The City Auditor 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
1	Administrative Files	1998-1999 1997-2000 1998-1999 1999-2000 1999 1999-2000 1997-1998 1997-1998 1663-1997 1998-1999 1998 1991-1999 1999-2000 1978-1998 1997-1999 1996-2001 1998-1999 2002-2003 2002-2003 2000-2002 1999-2003 1987-2001 2001 1994-2000 2000-2004 1998-2003 2001-2005 2001-2005 2001-2003 2006-2004 2000-2001 2001-2003 2003-2005	14788 15263 15265 15266 15267 15268 15269 15271 15272 15275 15279 15280 15316 15317 15318 15319 15320 16060 16061 16062 16063 18193 18194 18678 18709 18710 18711 18712 18712 18714 18715 18716 18717	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>CITY CLERK</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>5/8/19</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>5/14/19</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
1	Administrative Files	1999-2005 2001-2003 2004-2005 2006-2006 2006 2006 2006 2006 2006 2006 2006 1994-2006 2003-2006 2006 2006-2006 1995-2007 1998-2007 2006-2007 1994-2005 2002-2005 2005 1983-2005 2001-2005 1987-2001 1986-1995 1996-2002 1984-2006 1989-2005 1988-2004	18718 18719 18720 19343 20005 20006 20007 20013 20048 20050 21496 21497 21499 21500 21503 21504 21505 21529 21530 21532 21533 21534 23927 23928 23929 23930 23931 23933	
9	Workpapers	1993-1998 1999-2000 1999 1999-2000 2000-2001 2001-2002 1998-2001 1999-2002 1998-2000 2002 2001 2001 1999-2002 1999-2001 2000-2003 2000 2002 1999-2003 2003 2003	15270 15676 15677 15678 15679 15680 15681 15682 15683 15684 15685 15686 15687 15688 17342 17343 17344 17346 17347 17348	

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
9	Workpapers	2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 1999-2006 1999-2004 2001-2005 2001-2005 1990-2006 2007 1996-2008 2004-2007 2007 2007 2007 2007 2008 2006-2007 2006	20028 20030 20032 20033 20034 20036 20037 20038 20039 20040 20041 20043 21495 21502 21527 21528 22464 22465 24587 24592 24593 24594 24595 24596 24820 24821	

RECORDS DESTRUCTION REQUEST

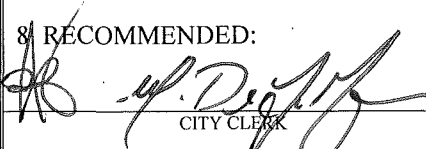
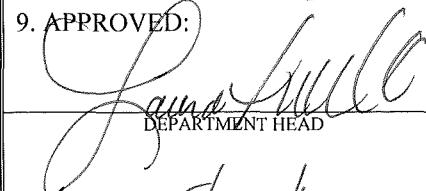
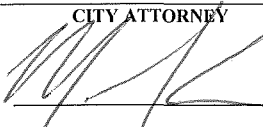
1. Date 5/24/2019

Honorable Council of the City of Long Beach

2. The _____ City Auditor 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
1	Administrative Files	1993-1994 1992 1997-1999 1997-2004 1996-2006	14222 14240 14752 18183 21498	
9	Work papers	1989-1990 1961-1990 1977-1988 1986-1991 2000-2003 2006 2006 1998-2006 2000	A-860-OF A-886-OF E-868 E873 17345 20031 20042 24586 25068	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>CITY CLERK</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>5/28/19</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  <small>CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>5/29/19</u></p>	<p>14. REMARKS:</p>
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