



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

June 11, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Office of the City Clerk, 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 officials 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,

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

Monique De La Garza
City Clerk

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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 CLERK

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 Clerk 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 unless otherwise authorized by law.

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

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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

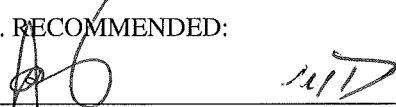
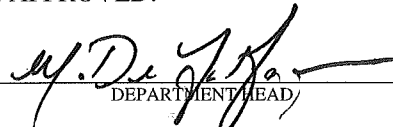
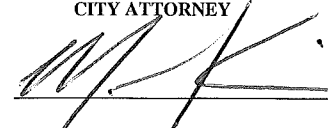
1. Date 4/25/2019

Honorable Council of the City of Long Beach

2. The Office of the City Clerk – Elections Bureau DEPARTMENT respectfully requests authority to destroy the following

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
	<u>Nomination Papers of Unsuccessful Candidates</u> Special Municipal Election April 7, 2009 <ul style="list-style-type: none"> Timothy Schugt Erick Rock Rick Berry Evan Braude Jana Shields Misi Tagaloa Eduardo Lara William Grisolia Primary Nominating Election April 13, 2010 <ul style="list-style-type: none"> Jack Smith J. Ben McCracken Fernando Bernabe Val Lerch Jill Hill Mike Hedges Stephanie Loftin Tom Marchese Tom Reeves Tonia Reyes Uranga Brad Shore Roberto Uranga 	2009 2010		

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>CITY CLERK</small> 9. APPROVED:  <small>DEPARTMENT HEAD</small> 10. DATE: <u>5-7-19</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>5/13/19</u>	14. REMARKS: Retention for Nomination Papers of Successful Candidates is T + 4 (EC 17100). Retention for Nomination Papers of Unsuccessful Candidates is E + 5 (GC 81009 (b)).
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	<p>Primary Nominating Election April 10, 2012</p> <ul style="list-style-type: none">• Janet Ballantyne• Lillian Kawasaki• Gustavo Rivera• Daryl Supernaw• John R.Watkins <p><u>Nomination Papers for Successful Candidates</u></p> <p>PNE & GME 2010</p> <ul style="list-style-type: none">• Gary DeLong• Robert E. Shannon• Bob Foster• Steve Neal• Gerrie Schipske• James Johnson	<p>2012</p> <p>2010-2014</p>		