

CITY OF LONG BEACH

C-8

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 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 Civil Service 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 Civil Service 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,

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 CIVIL SERVICE 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 Civil Service 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
Lona Beach, CA 90802-4664

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

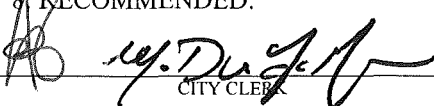

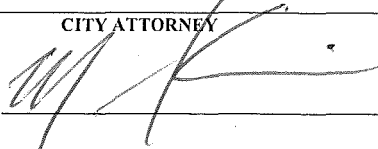
1. Date 5/20/2019

Honorable Council of the City of Long Beach

2. The CIVIL SERVICE/ADMIN SUPPORT SERVICES 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
10	FINANCIALS RECORDS (2 YEARS) Petty Cash documents (account closed)	2004-2013	N/A	N/A
10	FINANCIALS RECORDS (2 YEARS) Documents pertaining to Purchase Orders, Direct Payments, Journal Vouchers, P-Cards	2015 2016	N/A	N/A
13	PAYROLL CERTIFICATION Time Sheets 2014 to 2016	2014 2015 2016		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  <small>CITY CLERK</small>		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  <small>CITY ATTORNEY</small>		
10. DATE: <u>5/20/2019</u>		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>5/29/19</u>		