



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

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

August 20, 2019

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

RECOMMENDATION:

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

The City Attorney and the Department of Development 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,

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 DEPARTMENT OF
DEVELOPMENT SERVICES

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 Department of Development Services 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 07/23/2019

Honorable Council of the City of Long Beach

2. The Department of Development Services/
Administrative Services Bureau 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
28	PERSONNEL RECRUITMENT FILES	2013	2	
28	PERSONNEL RECRUITMENT FILES	2014	2	
28	PERSONNEL RECRUITMENT FILES	2015	2	
28	PERSONNEL RECRUITMENT FILES	2016	2	
28	PERSONNEL RECRUITMENT FILES	2014	1	
28	PERSONNEL RECRUITMENT FILES	2016	1	

FOR DEPARTMENTAL USE

8. RECOMMENDED:

CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

14. REMARKS:

CITY CLERK

CITY ATTORNEY

9. APPROVED:

11. By

12. Title


13. Date

DEPARTMENT HEAD

DEPUTY CITY ATTORNEY

10. DATE:

7/23/19


7/29/19

RECORDS DESTRUCTION REQUEST


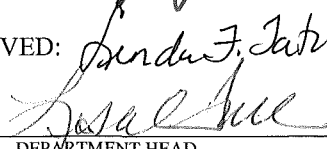
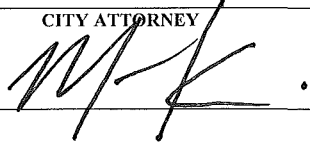

1. Date 6/19/2019

Honorable Council of the City of Long Beach

2. The Development Services/Redevelopment Agency 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
42	Purchasing - Bids/Proposals, Quotes (Unsuccessful)	2008-2012	N/A	
37	Project Files – Projects Abandoned	2001-2011	N/A	
10	Agreements, Contracts, Leases & Amendments	2001-2010	N/A	
23	Project Acquisitions/Dispositions – Work Files	2006-2010	N/A	
32	Projects – Construction Management Work Files	2014-2015	N/A	
41	Projects – Relocation Case Files	2003-2007	N/A	
36	Projects - Environmental Impact Documents (Work Files)	2002-2003	N/A	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <p> <small>CITY CLERK</small></p> <p>9. APPROVED:</p> <p> <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>7/11/2019</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p> <small>CITY ATTORNEY</small></p> <p>11. By <u></u></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>7/29/19</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

1. Date 07/24/2019

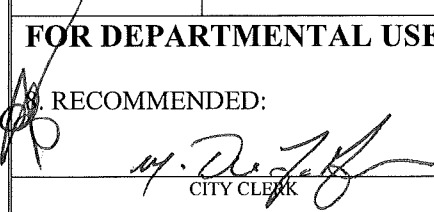
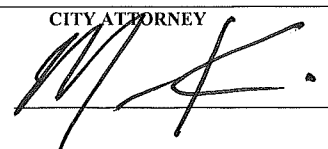

Honorable Council of the City of Long Beach

2. The Department of Development Services/
Administrative Services Bureau
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
12	PERSONNEL REQUISITIONS	2003	3	
12	PERSONNEL REQUISITIONS	2004	3	
12	PERSONNEL REQUISITIONS	2005	3	
12	PERSONNEL REQUISITIONS	2006	3	
12	PERSONNEL REQUISITIONS	2007	3	
12	PERSONNEL REQUISITIONS	2008	3	
12	PERSONNEL REQUISITIONS	2009	3	
12	PERSONNEL REQUISITIONS	2010	3	
12	PERSONNEL REQUISITIONS	2011	3	
12	PERSONNEL REQUISITIONS	2012	3	
12	PERSONNEL REQUISITIONS	2013	3	

FOR DEPARTMENTAL USE RECOMMENDED:  <small>CITY CLERK</small>	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>8/5/19</u>	14. REMARKS: Development Services is following Human Resources retention of 5 years.
9. APPROVED:  <small>DEPARTMENT HEAD</small>		
10. DATE: <u>7/24/2019</u>		

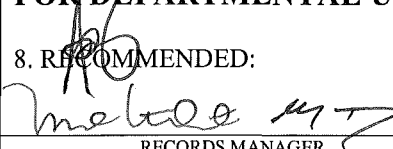


RECORDS DESTRUCTION REQUEST

1. Date 7/22/19

Honorable Council of the City of Long Beach

2. The Development Services Department 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
32	Purchasing – Journal Vouchers (Department Copies)	2007-2009	1	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>8/5/19</u>		
10. DATE: <u>7/23/19</u>		14. REMARKS:		