



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-10

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

September 3, 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,

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 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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EXHIBIT “A”

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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

RECORDS DESTRUCTION REQUEST

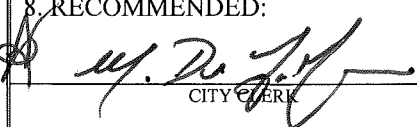
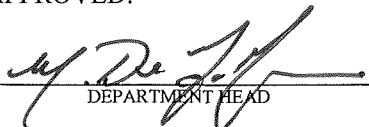

1. Date 8/7/2019

Honorable Council of the City of Long Beach

2. The Office of the City Clerk 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
4	<p><u>AFFADAVIT OF POSTINGS</u></p> <p>Council Agenda Affidavit of Posting City Council Agendas</p> <p>Long Beach Airport Belmont Shore Parking Advisory Board of Health CPCC Human Relations HSAC LB Senior Citizen LB Tourism LB Transit Marine Advisory Commission Parks Comm.</p>	2007-2014	1	
13	<p><u>BONDS</u></p> <p>Contract Bond – National Car Rental System, Inc. (General Power of Attorney)</p> <p>Surety Bond for Pacific Southwest Airlines</p> <p>Permit Bond for Jet America Airlines, Inc. (Power of Attorney: Insurance Co. of North America)</p> <p>Bond for Alaska Airlines (Power of Attorney and Certificate of Authority of Attorney(s)-In-Fact)</p>	1974-1981	1	

<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>8/12/2019</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>8/20/19</u></p>	<p>14. REMARKS:</p> <p>*No current retention schedule for Code of Ethics, defaulting to GC 53235.2, 5-year retention for appointed positions.</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
32	<u>MEETING FOLDERS</u> Committees: Housing and Neighborhoods 2007-2011 & 2013 I-710 Oversight Committee 2006-2013 LBUSD Joint Use 2012-2013 Personnel & Civil Service 2007-2013 Public Safety Committee 2006-2013	2006-2013	1	
32	<u>MEETING FOLDERS</u> Economic Development & Finance Committee 2007-2009 Environmental Committee 2007-2013 Elections Oversight Committee 2006-2011 Charter Amendment 2009-2010 Federal Legislation Committee 2007-2013	2006-2013	2	
32	<u>MEETING FOLDERS</u> Redevelopment Agency	2010-2011	3	
32	<u>MEETING FOLDERS</u> Budget Oversight Committee	2007-2013	4	
32	<u>MEETING FOLDERS</u> Citizen Police Complaint Commission Oversight Board Successor Agency	2008-2013	5	
32	<u>MEETING FOLDERS</u> Redevelopment Agency	2008	6	
32	<u>MEETING FOLDERS</u> Redevelopment Agency	2009	7	
32	<u>MEETING FOLDERS</u> Housing Authority	2009-2013	8	
32	<u>MEETING FOLDERS</u> Housing Authority	1999-2008	9	
32	<u>MEETING FOLDERS</u> Long Range Management Plan	1996-2013	10	
32	<u>MEETING FOLDERS</u> Long Range Management Plan	1996-2013	11	
53	<u>STENO BOOKS</u>	1998-2008	12	

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
32	<u>MEETING FOLDERS</u> Homeless Advisory Committee Transportation and Infrastructure Sustainable City Committee Charter Amendment	2006-2013	13	
32	<u>MEETING FOLDERS</u> Redevelopment Agency Redevelopment Agency Economic Development & Finance Committee Election Oversight Committee Housing & Neighborhoods Committee I-710 Oversight Committee Personnel & Civil SVC Committee Public Safety Committee Transport & Infrastructure Committee Homeless Services Advisory Committee Legislative & Environmental Affairs Committee State Legislative Environmental Affairs Committee Federal Legislative & Environmental Affairs Committee	1989-2006	14	
32	<u>MEETING FOLDERS</u> Economic Development & Finance Committee (Atty/Client)	1994-2013	15	
32	<u>MEETING FOLDERS</u> State Legislation Committee Tidelands & Harbor Committee Housing and Neighborhoods Transportation & Infrastructure Joint Meeting Housing & Neighborhood Transport Personnel & Civil Service & Transportation & Infrastructure State Legislative & Environmental Affairs Committee Budget Oversight Committee Charter Amendment	2005-2013	16	
19	<u>CORRESPONDENCE FILE</u> Conflict of Interest Code Code Review Biennial Review FPPC Conflict Codes Agency Codes	1991-2010	1-2	
22	<u>PETITION</u> Hotel Workplace Requirements and Restrictions Measure (November 6, 2018)	2018	1-6	

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
22	<u>CAMPAIGN STATEMENTS - 400 SERIES - LOSING CANDIDATES & COMMITTEES SUPPORTING LOSING CANDIDATES</u> Citizens For a Safer Long Beach	1993-2012		
22	<u>CAMPAIGN STATEMENTS - 400 SERIES - LOSING CANDIDATES & COMMITTEES SUPPORTING LOSING CANDIDATES</u> Long Beach Human Rights Banquet Committee	1997-2010		
22	<u>STATEMENT OF ECONOMIC INTEREST – FORM 700</u> Becky Blair	2008		
N/A	<u>*CODE OF ETHICS</u> Boards & Commissions: WPAC Airport Advisory CPCC Planning Commission Senior Citizens Advisory Human Relations BKBIA Commission on Youth & Children Community Development Parks & Rec Sustainable City Commission Homeless Services Advisory BKBIA Atlantic Ave Oversight Board NPAC Water Commission CACD Civil Service Belmont Shore PBIA Citizen Police Complaint Long Beach Airport Board of Health & Human Services Marine Advisory Board of Examiners & Appeals & Condemnation 4 th St Bid Long Beach Transit Board Community Investment Company	2010-2013		