

October 6, 2020

C-7

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Financial Management Department, Purchasing Division 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 Financial Management Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 21 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

MD:II

1 RESOLUTION NO.

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE DEPARTMENT OF FINANCIAL
7 MANAGEMENT
8

9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Department of Financial
15 Management of any and all of the records, documents, instruments, books, papers, and
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by
17 reference thereto made a part hereof, which records are under its charge and are no
18 longer required for use in its respective office, said records being no less than two (2)
19 years old unless otherwise authorized by law.

20 Section 2. The City Council hereby finds that none of said records:

- 21 A. Affect the title to real property or liens thereon;
22 B. Constitute official court records;
23 C. Constitute records which are required to be kept by statute;
24 D. Constitute the original or record copies of the minutes,
25 ordinances or resolutions of the City of Long Beach or any City Board or
26 Commission.

27 Section 3. This resolution shall take effect immediately upon its adoption
28 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th 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 _____, 2020,
by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department: FM/PURCHASING

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
34241	CONTRACTS & TERM ORDERS (P.O'S) RANGE: POs A-C	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	823548441
34242	CONTRACTS & TERM ORDERS (P.O'S) RANGE: POs D-H	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	823548442
34243	CONTRACTS & TERM ORDERS (P.O'S) RANGE: POs I-P	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	823548443
34244	CONTRACTS & TERM ORDERS (P.O'S) RANGE: POs P-Z	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	823548444
34951	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (#S - A) 1736 FAMILY CRISIS CNTR - ASCENT ELEVATOR SVCS, INC.	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865151
34952	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (B - C) BCI COCA COLA BOTTLING CO. OF LA - CURTIS, LINA L.	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865152
34953	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (D - G) DDR URBAN LP - GROVER, ALBERT & ASSOCIATES	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865153
34954	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (H - K) HDR ENGINEERING INC. - KRUPP, AJAY	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865154

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34955	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (L - MI) LG2WB ENGINEERS INC. - MITREVSKI, PETAR	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865155
34956	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (MO - Q) MOALEJ BUILDERS, INC - QUALIFIED MOBILE INC.	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865156
34957	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (R - SO) RBF CONSULTING - SOUTHERN COUNTIES OIL	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865157
34958	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (SP - T) SPAY NEUTER PROJECT OF LA - TRIIX LLC	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865158
34959	CONTRACTS & TERM ORDERS (P.O'S) 2012 BLANKET PURCHASE ORDERS: (U - Z) US POST OFFICE - ZONAR SYSTEMS, INC.	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865159
34960	CONTRACTS & TERM ORDERS (P.O'S) RANGE: PA-00112 - PA-00912	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865160
34961	CONTRACTS & TERM ORDERS (P.O'S) RANGE: PA-01212 - PA-02212	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865161
34962	CONTRACTS & TERM ORDERS (P.O'S) RANGE: PA-02312 - PA-03012	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865162
34963	CONTRACTS & TERM ORDERS (P.O'S) RANGE: PA-03012 - PA-04412	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865163

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
34964	CONTRACTS & TERM ORDERS (P.O'S)	1/1/2012	12/31/2012	12/31/2019	IRON MOUNTAIN	965865164
RANGE: PA-04612 - RESOLUTION 12-0031						

Total Boxes to be Destroyed: 18



8/28/2020
City Clerk Date


8/25/20
Department Head Date


8/19/2020
City Attorney Date

9-9-20
Date