

April 6, 2021

**C-9**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Financial Management Department, Fleet Services Bureau, Towing and Lien Sales 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

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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 DEPARTMENT OF FINANCIAL  
MANAGEMENT

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 Financial Management 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 to the vote adopting this resolution.

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Lona 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 \_\_\_\_\_, 2021 by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Recusal(s): Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Clerk

**Date \***

3/1/2021

**Department \***

Financial Management

**Bureau, Division, and/or Section**

Fleet Services Bureau-Towing &amp; Liens Sales Division

**RECORDS DESTRUCTION APPROVAL**
**Department Head Approval**

Sandy Tsang-Palmer

**City Clerk Approval**

Monique DeLaGarza

**City Attorney Approval**

Sarah Green

**Department Head Approval Date**

3/18/2021

**City Clerk Approval Date**

3/23/2021

**City Attorney Approval Date**

3/23/2021

**DEPARTMENTAL RECORDS**

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
2	Lien Sales Drawer Reconciliation Log Book	20 boxes	2013-2015	NA	NA
3	Towing Deposit Receipts	7 boxes	2013-2015	NA	NA
11	Towing Invoices	82 boxes	2013-2014	NA	NA
13	Returned Lien Sale Notifications	1 box	2013-2015	NA	NA
N/A	Vehicle Inspection Reports	1 box	2013-2015	NA	NA
N/A	Towing Release Receipts	14 boxes	2011-2015	NA	NA
N/A	Administrative Files: Time Sheets	2 boxes	2013-2015	NA	NA

**Remarks**

Following GC 34090 for Vehicle Inspection Reports, Towing Release Receipts and Administrative Files: Time Sheets.