

RESOLUTION NO. RES-22-0189

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 PROSECUTOR
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 1.28 of the Long Beach 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 shall be given written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Prosecutor Department of any 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 list which records are under its charge and are no longer required for use in its office, said records being no less than two (2) years old unless otherwise required 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.

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.
2

3 I hereby certify that the foregoing resolution was adopted by the City Council
4 of the City of Long Beach at its meeting of November 15, 2022, by the
5 following vote:

6 Ayes: Councilmembers: Zendejas, Allen, Supernaw, Mungo, Saro,
7 Austin, Richardson.
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10 Noes: Councilmembers: None.
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12 Absent: Councilmembers: Price, Uranga.
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14 Recusal(s): Councilmembers: None.
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17 City Clerk
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EXHIBIT “A”



Records Destruction Request

Date*

10/11/2022

Department*

City Prosecutor

Bureau, Division, and/or Section

RECORDS DESTRUCTION APPROVAL

Department Head Approval

Douglas Haubert

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

10/19/2022

City Clerk Approval Date

10/19/2022

City Attorney Approval Date

10/24/2022

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
N/A	Accounting Files/Documents	Cash receipts; deposit receipts; journal vouchers (intra-dept transaction); invoices (received); purchase orders (dept. purchases); budget adjustments; budget transfers	2017-2018	3	N/A

Remarks

California Government Code Section 34090(d) for records kept for more than two years.



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City Attorney Approval

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Department Head Approval Date

10/19/2022

City Clerk Approval Date

10/19/2022

City Attorney Approval Date

11/1/2022

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
N/A	Payroll Records	Employee Timesheets	2019	n/a	n/a

Remarks

Request to destroy Employee Timesheets dated 2019.

Per California Government Code Section 34090(d). This section says that any record can be destroyed except records less than two years old. The 2019 timesheets are more than two years old.



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10/19/2022

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10/19/2022

City Attorney Approval Date

11/1/2022

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
N/A	Criminal Case Files - Misdemeanor Cases	Case Nos. 6LB00676 to 6LB13072	2016	86	N/A
N/A	Criminal Case Files - Domestic Violence Cases	Case Nos. 6LB01117 to 6LB08224	2016	22	N/A

Remarks

All were closed on or before 11/01/2019. Applicable statute is California Government Code Section 34090(d) which requires a record be kept a minimum of two years after it has been closed.