

# CITY OF LONG BEACH

# C-5

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

August 15, 2017

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for the Legislative Department, Office of the Mayor 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 Legislative Department concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 17 for the operation of the City Records Center.

## SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Monique De La Garza  
City Clerk

MD:ll

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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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 MAYOR'S OFFICE

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 Mayor's Office, 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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OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th 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 \_\_\_\_\_, 2017, by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

# EXHIBIT "A"

# RECORDS DESTRUCTION REQUEST

1. Date 07/21/2017

Honorable Council of the City of Long Beach


2. The Mayor's Office respectfully requests authority to destroy the following  
DEPARTMENT

departmental records:

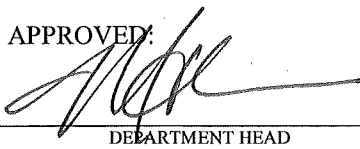
3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
8	Personnel Files 1970s-1995	1970s-1995	1	
8	Personnel Files 1996-1999	1996-1999	2	
8	Personnel Files 2000-June 2002	2000-2002	3	
4	Casework Files 2007	2007	4	
7	Timesheets 2014	2014	5	
7	Timesheets 2013-14	2013-14	6	
7	Timesheets 2012-13	2012-13	7	
1,7	Timesheets 2011; Budget FY10	2010-11	8	
2,5,7	Administrative, Correspondence 2000-3; Timesheets 2012	2000-2012	9	
2,4,5	Administrative, Constituent, Correspondence	2005-2010	10	
2,4,5	Administrative, Constituent, Correspondence	2007	11	
1	Invoices	2005-10	12	

**FOR DEPARTMENTAL USE**

8. RECOMMENDED:

 **AG**  
RECORDS MANAGER

9. APPROVED:

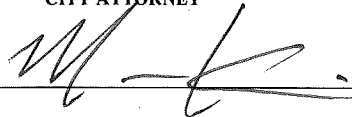
  
DEPARTMENT HEAD

10. DATE: 07/21/17

**CITY ATTORNEY'S CONSENT**

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

11. By 

12. Title DEPUTY CITY ATTORNEY

13. Date 8/3/17

14. REMARKS: