

March 23, 2021

C-3

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 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 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.

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.

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

1 following vote:

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3 Ayes: Councilmembers: _____

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7 Noes: Councilmembers: _____

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9 Absent: Councilmembers: _____

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11 Recusal(s): Councilmembers: _____

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City Clerk

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EXHIBIT “A”

Date*
2/17/2021

Department*
City Clerk

Bureau, Division, and/or Section

RECORDS DESTRUCTION APPROVAL

Department Head Approval
Monique DeLaGarza

City Clerk Approval
Monique DeLaGarza

City Attorney Approval
Sarah Green

Department Head Approval Date
3/3/2021

City Clerk Approval Date
3/3/2021

City Attorney Approval Date
3/8/2021

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
19	Correspondence File	Summons Memos	2013-2018	N/A	N/A
19	Correspondence File	Summons Memos	2009	N/A	N/A
19	Correspondence File	PRA Memos	2009	N/A	N/A
6	Alcoholic Beverage License	ABC Memos	2013-2018	N/A	N/A
4	Affidavit of Posting	Gas Rates AOP's	2013-2018	N/A	N/A
4	Affidavit of Posting	City Council Agenda AOP's	2017-2018	N/A	N/A
4	Affidavit of Posting	Boards, Commissions, and Miscellaneous Meetings AOP's	2017-2018	N/A	N/A
22	Election Files	Result Files of Primary Nominating Election April 8, 2014	2014	N/A	N/A
22	Election Files	Working Files of General Municipal Election June 3, 2014	2014	N/A	N/A
NA	Nomination Documents	Primary Nominating Election April 8, 2014 • Damon Dunn • James Johnson • Misi Tagalao • Carl Kemp • Thomas Sutfin	2014	N/A	N/A
NA	Nomination Documents	General Municipal Election June 3, 2014 • Damon Dunn • James Johnson • Misi Tagalao • Carl Kemp	2014	N/A	N/A
NA	Nomination Documents	Special Municipal Election April 14, 2015 • Herlinda Chico • John R. Watkins • Denny Thompson • Ted Watson • Richard Lindemann	2015	N/A	N/A
NA	Nomination Documents	Primary Nominating Election April 12, 2016 • Jessica Vargas-Alvarez • Davina M. Kelser • Rosi Pedersen • Irma Archuleta • Laurie C. Angel • Joen Garnica • Wesley Turnbow • Eric Miller • Josephine A. Villasenor • Robert Harmon	2016	N/A	N/A

NA	Nomination Documents	General Municipal Election June 7, 2016 • Eric Gray	2016	N/A	N/A
22	Election Files	Potential Candidates (never filed) E.B. Gendel, Juan Lopez, Larry King, Jose Rodriguez, Daniel Harro, James Johnson, Bill Ruzgis, Kareem Muhammad	2014-2015	N/A	N/A
NA	Nomination Documents	Primary Nominating Election 2012 • Suja Lowenthal • Patrick O'Donnell	2012	N/A	N/A
22	Election Files	Campaign Statements - Form 410 for Herlinda Chico for City Council 2015	2015	N/A	N/A
22	Election Files	Campaign Statements - Form 410 for Doug Otto for Mayor 2014	2014	N/A	N/A
8	Applications - Charity Permit	<ul style="list-style-type: none"> • Long Beach Lesbian and Gay Pride, Inc. • Pathways to Independence • Goals for Life Foundation, Inc. • Girl Scouts of Greater Los Angeles • Long Beach K9 Officers Association • Comprehensive Child Development Services • The Hmong Association of Long Beach • Wilson Bruins Touchdown Club • Long Beach Local • The Long Beach Heritage Coalition • Community Action Team (C.A.T) • CA Heights Neighborhood Association • Southern California Speedboat Club • Pacific Asian Counseling Services • Greenpeace Inc. • American Cancer Society • Easter Seals Southern California, Inc. • Goals for Life Foundation, Inc. • Long Beach Police Foundation • Marine Mammal Care Center Los Angeles • Sunnyside Cemetery, Inc. • Urban Community Outreach 	2017-2018	N/A	N/A
1	Accounting Files	Cash Receipts	2005-2013	N/A	N/A
1	Accounting Files	Deposit Receipts	2008-2013	N/A	N/A
3	Administrative Files	City Council Red Books	2013	N/A	N/A
3	Administrative Files	City Council Red Books	2015-2016	N/A	N/A
10	Audio Tapes	<ul style="list-style-type: none"> • Housing and Neighborhoods Committee 1998-2007 • Housing Authority 1999-2006 • Housing Authority & City Council Closed Session – 10/09/2001 • Public Safety Advisory Commission 2008 • LB/SH Unified Program Agency – 9/26/2002 • Homeless Services Advisory Commission 2005-2008 • Transportation and Infrastructure Committee 1999-2005 • Public Safety Committee 1998-2006 • Long Beach Transit 2004-2008 • Long Beach/Signal Hill Joint Powers Authority 1999-2001 • Long Beach Bond Finance Authority -05/2/2012 • Tidelands and Harbor Committee 1998-2007 • Citizen Police Complaint Commission 2008-2009 	1998-2009	N/A	N/A
10	Audio Tapes	<ul style="list-style-type: none"> • Budget Oversight Committee 2003-2007 • I-710 Oversight Committee 2003-2007 • California State University Headquarters Building Authority 2002-2006 • Federal Legislation and Environmental Affairs Committee 1999-2006 • State Legislation Committee – 04/18/2007 • Redevelopment Agency 2003-2006 	1999-2007	N/A	N/A

10	Audio Tapes	<ul style="list-style-type: none"> • Administrative Hearings 1996-2003 • State Legislation and Environmental Affairs 1998-2006 • Economic Development and Finance Committee (Attorney/Client) 2000-2003 • Joint Public Safety and Housing and Neighborhoods Committee 2004 • Joint Housing and Neighborhoods and Transportation and Infrastructure Committee – 05/14/2007 • Joint State Legislation and Environmental and Tidelands and Harbor Committee 1999 • Joint Economic Development and Finance and Personnel and Civil Service Committee – 05/01/2001 • Joint Tidelands and Harbor and Transportation and Infrastructure Committee 2000-2005 • Joint Tidelands and Harbor and Public Safety Committee 2000-2003 • Joint Economic Development and Finance and Elections Oversight Committee – 06/03/2003 • Joint Economic Development and Finance and State Legislation and Environmental Affairs Committee 2003-2004 • Personnel and Civil Service Committee 2000-2006 • Elections Oversight Committee 2002-2006 • Charter Amendment Committee 2000-2006 • Economic Development and Finance Committee 2000-2006 • Legislation and Environmental Committee – 02/10/1998 • Brown Act Presentation – 09/26/2003 	1996-2006	N/A	N/A
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Remarks

GC17100(a) for Nomination Documents (T + 4 years).