

May 9, 2023

C-5

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Health and Human Services Department 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 Health and Human Services Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 23 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 HEALTH AND HUMAN
SERVICES 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 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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Health and Human Services Department 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 unless otherwise authorized 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 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2023,
4 by the following vote:

5

6 Ayes: Councilmembers: _____

7 _____

8 _____

9 _____

10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

13 _____

14 Recusal(s): Councilmembers: _____

15 _____

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17 _____
City Clerk

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EXHIBIT “A”

Date *
3/31/2023

Department *
Health and Human Services

Bureau, Division, and/or Section
Health & Human Services / Physician Services / Clinical Services / HIV Care Coordination Clinic

RECORDS DESTRUCTION APPROVAL

Department Head Approval
Kelly Colopy

City Clerk Approval
Monique DeLaGarza

City Attorney Approval
Anita Lakhani

Department Head Approval Date
4/12/2023

City Clerk Approval Date
4/19/2023

City Attorney Approval Date
4/19/2023

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
3	Benefits Specialty Services	#0004780	2013	1	N/A
3	Benefits Specialty Services	#0068767 269-3014-5 #0057183 LB08484 LB00091 #0079889 #0068822 LB00027 LB00665 #0026897 #0089123 #0099089	2014	2	N/A

3	Benefits Specialty Services	99-0030-5 LB01010 #0089080 #LB06060 #0099113 LB50002 LB08888 79851 LB02020 89079 #0099138 LB03535 #0099185 #0098863 #0098861 LB02499 LB50006 LB03131 #0099125 LB00015 LB08585 #0026814 #0098545 LB07373 #0079950 LB02626 #0099186 LB02929 #0099082 LB08282 LB03737 LB03434 #0098492 #0098899 #0099162 #0098933	2015	3	N/A
3	Benefits Specialty Services	LB01118 LB01414 #0026888 66-3983-2 LB00099 99129 4295284 99159	2015	4	N/A

Remarks

ALL RECORDS FOR HAVE MET THEIR RETENTION SCHEDULE FOR DESTRUCTION.