



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-12

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

November 13, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Fire 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 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 Fire Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza
City Clerk
MD:ll

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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 FIRE 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 his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Fire 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.

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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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2018, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

1. Date 10/11/18


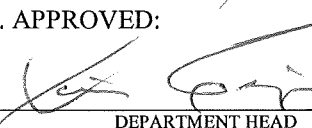

Honorable Council of the City of Long Beach

2. The Long Beach Fire Department 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
21	Payroll Files - Employee Time cards - Originals - Overtime slips - Originals - Payroll Registers – Computer Copies - Payroll Time Records – Computer Copies - Accrued hours Reports – Computer Copies FY2005 Time Cards PP01-PP05 12/25/04-3/4/05 FY2005 Time Cards PP06-PP11 03/05/05-5/27/05 FY2005 Time Cards PP12-PP15 5/28/05-7/22/05 FY2005 Time Cards PP16-PP20 7/23/05-9/30/05 FY2005 Time Cards PP21-PP26 10/01/05-12/23/05 FY2005 Payroll Records PP01-PP08 12/25/04-4/15/05 FY2005 Payroll Records PP09-PP15 4/16/05-7/22/05 FY2005 Payroll Records PP16-PP22 7/23/05-10/28/05 FY2005 Payroll Records PP23-PP26 10/29/05-12/23/05 FY2006 Time Cards PP01-PP06 12/24/05-03/17/06 FY2006 Time Cards PP07-PP13 03/18/06-6/23/06 FY2006 Time Cards PP14-PP19 06/24/06-09/15/06 FY2006 Time Cards PP20-PP26 9/16/06-12/22/06 FY2006 Payroll Records PP01-PP06 12/24/05-03/17/06 FY2006 Payroll Records PP07-PP13 03/18/06-06/23/06 FY2006 Payroll Records PP14-PP19 06/24/06-09/15/06 FY2006 Payroll Records PP20-PP26 9/16/06-12/22/06 FY2007 Time Cards PP01-PP06 12/23/06-03/16/07 FY2007 Time Cards PP07-PP12 03/17/07-06/08/07 FY2007 Time Cards PP13-PP16 06/09/07-08/03/07 FY2007 Time Cards PP17-PP22 08/04/07-10/26/07 FY2007 Time Cards PP23-PP26 10/27/07-10/21/07 FY2007 Payroll Records PP01-PP08 12/23/06-04/13/07 FY2007 Payroll Records PP09-PP15 04/14/07-07/20/07 FY2007 Payroll Records PP16-PP21 07/21/07-10/12/07 FY2007 Payroll Records PP22-PP26 10/13/07-12/21/07	2005-2007	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26	

FOR DEPARTMENTAL USE 8. RECOMMENDED:  A6 <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE: <u>10-16-18</u>	13. Date <u>10/25/18</u>	