

December 8, 2020

C-7

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Library Services 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 Department of Library Services 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

MD:lb

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 DEPARTMENT OF LIBRARY SERVICES

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 Department of Library Services 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 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th 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 _____, 2020, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

EXHIBIT A

RECORDS DESTRUCTION REQUEST

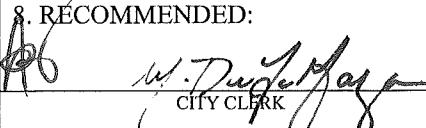

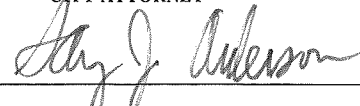
1. Date Oct 14, 2020

Honorable Council of the City of Long Beach

2. The Department of Library Services respectfully requests authority to destroy the following
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
21	Invoices (Brodart)	2013-14	ASB-19-001	
21	Invoices (Brodart)	2014-15	ASB-19-002	
21	Invoices (Brodart)	2014-15	ASB-19-003	
21	Invoices (Brodart)	2015-17	ASB-19-004	
21	Invoices (Brodart)	2015-17	ASB-19-005	
21	Invoices (Brodart)	2015-17	ASB-19-006	
21	Invoices (Brodart + Baker & Taylor)	2018	ASB-19-007	
21	Invoices (Baker & Taylor)	2013-14	ASB-19-008	
21	Invoices (Baker & Taylor)	2014	ASB-19-009	
21	Invoices (Baker & Taylor)	2014-15	ASB-19-010	
21	Invoices (Baker & Taylor)	2015-16	ASB-19-011	
21	Invoices (Baker & Taylor)	2015-17	ASB-19-012	
21	Invoices (Misc. Vendors A-Z)	2013-16	ASB-19-013	
21	Invoices (Misc. Vendors A-Z)	2016-18	ASB-19-014	
21	Invoices (Brodart + Baker & Taylor)	2017-18	ASB-20-001	
21	Invoices (Misc. Vendors A-Z)	2017-18	ASB-20-002	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>CITY CLERK</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>10-14-2020</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>11/2/2020</u></p>	<p>14. REMARKS:</p> <p>Invoices from the Year 2018 that are listed are only dated until Sept. 30, 2018.</p>
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