



**CITY OF LONG BEACH**  
CITY CLERK

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August 16, 2005

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

To approve the destruction of records for the departments of Financial Management/Business License, and Fire as shown in Attachment 1; and adopt the resolution.

**DISCUSSION**

Pursuant to Section 34090 of the 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 operation of the Records Center, the City Clerk Department has worked with the departments listed to review the records destruction (Attachment 1).

**CONCURRENCES**

The City Attorney, Financial Management/Business License and Fire Departments concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 05 for operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

  
for Larry G. Herrera  
City Clerk