

**C-7**

November 17, 2020

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the City Auditor's Office 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 City Auditor's Office 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

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

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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 AUDITOR'S OFFICE

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 Auditor's Office 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.

I hereby certify that the foregoing resolution was adopted by the City

1 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2020,  
2 by the following vote:

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Ayes: Councilmembers: \_\_\_\_\_

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Noes: Councilmembers: \_\_\_\_\_

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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

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH  
Department: AUDITOR

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
F-505	WORK PAPERS  RANGE: 91-001 - 91-005	6/30/1989	1/1/1991	12/31/2001	Internal Record Center	C -010-0001 0001
F-507	WORK PAPERS  LIST 1309 RANGE: 91-017 - 91-030	9/1/1987	8/1/1988	12/31/1998	Internal Record Center	C -010-0001 0003
H-055	WORK PAPERS  LIST 1293 89-528 - 89-529	4/30/1989	10/30/1991	12/31/2001	Internal Record Center	C -010-0001 0009
J-114	WORK PAPERS  LIST 1266	6/30/1988	6/30/1988	12/31/1998	Internal Record Center	C -010-0001 0012
J-115	WORK PAPERS	5/31/1986	3/31/1988	12/31/1998	Internal Record Center	C -010-0001 0013
14216	ADMINISTRATIVE FILES  LIST 1598	1/1/1998	12/31/1998	12/31/2008	Internal Record Center	G -002-0005 0003
14229	ADMINISTRATIVE FILES  LIST 1598	1/1/1991	12/31/1997	12/31/2007	Internal Record Center	G -002-0004 0010
14230	ADMINISTRATIVE FILES  LIST 1598	1/1/1996	12/31/1996	12/31/2006	Internal Record Center	G -002-0004 0011

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
14232	ADMINISTRATIVE FILES LIST 1598	1/1/1995	12/31/1995	12/31/2005	Internal Record Center	C -009-0002 0009
14234	ADMINISTRATIVE FILES LIST 1598	1/1/1995	12/31/1996	12/31/2006	Internal Record Center	G -007-0002 0016
14235	ADMINISTRATIVE FILES LIST 1598	1/1/1994	12/31/1994	12/31/2004	Internal Record Center	G -007-0002 0018
14238	ADMINISTRATIVE FILES LIST 1598	1/1/1992	12/31/1992	12/31/2002	Internal Record Center	G -004-0004 0007
14241	ADMINISTRATIVE FILES LIST 1598	1/1/1995	12/31/1997	12/31/2007	Internal Record Center	G -005-0002 0007
14243	ADMINISTRATIVE FILES LIST 1598	1/1/1987	12/31/1998	12/31/2008	Internal Record Center	G -005-0002 0013
14245	ADMINISTRATIVE FILES LIST 1598	1/1/1990	12/31/1996	12/31/2006	Internal Record Center	C -009-0002 0018
14246	ADMINISTRATIVE FILES LIST 1598	1/1/1991	12/31/1996	12/31/2006	Internal Record Center	F -001-0002 0012
14285	ADMINISTRATIVE FILES LIST 1600	1/1/1989	12/31/1997	12/31/2007	Internal Record Center	F -003-0003 0006
14287	ADMINISTRATIVE FILES LIST 1600	1/1/1993	12/31/1996	12/31/2006	Internal Record Center	F -003-0003 0008

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
14289	ADMINISTRATIVE FILES LIST 1600	1/1/1992	12/31/1997	12/31/2007	Internal Record Center	F -003-0003 0010
14290	ADMINISTRATIVE FILES LIST 1600	1/1/1995	12/31/1995	12/31/2005	Internal Record Center	F -003-0003 0012
14291	ADMINISTRATIVE FILES LIST 1600	1/1/1995	12/31/1995	12/31/2005	Internal Record Center	F -003-0003 0013
14750	ADMINISTRATIVE FILES LIST 1632	1/1/1990	12/31/1998	12/31/2008	Internal Record Center	B -011-0001 0001
14751	ADMINISTRATIVE FILES LIST 1632	1/1/1991	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0002
14753	ADMINISTRATIVE FILES LIST 1632	1/1/1997	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0004
14754	ADMINISTRATIVE FILES LIST 1632	1/1/1996	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0005
14755	ADMINISTRATIVE FILES LIST 1632	1/1/1998	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0006
14756	ADMINISTRATIVE FILES LIST 1632	1/1/1989	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0007
14757	ADMINISTRATIVE FILES LIST 1632	1/1/1989	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0008

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
14758	ADMINISTRATIVE FILES LIST 1632	1/1/2000	12/31/2001	12/31/2006	Internal Record Center	B -011-0001 0009
14759	ADMINISTRATIVE FILES LIST 1632	1/1/1998	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0010
14760	ADMINISTRATIVE FILES LIST 1632	1/1/1999	12/31/2000	12/31/2010	Internal Record Center	B -011-0001 0011
14761	ADMINISTRATIVE FILES LIST 1632	1/1/1998	12/31/1999	12/31/2009	Internal Record Center	B -011-0001 0012
14762	ADMINISTRATIVE FILES LIST 1632	1/1/2000	12/31/2000	12/31/2010	Internal Record Center	B -011-0001 0013
14763	ADMINISTRATIVE FILES LIST 1632	1/1/1998	12/31/2000	12/31/2010	Internal Record Center	B -011-0001 0014
14764	ADMINISTRATIVE FILES LIST 1632	1/1/2000	12/31/2001	12/31/2006	Internal Record Center	B -011-0001 0015
14778	ADMINISTRATIVE FILES LIST 1632	1/1/1993	12/31/1999	12/31/2009	Internal Record Center	E -004-0003 0002
14783	ADMINISTRATIVE FILES LIST 1632	1/1/1993	12/31/1996	12/31/2006	Internal Record Center	E -001-0003 0001
14784	ADMINISTRATIVE FILES LIST 1632	1/1/1991	12/31/1999	12/31/2009	Internal Record Center	E -004-0003 0004



Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
14785	ADMINISTRATIVE FILES LIST 1632	1/1/2000	12/31/2000	12/31/2010	Internal Record Center	E -004-0003 0005
14787	ADMINISTRATIVE FILES LIST 1632	1/1/1998	12/31/1998	12/31/2008	Internal Record Center	E -004-0003 0008
15276	WORK PAPERS LIST 1652	1/1/1998	12/31/1999	12/31/2009	Internal Record Center	C -008-0001 0014
17350	WORK PAPERS LIST 1792	1/1/2003	12/31/2003	12/31/2013	Internal Record Center	E -011-0002 0009
18182	WORK PAPERS LIST 1841	1/1/2003	12/31/2003	12/31/2013	Internal Record Center	L -001-0003 0017
18675	CONTRACTS - DUPLICATE COPIES LIST 1864	1/1/1999	12/31/1999	12/31/2001	IRON MOUNTAIN	390422774
18676	CONTRACTS - DUPLICATE COPIES LIST 1864	1/1/1999	12/31/1999	12/31/2001	IRON MOUNTAIN	390422775
18680	CONTRACTS - DUPLICATE COPIES LIST 1864	1/1/1999	12/31/1999	12/31/2001	IRON MOUNTAIN	390422779
18682	CONTRACTS - DUPLICATE COPIES LIST 1864	1/1/1999	12/31/1999	12/31/2001	IRON MOUNTAIN	390422781



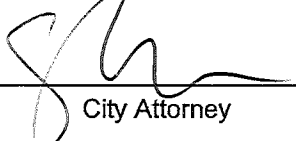
Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19341	WORK PAPERS  WORK PAPERS 2006 LIST 1898	1/1/2006	12/31/2006	12/31/2016	Internal Record Center	C -011-0003 0006
20004	CONTRACTS PAYABLE  SCANNED	1/1/2006	12/31/2006	12/31/2011	IRON MOUNTAIN	345695704
20044	CONTRACTS PAYABLE	1/1/2006	12/31/2006	12/31/2011	IRON MOUNTAIN	345695744
20045	CONTRACTS PAYABLE  LIST 1913 BOX IN RECORDS CENTER	1/1/2006	12/31/2006	12/31/2011	IRON MOUNTAIN	345695745
20046	CONTRACTS PAYABLE	1/1/2006	12/31/2006	12/31/2011	IRON MOUNTAIN	345695746
20047	CONTRACTS PAYABLE	1/1/2006	12/31/2006	12/31/2011	IRON MOUNTAIN	345695747
37390	WORK PAPERS	1/1/2008	12/31/2009	12/31/2019	IRON MOUNTAIN	RF049512511
37393	WORK PAPERS	1/1/2006	12/31/2009	12/31/2019	IRON MOUNTAIN	RF049512514
37404	WORK PAPERS	1/1/2008	12/31/2009	12/31/2019	IRON MOUNTAIN	RF049512525

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			

Total Boxes to be Destroyed: 56

**Additional Remarks:**

The Record Title: Contracts - Duplicate Copies is not on the City Auditor current Retention Schedule. Following Government Code 34090 for destruction of those records.

 <hr style="width: 100%;"/>	<i>M. De La Cruz</i> <hr style="width: 100%;"/>	<i>10/14/2020</i> <hr style="width: 100%;"/>	 <hr style="width: 100%;"/>	<i>10/6/20</i> <hr style="width: 100%;"/>	 <hr style="width: 100%;"/>	<i>10/19/20</i> <hr style="width: 100%;"/>
	City Clerk	Date	Department Head	Date	City Attorney	Date