

CITY OF LONG BEACH

C-6

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

September 20, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the City Clerk 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and City Clerk Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY11 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:dg

11 SEP 15 10 02 AM '11

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 RESOLUTION NO.

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE DEPARTMENT OF THE CITY
7 CLERK

8
9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Department of the City Clerk,
15 of any and all of the records, documents, instruments, books, papers, and writings as set
16 forth in the documents attached hereto and marked Exhibit "A" and by reference thereto
17 made a part hereof, which records are under its charge and are no longer required for
18 use in its respective office, said records being no less than two (2) years old.

19 Section 2. The City Council hereby finds that none of said records:

- 20 A. Affect the title to real property or liens thereon;
21 B. Constitute official court records;
22 C. Constitute records which are required to be kept by statute;
23 D. Constitute the original or record copies of the minutes,

24 ordinances or resolutions of the City of Long Beach or any City Board or
25 Commission.

26 Section 3. This resolution shall take effect immediately upon its adoption
27 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 Council of the City of Long Beach at its meeting of _____, 2011,
2 by the following vote:

3 Ayes: Councilmembers: _____
4 _____
5 _____
6 _____

7 Noes: Councilmembers: _____
8 _____

9 Absent: Councilmembers: _____
10 _____

11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____

City Clerk

EXHIBIT A

RECORDS DESTRUCTION REQUEST

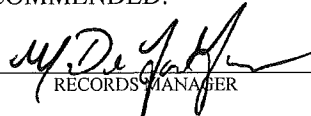

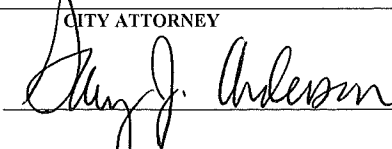
1. Date 7/28/11

Honorable Council of the City of Long Beach

2. The Bixby Knolls Parking and Business Improvement Area respectfully requests authority to destroy the following

DEPARTMENT

departmental records: City Clerk

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
32	2006 Meeting Folder	2006		
32	Annual Report & Annual Assessment	1995 – 1999		
32	Handbook	1981 – 1990		
53	Steno Book	2001 - 2007		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  <small>RECORDS MANAGER</small>		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  <small>CITY ATTORNEY</small>		
		12. Title <u>DEPUTY CITY ATTORNEY</u>		
		13. Date <u>Sept. 6, 2011</u>		
10. DATE:				

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CITY CLERK LEGISLATIVE (070101)

Cost Center: ()
Records Coordinator: ALLISON BUNMA Mail Drop: LOBBY Phone: (562)570-5298 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title (Box Contents)	Record Title Name	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2010	Location	Space#
<input type="checkbox"/> 3	E-281	10003.6	INSURANCE	01/01/1990	01/01/1990		01/01/2010	E-03-05	1
<input type="checkbox"/> 1	20457	10001.6	MEETING FOLDERS	01/01/2005	12/31/2005		12/31/2010	C-01-03	18
<input type="checkbox"/> 1	19854	10013.6	MEETING	07/01/2004	12/31/2004		12/31/2009	G-02-04	17

E = Excluded

Total Eligible Boxes to be destroyed	=	3
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	3

8/31/11 Date
 [Signature] RECORDS MANAGER
 9-12-2011 Date
 [Signature] DEPARTMENT HEAD
 9/6/11 Date
 [Signature] CITY ATTORNEY

CITY CLERK ELECTIONS (070102)

Cost Center: (070102)
Records Coordinator: POONAM DAVIS Mail Drop: LOBBY Phone: (562)570-7479 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION:

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date 12/31/2010	Location	Space#
<input type="checkbox"/>	20428	10018.6	CANDIDATE STATEMENTS	01/01/2002	12/31/2002		12/31/2010	C-03-01	13
<input type="checkbox"/>	20425	10003.2	ELECTION WORKING FILES	01/01/2004	12/31/2004		12/31/2010	C-03-01	9
<input type="checkbox"/>	20426	10003.2	ELECTION WORKING FILES	01/01/2004	12/31/2004		12/31/2010	C-03-01	10

E = Excluded

Total Eligible Boxes to be destroyed	=	3
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	3

9/3/11 *M. De J...*
Date RECORDS MANAGER

8/16/2011 *[Signature]*
Date DEPARTMENT HEAD

9/6/11 *[Signature]*
Date CITY ATTORNEY