



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-6

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

January 8, 2019

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

RECOMMENDATION:

Recommendation to approve the destruction of records for Financial Management Department, Grants Accounting Division 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 Financial Management Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Monique 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 FINANCIAL MANAGEMENT DEPARTMENT, GRANTS ACCOUNTING DIVISION

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 Financial Management Department, Grants Accounting Division 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

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

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City Council
3 of the City of Long Beach at its meeting of _____, 20____, by the
4 following vote.

5
6 Ayes: Councilmembers: _____
7 _____
8 _____
9 _____

10 Noes: Councilmembers: _____
11 _____

12 Absent: Councilmembers: _____
13 _____

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17 City Clerk

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EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

10/26/2018

1. Date _____

Honorable Council of the City of Long Beach

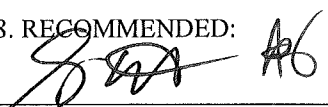
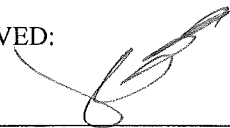
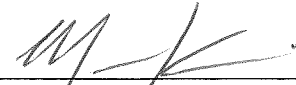
2. The Financial Management/Grants Accounting

DEPARTMENT

respectfully requests authority to destroy the following

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
24	Project Files: Downtown Project CIP Files West Long Beach Industrial Project CIP Files West Long Beach Industrial Project CIP Files Rehab Loans Reclassification West Beach Project Files Los Altos Project CIP Files West Beach Project Files	1994-95 1997-98 1996-97 1993-94 1992-93 1995-97 1995-97	70	
2	Long Beach UASI Grant Bond Account Information- Account #- 77609 79085 679086 79274 Tax Increment Pass-Through Worksheets	2004 1989-92 1991 1989-92 1989-92 1997-2002	71	
6	Drawdowns- North Project Area & Open Space Bonds	April 2009 – January 2011	74	
6	Poly, West Beach, West Long Beach Industrial, Central Project Area Bond Drawdowns	June 2008 – December 2010	75	
25	Redevelopment Agency- Land-Held for Resale Reconciliation & Miscellaneous Project Files	September 2003 – September 2011	76	
25	Redevelopment Agency – Fixed Assets Vestar Project File	November 1997 – September 2003	77	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>12/13/2018</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p style="text-align: center;">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>12/20/18</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	Project Files: Downtown Project CIP Expense Reimbursements I-605 Project Atlantic Ave Project Menorah Housing Project West Gateway Project Palace Hotel Project Andy Apartment Project	1993-94	64	
35	Tax Forms -- 1099's	2000-06	65	
29	ADP Summer Youth Payroll Bank Reconciliation	2004-07 2007-08	66	
5	Fiscal Agent Bank Statements	2004-2006	67	
29	ADP Summer Youth Payroll Records	12/62000- 7/5/2008	68	
5	Fiscal Agent Bank Statements	2004-2006	69	
6	North Area Bond Drawdowns	ITD-2011	82	
2	RDA Working Papers	2007, 2010, September 2011	83	
	Housing Development Working Papers	2010, September 2011		