



CITY CLERK DEPARTMENT  
*Long Beach, California*

C-7

LARRY HERRERA  
*City Clerk*

September 16, 2014

HONORABLE MAYOR AND CITY COUNCIL  
Long Beach  
California

Recommendation:

That the City Council extend the due date for agenda docketing of a City Clerk Department report related to the Long Beach Historical Society's request to receive original Legislative Department public records, until November 11, 2014.

Discussion

On August 5, 2014, the City Council directed the City Clerk Department to work with the Historical Society of Long Beach (LBHS) to determine how to transfer, to the LBHS, certain public records covered by the Legislative Department's the record retention and destruction schedule. On the basis of the foregoing direction, a report back to the City Council is due by September 16, 2014.

On August 8, 2014, the LBHS visited the City Clerk Department to review documents for which destruction authorization was requested by staff on August 5, 2014. Of interest to the LBHS, are documents that can be defined as archival records, i.e., records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

Based on the August 8 review, the LBHS determined an interest in correspondence and reports submitted to and written by the Mayor and the Seventh District Council Office. The LBHS indicated no interest in retaining letters requesting enforcement of the City's municipal code or applications for commission appointments.

On September 2, 2014, staff from the City Clerk, City Manager and City Attorney departments met to explore ways to collaborate with the LBHS and provide the requested documents in their "as is" format. While staff determined that the requested documents can be provided to the LBHS, redaction of personal identification information on certain documents (filed in nineteen boxes) will require more time to complete. For this reason, staff requests an extension of time to report back to the full City Council until November 11, 2014.

HONORABLE MAYOR AND CITY COUNCIL

September 16, 2014

Page 2

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Timing Considerations

None. During the extension period, all request documents will be preserved until redacted and transmitted to the LBHS.

Fiscal Impact

The processing of California Public Records Act requests is handled by staff in all City departments and the funding of the service is absorbed within departmental appropriations.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Larry Herrera-Cabrera". The signature is fluid and cursive, with the first name "Larry" being the most prominent.

Larry Herrera-Cabrera  
City Clerk