



# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

January 8, 2013

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Department of Civil Service, 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 Civil Service Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 13 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

Larry G. Herrera  
City Clerk

LH:md

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

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 DEPARTMENT OF CIVIL  
SERVICE

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, with the City Attorney giving his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Department of Civil Service, 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.

///  
///  
///

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

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 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2013 by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

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

# **Exhibit A**

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
CIVIL SERVICE (110105)

Cost Center: ()  
Records Coordinator: SWAN, SUANNE Mail Drop: Phone: (562)570-6058 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 (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2012	Location	Space#
<input type="checkbox"/> 1	24471	10007.9	ETHNIC DATA FORMS	01/01/1976	12/31/1981		12/31/1983		0
<input type="checkbox"/> 1	24470	10007.9	ETHNIC DATA FORMS	01/01/1981	12/31/1984		12/31/1986		0
<input type="checkbox"/> 1	24452	10001.1 Box Contents: FIRE RECRUIT 2007	EXAMINATION BUNDLES	01/01/2007	12/31/2007		12/31/2012	G-06-01	6
<input type="checkbox"/> 1	24453	10001.1 Box Contents: FIRE RECRUIT 2007	EXAMINATION BUNDLES	01/01/2007	12/31/2007		12/31/2012	G-06-01	11
<input type="checkbox"/> 1	24454	10001.1 Box Contents: FIRE RECRUIT 2007	EXAMINATION BUNDLES	01/01/2007	12/31/2007		12/31/2012	G-06-01	12
<input type="checkbox"/> 1	24455	10001.1 Box Contents: FIRE RECRUIT 2007	EXAMINATION BUNDLES	01/01/2007	12/31/2007		12/31/2012	G-06-02	14
<input type="checkbox"/> 1	24456	10001.1 Box Contents: FIRE RECRUIT 2007	EXAMINATION BUNDLES	01/01/2007	12/31/2007		12/31/2012	G-06-02	17

E = Excluded

Total Eligible Boxes to be destroyed	=	7
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	7

12-7-12 *W. P. DeGuzman* Date  
 12/26/12 *Mark Bell* Date  
 12/6/12 *Janet Anderson* Date  
 RECORDS MANAGER DEPARTMENT CITY ATTORNEY