

September 5, 2023

**C-13**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Technology and Innovation 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, 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 Technology and Innovation Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 23 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

MD:kb

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  
TECHNOLOGY AND INNOVATION

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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Department of Technology and Innovation 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

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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 \_\_\_\_\_, 2023, by the following vote:

Ayes:	Councilmembers:	_____
		_____
		_____
		_____
Noes:	Councilmembers:	_____
		_____
Absent:	Councilmembers:	_____
		_____
Recusal(s):	Councilmembers:	_____
		_____
		_____

City Clerk

# EXHIBIT “A”

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department TECHNOLOGY SERVICES

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

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
36601	VOUCHERS (COPIES)  RANGE: VCTS17004201-5010 - VCTS1800001-100	10/01/2017	09/30/2018	12/31/2020	IRON MOUNTAIN	RF018641547
36602	VOUCHERS (COPIES)  RANGE: VCTS18000101-1050	10/01/2017	09/30/2018	12/31/2020	IRON MOUNTAIN	RF018641548
36603	VOUCHERS (COPIES)  RANGE: VCTS18001051-1800	10/01/2017	09/30/2018	12/31/2020	IRON MOUNTAIN	RF018641549
36604	VOUCHERS (COPIES)  RANGE: VCTS18001801-2800	10/01/2017	09/30/2018	12/31/2020	IRON MOUNTAIN	RF018641550
36605	VOUCHERS (COPIES)  RANGE: VCTS18002801-3800	10/01/2017	09/30/2018	12/31/2020	IRON MOUNTAIN	RF018641551
36606	VOUCHERS (COPIES)  RANGE: VCTS18003801-4800	10/01/2017	09/30/2018	12/31/2020	IRON MOUNTAIN	RF018641552
37439	BILLING RECORDS  VERIZON ACCT#964067981-06 (1/2018-09/2018)	01/01/2018	12/31/2018	12/31/2020	IRON MOUNTAIN	RF049512566
37441	BILLING RECORDS  VERIZON ACCT#964067891-06 (10/2018-11/2018)	01/01/2018	12/31/2018	12/31/2020	IRON MOUNTAIN	RF049512568
37442	BILLING RECORDS  VERIZON ACCT#642011607-01 (1/2018-2/2019)	01/01/2018	12/31/2019	12/31/2021	IRON MOUNTAIN	RF049512569

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37443	BILLING RECORDS VERIZON ACCT#964067981-01 (1/2018-12/2018)	01/01/2018	12/31/2018	12/31/2020	IRON MOUNTAIN	RF049512570
37444	BILLING RECORDS VERIZON ACCT#964067981-06 (12/2018-2/2019)	01/01/2018	12/31/2019	12/31/2021	IRON MOUNTAIN	RF049512571
37445	BILLING RECORDS SPRINT ACCT#578543827 (1/2018-2/2019)	01/01/2018	12/31/2019	12/31/2021	IRON MOUNTAIN	RF049512572
37446	BILLING RECORDS SPRINT ACCT#987265521 (1/2018-12/2018)	01/01/2018	12/31/2018	12/31/2020	IRON MOUNTAIN	RF049512573
37447	VOUCHERS (COPIES) AP VOUCHERS VCTS18003650-VCTS19000500	10/01/2018	09/30/2019	12/31/2021	IRON MOUNTAIN	RF049512574
37448	VOUCHERS (COPIES) AP VOUCHERS VCTS19000501-VCTS19001300	10/01/2018	09/30/2019	12/31/2021	IRON MOUNTAIN	RF049512575
37449	VOUCHERS (COPIES) AP VOUCHERS VCTS19001301-VCTS19002300	10/01/2018	09/30/2019	12/31/2021	IRON MOUNTAIN	RF049512576
37458	INVOICES SUPPORT SERVICES-REPRO REQUEST FORMS OCTOBER 2017 - MARCH 2018	10/01/2017	03/31/2018	12/31/2020	IRON MOUNTAIN	RF049512579
37459	INVOICES SUPPORT SERVICES-REPRO REQUEST FORMS APRIL 2018 - SEPTEMBER 2018	04/01/2018	09/30/2018	12/31/2020	IRON MOUNTAIN	RF049512580
37461	INVOICES OCTOBER 2017 - SEPTEMBER 2018	10/01/2017	09/30/2018	12/31/2020	IRON MOUNTAIN	RF049512582

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37462	JOURNAL VOUCHERS	10/01/2016	09/30/2018	12/31/2020	IRON MOUNTAIN	RF049512583
OCTOBER 2016 - SEPTEMBER 2018						

Total Boxes to be Destroyed: 20

  
City Clerk

8/5/23  
Date

  
Department Head

7/26/23  
Date

  
City Attorney

8-16-23  
Date