



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-5

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

April 2, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the revisions to the City Attorney's Office Records Retention Schedule (as shown in Attachment I), and rescind previously applicable Record Titles.

DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the City Attorney's Office to revise the Records Retention Schedule (Attachment I) last adopted on April 13, 1994.

CONCURRENCES

The City Attorney and the Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

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

Respectfully submitted,

Monique De La Garza
City Clerk

MD:II

ATTACHMENT I

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT CITY ATTORNEY	ITEM NO. & TITLE: 35. ORDINANCE - PERSONNEL			DATE APRIL 2, 2019
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	DUPLICATE COPY	PERMANENT		PERMANENT
	ELECTRONIC COPY (June 2011 to present)	PERMANENT		PERMANENT

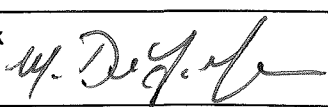
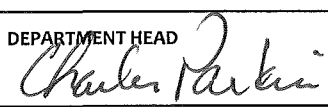

DESCRIPTION: (Purpose, Content, and Method of Filing)

File contains ordinances which pertain to specific personnel matters. These include:

Expenses of Officers & Employees on Jury Duty
Holidays
Leave of Absence
Overtime
Payment of Health Insurance Premiums
Sick Leave
Vacations, etc.

03/20/2019 – Revise this form to remove duplicate copies from City Attorney retention schedule since original copies of ordinances are already maintained by the City Clerk. Electronic copies of ordinances from June 2011 to the present are maintained indefinitely with the City Attorney.

PREPARED BY: Monica Kilaita, Deputy City Attorney

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


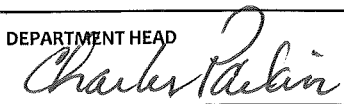

ORIGINATING DEPARTMENT CITY ATTORNEY	ITEM NO. & TITLE: 36. ORDINANCES			DATE APRIL 2, 2019
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	DUPLICATE COPY	PERMANENT		PERMANENT
	ELECTRONIC COPY (June 2011 to present)	PERMANENT		PERMANENT

DESCRIPTION: (Purpose, Content, and Method of Filing)

Files contain copies of ordinances which have been approved by the City Council. The City Charter (Sec. 17) states that "ordinances are the formal acts of the City Council reduced to writing and passed under legal restrictions governing actions thereon." Once passed by City Council, ordinances become effective thirty (30) days after passage.

03/20/2019 - Revise this form to remove duplicate copies from City Attorney retention schedule since original copies of ordinances are already maintained by the City Clerk. Electronic copies of ordinances from June 2011 to the present are maintained indefinitely with the City Attorney.

PREPARED BY: Monica Kilaita, Deputy City Attorney

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT CITY ATTORNEY	ITEM NO. & TITLE: 34. SALARY ORDINANCES			DATE APRIL 2, 2019
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	DUPLICATE COPY	PERMANENT		PERMANENT
	DRAFTS & WORKING PAPERS	1 YEAR		1 YEAR
	ELECTRONIC COPY (June 2011 to present)	PERMANENT		PERMANENT

DESCRIPTION: (Purpose, Content, and Method of Filing)

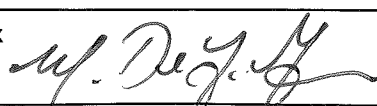
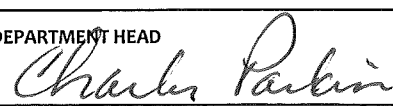
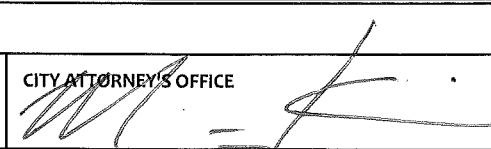
Files consist of copies of ordinances which identify all approved job classifications and salary ranges within the organization.

Ordinances are maintained in chronological order.

NOTE: Original ordinances are maintained by the City Clerk.

03/20/2019 - Revise this form to remove duplicate copies from City Attorney retention schedule since original copies of ordinances are already maintained by the City Clerk. Electronic copies of ordinances from June 2011 to the present are maintained indefinitely with the City Attorney.

PREPARED BY: Monica Kilaita, Deputy City Attorney

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT CITY ATTORNEY	ITEM NO. & TITLE: 45. RESOLUTIONS			DATE APRIL 2, 2019
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	DUPLICATE COPY	PERMANENT		PERMANENT
	ELECTRONIC COPY (June 2011 to present)	PERMANENT		PERMANENT

DESCRIPTION: (Purpose, Content, and Method of Filing)

Files consist of copies of resolutions which have been approved by the City Council. The City Charter (Sec. 17) states that "resolutions are the formal acts of the City 'Council reduced to writing and passed under legal restrictions governing action thereon."

Resolutions can be grouped into two basic categories:

Authorizing resolutions which directs the City Manager or his designated representative to initiated, enact and regulate some phase of the municipal operation.


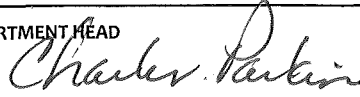
Informal resolution which the City Council expresses appreciation, commends, congratulates, honors, expresses respect/condolences, protects, appoints, invites, welcomes, designates, etc.

Also included are resolutions of other City commissions and agencies e.g. Board of Harbor Commissioners, Board of Water Commissioners, etc.

NOTE: Original of all resolutions are maintained by the City Clerk.

03/20/2019 – Revise this form to remove duplicate copies from City Attorney retention schedule since original copies of resolutions are already maintained by the City Clerk or by the Board of Water Commissioners. Electronic copies of resolutions from June 2011 to the present are maintained indefinitely with the City Attorney.

PREPARED BY: Monica Kilaita, Deputy City Attorney

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 