

CITY OF LONG BEACH

C-2

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

July 12, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Health and Human Services Department, Housing Authority 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 Health and Human Services, Housing Authority concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 11 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:dg

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 HEALTH AND
HUMAN SERVICES – HOUSING AUTHORITY

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 Health and Human
Services – Housing Authority, 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 _____, 2011 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

RECORDS DESTRUCTION REQUEST

1. Date June 6, 2011

Honorable Council of the City of Long Beach

2. The Housing Authority of the City of Long Beach respectfully requests authority to destroy the following

DEPARTMENT

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
4	CLOSED SECTION 8 PARTICIPANT FILES HOWZE – MCKENNEY MARQUEZ – MITCHELL, Z MOCK – WILSON ARMSTRONG – FULLER GAINES – HEARD HEB - MAM	2008	NA	96 97 98 99 100 101

FOR DEPARTMENTAL USE

CITY ATTORNEY'S CONSENT

14. REMARKS:

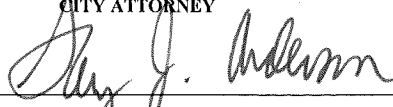
8. RECOMMENDED:


RECORDS MANAGER

Consent is hereby given to destroy the records enumerated above.

9. APPROVED:


DEPARTMENT HEAD

11. By 
CITY ATTORNEY

12. Title DEPUTY CITY ATTORNEY

13. Date June 27, 2011

10. DATE: 6/24/2011