

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

RESOLUTION NO. RES-15-0079

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 DEVELOPMENT SERVICES
DEPARTMENT, ADMINISTRATIVE AND FINANCIAL
SERVICES BUREAU

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 his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Development Services Department, Administrative and Financial Services Bureau, 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.

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.

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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 July 7, 2015, by the following vote:

Ayes: Councilmembers: Gonzalez, Price, Supernaw, Mungo,
Andrews, Uranga, Austin, Lowenthal.

Noes: Councilmembers: None.

Absent: Councilmembers: Richardson.


City Clerk

EXHIBIT A

RECORDS DESTRUCTION REQUEST

1. Date 5/27/15

Honorable Council of the City of Long Beach

2. The Development Services – RDA 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 |
|--------------------------------|---|---------------------------|--------------------|---------------------|
| 43 - RDA | Purchasing Records – Invoices 1 box Invoices 1 box Invoices 2 boxes (Store & Save) | 2009 2010 2009-2011 | | 24 & 25 |
| 10 - RDA | Contracts 1 box | 2009 | | |
| 29 – Admin | Imprest Cash 1 Box (Store & Save) | 2009 | | 19 |
| 34 – Admin | 1 box: P-Card files | Dec 2007- Jan 2010 | | |
| 14 – Admin | Director’s Chron Files | 2006-2009 | | |
| 43 – Admin | Travel Requests/Reimbursements | 2006-2009 | | |

| | | |
|--|---|-------------------------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: </p> <p style="text-align: center;"><small>RECORDS MANAGER</small></p> | <p>CITY ATTORNEY’S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> | <p>14. REMARKS:</p> |
| <p>9. APPROVED: 6/11/15</p> <p style="text-align: center;"><small>DEPARTMENT HEAD</small></p> | <p>11. By </p> <p style="text-align: center;"><small>DEPUTY CITY ATTORNEY</small></p> | |
| <p>10. DATE:</p> | <p>12. Title</p> | <p>13. Date <u>June 9, 2015</u></p> |

RECORDS DESTRUCTION REQUEST




1. Date 6/5/15

Honorable Council of the City of Long Beach

2. The Development Services – RDA 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 |
|---|--|-------------------------|--------------------------|---------------------------|
| 43 - RDA | Purchasing Records – 1 box – direct payments 1 box – direct payments | 2008 2010 | | |
| 29 – Admin | 1 box - Imprest Cash | 2007 & 2008 | | |
| 34 - Admin | 1 box – Invoices | 2009 | | |
| | Total 4 boxes | | | |

| | | |
|---|--|---------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <p> <small>RECORDS MANAGER</small></p> <p>9. APPROVED:</p> <p> <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>6/10/15</u></p> | <p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <hr/> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By  <small>DEPUTY CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>6/17/15</u></p> | <p>14. REMARKS:</p> |
|---|--|---------------------|