

RESOLUTION NO. RES-19-0044

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 CITY PROSECUTOR
DEPARTMENT

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 City Prosecutor Department 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.

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.

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

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I hereby certify that the foregoing resolution was adopted by the City Council
of the City of Long Beach at its meeting of April 9, 2019, by the
following vote:

Ayes:	Councilmembers:	<u>Gonzalez, Pearce, Price, Supernaw,</u>
		<u>Mungo, Uranga, Austin, Richardson,</u>
		<u>Andrews.</u>
		<u></u>
Noes:	Councilmembers:	<u>None.</u>
		<u></u>
Absent:	Councilmembers:	<u>None.</u>
		<u></u>

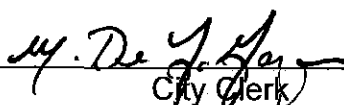

City Clerk

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

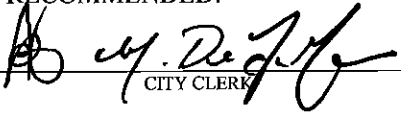


1. Date 03/14/2019

Honorable Council of the City of Long Beach

2. The City Prosecutor respectfully requests authority to destroy the following
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	Accounting Files: Cash Receipts Accounting Files: Deposit Receipts Accounting Files: Direct Payments Accounting Files: Journal Vouchers Accounting Files: Invoices Accounting Files: Purchase Orders	2006-2016 2006-2016 2002-2016 2006-2016 2006-2016 2006-2016		
	Budget Adjustments Budget Transfers	2006-2016 2006-2016		
	Grants	2003-2016		
	Payroll Records (Accrued Hours Report, Payroll Register, Time Record)	2006-2015		
	Employee Time Sheets	< 2016		
	Recruitment Package (Includes application, resume, letters, interview notes)	2003-2015		
	Personnel Records	< 2003		

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>CITY CLERK</small> 9. APPROVED:  <small>DEPARTMENT HEAD</small> 10. DATE:	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. 11. By  <small>CITY ATTORNEY</small> 12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/25/19</u>	14. REMARKS: GC34090 applies to all records with 2 year retention except the following: <ul style="list-style-type: none"> Payroll Records and Recruitment Package (Citation is 29 CFR 1627.3 which is CL+3 Years) Personnel Records (City Policy which is T+15 Years)
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