



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-14

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

November 13, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Public Works, Public Service Bureau, Administration 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the Department of Public Works concur in the above recommendation.

FISCAL IMPACT

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

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Monique De La Garza".

Monique De La Garza
City Clerk

MD:ll

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

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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 PUBLIC
WORKS, PUBLIC SERVICE 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 Department of Public Works, Public Service 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.

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
Long 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 _____, 2018, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

05/25/2018


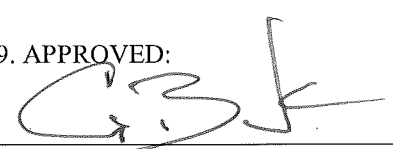

1. Date _____

Honorable Council of the City of Long Beach

2. The Public Works/ Public Service Bureau/Administration 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
1	Departmental Billing- Cityworks System- Includes Interdepartmental work orders, Billing & Collections & Contract billing. Caltrans	2006-2011	1	N/A
1	Departmental Billing- Work Order Requests & Invoices, Board-ups.	2009-2013	2	
2	Southern California Edison -- monthly billing statements. (Original) Jan 2009-Feb2010 Mar2010- Aug2010 Sep2010-Mar2011 Apr2011-Nov2011 Dec2011-Jun2012 July2012-Mar2013	2009-2013	3 4 5 6 7 8	
4	Budget Reports- Fiscal year-end budget reports, year-end closing, Management meeting correspondences & notes. FY2009- FY2010, Monthly highlight reports.	2009-2010	9	
7	Vendor Files 10/01/04- 09/30/05 (A-Z) 10/01/05-09/30/06 10/01/05-09/30/06 FY06 10/01/06-09/30/07 FY07 (A-I) 10/01/06-09/30/07 FY07 (K-Z) 10/01/07-09/30/08 FY08 (G-P) 10/01/07-09/30/08 FY08 (P-Z) 10/01/07-09/30/08 FY08 (A-F) 10/01/08-09/30/09 FY09 (A-L) 10/01/08-09/30/09 FY09 (M-Z)	2004-2012	10 11 12 13 14 15 16 17 18 19	

FOR DEPARTMENTAL USE 8. RECOMMENDED: <div style="text-align: center;"></div> RECORDS MANAGER	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED: <div style="text-align: center;"></div> DEPARTMENT HEAD	11. By  12. Title <u>Deputy City Attorney</u> 13. Date <u>10/29/18</u>	
10. DATE: <u>6/11/18</u>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF- SITE
Cont'd.				
4	Budget Reports- Includes BREP, (ETC's) Expense & Revenue, Billable Rates, Year in review & POS Controls. Fleet Services (City take home vehicles).	10/01/2009-09/30/2011	46	
6	Budget Adjustments & Transfers	10/01/2008-09/30/2011	47	
9	Fixed Assets	10/01/2008-09/30/2011		