



# CITY OF LONG BEACH

CITY CLERK

**C-7**

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June 14, 2005

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

To approve the destruction of records for the departments of Community Development/Workforce Bureau, Financial Management/ Accounting, Payroll, and Business License sections as shown in Attachment 1; 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 operation of the Records Center, the City Clerk Department has worked with the departments listed to review the records destruction (Attachment 1).

## CONCURRENCES

The City Attorney, Community Development, Financial Management/ Accounting, Payroll and Business License Departments concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 05 for operation of the City Records Center.

## SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera  
City Clerk