

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

1 RESOLUTION NO. RES-18-0164
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE CITY CLERK
7

8 The City Council of the City of Long Beach resolves as follows:

9 Section 1. Pursuant to and in accordance with the provisions of Section
10 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
11 Beach Municipal Code relating to the destruction of City records, and the City Attorney
12 having heretofore given his written consent, the City Council of the City of Long Beach
13 does hereby approve and authorize the destruction by the City Clerk of any and all of the
14 records, documents, instruments, books, papers, and writings as set forth in the
15 documents attached hereto and marked Exhibit "A" and by reference thereto made a part
16 hereof, which records are under its charge and are no longer required for use in its
17 respective office, said records being no less than two (2) years old unless otherwise
18 authorized by law.

19 Section 2. The City Council hereby finds that none of said records:

- 20 A. Affect the title to real property or liens thereon;
21 B. Constitute official court records;
22 C. Constitute records which are required to be kept by statute;
23 D. Constitute the original or record copies of the minutes,

24 ordinances or resolutions of the City of Long Beach or any City Board or
25 Commission.

26 Section 3. This resolution shall take effect immediately upon its adoption
27 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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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 November 13, 2018, by the following vote:

Ayes: Councilmembers: Gonzalez, Pearce, Price, Supernaw,
Mungo, Andrews, Austin, Richardson.

Noes: Councilmembers: None.

Absent: Councilmembers: Uranga.



City Clerk

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EXHIBIT “A”

RECORDS DESTRUCTION REQUEST


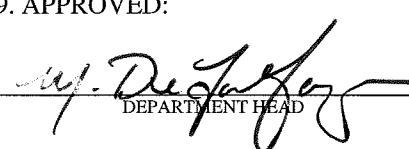

1. Date 10/22/2018

Honorable Council of the City of Long Beach

2. The _____ Office of the City Clerk _____ 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
2	ACCOUNTING FILES – Time Sheets (2 year retention)	2015	N/A	N/A
4	AFFIDAVITS OF POSTINGS – Originals (2-year retention)	2015	N/A	N/A
20	CORRESPONDENCE FILE (2-year retention)	2015	N/A	N/A
22	ELECTION FILES FOR Primary Nominating Election on April 10, 2018 (6-month retention) <ul style="list-style-type: none"> • Absentee Voter Applications • Absentee Voter I.D. Envelopes • Ballots • Certificates of Packaging • Early Voting Applications • Green Stripe Envelopes • Inspection Receipts for Ballots • Street Index • Tally Sheets 	2018	N/A	N/A

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>	
10. DATE: <u>10/22/2018</u>	13. Date <u>10/25/18</u>	