

**CITY OF LONG BEACH**

CITY CLERK

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November 23, 2004

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Recommendation Concerning the Destruction of Records

DISCUSSION

Under Municipal Code Section 34090 of the Government Code of the State of California 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 department listed to review the records destruction (Attachment 1).

CONCURRENCES

The City Attorney and City Auditor Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 04 for operation of the City Records Center.

RECOMMENDATIONS

That the City Council approve the destruction of records for the City Auditor Department, as shown in Attachment 1, and adopt the resolution.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry G. Herrera".

Larry G. Herrera
City Clerk