



CITY OF LONG BEACH

C-6

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

July 7, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services, Administrative & Financial Services Bureau, 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Department of Development Services concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 15 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Poonam Davis

12 7 15 10 50 8:07

Poonam Davis
City Clerk

PD:md

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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 DEVELOPMENT SERVICES
DEPARTMENT, ADMINISTRATIVE AND FINANCIAL
SERVICES 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 Development Services Department, Administrative and Financial Services 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.

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2015, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

RECORDS DESTRUCTION REQUEST

1. Date 5/27/15

Honorable Council of the City of Long Beach

2. The Development Services – RDA 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
43 - RDA	Purchasing Records – Invoices 1 box Invoices 1 box Invoices 2 boxes (Store & Save)	2009 2010 2009-2011		24 & 25
10 - RDA	Contracts 1 box	2009		
29 – Admin	Imprest Cash 1 Box (Store & Save)	2009		19
34 – Admin	1 box: P-Card files	Dec 2007- Jan 2010		
14 – Admin	Director’s Chron Files	2006-2009		
43 – Admin	Travel Requests/Reimbursements	2006-2009		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: </p> <p style="text-align: center;"><small>RECORDS MANAGER</small></p> <p>9. APPROVED: 6/1/15</p> <p style="text-align: center;"><small>DEPARTMENT HEAD</small></p> <p>10. DATE:</p>	<p>CITY ATTORNEY’S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p style="text-align: center;"><small>DEPUTY CITY ATTORNEY</small></p> <p>12. Title</p> <p>13. Date <u>June 9, 2015</u></p>	<p>14. REMARKS:</p>
---	--	---------------------

RECORDS DESTRUCTION REQUEST

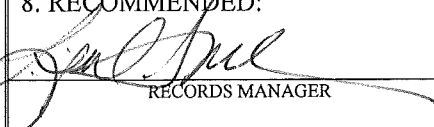


1. Date 6/5/15

Honorable Council of the City of Long Beach

2. The Development Services – RDA 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
43 - RDA	Purchasing Records – 1 box – direct payments 1 box – direct payments	2008 2010		
29 – Admin	1 box - Imprest Cash	2007 & 2008		
34 - Admin	1 box – Invoices	2009		
	Total 4 boxes			

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>6/10/15</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By  <small>DEPUTY CITY ATTORNEY</small></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>6/17/15</u></p>	<p>14. REMARKS:</p>
---	--	---------------------