

**C-8**

November 17, 2020

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Long Beach Fire Department 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, elected officials and appointed offices 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 Long Beach Fire Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 21 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

MD:II

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 LONG BEACH FIRE  
DEPARTMENT

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 Long Beach Fire Department 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 unless otherwise authorized by law.

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.

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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 \_\_\_\_\_, 2020, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Long Beach, CA 90802-4664

# EXHIBIT A

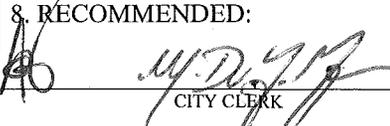
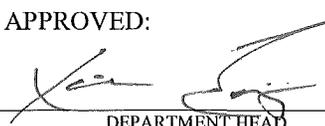
# RECORDS DESTRUCTION REQUEST

1. Date 09/24/2020

Honorable Council of the City of Long Beach

2. The Long Beach Fire Department – Arson Unit 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  |
|---|---|--|---|--|
| N/A   | CASE FILES: July – September<br>CASE FILES: May - July<br>CASE FILES: October 96' – November 96'<br>CASE FILES: September – December 97'<br>CASE FILES: January - December<br>CASE FILES: January 1, 97' – April 97'<br>CASE FILES: January - June<br>CASE FILES: July - December<br>CASE FILES: January – September 96'<br>CASE FILES: January – June<br>CASE FILES: July - December<br>CASE FILES: January – June<br>CASE FILES: July - December<br>CASE FILES: January - June<br>CASE FILES: July - December<br>CASE FILES: January - June<br>CASE FILES: July - December<br>CASE FILES: July 01' – August 01'<br>CASE FILES: October 01' – December 01'<br>CASE FILES: January 02' – June 02'<br>CASE FILES: July 02' – December 02'<br>CASE FILES: January 05' – June 05'<br>CASE FILES: July 05' – December 05'<br>CASE FILES: January 00' – June 00'<br>CASE FILES: July 00' – December 00'<br>CASE FILES: January 99' – June 99'<br>CASE FILES: July 99' – December 99'<br>CASE FILES: January – December 03'<br>CASE FILES: January – December 04'<br>CASE FILES: January – December 06'<br>CASE FILES: January – December 07'<br>CASE FILES: January – December 08'<br>CASE FILES: January – December 09' | 1997<br>1997<br>1996<br>1997<br>1998<br>1997<br>1995<br>1995<br>1996<br>1994<br>1994<br>1993<br>1993<br>1992<br>1992<br>2001<br>2001<br>2002<br>2002<br>2005<br>2005<br>2000<br>2000<br>1999<br>1999<br>2003<br>2004<br>2006<br>2007<br>2008<br>2009   | BOX 1-3<br>BOX 4-6<br>BOX 7<br>BOX 8-9<br>BOX 10-12<br>BOX 13-14<br>BOX 15-17<br>BOX 18-20<br>BOX 21-22<br>BOX 23-25<br>BOX 27-29<br>BOX 30-32<br>BOX 33-35<br>BOX 37-39<br>BOX 40-42<br>BOX 43-44<br>BOX 45-46<br>BOX 47-48<br>BOX 49-50<br>BOX 51-52<br>BOX 53-54<br>BOX 55-56<br>BOX 57-58<br>BOX 59-60<br>BOX 61-62<br>BOX 63-66<br>BOX 67-70<br>BOX 71-74<br>BOX 75-79<br>BOX 80-83<br>BOX 84-87 |  |
| <b>FOR DEPARTMENTAL USE</b><br><br>8. RECOMMENDED:<br><br><small>CITY CLERK</small> |   | <b>CITY ATTORNEY'S CONSENT</b><br><br>Consent is hereby given to destroy the records enumerated above.<br><br>CITY ATTORNEY<br>11. By <br>12. Title <u>DEPUTY CITY ATTORNEY</u><br>13. Date <u>10/12/20</u> |   | 14. REMARKS:<br><br>*Case Files are closed investigation files under the Arson Unit.<br><br>Retention used is from CA Secretary of State Records Management Guidelines for Local Government (CL + 6); Citation: CA Penal Code 800 (Non-Capital Offense). |
| 9. APPROVED:<br><br><br><small>DEPARTMENT HEAD</small>                              |   | 10. DATE: <u>09.29.2020</u>  |   |  |