

December 15, 2020

C-3

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Civil Service 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 Civil Service 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

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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 CIVIL SERVICE 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 Civil Service 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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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4511

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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 _____, 20____,
by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s): Councilmembers: _____

City Clerk

EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department: CIVIL SERVICE

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
37620	EXAMINATION BUNDLES ACCOUNTING CLERK ACCOUNTING TECHNICIAN AIRPORT OPERATIONS SPECIALIST AMBULANCE OPERATOR ASSISTANT ADMINISTRATIVE ASSISTANT BUILDING SERVICES SUPERVISOR BUSINESS SYSTEMS SPECIALIST BUYER CARGO AUDIT CLERK CARPENTER	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF049512742
37621	EXAMINATION BUNDLES CIVIL ENGINEER CIVIL ENGINEERING ASSOCIATE CLERK SUPERVISOR COMMERCIAL DIVER COMMUNICATION CENTER SUPERVISOR COMMUNITY INFORMATION SPECIALIST CONSTRUCTION INSPECTOR ELECTRICAL SUPERVISOR ENGINEERING TECHNICIAN FLEET SERVICES SUPERVISOR GAS DISTRIBUTION SUPERVISOR GAS MAINTENANCE SUPERVISOR GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN LABORATORY ASSISTANT	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF049512743

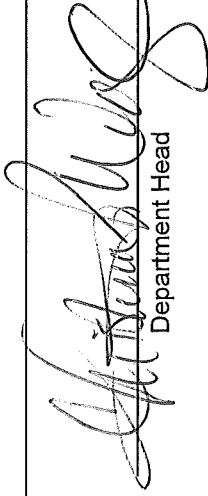
Perm Box Number	Record Title Box Description	Begin	End	Destroy Date	Storage Room	Location
37622	EXAMINATION BUNDLES MARINA SUPERVISOR MARINE SAFETY OFFICER MARINE SAFETY SERGEANT - BOAT OPERATOR MARINA SUPERVISOR PLAN CHECKER FIRE PREVENTION PLUMBER PORT PLANNER PORT SECURITY SYSTEM OPERATOR PUBLIC SAFETY DISPATCHER RECYCLING SPECIALIST SAFETY SPECIALIST	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF049512744
37623	EXAMINATION BUNDLES SCHOOL GUARD SENIOR CIVIL ENGINEER SENIOR COMBINATION BUILDING INSPECTOR SENIOR EQUIPMENT OPERATOR SURVEYOR SYSTEMS SUPPORT SPECIALIST TELEMETERING INSTRUMENT TECHNICIAN WATER UTILITY MECHANIC	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF049512745
37624	EXAMINATION BUNDLES FIRE ENGINEER	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF049512746
37625	EXAMINATION BUNDLES BATTALION CHIEF	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF049512747
37626	EXAMINATION BUNDLES CLERK TYPIST	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	RF049512748

Perm Box Number Record Title
Box Description Destroy Date Storage Room Location

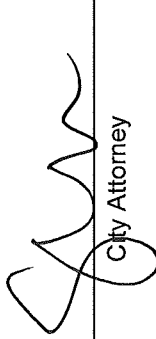
Total Boxes to be Destroyed: 7


City Clerk

11/19/2020
Date


Department Head

11/18/20
Date


City Attorney

11/20/20
Date