

November 15, 2022

C-4

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Office of the City Prosecutor 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 Office of the City Prosecutor concur in the above recommendation.

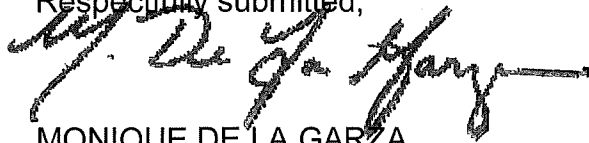
FISCAL IMPACT

Appropriations have been budgeted in FY 23 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

MD:kb

1 RESOLUTION NO.

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 PROSECUTOR
7 DEPARTMENT
8

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

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

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

- 21 A. Affect the title to real property or liens thereon;
22 B. Constitute official court records;
23 C. Constitute records which are required to be kept by
24 statute;
25 D. Constitute the original or record copies of the minutes,
26 ordinances or resolutions of the City of Long Beach or
27 any City Board or Commission.

28 Section 3. This resolution shall take effect immediately upon its adoption

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City Council
3 of the City of Long Beach at its meeting of _____, 2022, by the
4 following vote:

5
6 Ayes: Councilmembers: _____

7 _____

8 _____

9 _____

10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

13 _____

14 Recusal(s): Councilmembers: _____

15 _____

16 _____

17 City Clerk

EXHIBIT “A”

Date *

10/11/2022

Department *

City Prosecutor

Bureau, Division, and/or Section

RECORDS DESTRUCTION APPROVAL

Department Head Approval

Douglas Haubert

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

10/19/2022

City Clerk Approval Date

10/19/2022

City Attorney Approval Date

10/24/2022

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
N/A	Accounting Files/Documents	Cash receipts; deposit receipts; journal vouchers (intra-dept transaction); invoices (received); purchase orders (dept. purchases); budget adjustments; budget transfers	2017-2018	3	N/A

Remarks

California Government Code Section 34090(d) for records kept for more than two years.



Records Destruction Request

Date *

10/11/2022

Department *

City Prosecutor

Bureau, Division, and/or Section

RECORDS DESTRUCTION APPROVAL

Department Head Approval

Douglas Haubert

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

10/19/2022

City Clerk Approval Date

10/19/2022

City Attorney Approval Date

11/1/2022

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
N/A	Payroll Records	Employee Timesheets	2019	n/a	n/a

Remarks

Request to destroy Employee Timesheets dated 2019.

Per California Government Code Section 34090(d). This section says that any record can be destroyed except records less than two years old. The 2019 timesheets are more than two years old.



Records Destruction Request

Date *

10/11/2022

Department *

City Prosecutor

Bureau, Division, and/or Section

RECORDS DESTRUCTION APPROVAL

Department Head Approval

Douglas Haubert

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

10/19/2022

City Clerk Approval Date

10/19/2022

City Attorney Approval Date

11/1/2022

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
N/A	Criminal Case Files - Misdemeanor Cases	Case Nos. 6LB00676 to 6LB13072	2016	86	N/A
N/A	Criminal Case Files - Domestic Violence Cases	Case Nos. 6LB01117 to 6LB08224	2016	22	N/A

Remarks

All were closed on or before 11/01/2019. Applicable statute is California Government Code Section 34090(d) which requires a record be kept a minimum of two years after it has been closed.