

RESOLUTION NO. RES-22-0189

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 CITY PROSECUTOR
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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Prosecutor 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

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 November 15, 2022, by the
4 following vote:

5
6 Ayes: Councilmembers: Zendejas, Allen, Supernaw, Mungo, Saro,
7 Austin, Richardson.
8 _____
9 _____

10 Noes: Councilmembers: None.
11 _____

12 Absent: Councilmembers: Price, Uranga.
13 _____

14 Recusal(s): Councilmembers: None.
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.

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.

Date *

10/11/2022

Department *

City Prosecutor

Bureau, Division, and/or Section

RECORDS DESTRUCTION APPROVAL

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Anita Lakhani

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10/19/2022

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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.