

RESOLUTION NO. RES-16-0034

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 FINANCIAL MANAGEMENT  
DEPARTMENT ADMINISTRATIVE SERVICES DIVISION

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 Financial Management Department Administrative Services Division, 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.

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  
3 Council of the City of Long Beach at its meeting of April 5, 2016,  
4 by the following vote:

5  
6 Ayes: Councilmembers: Gonzalez, Price, Supernaw, Mungo,  
7 Andrews, Uranga, Richardson.  
8 \_\_\_\_\_  
9 \_\_\_\_\_

10 Noes: Councilmembers: None.  
11 \_\_\_\_\_

12 Absent: Councilmembers: Lowenthal, Austin.  
13 \_\_\_\_\_  
14 \_\_\_\_\_

15  
16 Maria del L. Garcia  
17 City Clerk  
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# EXHIBIT “A”

# RECORDS DESTRUCTION REQUEST

1. Date 3/7/16



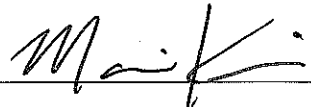
Honorable Council of the City of Long Beach

2. The Department of Financial Management 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
9	Payroll / Personnel Files - Timesheets	2011-2013		

<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED: <div style="text-align: center;">   <small>RECORDS MANAGER</small> </div>	<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.	14. REMARKS:  #9 – 2 yrs. Dept. / 2 yrs. Destroy
9. APPROVED: <div style="text-align: center;">   <small>DEPARTMENT HEAD</small> </div>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE: <u>3/7/16</u>	13. Date <u>3/14/16</u>	