



CITY OF LONG BEACH

C-6

OFFICE OF THE CITY CLERK

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

October 23, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Legislative Department, Office of the Mayor 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 and elected officials 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 Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Handwritten signature of Monique De La Garza in black ink.

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 MAYOR'S OFFICE

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 Mayor's Office 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 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the City

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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1 Council of the City of Long Beach at its meeting of _____, 2018,
2 by the following vote:

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Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST


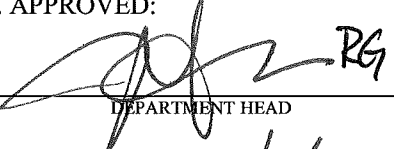

1. Date 08/29/2018

Honorable Council of the City of Long Beach

2. The Mayor's Office 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
7	Timesheets	2015	1	
1, 6	Invoice/Direct Payments	2003-2005	2	
*	Deposit Receipts	1999-2004	3	
6	Imprest Cash Reconcile	2001, 2002	4	
*	Checking Deposits	2000-2004	5	
*	Deposit Receipts	2003, 2005	6	
6	Direct Payments (Travel)	2006-2007 & 2010-2011	7	
*	Deposits	2004, 2005	8	
8	Personnel Files	1999, 2002	9	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <div style="text-align: center;">  <small>RECORDS MANAGER</small> </div>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS:</p> <p>*Deposit Receipts and Checking Deposits are not currently listed as part of our Accounting Files on our Retention Schedule. Following the Secretary of State's Guidelines for Deposit Receipts which is AU + 4 years.</p>
<p>9. APPROVED:</p> <div style="text-align: center;">  <small>DEPARTMENT HEAD</small> </div>	<p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p>	
<p>10. DATE: <u>9/6/18</u></p>	<p>13. Date <u>10/2/18</u></p>	

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department MAYOR

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			
25144	ADMINISTRATIVE FILES	1/1/2003	12/31/2009	12/31/2014	Internal Record Center	D -008-0005 0007
25145	ADMINISTRATIVE FILES	1/1/2003	12/31/2009	12/31/2014	Internal Record Center	D -008-0005 0008
25146	ADMINISTRATIVE FILES	1/1/2003	12/31/2009	12/31/2014	Internal Record Center	D -008-0005 0009
25147	ADMINISTRATIVE FILES	1/1/2003	12/31/2009	12/31/2014	Internal Record Center	D -008-0005 0010
RANGE: CONSTITUENT FILES - LAST NAMES, A - B						
25148	CONSTITUENT FILES	1/1/2007	12/31/2009	12/31/2014	Internal Record Center	D -008-0005 0011
RANGE: CONSTITUENT FILES - LAST NAMES, C - Z						

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
25149	COMMISSION ROSTERS/APPLICATIONS	1/1/2005	12/31/2009	12/31/2017	Internal Record Center	D -008-0005 0012
RANGE: COMMISSION APPLICATIONS - LAST NAMES, A - Z						
26262	CONSTITUENT FILES	1/1/2006	12/31/2008	12/31/2014	Internal Record Center	D -007-0005 0001
26263	CORRESPONDENCE	1/1/2006	12/31/2008	12/31/2014	Internal Record Center	D -007-0005 0002
27447	ACCOUNTING FILES (10003.5)	1/1/2010	12/31/2011	12/31/2016	IRON MOUNTAIN	786804827
27448	ACCOUNTING FILES (10003.5)	1/1/2010	12/31/2011	12/31/2016	IRON MOUNTAIN	786804828
27449	ACCOUNTING FILES (10003.5)	1/1/2010	12/31/2011	12/31/2016	IRON MOUNTAIN	786804829

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
27450	COMMISSION ROSTERS/APPLICATIONS	1/1/2006	12/31/2007	12/31/2015	IRON MOUNTAIN	796745250

RANGE: CHARTER, 2006 - 2007
RANGE: NON CHARTER, 2008 - 2009
RANGE: CONSTITUENT FILES, 2010 - 2011
RANGE: CORRESPONDENCE, 2010 - 2011

Total Boxes to be Destroyed: 12

 <hr style="width: 100%;"/> Records Manager	<u>9/21/2018</u> Date	 <hr style="width: 100%;"/> Department Head RG	<u>9/19/18</u> Date	 <hr style="width: 100%;"/> City/Attorney	<u>10/2/18</u> Date
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