



Legislation Text

File #: 14-0961, **Version:** 1

Recommendation to authorize the transfer of the certain archived public records to the Long Beach Historical Society from the Office of the Mayor for the years 1999 to 2009 and Council Office District Seven for the years 2004 to 2010.

On August 5, 2014, the City Council directed the City Clerk Department to work with the Historical Society of Long Beach (LBHS) to determine how to transfer, to the LBHS, certain public records subject to the City's record retention schedule.

On August 8, 2014, LBHS visited the City Clerk Department to review documents for which destruction authorization was requested. Of interest to LBHS are documents that can be defined as archival records, i.e., records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

Based on the August 8, 2014 review, LBHS determined an interest in correspondence and reports submitted to and written by the Mayor and the Seventh District Council Office.

On September 2, 2014, staff from the City Clerk, City Manager, and City Attorney departments met to explore ways to collaborate with LBHS to provide the requested documents in their "as is" format. Staff determined that the requested documents can be provided to LBHS, but that redaction of personal identification information in certain documents (filed in nineteen boxes) will require more time to complete.

On November 4, 2014, the City Clerk and City Attorney completed review and redaction of documents subject to transfer to LBHS. A description of the archived records to be transferred are described in the attached staff reports.

None.

The processing of California Public Records Act requests are handled by staff in all City departments and the funding of the service is absorbed within departmental appropriations.

Approve recommendation.

LARRY HERRERA-CABRERA
CITY CLERK