

1 RESOLUTION NO. RES-25-0002

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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 DEPARTMENT OF FINANCIAL
7 MANAGEMENT
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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 Department of Financial
15 Management of any and all of the records, documents, instruments, books, papers, and
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by
17 reference thereto made a part hereof, which records are under its charge and are no
18 longer required for use in its respective office, said records being no less than two (2)
19 years old unless otherwise 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.

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OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4511

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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 Council of the City of Long Beach at its meeting of January 7, 2025, by the following vote:

Ayes: Councilmembers: Zendejas, Kerr, Saro, Uranga, Thrash-Ntuk, Ricks-Oddie.

Noes: Councilmembers: None.

Absent: Councilmembers: Allen, Duggan, Supernaw.

Recusal(s): Councilmembers: None.


City Clerk

EXHIBIT “A”

Date* 11/11/2024
 Department* Financial Management
 Bureau, Division, and/or Section Administration

RECORDS DESTRUCTION APPROVAL

Department Head Approval Kevin Ripper	City Clerk Approval Monique DeLaGarza	City Attorney Approval Anita Lakhani
Department Head Approval Date 11/14/2024	City Clerk Approval Date 11/14/2024	City Attorney Approval Date 11/20/2024

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
9	Payroll/Personnel Files - Timesheets	Request is to destroy hardcopy timesheets for the Financial Management department January 2017 through November 2020.	2017-2020	NA	NA

Remarks

This request is from the Administration Bureau in FM, we receive timesheets from all FM bureaus to enter for payroll. This request is to destroy all of the timesheets the Admin Bureau has collected from January 2017 through November 2020.