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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 DEPARTMENT OF LIBRARY  
SERVICES

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 Department of Library Services 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  
3 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2024,  
4 by the following vote:

5

6 Ayes: Councilmembers: \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 Noes: Councilmembers: \_\_\_\_\_

11 \_\_\_\_\_

12 Absent: Councilmembers: \_\_\_\_\_

13 \_\_\_\_\_

14 Recusal(s): Councilmembers: \_\_\_\_\_

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17 \_\_\_\_\_  
City Clerk

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# EXHIBIT “A”

Date\*  
1/23/2024

Department\*  
Library Services

Bureau, Division, and/or Section  
Administration

## RECORDS DESTRUCTION APPROVAL

Department Head Approval  
Cathy De Leon

City Clerk Approval  
Monique DeLaGarza

City Attorney Approval  
Anita Lakhani

Department Head Approval Date  
1/24/2024

City Clerk Approval Date  
1/24/2024

City Attorney Approval Date  
1/31/2024

## DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
2	Library Card Applications	Juvenile and youth applications starting 2/2014 through 12/2018	2014-2018	NA	NA
3	Cash Reports	Weekly cash reports from Main and branches starting 10/2016 through 11/2018	2014-2018	NA	NA
5	Facility Rental Documents	Rentals for Main and branches starting 10/2013 through 9/2018	2013-2018	NA	NA
7	Incident Reports	Incident, accident and banned patron reports starting 1999 through 2016	1999-2016	NA	NA
8	Library Annual Reports	Reports for Main and branches starting 1970-2015	1970-2015	NA	NA
10	Performance Management Documents	Sample week sheets starting 2005-2018	2005-2018	NA	NA
12	Support Agency Files	Friends of the Library accounting files starting 1990-2007	1990-2007	NA	NA
19	Direct Payment	Files with back-up for vendors A-Z starting 10/2017-09/2019	2017-2019	NA	NA
20	Imprest Checking	Statements, signature cards, payment copies starting 1998 through 2016	1998-2016	NA	NA
21	Vendor Invoices	Original invoices with back-up for vendors A-Z starting 10/2013 through 9/2018	2013-2018	NA	NA
30	Administration Files	Applications for multiple classifications, interview files, Summer Reading Program files starting 1960-9/2018	1960-2018	NA	NA
33	Budget Work Files	Files covering 1960-2000	1960-2000	NA	NA
35	Capital Improvement Project Files	Files pertaining construction of Michelle Obama and Mark Twain branches starting 2002 through 2016	2002-2016	NA	NA
38	Grant Administration Files	Public library grant documents starting 1991 through 2009	1991-2009	NA	NA
42	City Safety Reports	Safety inspection checklists for branches and Main starting 10/2014-9/2018	2014-2018	NA	NA
43	Library Services Statistics Reports	Core statistics, performance measures, electronic statistics starting 1951 through 2007	1951-2007	NA	NA
46	Human Resources Reports	Covering 1/2017 through 12/2017	2017	NA	NA
48	Payroll Reports	Covering 1/2017 through 12/2017	2017	NA	NA
49	Payroll Time Sheets	Covering 5/2017 through 6/2019	2017-2019	NA	NA
22	Journal Vouchers	Inter-departmental JV, year-end, correct charge points for 2003 through 2014	2003-2014	NA	NA

26	Purchasing Card Accounting Files	Mark Twain purchases for opening starting 2009 through 2016	2009-2016	NA	NA
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Remarks