

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 FINANCIAL
MANAGEMENT

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 Financial Management 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 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 _____, 2025, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s): Councilmembers: _____

City Clerk

EXHIBIT “A”

Date*

11/11/2024

Department*

Financial Management

Bureau, Division, and/or Section

Administration

RECORDS DESTRUCTION APPROVAL

Department Head Approval

Kevin Riper

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.