

7. 24-55976 Recommendation to approve the destruction of records for the Community Development Department; and adopt resolution.

**Office or Department:**

**Suggested Action:** Approve recommendation.

January 7, 2025

Honorable Mayor and City Council  
City of Long Beach  
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Community Development Department; and adopt 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, elected officials and appointed offices 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 Community Development Department and the Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 25 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Monique De La Garza  
City Clerk

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 COMMUNITY  
DEVELOPMENT

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 Community Development 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

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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\*

8/1/2024

Department\*

Development Services

Bureau, Division, and/or Section

Development Services-Admin

## RECORDS DESTRUCTION APPROVAL

Department Head Approval

Christopher Koontz

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

10/30/2024

City Clerk Approval Date

11/1/2024

City Attorney Approval Date

11/4/2024

## DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
4	Auditors Copies Cashiering		2020	0	14
4	Auditors Copies Cashiering		2021	0	13

Remarks

RESOLUTION NO. RES-25-0001

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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 January 7, 2025,  
4 by the following vote:

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

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10 Noes: Councilmembers: None.

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12 Absent: Councilmembers: Allen, Duggan, Supernaw.

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14 Recusal(s): Councilmembers: None.

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16   
17 City Clerk



# EXHIBIT “A”

Date\*

8/1/2024

Department\*

Development Services

Bureau, Division, and/or Section

Development Services-Admin

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Department Head Approval

Christopher Koontz

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