

RESOLUTION NO. RES-20-0123

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 ECONOMIC DEVELOPMENT
DEPARTMENT

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 his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Economic Development Department 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.

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of October 6, 2020, by the following vote:

Ayes: Councilmembers: Zendejas, Price, Supernaw, Mungo,
Andrews, Uranga, Austin, Richardson.

Noes: Councilmembers: None.

Absent: Councilmembers: Pearce.



City Clerk

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

EXHIBIT A

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

DEPARTMENT OF ECONOMIC DEVELOPMENT & ASSET MANAGEMENT

According to your departmental records retention schedule, the following boxes are eligible for destruction.

| Perm Box Number | Record Title Box Description | Dates | | Destroy Date | Storage Room | Location |
|-----------------|---|-----------|-----------|--------------|------------------------|------------------|
| | | Begin | End | | | |
| A-950 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0009 |
| A-952 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0010 |
| A-953 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0011 |
| A-954 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0012 |
| A-955 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0013 |
| A-956 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0014 |
| A-957 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0015 |
| A-958 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) CONDEMNATION LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0016 |
| A-959 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0017 |

| Perm Box Number | Record Title Box Description | Dates | | Destroy Date | Storage Room | Location |
|--------------------|--|-----------|-----------|--------------|------------------------|------------------|
| | | Begin | End | | | |
| A-960 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0003 0018 |
| A-962 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0001 |
| A-963 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0002 |
| A-964 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0003 |
| A-965 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0004 |
| A-966 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0005 |
| A-967 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0006 |
| A-968 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0007 |
| A-969 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0008 |
| A-970 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0009 |

| Perm Box Number | Record Title Box Description | Dates | | Destroy Date | Storage Room | Location |
|--------------------|--|-----------|------------|--------------|------------------------|------------------|
| | | Begin | End | | | |
| A-972 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0010 |
| A-973 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0011 |
| A-974 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415 | 7/19/1984 | 7/19/1984 | 7/19/1990 | Internal Record Center | A -010-0004 0012 |
| 10093 | ACQUISITION/DISPOSITIONS (CITY-OWNED) AGREEMENTS | 1/1/1972 | 12/31/1995 | 12/31/2001 | Internal Record Center | G -008-0004 0013 |
| 24614 | PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2130 | 1/1/2004 | 12/31/2008 | 12/31/2018 | Internal Record Center | C -006-0001 0001 |
| 24615 | PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2130 | 1/1/2005 | 12/31/2008 | 12/31/2018 | Internal Record Center | C -006-0001 0002 |
| 24616 | PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2130 | 1/1/2006 | 12/31/2008 | 12/31/2018 | Internal Record Center | C -006-0001 0003 |
| 25669 | ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 2189 | 1/1/2009 | 12/31/2012 | 12/31/2018 | Internal Record Center | C -006-0001 0013 |
| 25673 | PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2189 COLORADO LAGOON | 1/1/2001 | 12/31/2009 | 12/31/2019 | Internal Record Center | G -008-0001 0015 |
| 25711 | PROPERTY MGT (CITY-OWNED) TENANT INSURANCE LIST 2189 | 1/1/2007 | 12/31/2009 | 12/31/2019 | Internal Record Center | G -008-0001 0017 |

| Perm Box Number | Record Title Box Description | Dates | | Destroy Date | Storage Room | Location |
|--------------------|--|----------|------------|--------------|------------------------|------------------|
| | | Begin | End | | | |
| 34198 | PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULT LIST 2343 - PURCHASE ORDERS - PURCHASE REQUISITIONS - AGREEMENTS & CONTRACTS (COPIES) - INVOICES & PAYMENT - DOCUMENTATION (COPIES) - CORRESPONDENCE, MEMOS & BACK UP DATA - TIME SHEETS (COPIES) - DIRECT PAYMENT FORMS (COPIES) | 1/1/2012 | 12/31/2013 | 12/31/2018 | Internal Record Center | J -002-0001 0008 |
| 34200 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 2339 -TITLE REPORTS -TITLE POLICIES -APPRAISALS -OFFER LETTERS -CORRESPONDENCE, NOTE & MEMOS -ESCROW DOCUMENTS -FIXTURES & EQUIPMENT LISTS | 1/1/2009 | 12/31/2013 | 12/31/2019 | Internal Record Center | G -008-0001 0011 |
| 34201 | ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 2339 | 1/1/2009 | 12/31/2012 | 12/31/2018 | Internal Record Center | G -008-0001 0012 |
| 34570 | PROPERTY MGT (CITY-OWNED) WORK FILES LIST 2363 | 1/1/1986 | 12/31/2007 | 12/31/2018 | IRON MOUNTAIN | 796745011 |
| 34571 | PROPERTY MGT (CITY-OWNED) WORK FILES LIST 2363 | 1/1/1995 | 12/31/2008 | 12/31/2018 | IRON MOUNTAIN | 796745012 |
| 34572 | PROPERTY MGT (CITY-OWNED) WORK FILES LIST 2363 | 1/1/1994 | 12/31/2007 | 12/31/2018 | IRON MOUNTAIN | 796745013 |
| 34619 | LOAN FILES LIST 2340 | 1/1/1998 | 12/31/2015 | 12/31/2018 | IRON MOUNTAIN | 965865319 |

| Perm Box Number | Record Title Box Description | Dates Begin End | | Destroy Date | Storage Room | Location |
|-----------------|---------------------------------|--------------------|--|--------------|--------------|----------|
|-----------------|---------------------------------|--------------------|--|--------------|--------------|----------|

Total Boxes to be Destroyed: 36

16 W. De... / J...
City Clerk

9-18-20
Date

[Signature]
Department Head

9/14/20
Date

[Signature]
City Attorney

9/21/20
Date