



CITY OF LONG BEACH

C-11

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

January 5, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Community Development Department as shown in Exhibit A: and adopt the 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 and elected officials 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Community Development Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 10 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

01/05/10 10:51:00

RECEIVED
CITY CLERK
01/05/10

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 COMMUNITY 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 Community 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.

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 _____, 2009, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

Date November 19, 2009

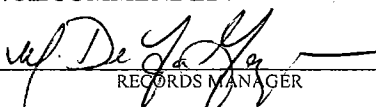

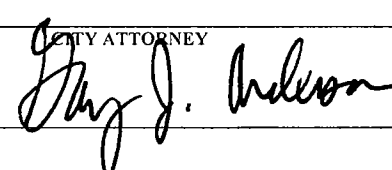
Honorable Council of the City of Long Beach

2. The Department of Community Development respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
195	Item B-3: Letter of Credit # 104199 Lexington Project - Security Pacific National Bank (Date In: 10/30/1980) \$301,292.00	1980	N/A	N/A
195	Item B-4: Letter of Credit (Date In: 12/23/1981) # SPNB S-106329 Long Beach Business Center \$301,292.00	1981	N/A	N/A
195	Item B-5: Letter of Credit (Date In: 08/25/1982)# S107472 Dilling Ham Investments Inc. \$162,625.00		N/A	N/A
37	Item C-6: Check # 2370 - Union Bank Scanray Corp (Date In: 11/29/1984) \$1,250	1982	N/A	N/A
119	Item C- 17: Collateral Receipt 01-381 Alant Corp (Date In: 08/01/1992) \$240,000.00	1992	N/A	N/A
119	Item C-22: Certificate of Deposits (Date In: 06/14/1994) Watkins Pest Controls #411526410 \$25,000.00; Hage Stoneware #411526430 \$25,000.00; Beach City #411526420 \$25,000.00; Seven Eleven #411526670 \$25,000.00; Mr. Cat #411526660 \$25,000.00 Kids Landing #411526560 \$25,000.00	1994	N/A	N/A
119	Item C- 25: Time Deposits Metro Bank (Date In: 10/28/1996) West Coast Land Clearing \$37,500.00; Seasonal Discount Store \$15,000.00; Sandoval Tailoring \$15,000.00; Long Beach Maytag \$25,000.00; Born 2 Shop \$25,000.00; L & R Furniture \$25,000.00 Blair Realty \$25,000.00; Via Media - \$25,000.00	1996	N/A	N/A
164	Item E-12: Instrument of Credit Sunset Bay Towers \$29,041.00 (Date In: 06/06/1985)	1985	N/A	N/A
38	Item E-19: Safekeeping for 777 E. Ocean Blvd (Date In: 10/27/1992) a. Receipt No. 1 695 from Harbor Bank; b. Letter from Harbor Bank	1992	N/A	N/A
38	Item E-31: Fireman's Fund Insurance Company - Bond #SMR11132965754 Alamitos Bay Yacht Club \$1,000.00 (Date In: 05/12/1992)	1992	N/A	N/A
19	Item J-27: Pacific Western National Bank - Bank Statements, Parcel J Construction Account #91102158 (Date In: 02/10/2000)	2000	N/A	N/A

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <p style="text-align: center;"> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p style="text-align: center;"> DEPARTMENT HEAD</p> <p>10. DATE:</p>	<p>CITY ATTORNEY'S CONSENT</p> <p style="text-align: center;">Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  CITY ATTORNEY</p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>Dec. 11, 2009</u></p>	<p>14. REMARKS:</p> <p>Additional information for each item listed is attached to this request.</p> <p>For questions, please contact Geraldine Alejo Administrative Analyst, Department of Community Development - Administrative & Financial Services (x.5022).</p>
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DEPARTMENT OF COMMUNITY DEVELOPMENT

Item Ref	Folder #	Description of Instrument	Instructions	Remarks
B	3	Letter of Credit # 104199 Lexington Project (Security Pacific National Bank) \$301,292.00 Date In: 10/30/1980	Documents may be destroyed. Please forward originals to CD-Admin	Per John Cutler at Overland, Pacific & Cutler. (Beverly McKay, PS Bureau, held meeting with him to discuss this item). Information confirmed by Gary Anderson, City Attorney's Office, and Monique DeLaGarza, Administrative Officer in the City Clerk's Office.
	4	Letter of Credit # SPNB S-106329 Long Beach Business Center \$301,292.00 Date In: 12/23/1981		
	5	Letter of Credit # S107472 Dilling Ham Investments Inc. \$162,625.00 Date In: 08/25/1982		
C	6	Check # 2370 - Union Bank Scanray Corp \$1,250 Date In: 11/29/1984	Documents may be destroyed. Please forward originals to CD-Admin	Per Seyed Jalali, Business Development Officer, via e-mail confirmation. Information confirmed by Gary Anderson, City Attorney's Office, and Monique DeLaGarza, Administrative Officer in the City Clerk's Office.
	17	Collateral Receipt 01-381 Alant Corp \$240,000.00 Date In: 08/01/1992		
	22	Certificate of Deposits Watkins Pest Controls #411526410 \$25,000.00 Hage Stoneware #411526430 \$25,000.00 Beach City #411526420 \$25,000.00 Seven Eleven #411526670 \$25,000.00 Mr. Cat #411526660 \$25,000.00 Kids Landing #411526560 \$25,000.00 Date In: 06/14/1994		
	25	Time Deposits Metro Bank 1. West Coast Land Clearing \$37,500.00 2. Seasonal Discount Store \$15,000.00 3. Sandoval Tailoring \$15,000.00 4. Long Beach Maytag \$25,000.00 5. Born 2 Shop \$25,000.00 6. L & R Furniture \$25,000.00 7. Blair Realty \$25,000.00 8. Via Media - \$25,000.00 Date In: 10/28/1996		
E	12	Instrument of Credit Sunset Bay Towers \$29,041.00 Date In: 06/06/1985	Documents may be destroyed. Please forward originals to CD-Admin	Per Meredith Luther, PS Bureau. Information confirmed by Gary Anderson, City Attorney's Office, and Monique DeLaGarza, Administrative Officer in the City Clerk's Office.
	19	Safekeeping for 777 E. Ocean Blvd 1. Receipt No. 1 695 from Harbor Bank 2. Letter from Harbor Bank Date In: 10/27/1992		
	31	Fireman's Fund Insurance Company - Bond #SMR11132965754 Alamitos Bay Yacht Club \$1,000.00 Date In: 05/12/1992		

Item Ref	Folder #	Description of Instrument	Instructions	Remarks
J	27	Pacific Western National Bank - Bank Statements, Parcel J Construction Account #91102158 Date In: 02/10/2000	Documents may be destroyed. Please forward originals to CD-Admin	Matt Brookes advised documents may be destroyed. He contacted Pacific Western Bank. Bank advised account is no longer active. Information confirmed by Gary Anderson, City Attorney's Office, and Monique DeLaGarza, Administrative Officer in the City Clerk's Office.