



CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 14, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Public Works Department Asset Management Bureau 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 Public Works Department concur in the above recommendation.


FISCAL IMPACT

Appropriations have been budgeted in FY 15 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,


Larry G. Herrera-Cabrera
City Clerk

LH:md

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE PUBLIC WORKS DEPARTMENT,
7 ASSET MANAGEMENT BUREAU
8

9 The City Council of the City of Long Beach resolves as follows:

10 Section 1. Pursuant to and in accordance with the provisions of Section
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney
13 having heretofore given his written consent, the City Council of the City of Long Beach
14 does hereby approve and authorize the destruction by the Public Works Department,
15 Asset Management Bureau, of any and all of the records, documents, instruments,
16 books, papers, and writings as set forth in the documents attached hereto and marked
17 Exhibit "A" and by reference thereto made a part hereof, which records are under its
18 charge and are no longer required for use in its respective office, said records being no
19 less than two (2) years old.

20 Section 2. The City Council hereby finds that none of said records:

- 21 A. Affect the title to real property or liens thereon;
22 B. Constitute official court records;
23 C. Constitute records which are required to be kept by statute;
24 D. Constitute the original or record copies of the minutes,

25 ordinances or resolutions of the City of Long Beach or any City Board or
26 Commission.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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 _____, 20__ by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

Cost Center: ()
Records Coordinator: LILIBETH ABLOG Mail Drop: PROP SRVS Phone: (562)570-6221 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Event (X) Code	Permanent Box Number	Record Code	Title (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	13093	55026.0	PROPERTY MGT (CITY-OWNED)	01/01/1985	12/31/2000		12/31/2010	G-03-01	5
<input type="checkbox"/>	13094	55026.0	PROPERTY MGT (CITY-OWNED)	01/01/1999	12/31/2000		12/31/2010	G-03-01	7
<input type="checkbox"/>	13095	55026.0	PROPERTY MGT (CITY-OWNED)	01/01/1999	12/31/1999		12/31/2009	G-03-01	8
<i>Removed by Records Manager</i>									
<input type="checkbox"/>	13097	55026.0	PROPERTY MGT (CITY-OWNED)	01/01/1999	12/31/1999		12/31/2009	G-03-01	12
<input type="checkbox"/>	13768	55033.0	RELOCATION PROJECT FILES	01/01/1990	12/31/1997		12/31/2003	D-05-03	17
<input type="checkbox"/>	14024	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1991	12/31/1999		12/31/2009	G-06-02	12
<i>Removed by Records Manager</i>									
<input type="checkbox"/>	14456	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1983	12/31/1999		12/31/2009	D-05-05	2
<input type="checkbox"/>	14458	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1970	12/31/1999		12/31/2009	D-05-05	4
<input type="checkbox"/>	14459	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1970	12/31/1999		12/31/2009	D-05-05	5
<input type="checkbox"/>	14462	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1993	12/31/2000		12/31/2010	D-05-05	8
<input type="checkbox"/>	14463	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1993	12/31/2000		12/31/2010	D-05-05	9
<input type="checkbox"/>	14464	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/1999		12/31/2009	D-05-05	10
<input type="checkbox"/>	14465	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2000		12/31/2010	D-06-05	3

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	14466	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/1999		12/31/2009	D-06-05	4
<input type="checkbox"/>	14725	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/2000		12/31/2010	138049968	0
<input type="checkbox"/>	14726	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1998	12/31/2001		12/31/2011	138049969	0
<input type="checkbox"/>	14727	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2000		12/31/2010	138049970	0
<input type="checkbox"/>	14728	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2000		12/31/2010	138049970	0
<input type="checkbox"/>	14729	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2000		12/31/2010	138049972	0
<input type="checkbox"/>	15403	55025.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/2001		12/31/2011	C-02-03	17
<input type="checkbox"/>	15874	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2002		12/31/2012	J-02-03	2
<input type="checkbox"/>	15875	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1999	12/31/2002		12/31/2012	J-02-03	3
<input type="checkbox"/>	15876	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1999	12/31/2001		12/31/2011	J-02-03	4
<input type="checkbox"/>	15877	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1989	12/31/1999		12/31/2009	J-02-03	5
<input type="checkbox"/>	15878	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2000		12/31/2010	J-02-03	6
<input type="checkbox"/>	15879	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1994	12/31/2000		12/31/2010	J-02-03	7
<input type="checkbox"/>	15880	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2002		12/31/2012	J-02-03	8
<input type="checkbox"/>	15882	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1991	12/31/2000		12/31/2010	J-02-03	10
<input type="checkbox"/>	15883	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/2002		12/31/2012	J-02-03	11

Event (X) Code	Permanent Box Number	Record Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	15884	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1985	12/31/2002		12/31/2012	J-02-03	12
<input type="checkbox"/>	15885	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1974	12/31/2001		12/31/2011	J-02-03	13
<input type="checkbox"/>	15887	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1998	12/31/2002		12/31/2012	J-02-03	15
<input type="checkbox"/>	15888	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2002		12/31/2012	J-02-03	16
BOX CHECKED OUT /									
Checked Out Date: 04/15/2005 To: LINDA LISH									
<input type="checkbox"/>	15890	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1998	12/31/2002		12/31/2012	J-02-03	18
<input type="checkbox"/>	15892	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2001		12/31/2011	G-08-03	2
<input type="checkbox"/>	15893	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1980	12/31/1999		12/31/2009	G-08-03	3
<input type="checkbox"/>	15894	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/2001	12/31/2002		12/31/2012	G-08-03	4
<input type="checkbox"/>	15895	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1990	12/31/2001		12/31/2011	G-08-03	5
<input type="checkbox"/>	15896	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/2002		12/31/2012	G-08-03	6
<input type="checkbox"/>	15897	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/2002		12/31/2012	G-08-03	7
BOX CHECKED OUT /									
Checked Out Date: 04/15/2005 To: ARIAS, JUANITA									
<input type="checkbox"/>	15899	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1994	12/31/2002		12/31/2012	G-08-03	9
<input type="checkbox"/>	15900	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/2002		12/31/2012	G-08-03	10
<input type="checkbox"/>	15901	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1993	12/31/2001		12/31/2011	G-08-03	11

(X) Code	Event	Permanent Box Number	Record Code	Title	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>		15902	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/1997	12/31/2002		12/31/2012	G-08-03	12
<input type="checkbox"/>		15904	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2002		12/31/2012	G-08-03	14
<input type="checkbox"/>		15905	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/1990	12/31/2002		12/31/2012	G-08-03	15
	Checked Out Date: 04/15/2005 To: ARIAS, JUANITA										
<input type="checkbox"/>		15906	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2001		12/31/2011	G-08-03	16
	Checked Out Date: 10/08/2013 To: FASIRI TRAYLOR										
<input type="checkbox"/>		15907	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2000		12/31/2010	G-08-03	17
	Removed by Records Manager										
<input type="checkbox"/>		15908	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2002		12/31/2012	G-08-03	18
	Checked Out Date: 04/15/2005 To: ARIAS, JUANITA										
<input type="checkbox"/>		15909	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/1990	12/31/2002		12/31/2012	G-08-03	13
	Checked Out Date: 04/15/2005 To: ARIAS, JUANITA										
<input type="checkbox"/>		16073	55025.0		PROPERTY MGT (CITY-OWNED)	01/01/1999	12/31/2002		12/31/2012	C-01-02	1
<input type="checkbox"/>		16458	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2000		12/31/2010	G-03-01	3
<input type="checkbox"/>		16459	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2001		12/31/2011	G-03-01	10
<input type="checkbox"/>		16460	55024.0		PROPERTY MGT (CITY-OWNED)	01/01/2000	12/31/2001		12/31/2011	G-02-01	9
<input type="checkbox"/>		17509	55026.0		PROPERTY MGT (CITY-OWNED)	01/01/1995	12/31/2001		12/31/2011	G-04-03	11
	Removed by Records Manager										

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	18144	55001.0	ACQUISITION/DISPOSITIONS	01/01/1985	12/31/1993		12/31/2010	G-01-02	18
<input type="checkbox"/>	18149	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2005		12/31/2011	C-01-02	13
Removed by Records Manager									
<input type="checkbox"/>	18150	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2005		12/31/2011	C-01-02	14
Removed by Records Manager									
<input type="checkbox"/>	18459	55031.0	PURCHASING RECORDS (VENDORS, 01/01/1998	12/31/2004			12/31/2006	E-01-03	8
<input type="checkbox"/>	18460	55031.0	PURCHASING RECORDS (VENDORS, 01/01/2000	12/31/2004			12/31/2006	E-01-03	9
<input type="checkbox"/>	18461	55031.0	PURCHASING RECORDS (VENDORS, 01/01/2000	12/31/2004			12/31/2006	E-01-03	17
<input type="checkbox"/>	18947	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2005		12/31/2011	C-03-01	11
Removed by Records Manager									
<input type="checkbox"/>	19225	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	391436167	0
Removed by Records Manager									
<input type="checkbox"/>	19226	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	391436168	0
Removed by Records Manager									
<input type="checkbox"/>	19721	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	C-02-01	15
Removed by Records Manager									
<input type="checkbox"/>	19722	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	C-02-01	16
Removed by Records Manager									
<input type="checkbox"/>	19723	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	C-02-01	17
Removed by Records Manager									

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	19724 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	C-01-03	17
<input type="checkbox"/>	20051	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/1999	12/31/2005		12/31/2011	C-01-03	1
<input type="checkbox"/>	20052 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2005		12/31/2011	C-01-03	2
<input type="checkbox"/>	20053	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2006		12/31/2012	C-01-03	3
<input type="checkbox"/>	20054	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2001	12/31/2004		12/31/2010	C-01-03	4
<input type="checkbox"/>	20055 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2000	12/31/2005		12/31/2011	C-01-03	5
<input type="checkbox"/>	20056	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	C-01-03	6
<input type="checkbox"/>	20057 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2004	12/31/2005		12/31/2011	C-01-03	7
<input type="checkbox"/>	20058 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2001	12/31/2005		12/31/2011	C-01-03	8
<input type="checkbox"/>	20059 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2005		12/31/2011	C-01-03	9
<input type="checkbox"/>	20060 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2000	12/31/2005		12/31/2011	C-01-03	10
<input type="checkbox"/>	20061 <i>Removed by Records Manager</i>	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2005		12/31/2011	C-01-03	11

(X) Code	Event	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	Removed by Records Manager	20062	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2002	12/31/2005		12/31/2011	C-01-03	12
<input type="checkbox"/>		20064	55030.0	PURCHASING BIDS, PROPOSALS, &	01/01/2004	12/31/2005		12/31/2010	C-01-03	14
<input type="checkbox"/>	Removed by Records Manager	20075	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2000	12/31/2006		12/31/2012	C-03-01	1
<input type="checkbox"/>	Removed by Records Manager	20076	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2000	12/31/2006		12/31/2012	C-03-01	2
<input type="checkbox"/>		20077	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2000	12/31/2006		12/31/2012	C-03-01	3
<input type="checkbox"/>	Removed by Records Manager	20080	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2000	12/31/2006		12/31/2012	C-03-01	6
<input type="checkbox"/>	Removed by Records Manager	20081	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2000	12/31/2006		12/31/2012	C-03-01	7
<input type="checkbox"/>		20928	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	6
<input type="checkbox"/>		20929	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	8
<input type="checkbox"/>		20930	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	9
<input type="checkbox"/>		20931	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	10
<input type="checkbox"/>		20932	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	11
<input type="checkbox"/>	Removed by Records Manager	20933	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2004	12/31/2006		12/31/2012	E-09-01	12

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	20934	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	13
<input type="checkbox"/>	20935	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	14
<input type="checkbox"/>	20936	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2006		12/31/2012	E-09-01	15
<input type="checkbox"/>	20937	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/2004	12/31/2006		12/31/2012	E-09-01	16
<input type="checkbox"/>	21081	55009.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2006		12/31/2012	E-08-03	16
Removed by Records Manager									
<input type="checkbox"/>	21084	55009.0	ACQUISITIONS/DISPOSITIONS	01/01/2005	12/31/2005		12/31/2011	E-08-01	16
<input type="checkbox"/>	21088	55011.0	ACQUISITIONS/DISPOSITIONS	01/01/2003	12/31/2003		12/31/2009	E-09-03	11
Removed by Records Manager									
<input type="checkbox"/>	22107	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/1995	12/31/2006		12/31/2012	J-02-01	1
<input type="checkbox"/>	22108	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/1996	12/31/2006		12/31/2012	J-02-01	7
<input type="checkbox"/>	22109	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/1992	12/31/2006		12/31/2012	J-02-01	8
<input type="checkbox"/>	24254	55003.0	ACQUISITION/DISPOSITIONS	01/01/2003	12/31/2005		12/31/2011	C-01-02	7
Removed by Records Manager									
<input type="checkbox"/>	24618	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1993	12/31/1998		12/31/2008	C-06-01	10
Removed by Records Manager									
<input type="checkbox"/>	24619	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1994	12/31/1998		12/31/2008	C-06-01	11
Removed by Records Manager									

(X) Code	Event	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/>	Removed by Records Manager	25640	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1991	12/31/1996		12/31/2006	G-08-01	4
<input type="checkbox"/>	Removed by Records Manager	25641	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1990	12/31/1994		12/31/2004	G-08-01	5
<input type="checkbox"/>	Removed by Records Manager	25642	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1991	12/31/1995		12/31/2005	G-08-01	6
<input type="checkbox"/>	Removed by Records Manager	25643	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1992	12/31/1996		12/31/2006	G-08-01	7
<input type="checkbox"/>	Removed by Records Manager	25644	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1989	12/31/1994		12/31/2004	G-08-01	8
<input type="checkbox"/>	Removed by Records Manager	25645	55024.0	PROPERTY MGT (CITY-OWNED)	01/01/1992	12/31/1999		12/31/2009	G-08-01	9
<input type="checkbox"/>		25646	55018.0	BUDGET FILES	01/01/2003	12/31/2010		12/31/2012	G-08-01	10
<input type="checkbox"/>		25647	55018.0	BUDGET FILES	01/01/2005	12/31/2007		12/31/2009	G-08-01	11
<input type="checkbox"/>		25648	55018.0	BUDGET FILES	01/01/2005	12/31/2007		12/31/2009	G-08-01	12
<input type="checkbox"/>		25672	55005.0	ACQUISITIONS/DISPOSITIONS	01/01/1995	12/31/2003		12/31/2009	G-08-01	14

Total Eligible Boxes to be destroyed =	115
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	6
Eligible Boxes Removed =	37
Total Available Boxes to be destroyed =	72

Date 9/17/14 [Signature] DEPARTMENT HEAD Date 9/23/14 CITY ATTORNEY

RECORDS MANAGER

RECORDS DESTRUCTION REQUEST




1. Date 4/19/11

Honorable Council of the City of Long Beach

2. The Public Works / Asset Management DEPARTMENT respectfully requests authority to destroy the following

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
20	CORRESPONDENCE CHRONOLOGICAL FILES CHRON-JANUARY 2004 CHRON-FEBRUARY 2004 CHRON-MARCH 2004 CHRON-APRIL 2004 CHRON-MAY 2004 CHRON-JUNE 2004 CHRON-JULY 2004 CHRON-AUGUST 2004 CHRON-SEPTEMBER 2004 CHRON-OCTOBER 2004 CHRON-NOVEMBER 2004 CHRON-DECEMBER 2004	2004	3	NA
20	CHRON-JANUARY 2005 CHRON-FEBRUARY 2005 CHRON-MARCH 2005 CHRON-APRIL 2005 CHRON-MAY 2005 CHRON-JUNE 2005 CHRON-JULY 2005 CHRON-AUGUST 2005 CHRON-SEPTEMBER 2005 CHRON-OCTOBER 2005 CHRON-NOVEMBER 2005 CHRON-DECEMBER 2005	2005	4	NA

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small>	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE: <u>8/5/14</u>	13. Date <u>September 26, 2014</u>	

RECORDS DESTRUCTION REQUEST




1. Date 7/27/11

Honorable Council of the City of Long Beach

2. The Public Works – Asset Management. 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
Box 1	Acquisitions/Disposition (City-owned Property) Condemnation Records Council letters correspondence court transcription (If Ligated)			
	Victoria Street / Susan Road Preliminary Report.	7/10/98	NA	NA
	Victoria Street / Susan Road Preliminary Report.	6/23/98		
	100 West Victoria Street, Long Beach	6/22/98		
	Victoria Street / Susan Road Preliminary Report By Stewart Title.	8/8/97		
	Cutlers Review Comments of Stewart's Preliminary Report.	8/8/97		
	Victoria Street / Susan Road Preliminary Reports.	1991		
	Victoria Street / Susan Road Preliminary Report Portion 2 & 3	4/2/93		
	Victoria Street / Susan Road Site 1992 Purchases and Sale Agreements.	4/3/92		
	Agreement for purchase and sale of real property And joint escrow instructions.	3/12/92		

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small>	14. REMARKS: Retention on files is T+6
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE: <u>8/5/14</u>	13. Date <u>September 26, 2014</u>	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
Cont. Box 1	<p>Victoria street / Susan Road Robert Shaw Grant of Easement in Gross</p> <p>Victoria Street / Susan Road Seller's Access License 1993</p> <p>Victoria Street / Susan Road Site Investigation Study (McLaren/Hart)</p> <p>Victoria Street / Susan Road Site Investigation Summary & Preliminary Feasibility Study 1991</p> <p>Victoria Street / Susan Road Surplus Property Information (Including Response from State)</p> <p>Agreement Sale of Real Property and Escrow Instructions 100 West Victoria Street</p>	<p>5/28/92</p> <p>6/29/93</p> <p>10/25/91</p> <p>1991</p> <p>12/1/97</p> <p>1/21/99</p>	<p>NA</p>	<p>NA</p>
Box 2	<p>Victoria Street / Susan Road Construction Agreement w/ Robertshaw</p> <p>Victoria Street / Susan Road Deed Reserving Easement Appurtenant</p> <p>Victoria Street / Susan Road Environmental Remediation Agreement.</p> <p>Victoria Street / Susan Road Environmental Report (Weston)</p> <p>Victoria Street / Susan Road Environmental Information 1981 & 1922 Correspondence</p> <p>Victoria Street / Susan Road 1992/1993 Escrow Closing.</p> <p>Victoria Street / Susan Road Escrow Closing-1998</p> <p>Victoria Street / Susan Rode Finding of General Plan Conformance.</p> <p>Victoria Street / Susan Road Guaranty.</p>	<p>4/30/98</p> <p>6/23/98</p> <p>9/10/02</p> <p>7/1990</p> <p>3/31/92</p> <p>1/13/98</p> <p>8/10/98</p> <p>7/7/98</p> <p>8/26/98</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
Cont. Box 2	Victoria Street / Susan Road Initial Remedial Action Plan.	7/31/98	NA	NA
	Victoria Street / Susan Road Lease for Fleet Service Bureau	7/27/98		
	Victoria Street / Susan Road Site Legal Descriptions.	6/19/98		
	Victoria Street / Susan Road Letter of Credit (Re: Environmental Remediation)	12/4/97		
	Victoria Street / Susan Road Line Adjustment.	6/9/98		
	Victoria Street / Susan Road Site Maps.	6/8/92		
	Victoria Street / Susan Road Memorandum of Purchase and Sale Agreement.	7/2/98		
	Victoria Street / Susan Road Natural Hazard Disclosure Statement.	12/31/97		
	Victoria Street / Susan Road July 22 nd Letters.	7/24/98		
	Victoria Street / Susan Road Adversting Sign.	6/5/98		
Box 3	Victoria Street / Susan Road ALTA Title Report (1992).	12/22/97		
	Victoria Street / Susan Road Agreement of Purchase and Joint Escrow.	6/1/98		
	Victoria Street / Susan Road First Draft – Purchase and Sale Agreement.	7/17/98		
	Victoria Street / Susan Road Draft Purchase and Sale Agreement	8/5/98		
	Victoria Street / Susan Road Draft Purchase and Sale Agreement.	5/29/98		
	Victoria Street / Susan Road Final Agreement.			

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
Cont. Box 3	Victoria Street / Susan Road Appraisal Report.	2//4/97	NA	NA
	Victoria Street / Susan Road Site Advertisement Information.	7/17/98		
	Victoria Street / Susan Road Buyer's Access License.	5/15/92		
	Victoria Street / Susan Road Certification.	8/5/92		
	Victoria Street / Susan Road City Correspondence – 1991 – 1992			
	Victoria Street / Susan Road City Correspondence – 1993	7/1/93		
	Victoria Street / Susan Road City Correspondence – 1997	12/31/97		
	Victoria Street / Susan Road City Correspondence – 1998	1/21/99		
	Victoria Street / Susan Road General Correspondence – 1991 – 1993	11/12/92		
	Victoria Street / Susan Road Site General Correspondence.	9/10/02		
	Victoria Street / Susan Road Categorical Exemption.	12/16/97		
	Victoria Street / Susan Road Site City Council Letters	5/26/98		
	Victoria Street / Susan Road Commission Agreement w/ Cushman.	2/20/98		