



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

September 18, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Economic 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

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

FISCAL IMPACT

Appropriations have been budgeted in FY18 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza
City Clerk
MD:II

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 ECONOMIC DEVELOPMENT
7 DEPARTMENT
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 Economic Development
15 Department of any and all of the records, documents, instruments, books, papers, and
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by
17 reference thereto made a part hereof, which records are under its charge and are no longer
18 required for use in its respective office, said records being no less than two (2) years old.

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

- 20 A. Affect the title to real property or liens thereon;
- 21 B. Constitute official court records;
- 22 C. Constitute records which are required to be kept by
23 statute;
- 24 D. Constitute the original or record copies of the minutes,
25 ordinances or resolutions of the City of Long Beach or
26 any City Board or Commission.

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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 _____, 2018, by the following vote.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date 7/12/18

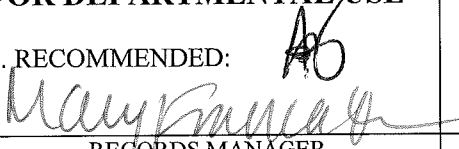
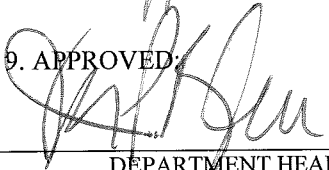
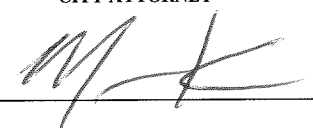
Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) LEASES AND AGREEMENTS</p> <p>City Owned Concession Stand (State Dept/ Rehab) Rent Collection (File #4)</p> <p>City Owned Concession Stand (State Dept/ Rehab) City Correspondence 1968-87 (File #5)</p> <p>City Owned Concession Stand (State Dept/ Rehab) City Correspondence 1988 (File #6)</p> <p>City Owned Concession Stand (State Dept/ Rehab) City Correspondence 1989 (File # 7)</p> <p>City Owned Concession Stand (State Dept/ Rehab) City Correspondence 1991 (File #8)</p> <p>City Owned Concession Stand (State Dept/ Rehab) City Correspondence 1992-95 (File #9)</p> <p>City Owned Concession Stand (State Dept/ Rehab) Drawing (File #10)</p>	<p>2002-2004</p> <p>1980-1987</p> <p>1988</p> <p>1989</p> <p>1991</p> <p>1992-2000</p> <p>1989</p>		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: </p> <p style="text-align: center;"><small>RECORDS MANAGER</small></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS:</p> <p style="text-align: center;">Retention Schedule used is from Public Works/Asset Management with Council Approval Date November 8, 2011.</p>
<p>9. APPROVED: </p> <p style="text-align: center;"><small>DEPARTMENT HEAD</small></p>	<p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p>	
<p>10. DATE: <u>8/29/18</u></p>	<p>13. Date <u>9/4/18</u></p>	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) LEASES AND AGREEMENTS)</p> <p>City Owned Concession Stand (State Dept/ Rehab) General Correspondence (File #11)</p> <p>City Owned Concession Stand (State Dept/ Rehab) Gen. Correspondence 1986-95 (File #12)</p> <p>City Owned Concession Stand (State Dept/ Rehab) Agreement (98-2001) #26454 (File #13)</p> <p>City Owned Concession Stand (State Dept./ Rehab) City Correspondence (98-99) #26454 (File #14)</p> <p>City Owned Concession Stand (State Dept./Rehab) Gen. Corresp. (98-99) #26454 (File #15) City Hall</p> <p>City Owned Concession Stand (State Dept./Rehab) Council Letters 1/15/99 (File #16) City Hall</p> <p>City Owned City Hall Concession Stand Assignment of Lease (Interim) Tim & Coco Cole</p> <p>City Owned City Hall Concession Stand Rent Collection Tim & Coco Cole</p> <p>City Owned City Hall Concession Stand Permit #27285 (New One) 2001 Tim & Coco Cole</p> <p>City-Owned Long Beach Courthouse Parking Lot Lease #31456 – First Amendment 415 W. Ocean Blvd.</p>	<p>1979-1989</p> <p>1986-1995</p> <p>1995-1999</p> <p>1998-2001</p> <p>1998-1999</p> <p>1998-1999</p> <p>1999</p> <p>2000-2001</p> <p>2001</p> <p>2007</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>Outside Leases Washington School Neighborhood Youth Center Amendment to Lease (File #1)</p> <p>Outside Leases Washington School Neighborhood Youth Center City Correspondence-1994 (File #2)</p> <p>Outside Leases Washington School Neighborhood Youth Center City Correspondence 1994-1995 (File #3)</p> <p>Outside Leases Washington School Neighborhood Youth Center General Correspondence (File #4)</p> <p>Outside Leases Washington School Neighborhood Youth Center City Correspondents-1995 (File #5)</p> <p>Outside Leases Washington School Neighborhood Youth Center City Council Letter 06/21/94 (File #6)</p> <p>Outside Leases Washington School Neighborhood Youth Center City Council Letter 1/17/95 (File #7)</p> <p>Outside Leases Washington School Neighborhood Youth Center Maps and Aerial Photographs (File #8)</p> <p>Outside Leases Washington School Neighborhood Youth Center Zoning Application (File #9)</p> <p>Outside Leases County of Los Angeles/ Police Dept. Lease #75047 (162 Parking Spaces) Ocean/Magnolia</p> <p>Outside Leases Special Events & Filming Office Sublease #28990 PRM</p>	<p>1995</p> <p>1994</p> <p>1994</p> <p>1994-1995</p> <p>1994</p> <p>1995</p> <p>1994</p> <p>1995</p> <p>1992</p> <p>1994</p> <p>2003-2007</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) -- LEASES AND AGREEMENTS</p> <p>Outside Leases Tobacco Educ. Program / Health Dept. 1240 E. Wardlow Office Lease #25333</p> <p>Outside Leases Veteran's Facility Coastal LB Properties Leases #25776 575-585 Pine Avenue</p> <p>1320 Gaviota Avenue Anaheim CPC / Outside Lease</p> <p>910 Daisy Avenue Willmore CPC / Outside Lease</p> <p>2023 Pacific Avenue Wrigley CPC / Outside Lease</p> <p>City Hall Concession Stand Permit & 1st Amendment #27285 Ollie Ross</p> <p>City Hall Concession Stand Rent Collection Ollie Ross</p> <p>2311 South Street (NLB Pal) Sublease No. 29833 (LB Heritage Museum) Outside Leases</p> <p>2311 South Street (NLB Pal) Consent to Sublease No. 29833 (LB Heritage Museum) Outside Leases</p> <p>2311 South Street (NLB Pal) Sublease No. 29833 (LB Heritage Museum) City Correspondence – 2006</p> <p>2311 South Street (NLB Pal) Sublease No. 29833 (LB Heritage Museum) City Council Letter (4/18/06)</p>	<p>1997-2003</p> <p>1998</p> <p>2001 – 2007</p> <p>1999 – 2007</p> <p>2001 – 2007</p> <p>2002 – 2003</p> <p>2001 – 2007</p> <p>2006 – 2007</p> <p>2006 - 2007</p> <p>2006 – 2007</p> <p>2001 – 2006</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>2311 South Street (NLB Pal) Sublease No. 29833 (LB Heritage Museum) Insurance / Outside Leases</p> <p>2311 South Street (NLB Pal) Sublease No. 29833 (LB Heritage Museum) Museum Literature / Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation Second Amendment to Lease No. 23033</p> <p>4800 Los Coyotes Diagonal ELB Police Substation Proposals – Cushman & Wakefield (2008)</p> <p>4800 Los Coyotes Diagonal ELB Police Substation Correspondence HVAC Issues</p> <p>4800 Los Coyotes Diagonal ELB Police Substation – Tenant Improvement Proj. Heery International / PhilCo Construction</p> <p>4800 Los Coyotes Diagonal ELB Police Substation 1st Amendment to Lease No. 23033 Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation City Correspondence – Jan.-Mar. '03 #23033 Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation City Correspondence Apr.-Dec. '04 Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation General Correspondence Landlord '03-'05 #23033 Outside Leases</p>	<p>2006</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>1993 – 2003</p> <p>2002 – 2003</p> <p>2003 – 2006</p> <p>2003</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>4800 Los Coyotes Diagonal ELB Police Substation General Correspond. – Cushman & Wakefield '03 #23033 / Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation General Correspondence – JCM '03 #23033</p> <p>110 Pine Avenue Housing Services Bureau #26751 3rd Amendment (5/17/05) / Outside Leases</p> <p>110 Pine Avenue Housing Services Bureau #26751 4th Amendment (4/18/06) / Outside Leases</p> <p>110 Pine Avenue Housing Services Bureau #26751 5th Amendment to Lease / Outside Leases</p> <p>110 Pine Avenue Housing Services Bureau #26751 Council Letter – 4/18/06 / Outside Leases</p> <p>110 Pine Avenue Housing Services Bureau #26751 City Council Letter – 2/8/00 / Outside Leases</p> <p>1439 Cota/Seabright LBDP Warehouse/Tech Svcs / Lease No. 29302 Outside Leases</p> <p>1439 Cota/Seabright LBDP Warehouse/Tech Svcs / Lease No. 29302 City Correspondence / Outside Leases</p> <p>1439 Cota/Seabright LBDP Warehouse/Tech Svcs / Lease No. 29302 General Correspondence / Outside Leases</p> <p>1439 Cota/Seabright LBDP Warehouse/Tech Svcs / Lease No. 29269 Escrow Correspondence / Outside Leases</p>	<p>2003</p> <p>2003</p> <p>2000 - 2005</p> <p>2006</p> <p>2007</p> <p>2006</p> <p>1999 - 2000</p> <p>2005</p> <p>2005 – 2006</p> <p>2005 - 2006</p> <p>2005</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>1439 Cota/Seabright LBPD Warehouse/Tech Svcs / Lease No. 29269 Purchase & Sales Agreement / Outside Leases</p> <p>NRC – 425 Atlantic Avenue Lease</p> <p>2311 South Street NLB Police Athletic League Facility Leases / Outside Leases</p> <p>333 W. Broadway, Ste. 100 & 302 LBPD Comm. Relations & Internal Affair 1st Amendment to Lease (2003-2008) Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation Draft Lease Documents / Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation City Correspondence (May-Aug '93) Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation Lease #23033 (8/3/93) / Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation City Correspondence ('93-'94) / Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation General Correspondence #1 / Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation General Correspondence #2 (Interni. Etc.) Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation General Correspondence #3 (Asbestos) Outside Leases</p>	<p>2005</p> <p>1999 - 2004</p> <p>2002 – 2007</p> <p>1998 – 2007</p> <p>1993</p> <p>1993</p> <p>1993 – 2007</p> <p>1993 – 1994</p> <p>1993 - 2000</p> <p>1993 - 1994</p> <p>1993</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>4800 Los Coyotes Diagonal Police Substation General Correspondence #4 (Use Permit) Outside Leases</p> <p>4800 Los Coyotes Diagonal Police Substation Maps / Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation City Council Letter (6/3/03) #23033 Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation Pricing Plan (March 2003) #23033 Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation County Assessor Data #23033 / Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation Proposals/Counter Offers to Extend Lease #23033 / Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation Site Assessment Report #23033 / Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation Tenant Improvements #23033 / Outside Leases</p> <p>4800 Los Coyotes Diagonal ELB Police Substation JCM's Work Authorization & Invoice #23033 Outside Leases</p> <p>425-427 Atlantic Avenue Neighborhood Resource Center / Lease #26453 Outside Leases</p>	<p>1993</p> <p>2003</p> <p>2003</p> <p>2003</p> <p>2003</p> <p>2002 – 2003</p> <p>2003</p> <p>2003</p> <p>2003</p> <p>1999 – 2007</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>425-427 Atlantic Avenue Neighborhood Resource Center Proposals – Cushman & Wakefield (2009)</p> <p>425-427 Atlantic Avenue Neighborhood Resource Center City Correspondence #26453 / Outside Leases</p> <p>425-427 Atlantic Avenue Neighborhood Resource Center Second Amendment to Lease #26453 Charles L. Truitt and Donald K. Truitt</p> <p>425-427 Atlantic Avenue Neighborhood Resource Center City Council Letter / #26453</p> <p>1205 Freeman Avenue Eastside Police Athletic League Lease #23849 / City-owned</p> <p>1205 Freeman Avenue Eastside Police Athletic League Third Amendment #23849 / City-owned</p> <p>1205 Freeman Avenue Eastside Police Athletic League City Correspondence #23849 / City-owned</p> <p>100 Long Beach Blvd. / SCE Williamsburg Restaurant dba Colonial Buffet Assignment Consent Agreement #27015 City-owned</p> <p>1535 Gundry Ave./1401 E. Anaheim St. Antioch Church/Mark Twain Library Revocable Facility Use Permit No. 31382 City-owned</p> <p>1535 Gundry Ave./1401 E. Anaheim St. Antioch Church/Mark Twain Library City Correspondence (2/09 to 6/09) / City-owned</p>	<p>2007</p> <p>2000</p> <p>2007</p> <p>2004</p> <p>1995 – 2007</p> <p>1995 – 2004</p> <p>1995 – 2007</p> <p>1986 - 2001</p> <p>2007</p> <p>2007</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>1535 Gundry Ave./1401 E. Anaheim St. Antioch Church/Mark Twain Library General Correspondence / City-owned</p> <p>1535 Gundry Ave./1401 E. Anaheim St. Antioch Church/Mark Twain Library City Correspondence (7/09 to Present) / City-owned</p> <p>1535 Gundry Ave./1401 E. Anaheim St. Antioch Church/Mark Twain Library City Council Letter (8/18/09) / City-owned</p> <p>1535 Gundry Ave./1401 E. Anaheim St. Antioch Church/Mark Twain Library Counter Proposals / City-owned</p> <p>1535 Gundry Ave./1401 E. Anaheim St. Antioch Church/Mark Twain Library Map / City-owned</p>	<p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p> <p>2007</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
31	<p>PURCHASING RECORDS (VENDORS, CONTRACTORS AND CONSULTANT FILES)</p> <ul style="list-style-type: none"> - PURCHASE ORDERS - PURCHASE REQUISITIONS - AGREEMENTS & CONTRACTS (COPIES) - INVOICES & PAYMENT DOCUMENTATION (COPIES) - CORRESPONDENCE, MEMOS & BACKUP DATA - TIMESHEETS (COPIES) - DIRECT PAYMENT FORMS (COPIES) <p>Consultant Westgroup Designs, Inc. Agreement No. 33924 (BPPW1500051) Space Planning</p> <p>Consultant Valentine Appraisal & Associates, Inc. Agreement No. 32851 Appraisal</p> <p>Consultant Ticor Title Company BPPW1500023 Escrow/Title Services</p> <p>Consultant RP Laurain & Associates, Inc. Agreement # 32820 Appraisal</p> <p>Blair Commercial Real Estate Inc. dba Coldwell Banker Commercial Blair WESTMAC Broker Services / Agreement #33448 Consultant</p> <p>Chicago Title Company Escrow / Title Services / BPPW1500025 Consultant</p> <p>Fidelity Title Company Escrow / Title Services / BPPW1500024 Consultant</p> <p>Hawran & Malm, LLC Appraisal / Agreement #32850 Consultant</p>	<p>2014- 2015</p> <p>2012</p> <p>2013-2015</p> <p>2014- 2015</p> <p>2013</p> <p>2013</p> <p>2013</p> <p>2012 – 2015</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

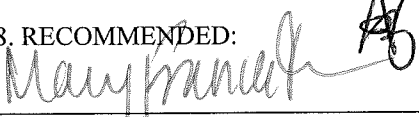


3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
31	<p>PURCHASING RECORDS (VENDORS, CONTRACTORS AND CONSULTANT FILES)</p> <ul style="list-style-type: none"> - PURCHASE ORDERS - PURCHASE REQUISITIONS - AGREEMENTS & CONTRACTS (COPIES) - INVOICES & PAYMENT DOCUMENTATION (COPIES) - CORRESPONDENCE, MEMOS & BACKUP DATA - TIMESHEETS (COPIES) - DIRECT PAYMENT FORMS (COPIES) <p>International City Escrow Escrow Services Only / NO PO Issued Consultant</p> <p>Lidgard and Associates, Inc. Appraisal / Agreement #32780 Consultant</p> <p>North American Title Company Title Services Only / BPPW15000026 Consultant</p>	<p>2013 – 2014</p> <p>2012 – 2015</p> <p>2014</p>		

RECORDS DESTRUCTION REQUEST

1. Date 7/25/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT DEPARTMENT respectfully requests authority to destroy the following departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>Financial Statements</p> <p>LBCEC Preventive Maintenance Agreement Agreement No. 29419 SOLAR</p> <p>LBCEC Preventive Maintenance Agreement City Correspondence SOLAR</p> <p>LBCEC Preventive Maintenance Agreement General Correspondence SOLAR</p> <p>LBCEC Thermal Energy Storage System Request for Proposal RFP – Released July 2004 THERMAL</p> <p>LBCEC Thermal Energy Storage System Request for Proposal City Correspondence THERMAL</p>	<p>2007</p> <p>2006</p> <p>2005-2006</p> <p>2005-2006</p> <p>2004</p> <p>2004</p>		
<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  AS</p> <p>RECORDS MANAGER</p>		<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p>		<p>14. REMARKS:</p> <p style="text-align: center;">Retention Schedule used is from Public Works/Asset Management with Council Approval Date November 8, 2011.</p>
<p>9. APPROVED: </p> <p>DEPARTMENT HEAD</p>		<p>11. By </p>		
<p>10. DATE: <u>8/29/18</u></p>		<p>12. Title <u>DEPUTY CITY ATTORNEY</u></p>		
		<p>13. Date <u>9/4/18</u></p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>LBCEC Thermal Energy Storage System Request for Proposal Consultant Correspondence THERMAL</p> <p>LBCEC Thermal Energy Storage System Request for Proposal General Correspondence THERMAL</p> <p>LBCEC Co-Generation System Request for Proposal RFP-Released July 2004 CO-GENERATION</p> <p>LBCEC Co-Generation System Request for Proposal City Correspondence CO-GENERATION</p> <p>LBCEC Co-Generation System Request for Proposal Consultant Correspondence CO-GENERATION</p> <p>LBCEC Co-Generation System Request for Proposal General Correspondence CO-GENERATION</p> <p>LBCEC Lighting Audit – March 2005 Lighting Retrofit LIGHTING</p> <p>City Owned Long Beach Police Historical Society 5373 E. 2nd Street Lease</p>	<p>2004</p> <p>2004</p> <p>2004</p> <p>2004</p> <p>2004</p> <p>2004-2005</p> <p>2005</p> <p>2006</p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>City Owned Camden Realty, Inc./Db: Pike Properties Lease (Assignment)</p> <p>City Owned Parking Lot 1411 Atlantic Ave. General Correspondence</p>	<p>1999</p> <p>2003</p>		

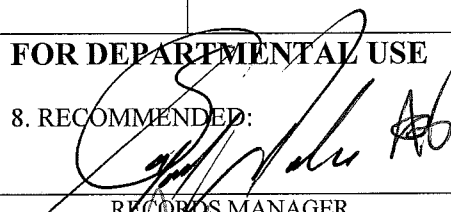
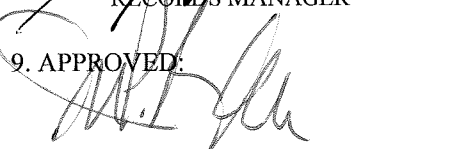
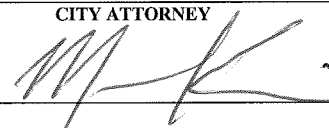
RECORDS DESTRUCTION REQUEST

1. Date 7/25/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT DEPARTMENT respectfully requests authority to destroy the following

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	<p>LOAN FILES</p> <p>Orchard and Sears Hardware Payments 6450 Via Del Oro San Jose, CA 95119 Sales Tax Sharing Agreement #26363</p> <p>Sears (OSH) Sales Tax Incentive Program</p> <p>6700 Cherry Avenue Partners Sales Tax Incentive Program</p> <p>CAP Program Modification</p> <p>Sipology Coffee Co., LLC</p> <p>Sports Legends, Inc. dba Legends</p> <p>Emergency Banking Asst. Program EBAP</p> <p>Crabtree Corporation dba Toyota of Long Beach Sales Tax Rebate Program</p>	<p>2005</p> <p>1999-2002</p> <p>2003</p> <p>2001-2003</p> <p>2010</p> <p>2006</p> <p>1992-1993</p> <p>1994-1996</p>		
<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: <u>8/29/18</u></p>		<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>9/4/18</u></p>		<p>14. REMARKS:</p> <p style="text-align: center;">Retention Schedule used is from Community Development/Economic Development/Business Assistance with Council Approval Date of May 10, 1994</p>

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	LOAN FILES			
	Office Depot Sales Tax Incentive Agreement	1997-1996		
	Long Beach Oldsmobile, Inc. dba Browning's Oldsmobile/Saab Sales Tax Rebate Program	1995-1997		
	McDonnell Douglas Sales Tax Rebate Program	1995-1997		
	Timmons of LB	2006-2008		
	AASI Sales Tax Incentive	1996		
	Los Altos Sales Tax Sharing #1	1996-1997		
	Vons (Bixby Knolls) Sales Tax Incentives	2001-2004		
	6700 Cherry Ave Partners Sales Tax Incentive Program	1995-2004		
	Crabtree Corporation DBA Toyota of Long Beach Sales Tax Rebate Program	1994-1996		
	BAC MEETING	2004-2005		
	Loan Control Log FY 2008-2009	2008-2009		
	Paid Off Loans FY 2000-2002	2000-2002		
	Minutes of the Meeting Credit Memorandum	2003		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
11	<p>LOAN FILES</p> <p>MF Salta Company, Inc. 1996 – 1998 Toyota of Long Beach</p> <p>McDonnell Douglas Sales Tax Rebate Program</p> <p>Alant Corporation and Browning Oldsmobile Purchase Order Close Outs</p> <p>Los Altos – Sales Tax Sharing</p> <p>MICOR (McMullen) Sales Tax Sharing</p>	<p>1996-1998</p> <p>1996-1997</p> <p>1993-1997</p> <p>1996-1998</p> <p>1976-1999</p>		