

RESOLUTION NO. RES-19-0070

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 PARKS,  
RECREATION AND MARINE

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 Department of Parks, Recreation and Marine 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.

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OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lona 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 May 7, 2019, by the following vote.

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

Noes: Councilmembers: None.

Absent: Councilmembers: Gonzalez.

  
\_\_\_\_\_  
City Clerk

# EXHIBIT "A"

# RECORDS DESTRUCTION REQUEST

1. Date 2/19/19

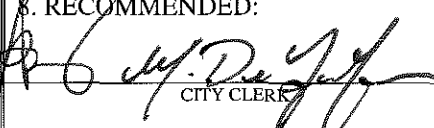

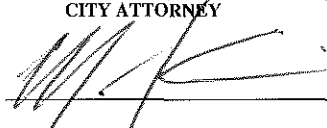
Honorable Council of the City of Long Beach

2. The Parks Recreation Marine – Animal Care Services 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
19	Employee work schedules / Vacation 2000-2008 - Copies	2008		435770178
04	License canvas Reports May 2009- Dec 2009 - Copies	2009		435770181
19	PRA Request for Info Public records request act 2007 - Copies	2007		435770170
19	PRA Request for Info Public records request act 2008 - Copies	2008		435770171
19	Citations – 1997-2003 CHE Voids 1997-2008 - Copies	2008		435770172
19	Cruelty Service Requests/Notice to comply box 1 of 4 A-E- Copies	2009		435770161
19	Cruelty Service Requests/Notice to comply box 2 of 4 F-M- Copies	2009		435770162
19	Cruelty Service Requests/Notice to comply box 3 of 4 N-Z- Copies	2009		435770163
19	Cruelty Service Requests/NTC - box 4 of 4 street #s Copies	2009		435770164
19	Stray Dog Owner Service Request Box 1 of 3 A- K	2009		435770165
19	Stray Dog Owner Service Request Box 2 of 3 L- R	2009		435770166
19	Stray Dog Owner Service Request Box 3 of 3 S-72 <sup>nd</sup> PL	2009		435770167
19	Barking Complaint Service Requests – Box 1 of 2 – A-P	2009		435770168
19	Barking Complaint Service Requests – Box 2 of 2 – Q-Z	2009		435770169
19	End of Month July 2003 – Cards, releases, officer field logs	2003		435770155
19	End of Month Nov 2003 –Cards, releases, inventories, of logs	2003		435770156
19	End of Month Jan 2004 –Cards, releases, inventories, of logs	2004		435770157
19	End of Month Dec 2008 –Cards, inventories, vet treatment	2008		435770146
19	End of Month Nov 2008 –Cards, inventories, vet treatment	2008		435770147
19	End of Month Oct 2008 –Cards, inventories, vet treatment	2008		435770148
19	End of Month Sept 2008 –Cards, inventories, vet treatment	2008		435770149
19	End of Month Aug 2008 –Cards, inventories, vet treatment	2008		435770150
19	End of Month July 2008 –Cards, inventories, vet treatment	2008		435770151
19	End of Month June 2008 –Cards, inventories, vet treatment	2008		435770152
19	End of Month May 2008 –Cards, inventories, vet treatment	2008		435770153
19	End of Month Aug 2003 – Cards Inventories	2003		435770135
19	End of Month Dec 2003 – Euth Report Jan-Dec 2003	2003		435770136
19	End of Month Sept 2003 – Euth Report	2003		435770137
19	Cruelty Services Requests / Notices to Comply 2004	2004		435770139
19	Barking Service Request 2003	2004		435770140
19	End of Month April 2008 – cards, releases, inv. Vet records	2008		435770126
19	Janet Armstrong's Files 2000-2005 (Stats/letters/FY reports)	2005		435770127

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:    <small>CITY CLERK</small></p> <p>9. APPROVED:    <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>4-4-19</u></p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>4/15/19</u></p>	<p>14. REMARKS:</p>
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# 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
19	Dec 2003- March 2004 – Completed Service Requests	2004		435770128
19	Dec 2003- March 2003 – Completed Service Requests	2003		435770129
19	Service Requests A-Z Stray Dog Owner/Vicious - misc	2004		435770118
19	Service Requests Jan to March 2008 – (Dead, injured)	2008		435770119
19	June to August 2008 (Dead, injured)	2008		435770120
19	October to Dec 2008 (Dead, injured)	2008		435770121
19	April to May 2008 (Dead, Injured)	2008		435770122
19	End of Month Jan 2008 – cards, releases inventories vet rec.	2008		435770123
19	End of Month Feb 2008 - cards, releases inventories vet rec.	2008		435770124
19	End of Month March 2008 - cards, releases inventories vet rec.	2008		435770125
19	End of Month Oct 2006 – Cards, releases, inventories	2006		435770015
19	Employee Time Records 2002 – Time Sheets	2002		435770094
19	End of Month June 2003 – Cards, releases, inventories, etc.	2003		435770097
19	End of Month March 2003 - Cards, releases, inventories, etc.	2003		435770098
19	End of Month January 2003 - Cards, releases, inventories, etc.	2003		435770099
19	End of Month October 2003 - Cards, releases, inventories, etc.	2003		435770100
19	End of Month April 2003 - Cards, releases, inventories, etc.	2003		435770101
19	End of Month September 2005- cards, releases, inventories etc.	2005		435770089
04	License sales Receipts April –May 2006	2006		435770090
04	License sales Receipts June –July 2006	2006		435770091
04	License sales Receipts October –Nov 2006	2006		435770092
19	Service Requests Jan to May 2006 (dead's/ custody's, etc..)	2006		435770093
19	End of Month June 2006 – Cards, Releases, inventories etc.	2006		435770011
19	End of Month December 2002 (cards, releases, inventories)	2002		435770080
19	End of Month May 2003 (cards, releases, inventories)	2003		435770081
19	End of Month February 2003 (cards, releases, inventories)	2003		435770082
04	License Receipts December 2003 (daily lic rec records)	2003		435770083
19	Service Requests April –May 2004 (deads, custody's, injured)	2004		435770084
19	End of Month March 2004 (cards, releases, inventories etc.)	2004		435770085
19	Service Requests – June – July 2004 (deads, custody's, inj)	2004		435770086
19	End of Month February 2004 (cards, releases, inventories)	2004		435770087
19	End of Month October 2005 (cards, releases, inventories)	2005		435770088
19	Bite Reports 2007 (animal bite reports)	2007		435770071
19	Bite Reports 2006 (anima bite reports)	2006		435770072
19	End of Month July 2004 (cards, releases inv.) box 2 of 2	2004		435770073
19	End of Month July 2004 (cards, releases inv.) box 1 of 2	2004		435770074
04	Receipts 139600 to 141425 (Sales /redemption, lic) 2003	2003		435770075
04	Small Receipts Books 2001-2003 (field/canvass/etc)	2003		435770076
04	Receipts 137306-139599 (Sales, redemption, lic)	2001		435770077
04	Receipts 136000-137305 (Sales, redemption, lic)	2000		435770078
19	Service Requests /barking complaint – fowl calls, lic checks	2002		435770079
04	Receipts-Redemptions, restitution, donations, etc. july03-dec04	2004		435770019
19	Completed Service requests (dead's, custody's) 2007	2007		435770020
04	License Receipts, LB,LA,SH, SB – via mail 2007	2007		435770021
19	Employee Time Records box 1 of 2 / 2004-2006	2006		435770022
19	Employee Time records box 2 of 3 / 2004-2006	2006		435770023

# 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
19	End of Month May 2006-cards, Releases, inventories, officer logs	2006		435770010
19	End of Month June 2006-cards, Releases, inventories, officer logs	2006		435770011
19	End of Month July 2006-cards, Releases, inventories, officer logs	2006		435770012
19	End of Month Aug 2006-cards, Releases, inventories, officer logs	2006		435770013
19	End of Month Sept 2006-cards, Releases, inventories, officer logs	2006		435770014
19	End of Month Oct 2006-cards, Releases, inventories, officer logs	2006		435770015
19	End of Month Nov 2006-cards, Releases, inventories, officer logs	2006		435770016
19	End of Month Dec 2006-cards, Releases, inventories, officer logs	2006		435770017
04	Receipt Books (field officer/office receipt books) 2000-2006	2006		435770018
04	Deposit Receipts Dr's Jan 2000 – Dec 2002	2002		435770001
04	Deposit Receipts Dr's July 2006 – Dec 2006	2006		435770002
19	Completed Service requests (custody's deads)	2006		435770003
19	Completed Service requests (custody's deads)	2006		435770004
19	Public Record Requests Files Jan-Dec 2003-2005	2005		435770005
19	End of Month Jan 2006 (cards, releases, inventories, vet slips rec)	2006		435770006
19	End of Month Feb 2006(cards, releases, inventories, vet slips rec)	2006		435770007
19	End of Month March 2006(cards, releases, inventory, vet slip rec)	2006		435770008
19	End of Month April 2006(cards, releases, inventories, vet slips rec)	2006		435770009