



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

FAX 562-570-6789

February 6, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services, Code Enforcement Division 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 Department of Development Services, Code Enforcement Division concurs in the above recommendation.


FISCAL IMPACT

Appropriations have been budgeted in FY 18 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,


Monique De La Garza
City Clerk

MD:ll

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 DEVELOPMENT SERVICES 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 Development Services Department, Code Enforcement Division 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

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

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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

EXHIBIT "A"

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department CODE ENFORCEMENT DIV

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			
24152	VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785152
24153	RANGE: 401E 1ST STREET - 635 7 W 3RD STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785153
24154	RANGE: 340 E 4TH STREET - 749 W 4TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785154
24155	RANGE: 425 E 4TH STREE - 1510 28E 7TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785155
24156	RANGE: 1618 E 7th STREET - 1178 E 9TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785156
24157	RANGE: 1204 E 9TH STREET - 1446 E 10TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785157
24158	RANGE: 1514 E 10TH STREET - 2111 3 E 11TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785158
24159	RANGE: 2416 E 11TH STREET - 2115 E 15TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785159
	RANGE: 2125 E 15TH STREET - 420 E 17TH STREET, -					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24160	VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785160
24161	RANGE: 1255 W 17TH STREET - 515 W 21 ST STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785161
24162	RANGE: 116 E 23RD STREET - 530 W 38TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785162
24163	RANGE: 1012 E 46TH STREET - 2808 E 57TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785163
24164	RANGE: 101 E 59TH STREET - 3432 E 64TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785164
24165	RANGE: 329 E 65TH STREET - 195 E 67TH WAY, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785165
24166	RANGE: 200 E 67TH WAY - 299 W 68TH STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785166
24167	RANGE: 108 E 68TH WAY - 1051 E 71ST STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785167
24168	RANGE: 125 E ADAIR ST - 1071-771/2 ALMOND CT, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785168
	RANGE: 712 E ALTA WAY - 1842-62 E ANAHEIM STREET, -					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24169	VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785169
24170	RANGE: 1900 ANAHEIM ST - 1172 E APPLETON ST, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785170
24171	RANGE: 1244 APPLETON STREET - 728-30 ATLANTIC AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785171
24172	RANGE: 850 ATLANTIC AVE - 3846 ATLANTIC AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785172
24173	RANGE: 3920 ATLANTIC AVE - 221 ATTICA DR, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785173
24174	RANGE: 378 AUDRA ST - 7916 BERNER ST, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785174
24175	RANGE: 6140 BIRKDALE ST - 1909 E BROADWAY, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785175
24176	RANGE: 2204 E BROADWAY - 1900 W CAMERON STREET, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785176
24177	RANGE: 2221 W CAMERON STREET - 3565 CASPIAN AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785177
	RANGE: 436 CEDAR AVE - 541 CERRITOS AVE, -					



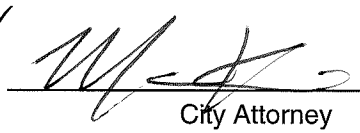
Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24178	VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785178
24179	RANGE: 601-7 CERRITOS AVE - 728 CHERRY AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785179
24180	RANGE: 1054 CHERRY AVE - 6935 CHERRY AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785180
24181	RANGE: 908 CHESTER PL - 2981 CHESTNUT AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785181
24182	RANGE: 3001 CHESTNUT AVE - 6361 CORONADO AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785182
24183	RANGE: 3015 CORTO PL - 3313 DAISY AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785183
24184	RANGE: 4941 DAISY AVE - 3733 DELTA AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785184
24185	RANGE: 6625 DELTA AVE - 3758 EASY AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785185
24186	RANGE: 5422 EBELL STREET - 1584 ELM AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785186
	RANGE: 2208 ELM - 3535 EUCALYPTUS AVE, -					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24187	VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785187
24188	RANGE: 236 EUCLID AVE - 3775 FASHION AVE, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785188
24189	RANGE: 2080 FAUST AVE - 3618 GALE AVE, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785189
24190	RANGE: 1015 GAVIOTA AVE - 540 GOLDEN AVE, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785190
24191	RANGE: 1015 GAVIOTA AVE - 540 GOLDEN AVE, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785191
24192	RANGE: 1853 GOLDEN AVE - 1737 GUNDRY AVE, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785192
24193	RANGE: 3439 GUNDRY AVE - 2348 HARDING, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785193
24194	RANGE: 3230 HARDING STREET - 4765 HERSHOLT AVE, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785194
24195	RANGE: 1569 HILE AVE - 1922 JACKSON STREET, - VIOLETION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785195
	RANGE: 320 JANICE STREET - 3270 LAMA AVE, -					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24196	VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785196
24197	RANGE: 5815 LANAI STREET - 1850 LEWIS AVE, - VIOLATION NOTICES	1/1/2006	12/31/2008	12/31/2015	IRON MOUNTAIN	551785197

RANGE: 1907 LEWIS AVE - 1217 LINDEN AVE, -

Total Boxes to be Destroyed: 46

 <hr style="width: 100%;"/>	<u>1/3/2018</u> Date	 <hr style="width: 100%;"/>	<u>1/8/18</u> Date	 <hr style="width: 100%;"/>	<u>1/17/18</u> Date
Records Manager		Department Head		City Attorney	