



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

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

November 20, 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 FY19 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 ECONOMIC 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 Economic 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 _____, 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

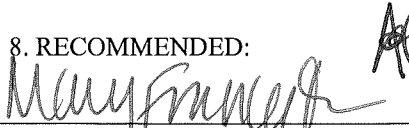
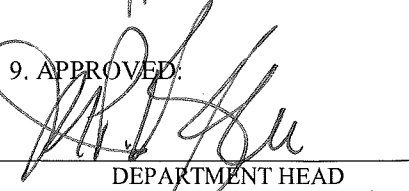
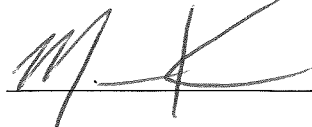
1. Date 9/21/18

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
34	<p>SPECIAL PROJECT FILES</p> <p>55th Way Brownfields EPA/Assessment</p> <p>55th Way Budget</p> <p>55th Way Code Enforcement Actions</p> <p>55th Way Community Meetings</p> <p>55th Way Construction Schedule</p> <p>55th Way Correspondence</p> <p>55th Way Demolition</p> <p>55th Way E.A. Extension Notices</p>	<p>2001-2003</p> <p>2004</p> <p>1994-1998</p> <p>2002-2004</p> <p>2003-2004</p> <p>2003-2006</p> <p>2002</p> <p>2002</p>		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  AG RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>10/26/18</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>11/6/18</u></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>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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34	SPECIAL PROJECT FILES			
	55 th Way Earth Tech	2001-2003		
	55 th Way Earth Tech Correspondence	2001-2002		
	55 th Way Earth Tech Work Plan & Approval	2002		
	55 th Way EDSA Landscape Architect	2003		
	55 th Way EIR – Mitigation Measures	2004		
	55 th Way EIR – Notice of Completion	2003		
	55 th Way EIR – Notice of Completion for North Police Station	2001		
	55 th Way EIR – Notice of Determination	2004		
	55 th Way Expansion – Phase II	2004		
	55 th Way General Plan Amendment Application	2003		
	55 th Way Lakewood (City of) Actions & Concerns	2003-2005		
	55 th Way Lakewood Correspondence	2002-2003		
55 th Way Landfill Closure	2003			
55 th Way Memos	2008			

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34	SPECIAL PROJECT FILES			
	55 th Way National Park Service	2002-2004		
	55 th Way Phase II	2003		
	55 th Way Planning Dept. – Mtgs. & Actions Taken	2003-2005		
	55 th Way Public Corres./E-mails	2002-2004		
	55 th Way Public Meeting 11/25/02	2002		
	55 th Way Public Meeting – 11/25/02 Mailing Labels	2002		
	55 th Way Public Meeting – 11/25/02 Newspaper Notice	2002		
	55 th Way Public Meeting – 11/25/02 Transcript	2002		
	55 th Way P.W. Transition	2004		
	55 th Way Radius Map	2003		
	55 th Way RDA	2000-2004		
	55 th Way RWQCB	2002-2003		
55 th Way RWQCB- Report of Waste Discharge	2002			
55 th Way RWQCB – Title 27	2001			

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34	SPECIAL PROJECT FILES			
	55 th Way RWQCB	2003		
	55 th Way RWQCB – SWAT Guidelines (Solid Waste Water Quality Assessment Test)	2002		
	55 th Way Schematic Design Plans	2003-2004		
	55 th Way Site Assessments	1999-2001		
	55 th Way Site Plans	2001-2003		
	55 th Way Traffic & Parking Study	2003		
	55 th Way Update Reports	2002-2005		
	Aquarium Campus Master Plan	2005		
	Aquatics Facility General Corres.	2003-2004		
	Aquarium Correspondence	2005-2007		
	Aquarium Implementation Agreement	2006		
	Aquarium of the Pacific Land Swap	2006		
	Aquarium Meetings	2005-2006		
Aquarium Newspaper Articles	2005-2007			

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34	SPECIAL PROJECT FILES			
	Aquarium Plan. & Bldg. Docs	2003		
	Aquatic Center Aquatic Study – Sports Mgmt.	2004		
	Aquatics Downtown Aquatic Center Feasibility Report December 20, 2016	2005-2006		
	Aquatics Ballard King Economic Analysis	2007		
	Aquatics Councilman- Hunsaker Economic Analysis	2007		
	Aquatic Center Economic Sustainability Responses	2007		
	Aquatic Center Power Point – DJFA Downtown L.B. Aquatic Center & Health Club	2006		
	Boy Scouts of America Aerials/Maps	2003		
	Boy Scouts of America Correspondence	2004-2005		
	Business Journal “Long Beach 2010 – Building for the Future” 09.25.06	2006		
Cedar Court Claims for Damages February 2008	2008			
Cedar Court Disposition & Development Agreement Notes	2003-2005			

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34	SPECIAL PROJECT FILES			
	Downtown Parking	2006		
	Home Depot Correspondence	2004		
	Home Depot Meetings	2004		
	Home Depot Newspaper Articles	2004-2006		
	Housing Information (General)	2003		
	Housing Trust Fund Study Executive Summary	2003-2004		
	Kleinfelder Consultant	2004		
	LAUSD Correspondence	2003-2006		
	LAUSD Memos	2004-2006		
	LAUSD Newspaper Articles	2006		
	LBUSD Reciprocal Use Agreement	2003-2004		
	Marina Restaurant Marina Retail Association	1994-2006		
	Marina Restaurant Pad Appraisal – August 2007	2007-2008		
Marina Restaurant Coastal Commission	1993-2005			
Marina Restaurant Conceptual Plans	2006			

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34	SPECIAL PROJECT FILES			
	Marina Restaurant Newspaper Articles	2004-2005		
	Marina Restaurant Parking Study	1993-2005		
	Marina Restaurant Site Plans	2005-2006		
	North Police Station Aerials/Maps	2005		
	North Police Station Budget	2003		
	North Police Station Corres. – Conversion	1986-2006		
	North Police Station Environmental Assessment	2001		
	North Police Station FONSI	2002-2003		
	North Police Station Land & Water Conservation Fund LWCF	2001		
	North Police Station Newspaper Articles	2004		
	North Police Station Tree Replacement	2003		
	Los Cerritos Wetlands Study Report – Dec. 2005	2006-2007		
Parks, Rec & Marine Athletic Field Users	2006			
Press Releases	2003-2006			

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34	SPECIAL PROJECT FILES			
	Proj. Dev. Bureau	2005		
	Project Status Reports	2003-2005		
	Broadway Block Artist Article	2007		
	Broadway Block Community Meeting – June 22, 2006	2006		
	Broadway Block Development Proposals Urban Pacific Builders	2005-2006		
	Broadway Block Downtown Development Proposal	2006		
	Broadway Block Downtown Development Proposal Developer Comparison	2006		
	Broadway Block Downtown Development Proposal Pugh, Gwynne Recommendations	2006		
	Broadway Block East Village Arts District Media Arts Center	2006		
	Broadway Block East Village Arts District Workshop	2006		
	Broadway Block General Correspondence/E-mails	2006		
	Broadway Block Feasibility Study – June 7, 2004	2004		
Broadway Block MOU Draft	2006			

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34	SPECIAL PROJECT FILES			
	Broadway Block MOU Toll Bros/Williams & Dame	2006-2007		
	Broadway Block MOU Lee Group/Grand Prix Place/Kensington	2006		
	Broadway Block Newspaper Articles	2005-2006		
	Broadway Block Plans	2007		
	Broadway Block Power Point Presentation	2006		
	Broadway Block Stakeholder Comments	2006		
	Broadway Block Torpedo Factory Governing Docs & Economic Impact Report	2006		
	Broadway Block Torpedo Factory Art Center	2005-2006		
	Seaport Marina Village Aerial View	2005		
	Seaport Marina Alamitos Bay Parking Study DKS Associates 2005	2005		
	Seaport Marina Coastal Commission	2007		
	Seaport Marina Village Conceptual Plans	2004-2006		
Seaport Marina Village Correspondence	2005-2006			

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34	SPECIAL PROJECT FILES			
	Seaport Marina Village Council Letters	2004-2005		
	Seaport Marina Village EIR – 76 Union Station	2005		
	Seaport Marina Village EIR – Alternatives	2005		
	Seaport Marina Village EIR - Biological	2005		
	Seaport Marina Village EIR Consultant	2005		
	Seaport Marina Village EIR – Exxon Mobil	2006		
	Seaport Marina Village EIR - Hazards	2005		
	Seaport Marina Village EIR - Hydrology	2005		
	Seaport Marina Village EIR – Notice of Prep.	2005		
	Seaport Marina Village EIR – Traffic	2005-2006		
	Seaport Marina Village Fiscal Impact Report Comments	2006		
	Seaport Marina Village Marina Parking Lot Dry Boat Storage Study	2002-2003		
	Seaport Marina Village Meetings	2004-2005		
Seaport Marina Village Newspaper Articles	2005-2008			

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34	SPECIAL PROJECT FILES			
	Seaport Marina Village Planning Commission	2006		
	Seaport Marina Village Project Team	2005		
	Seaport Marina Village Reimbursement Agreement/Lennar	2004-2005		
	Seaport Marina Village Transportation Issues	2001-2005		
	Seaside Aquatic Center	2004		
	Commercial Property Management Renaissance Square Overview	2004		
	Commercial Property Management 1900 Atlantic Ave. 2004 Rental Payments	2004		
	Commercial Property Management RFQ – 2003	2003		
	Commercial Property Management Monthly Status Reports – 2004	2004		
	RS-CAM Billing UBOC	2005-2006		
	RS-Budget 2005	2004-2007		
	RS-Budget 2006	2005-2007		
Redevelopment Agency 1900 Atlantic Ave. RFP July 29, 2002	2002			
Redevelopment Agency 1900 Atlantic Ave. Space Plan	2002-2005			

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34	SPECIAL PROJECT FILES			
	Redevelopment Agency 1900 Atlantic Ave. Letter of Intent – February 25, 2003	2003		
	Redevelopment Agency 1900 Atlantic Ave. Property Operating Budget (Estimated) By Newmark, July 14, 2003	2003-2004		
	Redevelopment Agency 1900 Atlantic Ave. Lease No. w/UBOC	2003-2004		
	Redevelopment Agency 1900 Atlantic Ave. Landlord's Building Improvements (Schedule 1 to Work Letter Agreement)	2003		
	Redevelopment Agency 1900 Atlantic Ave. Buildout Work Letter Agreement	1999-2003		
	Redevelopment Agency 1900 Atlantic Ave. Space Survey (L.B. Blvd./20 th St.) January 31, 2003	2003		
Redevelopment Agency 1900 Atlantic Ave. General Correspondence – Union Bank	2003-2005			