

June 14, 2022

C-8

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the 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, elected officials and appointed offices 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 the Economic Development Department concur in the above recommendation.

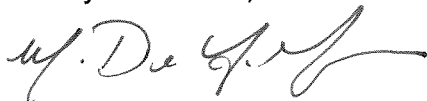
FISCAL IMPACT

Appropriations have been budgeted in FY 22 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

MD:kb

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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 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.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Lona Beach, CA 90802-4664

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

I hereby certify that the foregoing resolution was adopted by the City Council
of the City of Long Beach at its meeting of _____, 2022, by the
following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
DEPARTMENT OF ECONOMIC DEVELOPMENT /ED/ASSET MANAGEMENT

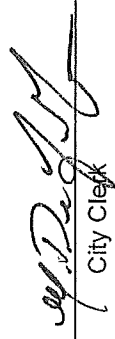
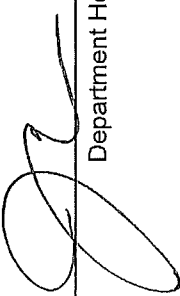

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Begin	End	Destroy Date	Storage Room	Location
✓ 13095	PROPERTY MGT (CITY-OWNED) WORK FILES LIST 1519	01/01/1999	12/31/1999	12/31/2020	Internal Record Center	G -003-0001 0008
	REEF REMODELING					
✓ 14024	PROPERTY MGT (CITY-OWNED) TENANT LIST 1593	01/01/1991	12/31/1999	12/31/2020	Internal Record Center	G -006-0002 0012
	BANCAP MARINA CENTER F1991-96					
	CAREER TRANSITION CENTER 1994					
	BANCAP MARINA CENTER - SEAPORT VILLAGE					
	BANCAP MARINA CENTER - RESEARCH FILES FOR GRIFFITH LETTER					
	BANCAP MARINA CENTER - CRAB POT					
	BANCAP MARINA CENTER - CRAB POT/LANDRY'S					
	BANCAP MARINA CENTER - BANCAP					
	CATALINA EXPRESS 1994-99					
	CATALINA/FEINBERG 1994-96					
	ISLAND EXPRESS 1993-97					

Perm Box Number	Record Title Box Description	Begin	End	Destroy Date	Storage Room	Location
20967	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) (BOX PULLED FROM DESTRUCTION BATCH #576. DEPT REQUESTED THE BOX BACK ON 7/26/2018, LOCATION WAS F-11-02-12) LBA/RDA/ SMITH-CO - 14TH AND HAYES LBA/490 - RDA - VERNON & ATLANTIC LBA/266-RDA (7429-018-904,906 & 907)- 14TH AND HAYES LBA/299 - MACIAS - 2525 ATLANTIC AVE LBA/351 - RDA (2 FILES)3RD STREET & PROMENADE NORTH(FILE PULLED FROM DESTRUCTION BATCH # 576) LBA/396 - KINDERMAN-ATLANTIC AVENUE5649 ATLANTIC AVENUE LBA/434-REINELT - 552-558 E. WILLOW STREET LBA/451 - BOUNDARY WATERS PROPERTIES - 1911 PINE AVENUE LBA/464 - LUGAN - 239 ELM AVENUE LBA/488 - HOQUE - 306 E. HOME STREET	01/01/2004	12/31/2007	12/31/2013	DEPT REQUESTED BC	
25640	PROPERTY MGT (CITY-OWNED) LEASES & ALAMITOS BAY MARINA CENTERARCHIPLAN1 OF 131991-1993 ALAMITOS BAY MARINA CENTERBANCAPDWIGHT E. BENNETTBID PROPOSAL2 OF 131992-1996 ALAMITOS BAY MARINA CENTERCITY ATTORNEY CORRESP.CITY COUNCILAGENDA3 OF 131991-1995 ALAMITOS BAY MARINA CENTERCITY CORRESPONDENCE4 OF 131992-1995	01/01/1991	12/31/1996	12/31/2020	Internal Record Center	G -008-0001 0004

Perm Box Number	Record Title Box Description	Begin	End	Destroy Date	Storage Room	Location
25641	PROPERTY MGT (CITY-OWNED) LEASES & ALAMITOS BAY MARINA CENTER MARINE BLAZERSTATUS REPORT, OVERHEADS, REVISED BUILTFORM BOO# ALAMITOS BAY MARINA CENTERMARINE BAZAAR - LEASES1992-1994 ALAMITOS BAY MARINA CENTER MARINE BAZAARWEST MARINE CATALOGSLONG BEACH RENOVATION EXP# ASBESTOS SURVEY AT MARINA BAZAAR COMPLEX251 MARINE DRIVE LONG BEACH, CALIFORNIA1990-1992 MARINE BAZAAR (GLW)1993-1994 ALAMITOS BAY MARINA CENTER MARINE BAZAAR - CASE NOTES 1991-1994	01/01/1990	12/31/1994	12/31/2020	Internal Record Center	G -008-0001 0005
25642	PROPERTY MGT (CITY-OWNED) LEASES & ALAMITOS BAY MARINA CENTERMARINE ADVISORY COMM., MATLOW & KENNEDYMOFFATT & NICHOL, MONT ALAMITOS BAY MARINA CENTERKEYSER & MARTSONLASALLE PARTNERSLETTERS OF INTENT, MAPSMARIN ALAMITOS BAY MARINA CENTERFINANCING, FLOW CHART, GENERAL CORRESP., HANKLA, HENRY CONSTRU ALAMITOS BAY MARINA CENTERREIR FILING FEE, COASTAL COMMISSION, COST ESTIMATESDEVELOPERS LE	01/01/1991	12/31/1995	12/31/2020	Internal Record Center	G -008-0001 0006

Perm Box Number	Record Title Box Description	Begin	End	Destroy Date	Storage Room	Location
25643	PROPERTY MGT (CITY-OWNED) LEASES & MARINE BAZAAR (GLW)1992 BIG BLUE FOLDER - CALIFORNIA BROILER RESTAURANT1994-1992 BIG BLUE FOLDER - ALAN ANDREWS YACHT DESIGN1994-1996 BIG BLUE FOLDER - BANCAP1994-1996 BIG BLUE FOLDER - KETTENBURG1994-1996 BIG BLUE FOLDER - DENNY LUND - SCHOONER OR LATER1994-1996 BIG BLUE FOLDER - RANDY CRAWFORD SCUBA DUBA CORPORATION1994-1996 BIG BLUE FOLDER - MICHAEL FERREIRA SEAL BEACH YACHT CLUB1994-1996 BIG BLUE FOLDER - BRAD BUERNER STAN MILLER YACHT'S1994-1996 BIG BLUE FOLDER - BONNIE TRAGNI WEST MARINE PRODUCTS1994-1996	01/01/1992	12/31/1996	12/31/2020	Internal Record Center	G -008-0001 0007
25644	PROPERTY MGT (CITY-OWNED) LEASES & ALAMITOS BAY MARINA CENTER -TENANTS, SCUBA, SEAL BEACH YACHT CLUB, STAN MILLER YACHT, STOLL EI ALAMITOS BAY MARINA CENTER TENANTSALAN ANDREWS YACHTS, CLARKE MARINE, SCHOONER OR LATER, ALAMITOS BAY MARINA CENTER - RFQ CORRESPONDENCE10 OF 131989-1994 ALAMITOS BAY MARINA CENTERPRO FORMS, PROPOSALS, RENOVATION AND EXPANSION, RFP CORRESPON	01/01/1989	12/31/1994	12/31/2020	Internal Record Center	G -008-0001 0008

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location	
25645 ✓	PROPERTY MGT (CITY-OWNED) LEASES & MARINE BAZAAR BUILDING - BANCAP INVESTMENT GROUP HENRY CONSTRUCTION COMPANY RFP BID RES REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS I-605 RETAIL PROJECT 1990-1995 REQUEST FOR PROPOSALS MARINE BAZAAR BUILDING EXPANSION - RENOVATION SEPTEMBER 1992 ALAMITOS BAY MARINA CENTER INCOME STATEMENT AND EXPENSE BOOK 151994-1996 ALAMITOS BAY MARINA CENTER LEASE ADMIN. BANCAP, INVOICES, GUARDIAN BANK, LEASES, SMALL, WILLI/A ALAMITOS BAY MARINA CENTER TENANTS WEST MARINE 671992-1999	01/01/1992	12/31/1999	12/31/2020	Internal Record Center	G -008-0001 0009	
34202 ✓	PROPERTY MGT (CITY-OWNED) WORK FILES LIST 2339 DEPT DID NOT GIVE BOX	01/01/2008	12/31/2008	12/31/2018	Internal Record Center	Internal Record Center	
34573 ✓	ACQUISITION/DISPOSITIONS (CITY-OWNED) ACCOMMODATION RECORDINGS JANUARY 1, 2013 - DECEMBER 31, 2013 ACCOMMODATION RECORDINGS JANUARY 1, 2014 - DECEMBER 31, 2014	01/01/2013	12/31/2014	12/31/2020	IRON MOUNTAIN	948273129	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Total Boxes to be Destroyed: 11 </div>							
		 City Clerk		 Department Head		 City Attorney	
		5.24.22		5/16/27		6/2/2022	
		Date		Date		Date	

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

DEPARTMENT OF ECONOMIC DEVELOPMENT/ASSET MANAGEMENT

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Storage Room	Location
		Begin	End		
13095 ✓	PROPERTY MGT (CITY-OWNED) WORK FILES LIST 1519	01/01/1999	12/31/1999	Internal Record Center	G -003-0001 0008
14024 ✓	PROPERTY MGT (CITY-OWNED) TENANT LIST 1593	01/01/1991	12/31/1999	Internal Record Center	G -006-0002 0012
20967 ✓	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) (BOX PULLED FROM DESTRUCTION BATCH #576. DEPT REQUESTED THE BOX BACK ON 7/26/2018, LOCATION WAS F-11-02-12)	01/01/2004	12/31/2007	DEPT REQUESTED BC	
25640 ✓	PROPERTY MGT (CITY-OWNED) LEASES &	01/01/1991	12/31/1996	Internal Record Center	G -008-0001 0004
25641 ✓	PROPERTY MGT (CITY-OWNED) LEASES &	01/01/1990	12/31/1994	Internal Record Center	G -008-0001 0005
25642 ✓	PROPERTY MGT (CITY-OWNED) LEASES &	01/01/1991	12/31/1995	Internal Record Center	G -008-0001 0006
25643 ✓	PROPERTY MGT (CITY-OWNED) LEASES &	01/01/1992	12/31/1996	Internal Record Center	G -008-0001 0007

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
25644 ✓	PROPERTY MGT (CITY-OWNED) LEASES &	01/01/1989	12/31/1994	12/31/2020	Internal Record Center	G -008-0001 0008
25645 ✓	PROPERTY MGT (CITY-OWNED) LEASES &	01/01/1992	12/31/1999	12/31/2020	Internal Record Center	G -008-0001 0009
34202 ✓	PROPERTY MGT (CITY-OWNED) WORK FILES	01/01/2008	12/31/2008	12/31/2018	Internal Record Center	
LIST 2339 DEPT DID NOT GIVE BOX						
34573 ✓	ACQUISITION/DISPOSITIONS (CITY-OWNED)	01/01/2013	12/31/2014	12/31/2020	IRON MOUNTAIN	948273129

Total Boxes to be Destroyed: 11

Mr. De Y...
City Clerk

5/20/22
Date

[Signature]
Department Head

5/16/22
Date

[Signature]
City Attorney

6/2/2022
Date