



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-12

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

May 7, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services 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 the Department of Development Services concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk

MD:ll

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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 DEPARTMENT OF
DEVELOPMENT SERVICES

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 Development Services 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
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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 _____, 2019, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

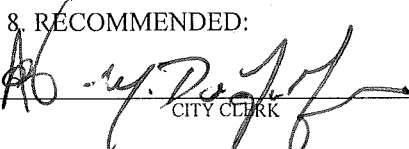
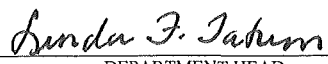
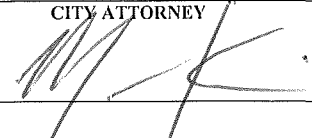
1. Date 4/8/19

Honorable Council of the City of Long Beach

2. The Development Services 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
RDA 14	Correspondence Chronological Files	2010 – 2013	1	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  CITY CLERK</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>4/10/2019</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>4/15/19</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

March 27,
2019

1. Date _____

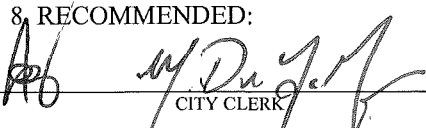


Honorable Council of the City of Long Beach

2. The _____ Development Services Department _____ 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
Neighborhood Services 25	<p>Community Development / Neighborhood Improvement Community Police Center Reports for Anaheim 7th St, Wrigley, and Willmore, Custodial Services Bid Wrigley Community Police Center, Agreement for Artist Services Central Project Area with Guillermo Avalos, Anaheim Community Police Center Report/Willmore – 7th St and Wrigley, Anaheim, 7th St, Wrigley & Willmore/Community Police Center Report, Willmore Community Police Center/Custodial Services Contract, Shopping Cart Ordinance/Store Owners Contract List, NSB Highlights.</p> <p>Fair Housing Proclamation Request for Fair Housing</p> <p>Neighborhood Partners Program P-Card Transactions Log and Receipts, Back Up Log and Receipts, Photos of Projects.</p>	2002-2009	#CPCR1- Misc/PICS 18	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  CITY CLERK</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: 4-4-18</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 DEPUTY CITY ATTORNEY</p> <p>13. Date 4/15/18</p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>Neighborhood Leadership Program Correspondence, RFPs, Evaluations, Summaries, Coro, Goals, Background, Proposals.</p> <p>Neighborhood Improvement Strategy (NIS) NIS Maps and NIS Expansion Maps, NIS Presentation, Washington NIS, Washington Property Owners Meeting.</p> <p>Neighborhood Enhancement Areas</p>	1994-2007	#NLP-NIS1	
25	<p>Community Development / Neighborhood Improvement Neighborhood Clean Up Reports, ESL Classes Reports, Raising a Reader Program Reports, Proactive Code Enforcement Meetings and Reports, Property Maintenance Reports, Willmore Community Police Center, Quarterly Reports, Safety Fairs at Drake Park Reports, Willmore City Association Meeting Reports.</p>	2010	#2010NIS	
25	<p>Neighborhood Leadership Program Team Clean-up Busters, Neighborhood Clean-up, Alumni Reunion Dinner, Session 1, Orientation, Session 2, Community & Group Dynamics, Session 3, Weekend Retreat, Retreat Preparation, Session 4, Project Skills & City Resources, Session 5, Neighborhood Leadership Program, Community, Project Grant, Request for Proposal, Teambuilding Sessions, Session 6, Day of Discovery, Session 7, Fundraising & Grant Writing, Session 8, Event/Project Planning, Session 9, Marketing & Public Relations, Session 10, Neighborhood Leadership Program, Community, Project Grant, Request for Proposal, Recommendations & Conditions, Session 11, Public Speaking & Graduation Preparation, Session 12, City Council Presentation, Honey Badgers, Safety & Resource Fair, Unity and Green, Cabrillo Science Garden,</p>	2011	#NLP2011	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>City Leaders, Trees Please, Participants Files.</p> <p>Neighborhood Leadership Program Houghton's Heroes, Beautification Project, We-Union, Unite the Nite, The Visionaries, Serenity Garden, Promoting Panther Pride, Faire Fundraising, Alumni Reunion Dinner, Information Session, Interviews, Session 1, Orientation, Session 2, Leadership Development, Session 3, Weekend Retreat, Session 4, Project Skills & City Resources, Teambuilding, Session 5, Community Project Grant, Session 6, Day of Discovery, Session 7, Fundraising & Grant Writing, Session 8, Event/Project Planning, Session 9, Marketing & Public Relations, Session 10, Grant Recommendations, Session 11, Public Speaking, Session 12, City Council Presentation, Session 13, Graduation, Participants Files.</p>	2012	#NLP2012	
25	<p>Home Improvement Emergency Program Project 1</p> <p>Home Improvement Rebate Program Project 1</p> <p>Security Program Project 1</p> <p>Tool Rental Assistance Program Project 1</p> <p>Interim Assistance Project 2</p> <p>Neighborhood Police Center Project 3</p> <p>Neighborhood Improvement Strategy Project 2</p>	2007-2009	#CAPER	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>Neighborhood Resource Center Project 5</p> <p>Neighborhood Leadership Training Project 5</p> <p>Mural Graffiti Prevention Project 8</p> <p>Proactive Code Enforcement Project 10</p> <p>Nonprofit Assistance Program (NAP) Project 11</p> <p>Urban Forestry Project 16</p> <p>Commercial Improvement Rehab Project 18</p> <p>Neighborhood Business Investment Project 18</p> <p>Graffiti Landscape Project 1</p> <p>Landscape Program Projects</p> <p>Neighborhood Partners Program Project 21</p> <p>Urban Forestry Project 25</p> <p>Neighborhood Business Investment Project 27</p> <p>Commercial Improvement Rehab Project 27</p> <p>Fair Housing Services Project 28</p> <p>Neighborhood Improvement Citizen Participation Program Administration</p> <p>Social Services Grant Alpert Jewish Community Center, Project 6</p>	2007-2010	#ADMIN1	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	<p>Boys & Girls Club of Long Beach, Project 6 Catholic Charities, Project 6, Children's Clinic, Project 6, Children's Dental Health Clinic, Project 6, Family Services of Long Beach, Project 6, 1736 Family Crisis Center, Project 6, Food Finders, Project 6, Friends Outside in LA County, Project 6, Goodwill Industries, Project 6, Harbor Area Halfway Houses, Project 6, Helping Youth Counseling, Project 6, LA Community Design Center, Project 6, Long Beach Day Nursery, Project 6, National Mental Health Association, Project 6, Operation Jump Start, Project 6, Pathways Volunteer Hospice, Project 6, Sexual Assault Crisis Agency, Project 6, St. Mary's, Project 6, Abode Communities, Project 6, Alpert Jewish Community of LB, Project 6, Boys & Girls Club of LB, Project 6, Catholic Charities LA, Inc., Project 6, Centro CHA Inc., Project 6, The Children's Clinic, Project 6.</p>			
25	<p>Community Development / Neighborhood Improvement Vista Paint, Willmore Police Center Copier, CDBG Activities in Support of the Central Redevelopment Project Area, Demographics of NIS Areas from Census, NIS Area Maps, Community Mural Program, Starr King Neighborhood Improvement Strategy, Travel/Petty Cash/P-Card Agreements/Signature Cards.</p> <p>Safe Streets Now! 1920 E. 7th St, 1506 E. 4th St, 1920 E. 7th St, PCH Cash 4 Cans, 101 E. PCH.</p> <p>North Long Beach Impact Team</p>	2005-2009	#12-13	
21	<p>Long Beach Family Safety Initiative Pedestrian Safety, State of CA, Office of Traffic Safety Grant, Child Passenger Safety and Youth DUI Education Program Grant, State of CA, Office of Traffic Safety Grant, Bike Safety Education Program.</p>	2006-2008		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>Neighborhood Resource Center Alliance for Food and Fitness, Big Sunday, Give A Day, Get A Disney Day, Dispute Resolution Services.</p> <p>Community Police Centers (CPC) Anaheim CPC, Polling Location Schedule, ESL Classes, ESL Resources.</p> <p>Safe Streets Now! The American HOA</p> <p>Commercial Improvement Rebate Program (CIRP) Business Corridor Programs and Marketing, CIRP NIS Project.</p> <p>Business Start-Up Grant 1,000th Business Event</p> <p>Neighborhood Improvement Petty Cash, Shopping Carts, Graffiti Reporting, Warehouse Inventory, Signs and Memos, Monthly Graffiti Removal Stats, NIS After School Contract Classes, City/Neighborhood Investment Program Policies and Recommendations, Washington School Neighborhood Recreational Services Program, Food Finders, Lotus Notes Training, Community Workers, Community Development Block Grant Activities in Support of the Central Redevelopment Project Area, Cherry-Temple Neighborhood Improvement Strategy Area.</p> <p>Mural Arts Program 67th and Orizaba Mural Info, Quarterly Reports and MOU, Mural Arts on Public Facilities.</p>	2001-2012	#NRC- Storm	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>Community Development / Neighborhood Improvement Programs Alsop Lock and Key, Ampco System Invoices Parking Invoices and access cards documents, Avalos Art and Design, ABM Janitorial Services, ACE Hardware, Air Source Industry, AY Nursery, American Transportation, AT&T, Aardvark Clay and Supplies, AAA Flag and Banners, ACE Business Machine, Angkor Borei News for Public Announcements, Amusement Industry Police Center Lease, B&B Supplies, Bridges Ann Art Designer, Bamboo Pipeline, Blue Gecko Design, Buono's Authentic Pizzeria, Calmet Services, Castle Car Wash, Canon, Chance Artwork, Champs Deli Restaurant, Calmet Services, Conservation Corps, Consistent Computer Bargains, Chicago Title Co, Crown Trophy, Consolidated Disposal.</p>	<p>2002-2003, 2010-2011</p>	<p>#ADMIN 4TG</p>	
25	<p>Proactive Code Enforcement (PACE) Project 7</p> <p>Home Improvement (Emergency) Project 1</p> <p>Home Improvement Rebate Multi-Unit Project 1</p> <p>Security Program Project 1</p> <p>Tool Rental Assistance Program Project 1</p>	<p>2009-2012</p>	<p>#ADMIN3</p>	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>Interim Assistance (Cleanup) Project 2</p> <p>Neighborhood Leadership Training Project</p> <p>Neighborhood Resource Center (NRC) Project 4</p> <p>Mural Graffiti Prevention Project 5</p> <p>Police – Code Enforcement Project 7</p> <p>Neighborhood Partners Program (NPP) Project 8</p> <p>Neighborhood Business Investment Project 13</p> <p>Commercial Improvement Rebate Project 13</p> <p>Home Improvement Rebate (Single Unit) Project 1</p> <p>Neighborhood Police Centers Project 3</p> <p>Neighborhood Beautification (NIS) Project 4</p> <p>Graffiti Removal Project 7</p> <p>North Long Beach Corridors Quarterly Reports</p> <p>Social Services Grant Food Finders, Helping Youth Counseling, Human Services Association, Last Call Evangelistic Association, Mental Health America, Long Beach Day Nursery, Women Shelter of LB.</p> <p>Emergency Shelter Grant Catholic Charities,</p>	2006-2011	#SSG/ESG	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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	Institute for Urban Research & Development, Legal Aid of LA, Southern California Alcohol & Drugs, Catholic Charities of LA, Institute for Urban Research & Development, Women Shelter of Long Beach, Catholic Charities, Legal Aid, Catholic Charities of Long Beach, Catholic Charities, Centro CHA, Disabled Resources Center.			
28	Business Start-Up Grant 2841 E. Broadway.	2010-2011	#BizSP-PJ	
27	Commercial Improvement Rebate Program 1913 E. 5 th St., 1733 E. Anaheim St., 4684 Long Beach Blvd., 517 Pine Ave., 517 Pine Ave., 3396 Atlantic Ave., 3760 Atlantic Ave., 3766 Orange Ave., 405 Pine Ave., 501 Pine Ave.	2010-2012		
25	Fence Projects 4 th St. / Golden Ave.	2012-2013		
25	Emergency Home Repair Grant Program 1843 Vuelta Grande Ave., 160 E. 36 th St., 2538 Monogram Ave.	2007-2008 2010-2011		

RECORDS DESTRUCTION REQUEST

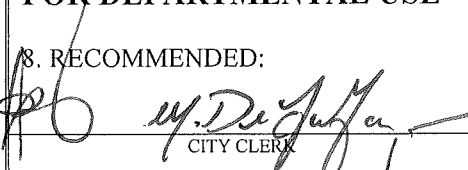

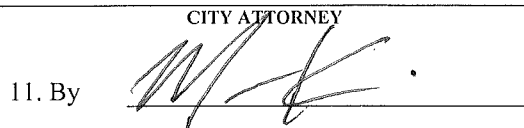
1. Date 4/18/19

Honorable Council of the City of Long Beach

2. The Development Services DEPARTMENT respectfully requests authority to destroy the following

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3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
AFSB 2	Insurance Certificates	2011-2015	1	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  CITY CLERK</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>4/23/2019</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>4/26/19</u></p>	<p>14. REMARKS:</p>
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