



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-8

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

December 4, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the City Manager 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 the City Manager Department 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:II

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 CITY MANAGER 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 City Manager 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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EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department: CITY MANAGER

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

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
20610	DEPARTMENTAL FILES CITYWIDE THREE-YEAR FINANCIAL STRATEGIC PLAN AND BUDGET EVALUATION PROCESS (BEP)	1/1/2002	12/31/2005	12/31/2015	Internal Record Center	C -009-0005 0007
20611	DEPARTMENTAL FILES CITYWIDE THREE-YEAR FINANCIAL STRATEGIC PLAN AND BUDGET EVALUATION PROCESS (BEP)-MISC. VIDEOS	1/1/2002	12/31/2005	12/31/2015	Internal Record Center	C -009-0005 0009
20612	DEPARTMENTAL FILES CITYWIDE THREE-YEAR FINANCIAL STRATEGIC PLAN	1/1/2000	12/31/2003	12/31/2013	Internal Record Center	E -011-0002 0017
20650	DEPARTMENTAL FILES DEPARTMENT FILES-MISC	1/1/2001	12/31/2002	12/31/2012	Internal Record Center	H -001-0004 0002
20652	DEPARTMENTAL FILES MISCELLANEOUS FILES	1/1/2003	12/31/2004	12/31/2014	Internal Record Center	E -003-0002 0001
20681	DEPARTMENTAL FILES	1/1/2003	12/31/2005	12/31/2015	Internal Record Center	H -001-0002 0002

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
22583	GENERAL FILE PROJECTS & STUDIES	1/1/2008	12/31/2010	12/31/2015	Internal Record Center	C -001-0002 0003
22584	GENERAL FILE PROJECTS & STUDIES	1/1/2008	12/31/2010	12/31/2015	Internal Record Center	C -001-0002 0004
22585	GENERAL FILE PROJECTS & STUDIES	1/1/2008	12/31/2010	12/31/2015	Internal Record Center	C -001-0002 0006
23881	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557902001
23882	SPECIAL EVENTS ADMIN FILES	1/1/2004	12/31/2008	12/31/2013	IRON MOUNTAIN	557905882
23883	SPECIAL EVENTS ADMIN FILES	1/1/2008	12/31/2009	12/31/2014	IRON MOUNTAIN	557905883
23884	SPECIAL EVENTS PERMITS	1/1/2008	12/31/2009	12/31/2014	IRON MOUNTAIN	557905884

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
23885	SPECIAL EVENTS PERMITS	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905885
23886	SPECIAL EVENTS ADMIN FILES	1/1/2008	12/31/2008	12/31/2013	IRON MOUNTAIN	557905886
23887	SPECIAL EVENTS ADMIN FILES	1/1/2008	12/31/2008	12/31/2013	IRON MOUNTAIN	557905887
23888	SPECIAL EVENTS PERMITS	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905888
23889	SPECIAL EVENTS PERMITS	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905889
23890	SPECIAL EVENTS PERMITS	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905890
23891	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905891

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
23892	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905892
23893	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905893
23894	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905894
23895	SPECIAL EVENTS ADMIN FILES	1/1/2007	12/31/2008	12/31/2013	IRON MOUNTAIN	557905895
23896	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905896
23897	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905897
23898	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905898

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
23899	SPECIAL EVENTS ADMIN FILES	1/1/2004	12/31/2007	12/31/2012	IRON MOUNTAIN	557905899
23900	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905900
23901	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905901
23902	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2009	12/31/2014	IRON MOUNTAIN	557905902
25004	SPECIAL EVENTS ADMIN FILES	1/1/2007	12/31/2009	12/31/2014	IRON MOUNTAIN	700325404
25005	SPECIAL EVENTS PERMITS	1/1/2009	12/31/2010	12/31/2015	IRON MOUNTAIN	700325405
	RANGE: FILM PERMITS, 10000 - 10075					
25006	SPECIAL EVENTS PERMITS	1/1/2009	12/31/2010	12/31/2015	IRON MOUNTAIN	700325406
	RANGE: FILM PERMITS, 10076 - 10170					

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
25007	SPECIAL EVENTS PERMITS	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325407
RANGE: FILM PERMITS, 10171 - 10276						
25008	SPECIAL EVENTS ADMIN FILES	1/1/1996	12/31/2010	12/31/2015	IRON MOUNTAIN	700325408
25009	SPECIAL EVENTS ADMIN FILES	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325409
RANGE: 2010 BLOCK PARTIES, 01/01/2010 - 07/31/2010						
25010	SPECIAL EVENTS ADMIN FILES	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325410
RANGE: 2010 - BLOCK PARTIES, 08/07/2010 - 12/26/2010						
25011	SPECIAL EVENTS PERMITS	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325411
RANGE: FILM PERMITS, 10277 - 10355						
25012	SPECIAL EVENTS PERMITS	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325412
RANGE: FILM PERMITS, 10356 - 10439						

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
25013	SPECIAL EVENTS ADMIN FILES	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325413
25014	SPECIAL EVENTS ADMIN FILES	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325414
25015	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2010	12/31/2015	IRON MOUNTAIN	700325415
25016	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	700325416
	RANGE: FILM PERMITS, 11000 - 11094					
25017	SPECIAL EVENTS ADMIN FILES	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	700325417
25018	SPECIAL EVENTS ADMIN FILES	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325418
	RANGE: 2010 - HAND LETTERS, MARCH 2010 - DECEMBER 2010					
25019	SPECIAL EVENTS PERMITS	1/1/2008	12/31/2009	12/31/2014	IRON MOUNTAIN	700325419

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
25020	SPECIAL EVENTS PERMITS	1/1/2010	12/31/2010	12/31/2015	IRON MOUNTAIN	700325420
26007	SPECIAL EVENTS ADMIN FILES	1/1/2008	12/31/2009	12/31/2014	IRON MOUNTAIN	734179107
26008	SPECIAL EVENTS ADMIN FILES	1/1/2008	12/31/2009	12/31/2014	IRON MOUNTAIN	734179108
26009	SPECIAL EVENTS ADMIN FILES	1/1/2009	12/31/2010	12/31/2015	IRON MOUNTAIN	734179109
26010	SPECIAL EVENTS/GRAND PRIX	1/1/2006	12/31/2009	12/31/2014	IRON MOUNTAIN	734179110
	RANGE: 2006 - 2009					
26011	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	734179111
	RANGE: FILM PERMITS, 11095 - 11189					
26012	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	734179112
	RANGE: FILM PERMITS, 11190 - 11295					

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
26029	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	734179129
26030	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	734179130
	RANGE: FILM PERMITS, 12000 - 12080					
26031	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2012	12/31/2017	IRON MOUNTAIN	734179131
	RANGE: FILM PERMITS, 12081 - 12155					
26032	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	734179132
	RANGE: FILM PERMITS, 12156 - 12235					
26033	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	734179133
	RANGE: FILM PERMITS, 12236 - 12325					
26034	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2012	12/31/2017	IRON MOUNTAIN	734179134

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
26035	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	734179135
RANGE: FILM PERMITS, 12326 - 12390						
26036	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	734179136
RANGE: FILM PERMITS, 12391 - 12420						
26037	SPECIAL EVENTS/GRAND PRIX	1/1/2006	12/31/2008	12/31/2013	IRON MOUNTAIN	734179137
26038	OFFICE MANAGEMENT FILES	1/1/2006	12/31/2010	12/31/2012	IRON MOUNTAIN	734179138
26039	OFFICE MANAGEMENT FILES	1/1/2006	12/31/2010	12/31/2012	IRON MOUNTAIN	734179139
26040	SPECIAL EVENTS PERMITS	1/1/2006	12/31/2011	12/31/2016	IRON MOUNTAIN	734179140
26041	SPECIAL EVENTS PERMITS	1/1/2005	12/31/2011	12/31/2016	IRON MOUNTAIN	734179141

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
26042	SPECIAL EVENTS PERMITS	1/1/2010	12/31/2011	12/31/2016	IRON MOUNTAIN	734179142
26043	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	734179143
26044	SPECIAL EVENTS PERMITS	1/1/2006	12/31/2011	12/31/2016	IRON MOUNTAIN	734179144
26045	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2012	12/31/2017	IRON MOUNTAIN	734179145
27202	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	786800972
27203	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	786800973
27204	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	786800974

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
27205	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	786800975
27207	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	786800977
RANGE: FY12 BLOCK PARTY PERMITS, JAN 2012 - SEPT 30, 2012						
27208	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	786800978
RANGE: FY12 JULY 4TH BLOCK PARTY PERMITS, JUNE 30 - JULY 7, 2012						
27210	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	786800980
27211	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	786800981
27212	SPECIAL EVENTS ADMIN FILES	1/1/2005	12/31/2011	12/31/2016	IRON MOUNTAIN	786800982
27213	SPECIAL EVENTS ADMIN FILES	1/1/2011	12/31/2012	12/31/2017	IRON MOUNTAIN	726205750

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
27772	SPECIAL EVENTS PERMITS	1/1/2011	12/31/2011	12/31/2016	IRON MOUNTAIN	786804862
27773	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	786804863
27774	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	786804864
27775	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2012	12/31/2017	IRON MOUNTAIN	786804865
27779	SPECIAL EVENTS PERMITS	1/1/2000	12/31/2007	12/31/2012	IRON MOUNTAIN	786804869
27780	SPECIAL EVENTS PERMITS	1/1/2005	12/31/2012	12/31/2017	IRON MOUNTAIN	786804870
RANGE: SEA FESTIVAL DOCUMENTS, 2005 - 2012						
27781	SPECIAL EVENTS PERMITS	1/1/2009	12/31/2012	12/31/2017	IRON MOUNTAIN	786804871

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
34284	SPECIAL EVENTS PERMITS PHOTOGRAPHER REQUESTS (2005-2011) GRAND PRIX EXTRAORDINARY EXPENSES AND CREDENTIAL FILES (2009-2012) JV FILES (2009-2012)	1/1/2005	12/31/2012	12/31/2017	IRON MOUNTAIN	823548484
35048	SPECIAL EVENTS ADMIN FILES JV FILES (FY 13-14) PO FILES (FY 13-14) DP FILES / EXPENSE REPORTS (FY 06-14)	1/1/2013	12/31/2011	12/31/2016	IRON MOUNTAIN	965865248

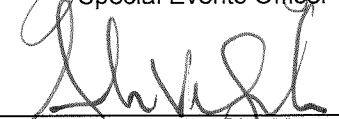
Total Boxes to be Destroyed: 104


Special Events Officer

10/15/2018
Date


Records Manager

10/31/2018
Date


Assistant to the City Manager

10/30/18
Date


City Attorney

11/6/18
Date


Department Head

10/30/18
Date