

April 18, 2023

**C-11**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Health and Human Services 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 Health and Human Services Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 23 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

MD:kb

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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 HEALTH AND HUMAN  
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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Health and Human Services 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 unless otherwise authorized by law.

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  
DAWN MCINTOSH, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Lona Beach, CA 90802-4511

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City  
3 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2023,  
4 by the following vote:

5

6 Ayes: Councilmembers: \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 Noes: Councilmembers: \_\_\_\_\_

11 \_\_\_\_\_

12 Absent: Councilmembers: \_\_\_\_\_

13 \_\_\_\_\_

14 Recusal(s): Councilmembers: \_\_\_\_\_

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17 \_\_\_\_\_  
City Clerk

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# EXHIBIT “A”

Date \*

5/18/2022

Department \*

Health and Human Services

Bureau, Division, and/or Section

PHYSICIAN SERVICES/CLINICAL SERVICES/FAMILY PLANNING & SEXUAL HEALTH CLINIC

**RECORDS DESTRUCTION APPROVAL**

Department Head Approval

Kelly Colopy

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anila Lakhani

Department Head Approval Date

9/12/2022

City Clerk Approval Date

9/12/2022

City Attorney Approval Date

9/13/2022

**DEPARTMENTAL RECORDS**

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
1	FAMILY PLANNING RECORDS		2009	N/A	N/A

09-1-00101-09-1-00131  
 09-1-00133-09-1-00139  
 09-1-00141-09-1-00148  
 09-1-00150-09-1-00152  
 09-1-00154-09-1-00159  
 09-1-00161-09-1-00239  
 09-1-00241-09-1-00350  
 09-1-00351-09-1-00359  
 09-1-00361-09-1-00371  
 09-1-00373-09-1-00385  
 09-1-00387-09-1-00418  
 09-1-00420-09-1-00433  
 09-1-00435-09-1-00450  
 09-1-00471  
 09-1-00501-09-1-00502  
 09-1-00504-09-1-00507  
 09-1-00509-09-1-00516  
 09-1-00518-09-1-00525  
 09-1-00527-09-1-00570  
 09-1-00572-09-1-00588  
 09-1-00590-09-1-00595  
 09-1-00597  
 09-1-00599-09-1-00657  
 09-1-00659-09-1-00697  
 09-1-00699-09-1-00700  
 09-1-00851-09-1-01025  
 09-1-01027-09-1-01052  
 09-1-01054-09-1-01055  
 09-1-01057-09-1-01093  
 09-1-01096-09-1-01129  
 09-1-01131-09-1-01210  
 09-1-01212-09-1-01216  
 09-1-01218-09-1-01224  
 09-1-01226-09-1-01240  
 09-1-01242-09-1-01274  
 09-1-01301-09-1-01400  
 09-1-01402-09-1-01434  
 09-1-01435-09-1-01450  
 09-1-01501-09-1-01541  
 09-1-01543-09-1-01550  
 09-1-01552-09-1-01600  
 09-1-01626-09-1-01650  
 09-1-01756  
 09-1-01825  
 09-1-01853-09-1-01861  
 09-1-01863-09-1-01869  
 09-1-01871-09-1-01931  
 09-1-01933-09-1-01974  
 09-1-01976-09-1-02050  
 09-1-02151-09-1-02153  
 09-1-02155-09-1-02210  
 09-1-02212-09-1-02223  
 09-1-02229-09-1-02276  
 09-1-02278  
 09-1-02280  
 09-1-02282-09-1-02303  
 09-1-02305-09-1-02308  
 09-1-02310-09-1-02337  
 09-1-02339  
 09-1-02401-09-1-02410  
 09-1-02412-09-1-02428  
 09-1-02430-09-1-02462  
 09-1-02464-09-1-02466  
 09-1-02468  
 09-1-02471-09-1-02474  
 09-1-02476  
 09-1-02501  
 09-1-02506-09-1-02513

1

FAMILY PLANNING RECORDS

10-1-00001-10-1-00005  
 10-1-00011-10-1-00028  
 10-1-00031

2010

N/A

N/A

(01-0000)  
10-1-00034-10-1-00046  
10-1-00048-10-1-00050  
10-1-00060-10-1-00061  
10-1-00069  
10-1-00071-10-1-00073  
10-1-00075-10-1-00077  
10-1-00081-10-1-00086  
10-1-00090-10-1-00108  
10-1-00130-10-1-00157  
10-1-00167-10-1-00168  
10-1-00170-10-1-00186  
10-1-00188-10-1-00204  
10-1-00206-10-1-00209  
10-1-00220-10-1-00239  
10-1-00241-10-1-00249  
10-1-00281-10-1-00299  
10-1-00303-10-1-00307  
10-1-00360-10-1-00366  
10-1-00368-10-1-00375  
10-1-00382-10-1-00385  
10-1-00387-10-1-00431  
10-1-00433-10-1-00500  
10-1-00521-10-1-00550  
10-1-00552-10-1-00558  
10-1-00560  
10-1-00562-10-1-00589  
10-1-00586-10-1-00603  
10-1-00605-10-1-00608  
10-1-00610-10-1-00635  
10-1-00651-10-1-00652  
10-1-00654-10-1-00674  
10-1-00701-10-1-00706  
10-1-00708-10-1-00709  
10-1-00720  
10-1-00722-10-1-00725  
10-1-00730-10-1-00731  
10-1-00733-10-1-00735  
10-1-00777-10-1-00778  
10-1-00780  
10-1-00825-10-1-00855  
10-1-00857-10-1-00862  
10-1-00951-10-1-00961  
10-1-00963-10-1-00968  
10-1-00970-10-1-00980  
10-1-01051-10-1-01072  
10-1-01074-10-1-01086  
10-1-01088-10-1-01100  
10-1-01111-10-1-01128  
10-1-01157-10-1-01175  
10-1-01177-10-1-01184  
10-1-01186-10-1-01193  
10-1-01195-10-1-01200  
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10-1-01242-10-1-01250  
10-1-01286-10-1-01300  
10-1-01363  
10-1-01366-10-1-01370  
10-1-01373-10-1-01380  
10-1-01382-10-1-01395  
10-1-01401-10-1-01411  
10-1-01413  
10-1-01416  
10-1-01419-10-1-01420  
10-1-01451-10-1-01507  
10-1-01541-10-1-01550  
10-1-01570  
10-1-01572-10-1-01577  
10-1-01579  
10-1-01587  
10-1-01611  
10-1-01613-10-1-01618

10-1-01620-10-1-01629  
 10-1-01631-10-1-01650  
 10-1-01702-10-1-01708  
 10-1-01711-10-1-01751  
 10-1-01753-10-1-01770  
 10-1-01786-10-1-01851  
 10-1-02000-10-1-02010  
 10-1-02017-10-1-02054  
 10-1-02056  
 10-1-02058-10-1-02060  
 10-1-02091-10-1-02105  
 10-1-02107-10-1-02111  
 10-1-02113-10-1-02115  
 10-1-02120-10-1-02128  
 10-1-02130-10-1-02137  
 10-1-02141-10-1-02144  
 10-1-02150-10-1-02160  
 10-1-02162-10-1-02172  
 10-1-02192-10-1-02198  
 10-1-02200-10-1-02249  
 10-1-02327-10-1-02348  
 10-1-02350-10-1-02357  
 10-1-02359-10-1-02364  
 10-1-02366-10-1-02377  
 10-1-02379-10-1-02380  
 10-1-02384-10-1-02399  
 10-1-02450-10-1-02458  
 10-1-02460-10-1-02489  
 10-1-02491-10-1-02568  
 10-1-03109

1	FAMILY PLANNING RECORDS		2011	N/A	N/A
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11-1-00001-11-1-00024  
 11-1-00026-11-1-00089  
 11-1-00071  
 11-1-00073-11-1-00107  
 11-1-00110-11-1-00119  
 11-1-00121-11-1-00122  
 11-1-00124-11-1-00130  
 11-1-00132-11-1-00175  
 11-1-00177-11-1-00200  
 11-1-00226-11-1-00237  
 11-1-00239-11-1-00387  
 11-1-00369-11-1-00389  
 11-1-00467-11-1-00463  
 11-1-00465-11-1-00470  
 11-1-00472-11-1-00508  
 11-1-00510-11-1-00512  
 11-1-00514-11-1-00525  
 11-1-00666-11-1-00679  
 11-1-00701-11-1-00800  
 11-1-00827  
 11-1-00829-11-1-00850  
 11-1-00901-11-1-00963  
 11-1-00965-11-1-00987  
 11-1-00969-11-1-00972  
 11-1-00976-11-1-00978  
 11-1-00981-11-1-00987  
 11-1-00999-11-1-01039  
 11-1-01041-11-1-01050  
 11-1-01061-11-1-01100  
 11-1-01152-11-1-01199  
 11-1-01201-11-1-01214  
 11-1-01216-11-1-01238  
 11-1-01240-11-1-01250  
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 11-1-01412-11-1-01426  
 11-1-01429  
 11-1-01431  
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 11-1-01650-11-1-01715  
 11-1-01717-11-1-01721  
 11-1-01723-11-1-01733  
 11-1-01736-11-1-01750  
 11-1-01775-11-1-01776

1	FAMILY PLANNING RECORDS		2012	N/A	N/A
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12-1-00026-12-1-00032  
12-1-00034-12-1-00040  
12-1-00042-12-1-00046  
12-1-00048-12-1-00053  
12-1-00060-12-1-00100  
12-1-00151  
12-1-00160  
12-1-00162-12-1-00188  
12-1-00190-12-1-00196  
12-1-00198-12-1-00213  
12-1-00237-12-1-00300  
12-1-00302-12-1-00303  
12-1-00305  
12-1-00308-12-1-00323  
12-1-00325-12-1-00391  
12-1-00393-12-1-00400  
12-1-00428-12-1-00451  
12-1-00454  
12-1-00457-12-1-00459  
12-1-00461-12-1-00512  
12-1-00514-12-1-00523  
12-1-00525  
12-1-00651-12-1-00674  
12-1-00678-12-1-00679  
12-1-00682-12-1-00699  
12-1-00701-12-1-00760  
12-1-00801-12-1-00849  
12-1-00851-12-1-00910  
12-1-00915-12-1-00924  
12-1-00931-12-1-00938  
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12-1-00943-12-1-00947  
12-1-00949  
12-1-01001-12-1-01022  
12-1-01024-12-1-01040  
12-1-01043-12-1-01046  
12-1-01048-12-1-01049  
12-1-01151  
12-1-01153-12-1-01214  
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12-1-01558-12-1-01560  
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12-1-01571-12-1-01572  
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12-1-01587-12-1-01594  
12-1-01601-12-1-01672  
12-1-01674-12-1-01681  
12-1-01684-12-1-01690  
12-1-01692-12-1-01741  
12-1-01743-12-1-01760  
12-1-01782-12-1-01783  
12-1-01785  
12-1-01791  
12-1-01835-12-1-01836  
12-1-01896-12-1-01963  
12-1-01965-12-1-02000  
12-1-03400

**Remarks**

DHHS-Physician Services-Clinical Services-Family Planning & Sexual Health Clinic #1 - 7 year retention.

Date\*  
5/18/2022

Department\*  
Health and Human Services

Bureau, Division, and/or Section  
CITY HEALTH OFFICER/PUBLIC HEALTH  
EMERGENCY MANAGEMENT/COMMUNICABLE  
DISEASE CONTROL PROGRAM

**RECORDS DESTRUCTION APPROVAL**

Department Head Approval  
Kelly Colopy

City Clerk Approval  
Monique DeLaGarza

City Attorney Approval  
Anita Lakhani

Department Head Approval Date  
9/12/2022

City Clerk Approval Date  
9/12/2022

City Attorney Approval Date  
9/13/2022

**DEPARTMENTAL RECORDS**

Retention Schedule Item No*	Record Title*	Description	Years Involved*	Box No. On-Site*	Box No. Off-Site*
1	COMMUNICABLE DISEASE CASE AND CONTAC FILES	09-1-00451-09-1-00452 09-1-00454-09-1-00465 09-1-00468-09-1-00469 09-1-00473	2009	N/A	N/A
1	COMMUNICABLE DISEASE CASE AND CONTAC FILES	11-1-00176	2011	N/A	N/A

Remarks

HHS-City Health Officer-PHEM-Communicable Disease Control Program #1 - 2 year retention.