

# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

**C-5**

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

September 19, 2017

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

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

## FISCAL IMPACT

Appropriations have been budgeted in FY 17 for the operation of the City Records Center.

## SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Monique De La Garza  
City Clerk

MD:ll

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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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 DEVELOPMENT 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 his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Development 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.

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  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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 \_\_\_\_\_, 2017,  
4 by the following vote:

5  
6 Ayes: Councilmembers: \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_  
9 \_\_\_\_\_

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

12 Absent: Councilmembers: \_\_\_\_\_  
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16 \_\_\_\_\_  
17 City Clerk

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# EXHIBIT “A”


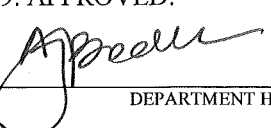

# RECORDS DESTRUCTION REQUEST

1. Date 7/11/17

Honorable Council of the City of Long Beach

2. The Department of Development Services respectfully requests authority to destroy the following  
 Neighborhood Services DEPARTMENT  
 departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
Neighborhood Services 26	Non-Profit Assistance Program (NAP) Loan Files Atlantic Comm. Econ. Dev. Corp. NAP 02-002, 2131 Long Beach Cambodia Association of America NAP 99-002, 2501 Atlantic Ave. California Communities Pools for the Handicapped NAP-003, 6801 Long Beach Blvd. Long Beach Youth Advocates NAP 96-006, 501 Atlantic Ave. Santa Maria House Inc., NAP-006, 935 Cedar Ave. South Bay Alcoholism Services NAP-95-011, 351 E. 6 <sup>TH</sup> St. St. Francis House NAP 96-007, 728 Lime Ave. The Lafayette Association of Homeowners NAP 98-002, 540 Broadway	1995-2010	NAP - 1	
26	Being Alive Housing NAP-00-001, 714-22, Lime Ave. Children's Youth & Family Serv's NAP-01-002, 4151 Fountain St. Community Rehab. Industries NAP-00-002, E. Anaheim St. Disabled Resources Inc., NAP-99-003, 2750 E. Spring St. Long Beach Day Nursery NAP-00-009 South Bay Alcoholism Services NAP-01-008 341 E. 6 <sup>TH</sup> St. Young Horizons NAP00-011, 2148 Pacific Ave.	2006-2008	NAP - 2	

<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED: <span style="float: right; font-size: 2em;">A6</span>  <small>RECORDS MANAGER</small>	<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  <small>CITY ATTORNEY</small>	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE: <u>7/17/17</u>	13. Date <u>8/28/17</u>	

# 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
26	Non Profit Assistance Program (NAP) Loan Files Ability First NAP-02-008, 3770 E. Willow Being Alive NAP-02-012, 707 E. 7 <sup>TH</sup> St. Mental Health Association, NAP-02-010, 456 Elm St. Museum of Latin American Art, NAP-02-011 South Bay Alcoholism, NAP-02-004, 351 E. 6 <sup>TH</sup> St. Young Horizons, NAP-01-010, 507 Pacific Ave. Young Horizons, NAP-02-014, 1840 Pacific Ave.	2003-2010	NAP 3	
26	Non-Profit Assistance Program (NAP) Loan Files Ability First NAP-03-004, 3770 E. Willow Isabelle Patterson Child Develop. CSULB, NAP 03-001, Atherton St. Substance Abuse Foundation, NAP-02-013,3115 E. 7 <sup>th</sup> St. Substance Abuse Foundation, NAP-04-008, 1085 Obispo Child not Youth and Family Services -04-002, 4151 Fountain St. Home Ownership for Personal Empowerment, NAP-05-006, 6923 Bacarro St.	2005-2011	NAP 4	
26	Non-Profit Assistance Program (NAP) Loan Files Young Horizons – NAP-05-012, 2418 Pacific Ave. Substance Abuse Foundation, NAP-05-011, 2825 E. 7 <sup>TH</sup> St. H'art Works, Inc., NAP-07-006, 3215 E. Third St. Boys & Girls Club of Long Beach, NAP-07-001, 1950 Lemon Ave.	2002-2010	NAP 5	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2008	NLP 1001	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2009	NLP 1002	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2008	NLP 1003	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2009	NLP 1004	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2010- 2011	NLP 1005	

# 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	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2007	NLP 1006	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2005- 2008	NLP 1007	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2007	NLP 1008	
25	Neighborhood Resource Center National Community Week P Card Purchases	2004- 2009	NLP 1009	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2006	NLP 1010	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2009- 2010	NLP 1011	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2010	NLP 1012	
25	Neighborhood Improvement Programs- Neighborhood Leadership Program Files	2008	NLP 1013	
28	Business Investment Program – Business Start-Up Grant Program (BSG) January 2001 – December 2001 & Payment Received Copies 2001, & Payment Received Copies 2002	FY2001, FY2002	BSG1	
28	Business Investment Program – Business Start-Up Grant Program (BSG) 425 E 1st St – 1330 South St	FY03-04	BSG2	
28	Business Investment Program – Business Start-Up Grant Program (BSG) 408 E 1st St. - 2622 South St	FY05-06	BSG3	
28	Business Investment Program – Business Start-Up Grant Program (BSG) 525 E 1st St – 1428 W Willow St	FY06-07	BSG4	
28	Business Investment Program – Business Start-Up Grant Program (BSG) 1096 E 7th St – 2624 E South St	FY07-08	BSG5	

# 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
28	Business Investment Program – Business Start-Up Grant Program (BSG) 430 E 1st St – 733 The Promenade North #102	FY08-09	BSG6	
28	Business Investment Program-Business Start-Up Grant Program (BSG) 406 E 1 <sup>st</sup> St – 133 The Promenade North Ste. 104	FY09-10	BSG7	
28	Business Investment Program-Business Start-Up Grant Program (BSG) 405 E 3 <sup>rd</sup> St -133 The Promenade North Ste. 109	FY10-11	BSG8	
27	Commercial Improvement Program – CIRP 449 W Anaheim St, & 333 W Anaheim St & 2325 E Anaheim St	FY02-03, FY04-05	CIRP1	
27	Commercial Improvement Program – CIRP 939 E 4th St – 1547 E 10th St	FY05-06	CIRP2	
27	Commercial Improvement Program – CIRP 133 W Anaheim St – 2327 E Anaheim St	FY05-06	CIRP3	
27	Commercial Improvement Program – CIRP 1301 Atlantic Ave – 1314 Gaviota Ave	FY05-06	CIRP4	
27	Commercial Improvement Program – CIRP 4681 Long Beach Blvd – 2415 Pacific Ave	FY05-06	CIRP5	
27	Commercial Improvement Program – CIRP 595 E Pacific Coast Hwy – 1552 W Willow St	FY05-06	CIRP6	
27	Commercial Improvement Program – CIRP 901 E 4th St – 1113 E 7th St	FY06-07	CIRP7	
27	Commercial Improvement Program – CIRP 1207 E 7th St – 3314 E Anaheim St	FY06-07	CIRP8	
27	Commercial Improvement Program – CIRP 201 E Artesia Blvd – 1295 Gaviota Ave	FY06-07	CIRP9	
27	Commercial Improvement Program – CIRP 4947 Long Beach Blvd – 2509 Pacific Ave	FY06-07	CIRP10	
27	Commercial Improvement Program – CIRP 646 E Pacific Coast Hwy – 1625 W Willow St	FY06-07	CIRP11	
27	Commercial Improvement Program – CIRP 939 E 4th St – 3036 E 4th St	FY07-08	CIRP12	



# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE (STE. 550)	7. BOX NO. OFF-SITE
27	Commercial Improvement Program – CIRP 228 E 7th St – 607 E 59th St	FY07-08	CIRP13	
27	Commercial Improvement Program – CIRP 125 E Anaheim St – 2220 E Anaheim St	FY07-08	CIRP14	
27	Commercial Improvement Program – CIRP 2440 E Anaheim St – 3490 E Artesia Blvd	FY07-08	CIRP15	
27	Commercial Improvement Program – CIRP 401 Atlantic Ave – 6129 Cherry Ave	FY07-08	CIRP16	
27	Commercial Improvement Program – CIRP 1786 Locust Ave – 366 Orange Ave	FY07-08	CIRP17	
27	Commercial Improvement Program – CIRP 1826 Pacific Ave – 848 E Pacific Coast Hwy	FY07-08	CIRP18	
27	Commercial Improvement Program – CIRP 1008 E Pacific Coast Hwy – 1310 Stanley Ave #B	FY07-08	CIRP19	
27	Commercial Improvement Program – CIRP 1620 W Wardlow Rd – 1418 W Willow St	FY07-08	CIRP20	
27	Commercial Improvement Program – CIRP 901 E 4th St – 2031 E 10th St	FY07-08	CIRP21	
27	Commercial Improvement Program – CIRP 125 E Anaheim St – 3328 E Anaheim St	FY08-09	CIRP22	
27	Commercial Improvement Program – CIRP 194 E Artesia Blvd – 6184 Atlantic Ave	FY08-09	CIRP23	
27	Commercial Improvement Program – CIRP 410 Cherry Ave – 1220 Gladys Ave	FY08-09	CIRP24	
27	Commercial Improvement Program – CIRP 649 Long Beach Blvd – 6690 Long Beach Blvd	FY08-09	CIRP25	
27	Commercial Improvement Program – CIRP 31 W Louise St – 2618 Pacific Ave	FY08-09	CIRP26	

# 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	Home Improvement Program – HIRP Files: Tar-Vas	FY04-05	H01	
25	Home Improvement Program – HIRP Files: A-F	FY05-06	H02	
25	Home Improvement Program – HIRP Files: Q-L	FY05-06	H03	
25	Home Improvement Program – HIRP Files: M-Q	FY05-06	H04	
25	Home Improvement Program – HIRP Files: R-Z & Ineligible Applications	FY05-06	H05	
25	Home Improvement Program – HIRP Files: A-Gu	FY06-07	H06	
25	Home Improvement Program – HIRP Files: Mor-S	FY06-07	H07	
25	Home Improvement Program – HIRP Files: H-Mon	FY06-07	H08	
25	Home Improvement Program – HIRP Files: T-You	FY06-07	H09	
25	Home Improvement Program – HIRP Files: Ab-Huy	FY07-08	H10	
25	Home Improvement Program – HIRP Files: Ib-Rom	FY07-08	H11	
25	Home Improvement Program – HIRP Files: Sa-You	FY07-08	H12	
25	Home Improvement Program – HIRP Files: Adam-Hall	FY08-09	H13	
25	Home Improvement Program – HIRP Files: Harris-Murphy	FY08-09	H14	
25	Home Improvement Program – HIRP Files: Nguyen-Wilson	FY08-09	H15	
25	Home Improvement Program – HIRP Files: Abeyta-Castellanos	FY09-10	H16	

**RECORDS DESTRUCTION REQUEST**  
(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4.  RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE (STE. 550)	7. BOX NO. OFF-SITE
21	State of CA, Office of Traffic Safety Grants - Long Beach Family Safety CBO Outreach Program - Long Beach Family Safety Initiative	1999-2002	CPS2	.
25	Neighborhood Improvement Project Files - Central NIS - Cherry-Temple NIS	2007-2008	NS3	
25	Neighborhood Improvement Project Files - Central NIS - Cherry-Temple NIS	2008-2009	NIS2	
25	Neighborhood Improvement Project Files - St Mary NIS - Hellman NIS - Neighborhood Resource Center	2003-2005	NIS1	

# 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
21	State of CA, Office of Traffic Safety Grant Family Safety Initiative Program Files and Grant Administration Files	2001-2004	CPS5	
21	State of CA, Office of Traffic Safety Grant- Long Beach Family Safety Initiative	2001	CPS7	
21	State of CA, Office of Traffic Safety Grant – Long Beach Family Safety Initiative Program Files	2001	CPS3	
21	State of CA, Office of Traffic Safety Grant-Long Beach Family Safety Initiative Program Files	2001-2003	CPS4	
25	State of CA, Office of Traffic Safety Grant – Long Beach Family Safety Initiative, Bicycle Safety Education and Mini Grant	2001-2002	CPS10	
25	NPP Program Files, Applications	FY01-02	1	
25	NPP Program Files, Applications	FY03-04 FY04-05	2	
25	NPP Program Files, Applications	FY05-06	3	
25	NPP Program Files, Applications	FY06-07 FY07-08 FY08-09	4	
25	NPP Program Files, Applications	FY09-10	5	

# 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	Home Improvement Program – HIRP Files: Carillo-Gomez	FY09-10	H17	
25	Home Improvement Program – HIRP Files: Gonzalez-Lilly	FY09-10	H18	
25	Home Improvement Program – HIRP Files: Limon-Nash	FY09-10	H19	
25	Home Improvement Program – HIRP Files: Navarro-Santana	FY09-10	H20	
25	Home Improvement Program – HIRP Files: Santillan-Zor	FY09-10	H21	
25	Home Improvement Program – HIRP Files: A-C	FY10-11	H22	
25	Home Improvement Program – HIRP Files: C-E	FY10-11	H23	
25	Home Improvement Program – HIRP Files: F-H	FY10-11	H24	
25	Home Improvement Program – HIRP Files: H-K	FY10-11	H25	
25	Home Improvement Program – HIRP Files: L-M	FY10-11	H26	
25	Home Improvement Program – HIRP Files: M-N	FY10-11	H27	
25	Home Improvement Program – HIRP Files: N-P	FY10-11	H28	
25	Home Improvement Program – HIRP Files: P-S	FY10-11	H29	
25	Home Improvement Program – HIRP Files: S-T	FY10-11	H30	
25	Home Improvement Program – HIRP Files: T-Z	FY10-11	H31	