



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-16

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 Parks, Recreation and Marine 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Parks, Recreation and Marine 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: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 DEPARTMENT OF PARKS,
RECREATION AND MARINE

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 Parks, Recreation and Marine 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.

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

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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.

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

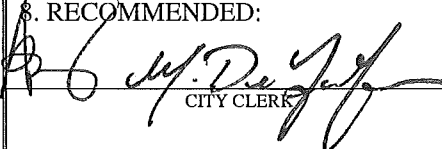
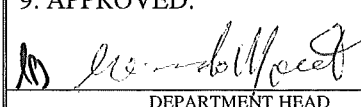
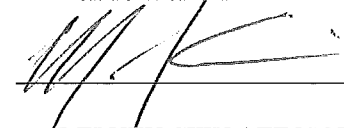
1. Date 2/19/19

Honorable Council of the City of Long Beach

2. The Parks Recreation Marine – Animal Care 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 |
|---|--|-------------------------|--------------------------|---------------------------|
| 19 | Employee work schedules / Vacation 2000-2008 - Copies | 2008 | | 435770178 |
| 04 | License canvas Reports May 2009- Dec 2009 - Copies | 2009 | | 435770181 |
| 19 | PRA Request for Info Public records request act 2007 - Copies | 2007 | | 435770170 |
| 19 | PRA Request for Info Public records request act 2008 - Copies | 2008 | | 435770171 |
| 19 | Citations – 1997-2003 CHE Voids 1997-2008 - Copies | 2008 | | 435770172 |
| 19 | Cruelty Service Requests/Notice to comply box 1 of 4 A-E- Copies | 2009 | | 435770161 |
| 19 | Cruelty Service Requests/Notice to comply box 2 of 4 F-M- Copies | 2009 | | 435770162 |
| 19 | Cruelty Service Requests/Notice to comply box 3 of 4 N-Z- Copies | 2009 | | 435770163 |
| 19 | Cruelty Service Requests/NTC - box 4 of 4 street #s Copies | 2009 | | 435770164 |
| 19 | Stray Dog Owner Service Request Box 1 of 3 A- K | 2009 | | 435770165 |
| 19 | Stray Dog Owner Service Request Box 2 of 3 L- R | 2009 | | 435770166 |
| 19 | Stray Dog Owner Service Request Box 3 of 3 S-72 nd PL | 2009 | | 435770167 |
| 19 | Barking Complaint Service Requests – Box 1 of 2 – A-P | 2009 | | 435770168 |
| 19 | Barking Complaint Service Requests – Box 2 of 2 – Q-Z | 2009 | | 435770169 |
| 19 | End of Month July 2003 – Cards, releases, officer field logs | 2003 | | 435770155 |
| 19 | End of Month Nov 2003 –Cards, releases, inventories, of logs | 2003 | | 435770156 |
| 19 | End of Month Jan 2004 –Cards, releases, inventories, of logs | 2004 | | 435770157 |
| 19 | End of Month Dec 2008 –Cards, inventories, vet treatment | 2008 | | 435770146 |
| 19 | End of Month Nov 2008 –Cards, inventories, vet treatment | 2008 | | 435770147 |
| 19 | End of Month Oct 2008 –Cards, inventories, vet treatment | 2008 | | 435770148 |
| 19 | End of Month Sept 2008 –Cards, inventories, vet treatment | 2008 | | 435770149 |
| 19 | End of Month Aug 2008 –Cards, inventories, vet treatment | 2008 | | 435770150 |
| 19 | End of Month July 2008 –Cards, inventories, vet treatment | 2008 | | 435770151 |
| 19 | End of Month June 2008 –Cards, inventories, vet treatment | 2008 | | 435770152 |
| 19 | End of Month May 2008 –Cards, inventories, vet treatment | 2008 | | 435770153 |
| 19 | End of Month Aug 2003 – Cards Inventories | 2003 | | 435770135 |
| 19 | End of Month Dec 2003 – Euth Report Jan-Dec 2003 | 2003 | | 435770136 |
| 19 | End of Month Sept 2003 – Euth Report | 2003 | | 435770137 |
| 19 | Cruelty Services Requests / Notices to Comply 2004 | 2004 | | 435770139 |
| 19 | Barking Service Request 2003 | 2004 | | 435770140 |
| 19 | End of Month April 2008 – cards, releases, inv. Vet records | 2008 | | 435770126 |
| 19 | Janet Armstrong’s Files 2000-2005 (Stats/letters/FY reports) | 2005 | | 435770127 |

| | | |
|---|--|---------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  CITY CLERK</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>4-4-19</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> |
|---|--|---------------------|

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

| 3. RETENTION SCHEDULE ITEM NO. | 4. RECORD TITLE AND DESCRIPTION | 5. YEARS INVOLVED | 6. BOX NO. ON-SITE | 7. BOX NO. OFF-SITE |
|---|---|-----------------------------|------------------------------|-------------------------------|
| 19 | Dec 2003- March 2004 – Completed Service Requests | 2004 | | 435770128 |
| 19 | Dec 2003- March 2003 – Completed Service Requests | 2003 | | 435770129 |
| 19 | Service Requests A-Z Stray Dog Owner/Vicious - misc | 2004 | | 435770118 |
| 19 | Service Requests Jan to March 2008 – (Dead, injured) | 2008 | | 435770119 |
| 19 | June to August 2008 (Dead, injured) | 2008 | | 435770120 |
| 19 | October to Dec 2008 (Dead, injured) | 2008 | | 435770121 |
| 19 | April to May 2008 (Dead, Injured) | 2008 | | 435770122 |
| 19 | End of Month Jan 2008 – cards, releases inventories vet rec. | 2008 | | 435770123 |
| 19 | End of Month Feb 2008 - cards, releases inventories vet rec. | 2008 | | 435770124 |
| 19 | End of Month March 2008 - cards, releases inventories vet rec. | 2008 | | 435770125 |
| 19 | End of Month Oct 2006 – Cards, releases, inventories | 2006 | | 435770015 |
| 19 | Employee Time Records 2002 – Time Sheets | 2002 | | 435770094 |
| 19 | End of Month June 2003 – Cards, releases, inventories, etc. | 2003 | | 435770097 |
| 19 | End of Month March 2003 - Cards, releases, inventories, etc. | 2003 | | 435770098 |
| 19 | End of Month January 2003 - Cards, releases, inventories, etc. | 2003 | | 435770099 |
| 19 | End of Month October 2003 - Cards, releases, inventories, etc. | 2003 | | 435770100 |
| 19 | End of Month April 2003 - Cards, releases, inventories, etc. | 2003 | | 435770101 |
| 19 | End of Month September 2005- cards, releases, inventories etc. | 2005 | | 435770089 |
| 04 | License sales Receipts April –May 2006 | 2006 | | 435770090 |
| 04 | License sales Receipts June –July 2006 | 2006 | | 435770091 |
| 04 | License sales Receipts October –Nov 2006 | 2006 | | 435770092 |
| 19 | Service Requests Jan to May 2006 (dead's/ custody's, etc..) | 2006 | | 435770093 |
| 19 | End of Month June 2006 – Cards, Releases, inventories etc. | 2006 | | 435770011 |
| 19 | End of Month December 2002 (cards, releases, inventories) | 2002 | | 435770080 |
| 19 | End of Month May 2003 (cards, releases, inventories) | 2003 | | 435770081 |
| 19 | End of Month February 2003 (cards, releases, inventories) | 2003 | | 435770082 |
| 04 | License Receipts December 2003 (daily lic rec records) | 2003 | | 435770083 |
| 19 | Service Requests April –May 2004 (deads, custody's, injured) | 2004 | | 435770084 |
| 19 | End of Month March 2004 (cards, releases, inventories etc.) | 2004 | | 435770085 |
| 19 | Service Requests – June – July 2004 (deads, custody's, inj) | 2004 | | 435770086 |
| 19 | End of Month February 2004 (cards, releases, inventories) | 2004 | | 435770087 |
| 19 | End of Month October 2005 (cards, releases, inventories) | 2005 | | 435770088 |
| 19 | Bite Reports 2007 (animal bite reports) | 2007 | | 435770071 |
| 19 | Bite Reports 2006 (anima bite reports) | 2006 | | 435770072 |
| 19 | End of Month July 2004 (cards, releases inv.) box 2 of 2 | 2004 | | 435770073 |
| 19 | End of Month July 2004 (cards, releases inv.) box 1 of 2 | 2004 | | 435770074 |
| 04 | Receipts 139600 to 141425 (Sales /redemption, lic) 2003 | 2003 | | 435770075 |
| 04 | Small Receipts Books 2001-2003 (field/canvass/etc) | 2003 | | 435770076 |
| 04 | Receipts 137306-139599 (Sales, redemption, lic) | 2001 | | 435770077 |
| 04 | Receipts 136000-137305 (Sales, redemption, lic) | 2000 | | 435770078 |
| 19 | Service Requests /barking complaint – fowl calls, lic checks | 2002 | | 435770079 |
| 04 | Receipts-Redemptions, restitution, donations, etc. july03-dec04 | 2004 | | 435770019 |
| 19 | Completed Service requests (dead's, custody's) 2007 | 2007 | | 435770020 |
| 04 | License Receipts, LB,LA,SH, SB – via mail 2007 | 2007 | | 435770021 |
| 19 | Employee Time Records box 1 of 2 / 2004-2006 | 2006 | | 435770022 |
| 19 | Employee Time records box 2 of 3 / 2004-2006 | 2006 | | 435770023 |

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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|---|--|-------------------------|--------------------------|---------------------------|
| 19 | End of Month May 2006-cards, Releases, inventories, officer logs | 2006 | | 435770010 |
| 19 | End of Month June 2006-cards, Releases, inventories, officer logs | 2006 | | 435770011 |
| 19 | End of Month July 2006-cards, Releases, inventories, officer logs | 2006 | | 435770012 |
| 19 | End of Month Aug 2006-cards, Releases, inventories, officer logs | 2006 | | 435770013 |
| 19 | End of Month Sept 2006-cards, Releases, inventories, officer logs | 2006 | | 435770014 |
| 19 | End of Month Oct 2006-cards, Releases, inventories, officer logs | 2006 | | 435770015 |
| 19 | End of Month Nov 2006-cards, Releases, inventories, officer logs | 2006 | | 435770016 |
| 19 | End of Month Dec 2006-cards, Releases, inventories, officer logs | 2006 | | 435770017 |
| 04 | Receipt Books (field officer/office receipt books) 2000-2006 | 2006 | | 435770018 |
| 04 | Deposit Receipts Dr's Jan 2000 – Dec 2002 | 2002 | | 435770001 |
| 04 | Deposit Receipts Dr's July 2006 – Dec 2006 | 2006 | | 435770002 |
| 19 | Completed Service requests (custody's deads) | 2006 | | 435770003 |
| 19 | Completed Service requests (custody's deads) | 2006 | | 435770004 |
| 19 | Public Record Requests Files Jan-Dec 2003-2005 | 2005 | | 435770005 |
| 19 | End of Month Jan 2006 (cards, releases, inventories, vet slips rec) | 2006 | | 435770006 |
| 19 | End of Month Feb 2006(cards, releases, inventories, vet slips rec) | 2006 | | 435770007 |
| 19 | End of Month March 2006(cards, releases, inventory, vet slip rec) | 2006 | | 435770008 |
| 19 | End of Month April 2006(cards, releases, inventories, vet slips rec) | 2006 | | 435770009 |