



CITY OF LONG BEACH

C-3

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

FAX 562-570-6789

January 23, 2018

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 18 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 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, Neighborhood Services Bureau 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 _____, 2018,
4 by the following vote:

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6 Ayes: Councilmembers: _____
7 _____
8 _____
9 _____

10 Noes: Councilmembers: _____
11 _____

12 Absent: Councilmembers: _____
13 _____

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City Clerk

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EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

January 2,
2018



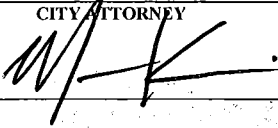
1. Date _____

Honorable Council of the City of Long Beach

2. The _____ Department of Development Services _____ respectfully requests authority to destroy the following

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				
27	Commercial Improvement Rebate Program (CIRP) 1347 Long Beach Blvd. – 6950 Long Beach Blvd.	2009-2010		CIRP-31
27	Commercial Improvement Rebate Program (CIRP) 320 South St. – 1950 W. Willow St.	2009-2010		CIRP-32
27	Commercial Improvement Rebate Program (CIRP) 550 E. Pacific Coast Highway – 3657 Santa Fe Ave	2009-2010		CIRP-33
27	Commercial Improvement Rebate Program (CIRP) 1425 Magnolia Ave. – 2457 Pacific Ave.	2009-2010		CIRP-35
27	Commercial Improvement Rebate Program (CIRP) 5221 Atlantic Ave. – 1250 Long Beach Blvd.	2009-2010		CIRP-37
27	Commercial Improvement Rebate Program (CIRP) 5221 Atlantic Ave. – 1250 Long Beach Blvd.	2009-2010		CIRP -41
27	Commercial Improvement Rebate Program (CIRP) 101 W. Pacific Coast Highway	2008-2009		CIRP-45
28	Business Start-Up Grant (BSG) – Grant Receipt List 2173 Santa Fe Ave., 2015 E. 10 th St., 5512 Long Beach Blvd, 271 E. South St., 5618 Paramount Blvd., 6405 N. Long Beach Blvd. 326 South St., 6080 Atlantic Ave., 3588-90 Long Beach Blvd., 460 Long Beach Blvd., 5318 Long Beach Blvd.	1994-1998, 2005		BSG-4
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS:
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
		12. Title <u>DEPUTY CITY ATTORNEY</u>		
10. DATE: <u>1/3/2018</u>		13. Date <u>1/5/18</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
25	Neighborhood Improvement Strategy (NIS) Anaheim St. Community, Police Center, MacArthur Park NLS Area, PACE, Business, Events and Clean Ups	2010-2010		NIS-1
25	Neighborhood Improvement Strategy (NIS) Anaheim St. Community Police Center, MacArthur Park NIS, PACE, Business, Events and Clean Ups	2010-2011		NIS-2
27	Commercial Improvement Rebate Program (CIRP) 422 4 th St. – 3940 E. 10 th St.	2010-2011		CIRP-34
27	Commercial Improvement Rebate Program (CIRP) 200 Alamitos Ave. – 730 Long Beach Blvd.	2010-2011		CIRP-36
27	Commercial Improvement Rebate Program (CIRP) 900 Long Beach Blvd., - 834 Pacific Ave.	2010-2011		CIRP-39
27	Commercial Improvement Rebate Program (CIRP) 1218 Pacific Ave. – 754 Pine Ave.	2010-2011		CIRP-42
27	Commercial Improvement Rebate Program (CIRP) 538 Redondo Ave. – 690 W. Willow St.	2010-2011		CIRP-43
25	Neighborhood Improvement Strategy Proactive Code Enforcement (NIS/PACE) - Hellman and St. Mary	2010-2011		NIS/ PACE-50
25	Neighborhood Improvement Strategy Proactive Code Enforcement (NIS/PACE) - Hellman and St. Mary	2010-2011		NIS/ PACE-51
25	Neighborhood Improvement Strategy Proactive Code Enforcement (NIS/PACE) – Washington School Area	2009-2010		NIS/ PACE-57
25	Neighborhood Improvement Strategy (NIS/Graffiti) – Graffiti Prevention Landscape Program	2002-2008		NIS/ Graffiti-61
25	Neighborhood Improvement Strategy (NIS) – Areas Associations – WESCA, CNAC, Butler Area	2004-2010		NIS-62
25	Neighborhood Improvement Strategy (NIS) – Neighborhood Improvement Project Files / NIS	2013-2014		NIS-3
25	Neighborhood Improvement Strategy (NIS) – MacArthur Park NIS Area, PACE, Business, Events and Clean Ups	2011-2011		NIS-4
25	Neighborhood Improvement Strategy (NIS) – MacArthur Park NIS Area, Events and Clean Ups	2012-2013		NIS-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	Neighborhood Improvement Strategy (NIS), MacArthur Park NIS Area, PACE/HIRP marketing, Events and Clean Ups	2013-2014		NIS-6
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – Hellman and St. Mary	2012-2013		NIS/ PACE-49
25	Commercial Improvement Strategy (NIS) ProActive Code Enforcement (PACE) – Hellman and St. Mary	2010-2011		NIS/ PACE-50
25	Commercial Improvement Strategy (NIS) ProActive Code Enforcement (PACE) – Cherry Temple and Central	2010-2011		NIS/ PACE-51
25	Commercial Improvement Strategy (NIS) ProActive Code Enforcement (PACE) – Cherry Temple and Central	2011-2012		NIS/ PACE-52
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – Business Corridor – Sign Removal	2011-2012		NIS/ PACE-54
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – Property Maintenance, Neighborhood Clean Ups, NIS Activities at Admiral Kidd Park	2010 2011 2012		NIS-65
25	Neighborhood Improvement Strategy (NIS) – Property Maintenance, Willmore Police Center Activities	2011-2012		NIS-66
25	Neighborhood Improvement Strategy (NIS), Property Maintenance, Willmore Police Center Activities, Property Maintenance, ProActive Code Enforcement (PACE) – Washington, Whittier/MacArthur Park	2012-2013		NIS-67
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – Washington, Lower West, MacArthur Park, Central, Cherry – Temple, North Long Beach, Willmore Neighborhood Clean Ups, North Long Beach PACE	2013-2014		PACE-68
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – St. Mary NIS Area Community Events, Hellman NIS Area Community Events	2011-2012		NIS/ PACE-70
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – St. Mary NIS Area Community Events, Hellman NIS Area Community Events, PACE Files	2013-2014		NIS/ PACE-71
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – St. Mary NIS Area Community Events, Hellman NIS Area Community Events, PACE Files	2013-2014		NIS/ PACE-71
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – South Wrigley Area Activities and PACE	2008-2011		NIS/ PACE-55

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 Strategy (NIS), ProActive Code Enforcement (PACE) – South Wrigley Area	2011-2012		NIS/ PACE-56
25	Neighborhood Improvement Strategy (NIS), ProActive Code Enforcement (PACE) – Washington School Area	2011-2012		NIS/ PACE-58
25	Neighborhood Improvement Strategy (NIS) Graffiti Prevention Landscape Program	2002-2008		NIS/ Graffiti-61
25	Neighborhood Improvement Strategy (NIS)	2004-2010		NIS-62
25	Neighborhood Improvement Strategy (NIS)	2010-2011		NIS-64
25	Neighborhood Improvement Strategy (NIS)	2010-2014		NIS-65
25	Neighborhood Improvement Strategy (NIS)	2011-2012		NIS-66
25	Neighborhood Improvement Strategy (NIS) Willmore Police Center, ProActive Code Enforcement – Whittier School / MacArthur Park, Cherry - Temple	2012-2013		NIS-67
25	Neighborhood Improvement Strategy (NIS) ProActive Code Enforcement (PACE) – Washington School Area, Lower West, MacArthur Park, North Long Bach, Cherry - Temple	2013-2014		NIS-68
25	Neighborhood Improvement Strategy (NIS) Willmore Police Center, ProActive Code Enforcement – North Long Beach	2010-2011		NIS-80
25	Neighborhood Improvement Strategy (NIS) Willmore Police Center, ProActive Code Enforcement – North Long Beach	2011-2012		NIS-81
25	Neighborhood Improvement Strategy (NIS) Willmore Police Center, ProActive Code Enforcement – North Long Beach	2012-2013		NIS-82
25	Neighborhood Improvement Strategy (NIS) Willmore Police Center, ProActive Code Enforcement – South Wrigley, Central	2013-2014		NIS-83
25	Home Improvement Rebate Program (HIRP) – Completed Paid	2011-2012		HIRP-102
25	Home Improvement Rebate Program (HIRP) – Completed Paid	2011-2012		HIRP-103
25	Home Improvement Rebate Program (HIRP) – Completed Paid	2011-2012		HIRP-104
25	Home Improvement Rebate Program (HIRP) – Completed Paid	2011-2012		HIRP-105
25	Home Improvement Rebate Program (HIRP) – Completed Paid- J-M	2011-2012		HIRP-110
25	Home Improvement Rebate Program (HIRP) – Completed Paid- M-P	2011-2012		HIRP-111

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 Rebate Program (HIRP) – Not Paid- A-G	2011-2012		HIRP-112
25	Home Improvement Rebate Program (HIRP) – Closed, Not Paid- G-M	2011-2012		HIRP-113
25	Home Improvement Rebate Program (HIRP) – Closed, Not Paid- M-S	2011-2012		HIRP-114
25	Home Improvement Rebate Program (HIRP) – Closed, Not Paid- S-Z	2011-2012		HIRP-115
25	Home Improvement Rebate Program (HIRP) – Completed Paid- P-R	2011-2012		HIRP-116
25	Home Improvement Rebate Program (HIRP) – Completed Paid- R-T	2011-2012		HIRP-117
25	Home Improvement Rebate Program (HIRP) – Completed Paid- T-Y	2011-2012		HIRP-118
25	Home Improvement Rebate Program (HIRP) – A – O	2009-2010		HIRP- 1
25	Home Improvement Rebate Program (HIRP) – A – T	2010-2011		HIRP – 2
25	Home Improvement Rebate Program (HIRP) – A – N	2010-2011		HIRP – 3
25	Home Improvement Rebate Program (HIRP) – O – Z	2010-2011		HIRP - 8
25	Social Services Grant (SSG) – 1739 Family Crisis Center, Adobe Communities, Alpert Jewish Community Center	2008-2009		SSG-1
25	Social Services Grant (SSG) – 1739 Family Crisis Center, Boys and Girls Club of Long Beach, Catholic Charities, Centro CHA, Children’s Clinic, Family Services of Long Beach, Food Finders, Friends Outside in Los Angeles County, Goodwill, South Los Angeles County, Harbour Area Halfway House	2007-2009		SSG-2
25	Social Services Grant (SSG) – Children’s Dental Health Clinic, Family Services of Long Beach, Food Finders, Friends Outside in Los Angeles County, Goodwill South Los Angeles County, Harbour Area Halfway House	2008-2009		SSG-3
25	Social Services Grant (SSG) – RFPS, Helpline Youth Counseling Inc., Long Beach Day Nursery, Los Angeles Community Design Center, National Mental Health Association, Operation Jump Start, Pathway Out of Poverty, St. Mary Medical Center, Sexual Assault Crisis Agency	2007-2008		SSG-4
25	Social Services Grant (SSG)- RFPS, Boys and Girls Club of Long Beach, Catholic Charities, Centro CHA, Children’s Clinic	2007-2008		SSG-5
25	Social Services Grant (SSG)- RFPS, Long Beach Day Nursery, Mental Health America of Los Angeles, Operation Jump Start, Pathway Out of Poverty, St. Mary Medical Center / Families in Good Health, Sexual Assault Crisis Agency	2008-2009		SSG-6

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	Child Passenger Safety Grant – State of California Office of Traffic Safety Grant, Child Passenger Safety	2005-2007		CPS-1
21	Child Passenger Safety Grant – State of California Office of Traffic Safety Grant, Child Passenger Safety	2003-2007		CPS-8
25	Home Improvement Rebate Program (HIRP) – Completed Paid / I-M	2012-2013		HIRP-127
25	Home Improvement Rebate Program (HIRP) – Completed Paid / N-R	2012-2013		HIRP-128
25	Home Improvement Rebate Program (HIRP) – Completed Paid / S-Z	2012-2013		HIRP-129
25	Home Improvement Rebate Program (HIRP) – Closed Not Paid / A-D	2012-2013		HIRP-119
25	Home Improvement Rebate Program (HIRP) – Closed Not Paid / D-K	2012-2013		HIRP-120
25	Home Improvement Rebate Program (HIRP) – Closed Not Paid / L-N	2012-2013		HIRP-121
25	Home Improvement Rebate Program (HIRP) – Closed Not Paid / S-T	2012-2013		HIRP-123
25	Home Improvement Rebate Program (HIRP) – Closed Not Paid / V-Z	2012-2013		HIRP-124
25	Home Improvement Rebate Program (HIRP) – Completed Paid / A-C	2012-2013		HIRP-125
25	Home Improvement Rebate Program (HIRP) – Completed Paid / D-H	2012-2013		HIRP-126