

RESOLUTION NO. RES-23-0056

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

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 April 18, 2023,
4 by the following vote:

5
6 Ayes: Councilmembers: Zendejas, Duggan, Supernaw, Kerr, Saro,
7 Uranga, Austin, Ricks-Oddie.

8
9
10 Noes: Councilmembers: None.

11
12 Absent: Councilmembers: Allen.

13
14 Recusal(s): Councilmembers: None.

15
16 
17 _____
18 City Clerk

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EXHIBIT “A”

Date *

5/18/2022

Department *

Health and Human Services

Bureau, Division, and/or Section

PHYSICIAN SERVICES/CLINICALSERVICES/FAMILY PLANNING & SEXUAL HEALTH CLINIC

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	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
 10-1-00011-10-1-00029
 10-1-00031

2010

N/A

N/A

10-1-00071
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
10-1-00081-10-1-00085
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
10-1-00261-10-1-00299
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
10-1-00857-10-1-00882
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
10-1-01231-10-1-01240
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

11-1-00001-11-1-00024
 11-1-00026-11-1-00069
 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
 11-1-00239-11-1-00367
 11-1-00369-11-1-00399
 11-1-00457-11-1-00463
 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
 11-1-00965-11-1-00967
 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
 11-1-01401-11-1-01410
 11-1-01412-11-1-01426
 11-1-01429
 11-1-01431
 11-1-01447-11-1-01450
 11-1-01501-11-1-01644
 11-1-01646
 11-1-01648
 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
12-1-00048-12-1-00058
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
12-1-00426-12-1-00451
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
12-1-00701-12-1-00750
12-1-00801-12-1-00849
12-1-00851-12-1-00910
12-1-00915-12-1-00924
12-1-00931-12-1-00936
12-1-00938-12-1-00941
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
12-1-01216-12-1-01299
12-1-01401-12-1-01450
12-1-01471
12-1-01477-12-1-01499
12-1-01501-12-1-01550
12-1-01555
12-1-01558-12-1-01560
12-1-01562-12-1-01563
12-1-01565
12-1-01571-12-1-01572
12-1-01575-12-1-01580
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
12-1-01743-12-1-01750
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.