

June 6, 2023

**C-14**

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

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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

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: \_\_\_\_\_

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

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

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City Clerk

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# EXHIBIT “A”




# RECORDS DESTRUCTION REQUEST

1. Date 4/28/23

Honorable Council of the City of Long Beach

2. The Health and Human 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
FM/GA/#33	Family Crisis BPHE13-02 Cont #32700 10/01/12 - 03/31/14	2012-2014		
CAU/#9	FY 09-15 KPMG Audit	2009-2015		
CAU/#9	FY 09-14 WIC State Audit; SHP Audit; DHHS Audit	2009-2014		
CAU/#9	FY 07-10 Single Audit Reports (copies)	2007-2010		
	FY 99-16 AB 1288 Realignment Misc Files	1999-2016		
FM/CS/#1	Accounting Travel Reimb VFHE Oct - Dec 2013; Jan - Sept 2014	2013-2014		
FM/GA/#33	Mental Health BPHE12-37; Cont #32669; 04/01/12 - 12/31/13; Spunk BPHE08-71; Cont #30899; 07/21/13 - 07/20/14	2012-2014		
FM/GA/#33	US Vets BPHE12-33 Cont #32663; 09/01/12 - 02/28/14; Spunk BHPE08-71 Cont #30899; 07/21/11 - 07/20/12; 07/21/12 - 07/20/13	2012-2014		
FM/GA/#33	FY11-12-13-14-15 WIC State Audit Quotes & BPO VCHE & Checks	2011-2015		
FM/GA/#33	JVHE 2013; VCHE Housing FY 10-11-12; BT 2004-2006 VFHE FY 09-10	2004-2013		

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:</p> <p style="text-align: center;"> CITY CLERK</p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS:</p> <p>FM/CS/#1 5yrs CAU #9 10yrs FM/GA/#33 7yrs FM/BL/#49 5yrs FM/GA/#20 7yrs FM/GA/#16 7 yrs</p>
<p>9. APPROVED:</p> <p style="text-align: center;"> DEPARTMENT HEAD</p>	<p>11. By <u></u></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p>	
<p>10. DATE: <u>4/26/2023</u></p>	<p>13. Date <u>5/9/2023</u></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
FM/GA/#33	FY 2005-2006 Single Audit Reports; FY 2007 Budget Revisions; FY 2000 JVs; FY 1998-99 Audit Files	1998-2006		
FM/GA/#33	FY 2015-16 Journal Vouchers; FY 2013-2014 Interdepartmental JVs; FY 2012-2013 Interdepartmental JVs; FY 2011 AP/AR	2012-2016		
FM/GA/#33	FY 1999-2006 JVHE; Davis Bacon File; FY 2000 Accounting System Info; FY 2006 Audit SHP Grant, ESGP Grant; Prop 99 Information	1999-2006		
FM/BL/#49	FY 2005-2007 Imprest Cash Records; FY 2011, 2012, 2013 Invoices	2005-2013		
FM/CS/#1	FY 2005-2007 Invoices; FY 2011 Travel Requests	2005-2011		
FM/GA/#33	Path Ventures BPHE10-68 Cont# 32319 05/18/10 - 10/31/13; US Vets BPHE08-74 Cont# 30898 07/21/13 - 07/20/14 INV12	2010-2014		
xxx	FY 2011 Cashier w/Receipt (DRHE) July-Sept 2011	2011		
FM/GA/#33	FY 2010 Misc Audit Reports; Pharma & Med Supplies Order; Nursing Files Audit; FY 2012 JV/JR; FY 2011 MOU - CD/Animal Care; FY 2009-10 JVs Lab	2009-2012		
FM/GA/#33	US Vets BPHE08-74 Cont# 30898 07/21/12 - 07/20/13; US Vets BPHE08-74 Cont# 30898 07/21/13 - 07/20/14 INV1-11	2008-2013		
FM/CS/#1	FY15-16 Purchase Requests, IBQF, Insurance FY 2015-17; Mileage to Payroll FY15, FY 18; Incentive CA 15; JV16 Utility Bill HD	2015-2018		
FM/GA/#20	JV FY 14-15	2014-2015		
FM/GA/#33	2007 Incentives Audit; FY2012-13 Jail Medical JVs; FY2013-14 Jail Medical JVs; CAFR FY2000-2005; 2010	2000-2014		
FM/CS/#1	FY13-14 Lab Packing Slips, FY15-16 Fleet Street, Inc, FY15-16 Community Partners, FY15-16 Parents Anonymous, FY16 South Coast Interfaith, FY17-18 The Children's Clinic, 2017-2018 Co-Insurances, FY2004-2011 NSF Checks, FY10-12 Refund Print Payments, Housing – Mileage Authorization	2004-2018		

# 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
FM/GA/#20	JV FY 14-15	2014-2015		
FM/GA/#33	Path Ventures BPHE 10-68 Cont #32319 05/18/10-10/31/13 US Vets BPHE08-74 Cont #30898 07/21/13-07/20/14 Inv 12	2014		
FM/BL/#49	FY 14-6 May 2014-July 2014 Imprest Cash/Bank Statement Jan 2013-June 2014 Lead Abatement Imprest FY 12-13 & FY13-14	2014		
FM/GA/#16	FY 17-05 DRHE JUNE 2014 - SEPTEMBER 2014	2014		
FM/GA/#33	FY 17-04 FY 14-15 INVOICES A-B	2015		
FM/GA/#33	FY17-03 HEHSHH 10-11 GRANT DETAILS DRAWDOWNS	2017		
FM/GA/#33	FY 17-02 HEHSHH 11-12 GRANT DETAILS DRAWDOWNS	2017		
FM/GA/#33	FY17-07 FY14-15 (VFHE) PR, PY, HA	2017		
FM/GA/#33	FY 17-08 FY14-15 INVOICES N-S	2017		
FM/GA/#33	FY 17-09 FY 14-15 INVOICES H-M	2017		
FM/GA/#33	FY 17-10 FY14-15 INVOICES T-Z	2017		
FM/BL/#49	Imprest Cash Direct Payment Oct 2013-Apr 2014	2014		
FM/GA/#33	FY 17-12 FY 14-15 INVOICES PR, PY (VCHE) #1	2017		
FM/CS/#1	Original Travel Requests 2012-2014	2014		
FM/GA/#33	FY12-13 US Vets #32013 BPHE10-44 #1-4 US Vets #32101 BPHE 10-48 #1-3	2013		
FM/GA/#33	US Vets #31628 BPHE 09-75 #1-12 FY 2012	2012		
FM/GA/#33	FY17-15 FY15-16 PR, PY (VCHE)	2017		
FM/GA/#33	FY17-14 FY15-16 INVOICES PR, PY (VCHE) #2	2017		
FM/GA/#33	FY17-13 FY15-16 PR,PY,HA (VFHE)	2017		
FM/GA/#33	FY 17-Box #23 -FY 12-13 US Vets #31630 BPHE09-76 #1-12	2017		

# 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
FM/GA/#33	FY 12-13 Mental Health #32171 BPHE10-56 #1-12 Legal Aid Foundation of LA #32908 BPHE13-07 #1-4	2013		
FM/GA/#20	FY17-38 FY13-14 JV 10/13-05/14	2017		
FM/GA/#33	Box 31-FY14-15 Invoices C-F	2015		
FM/CS/#1	FY17-30 Vendor Information Doctors and Clinics for Jail FY 2014	2017		
FM/CS/#1	FY17-29 2012 ADP	2017		
FM/CS/#1	FY17-28 2013 ADP	2017		
FM/CS/#1	FY17-27 10/13-12/13 Cash Receipts and Back Up Docs FY14-15 Travel Requests	2017		
FM/GA/#20	FY17-32 FY13-14 JV 06-09 2014	2017		
FM/GA/#16	FY17-33 FY13-14 JV DRHE14-000 to 465	2017		
FM/GA/#33	FY17-34 Interval House #32152 BPHE10-52 #1-12 Worker Com, Reconciliation Policy #1500514 #9021217 yrs 06-17	2017		
FM/GA/#33	Beyond Shelter Housing First II Cont#31763 BPHE09000089 09/22/2009-03/31/2012 Inv 1-3 Beyond Shelter Housing First - Cont #33250 BPHE13000049 09/1/2013-02/28/2015 Inv 1-12 Behavioral Health Drug & Alcohol Case Mgmt - Cont #31627 BPHE09000071 09/29/2009-03/31/2012 Inv 1-12 Children's Clinic Homeless Healthcare Cont#33244 BPHE13000048 06/01/2013-11/30/2014 Inv 1-12	2015		
FM/GA/#33	Beyond Shelter Housing First I Cont #31818 BPHE09000093 09/01/2010-08/31/2011 Inv 1-11 Beyond Shelter Housing First II Cont #31310 BPHE08000080 04/01/2009-03/31/2010 Inv #10 Children Today The Play House Cont #33990 BPHE15000028 07/01/2015- 12/31/2016 Inv 1-11	2016		
FM/GA/#33	Beyond Shelter Cont # 32682 BPHE12000046 09/01/2012- 02/28/2014 Inv 1-12 Beyond Shelter Cont #32307 BPHE10000067 05/18/2010-08/31/2013 Inv 1-12 Children Today Cont #35569 BPHE14000031 06/1/2014- 12/31/2015 Inv 1-12	2015		
FM/GA/#16	FY 14-15 DR REVEIPT DRHE15000001 - DRHE15000450	2015		



**Date\***  
8/6/2021

**Department\***  
Health and Human Services

**Bureau, Division, and/or Section**  
Health & Human Services / City Health Officer /

## RECORDS DESTRUCTION APPROVAL

**Department Head Approval**  
Kelly Colopy

**City Clerk Approval**  
Monique DeLaGarza

**City Attorney Approval**  
Anita Lakhani

**Department Head Approval Date**  
6/28/2022

**City Clerk Approval Date**  
4/21/2023

**City Attorney Approval Date**  
4/24/2023

## DEPARTMENTAL RECORDS

Retention Schedule Item No*	Record Title*	Description	Years Involved*	Box No. On-Site*	Box No. Off-Site*
1	Communicable Disease Case and Contact Files	06-1-01510-06-1-01515 06-1-01518-06-1-01531 06-1-01533-06-1-01535 06-1-01537-06-1-01555 06-1-01557-06-1-01567 06-1-01569-06-1-01575	2006	N/A	N/A
1	Communicable Disease Case and Contact Files	06-1-01577 06-1-01579-6-1-01584 06-1-01586-06-1-01588 6-1-01590-6-1-01594 6-1-01596-6-1-01598	2006-2007	N/A	N/A
1	Communicable Disease Case and Contact Files	07-1-00478 07-1-00480 07-1-00483-07-1-00486 07-1-00488-07-1-00490 07-1-00497-07-1-00498 07-1-00500 08-1-00151-08-1-00171 08-1-00501-08-1-00505 08-1-00507-08-1-00515 08-1-00517-08-1-00532	2007-2008	N/A	N/A

**Remarks**

These records are under Retention Schedule Item No. 1