

July 6, 2021

C-7

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the City Attorney's Office 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 Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 21 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

MD:lb

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
6 AND WRITINGS BY THE CITY ATTORNEY'S OFFICE
7

8 The City Council of the City of Long Beach resolves as follows:

9 Section 1. Pursuant to and in accordance with the provisions of Section
10 34090 of the Government Code of the State of California and Chapter 1.28 of the Long
11 Beach Municipal Code relating to the destruction of City records, and the City Attorney
12 having heretofore given his written consent, the City Council of the City of Long Beach
13 does hereby approve and authorize the destruction by the department of the City
14 Attorney of any and all of the records, documents, instruments, books, papers, and
15 writings as set forth in the documents attached hereto and marked Exhibit "A" and by
16 reference thereto made a part hereof, which records are under its charge and are no
17 longer required for use in its respective office, said records being no less than two (2)
18 years old.

19 Section 2. The City Council hereby finds that none of said records:

- 20 A. Affect the title to real property or liens thereon;
21 B. Constitute official court records;
22 C. Constitute records which are required to be kept by statute;
23 D. Constitute the original or record copies of the minutes,
24 ordinances or resolutions of the City of Long Beach or any
25 City Board or Commission.

26 Section 3. This resolution shall take effect immediately upon its adoption by
27 the City Council, and the City Clerk shall certify to the vote adopting this resolution.

28 I hereby certify that the foregoing resolution was adopted by the City

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Lona Beach, CA 90802-4664

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Council of the City of Long Beach at its meeting of _____, 2021 by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s): Councilmembers: _____

City Clerk

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department: LAW

According to your departmental records retention schedule, the following boxes are eligible for destruction.

| Records Center Box No. | Record Title Box Description | Dates | | Destroy Date | Storage Room | Location |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|--------------|------------------------|------------------|
| | | Begin | End | | | |
| C-876 | MEDICAL FILES/NON REPORTABLE W/C LIST 1075 MEDICAL RECORDS CLOSED 1990-91 RANGE: MEDICAL RECORDS CLOSED, WAWRZYNSKI, P - WILLIAMS, R | 1/1/1990 | 12/31/1991 | 12/31/1998 | Internal Record Center | A -007-0003 0010 |
| 36923 | COURT CASES | 1/1/2010 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF018641802 |
| 36937 | COURT CASES L13-0051 COLTHARP, JEREMY | 1/1/2012 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641816 |
| 36955 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641834 |
| 36956 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641835 |
| 36957 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641836 |
| 36958 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641837 |
| 36959 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641838 |

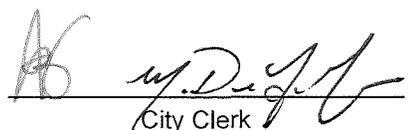
| Records Center Box No. | Record Title Box Description | Dates | | Destroy Date | Storage Room | Location |
|------------------------------|---------------------------------------------------|----------|------------|--------------|---------------|-------------|
| | | Begin | End | | | |
| 36960 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641839 |
| 36961 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641840 |
| 36962 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641841 |
| 36963 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641842 |
| 36964 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641843 |
| 36965 | COURT CASES L11-0103/L14-0087 GARIBALDI, ERICA | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641844 |
| 36966 | COURT CASES L12-0131 FLORES, MANUEL | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF018641845 |
| 36967 | COURT CASES L12-0131 FLORES, MANUEL | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF018641846 |
| 36975 | COURT CASES | 1/1/2012 | 12/31/2014 | 12/31/2023 | IRON MOUNTAIN | RF018641854 |
| 36981 | COURT CASES L08-0025 VARGAS, DALIHA | 1/1/2008 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641860 |
| 36982 | COURT CASES | 1/1/2013 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF018641861 |

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|------------------------------|----------------------------------------------|----------------|------------|--------------|---------------|-------------|
| 37126 | COURT CASES L11-0187 SAKS, GERTRUDE | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF049511490 |
| 37127 | COURT CASES L11-0187 SAKS, GERTRUDE | 1/1/2011 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF049511491 |
| 37128 | COURT CASES L10-0118 PACK, RYAN | 1/1/2010 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF049511492 |
| 37129 | COURT CASES L10-0118 PACK, RYAN | 1/1/2010 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF049511493 |
| 37130 | COURT CASES L10-0118 PACK, RYAN | 1/1/2010 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF049511494 |
| 37131 | COURT CASES L12-0072 THORPE, CHERYL | 1/1/2012 | 12/31/2014 | 12/31/2019 | IRON MOUNTAIN | RF049511495 |
| 37132 | COURT CASES L12-0212 RHINEHART, PATRICIA | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511496 |
| 37133 | COURT CASES L10-0155 HAN, KWANG-WEI | 1/1/2010 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511497 |
| 37134 | COURT CASES L13-0143 FRUSHON, MATTHEW | 1/1/2013 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511498 |
| 37135 | COURT CASES L13-0149 ZIRAK, CRYSTAL MARIE | 1/1/2013 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511499 |

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|------------------------------|----------------------------------------------|----------------|------------|--------------|---------------|-------------|
| 37136 | COURT CASES L12-0191/L14-0039 BENTECH LLC | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511500 |
| 37137 | COURT CASES L12-0191/L14-0039 BENTECH LLC | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511501 |
| 37138 | COURT CASES L12-0191/L14-0039 BENTECH LLC | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511502 |
| 37166 | COURT CASES | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049511530 |
| 37566 | COURT CASES L12-0146 TURNER, EBONY | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049512688 |
| 37567 | COURT CASES L12-0146 TURNER, EBONY | 1/1/2012 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049512689 |
| 37576 | COURT CASES | 1/1/2013 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF049512698 |
| 37597 | CODE ENFORCEMENT CASE FILES | 1/1/2016 | 12/31/2017 | 12/31/2019 | IRON MOUNTAIN | RF049512719 |
| 37598 | CODE ENFORCEMENT CASE FILES A17-01079 | 1/1/2017 | 12/31/2017 | 12/31/2019 | IRON MOUNTAIN | RF049512720 |
| 37599 | CODE ENFORCEMENT CASE FILES A15-03027 | 1/1/2015 | 12/31/2017 | 12/31/2019 | IRON MOUNTAIN | RF049512721 |
| 37600 | CODE ENFORCEMENT CASE FILES | 1/1/2015 | 12/31/2018 | 12/31/2020 | IRON MOUNTAIN | RF049512722 |
| 37609 | TIME CARDS | 1/1/2018 | 12/31/2018 | 12/31/2020 | IRON MOUNTAIN | RF049512731 |

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|------------------------------|------------------------------|----------|------------|--------------|---------------|-------------|
| | | Begin | End | | | |
| 37610 | TIME CARDS | 1/1/2018 | 12/31/2018 | 12/31/2020 | IRON MOUNTAIN | RF049512732 |
| 38294 | COURT CASES | 1/1/2010 | 12/31/2015 | 12/31/2020 | IRON MOUNTAIN | RF016994200 |
| L10-0032 CASTILLO, ALEJANDRO | | | | | | |

Total Boxes to be Destroyed: 43


6/11/2021
 City Clerk Date


6.8.21
 Department Head Date


6/8/2021
 City Attorney Date