



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-7

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

June 11, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the City Manager 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the City Manager 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

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 MANAGER'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 City Manager's Office of any
14 and all of the records, documents, instruments, books, papers, and writings as set forth in
15 the documents attached hereto and marked Exhibit "A" and by reference thereto made a
16 part hereof, which records are under its charge and are no longer required for use in its
17 respective office, said records being no less than two (2) years old.

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

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

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

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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

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

EXHIBIT "A"

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
1	Committee on Ethics Fire Department Response Times GPC Graffiti Issue Hearts for Hounds LAX Fly Away Management Partners Presentation Repealing Local Coastal Plan Buy American Cloud Computing Housing Element – Draft Continuity of Government Long Beach – Mississippi MARPOL Articles Carl’s UCM Files Budget Schedules City of Orange Street Tree Sweeping Fees Carl’s Contact List Misc. Jeffry Assignments GEO Commission CDBG NAHRO Actions to Protect RDA City Selection Committee Municipal Equality Index Facebook Chamber Red Team Mayor’s Business Meeting Qingdao Visitors Staff Meetings	2012 2012 2012 2012 2012 2012 2012 2013 2013 2013 2013 2013 2013 2013 1994-2001 2001-2005 2003-2004 2003-2005 2003-2005 2004-2006 2005-10 2005-2006 2009-2011 2011-2013 2012-2013 2012-2014 2010 2012 2012 2009		
2	Cambodia Town City Hall Security Code Enforcement Downtown Parking Economic Profile EDA Applications Graffiti Abatement Homelessness Homeland Security HUD Complaints Human Dignity Internship Program LB Strategic Marketing Local Business Preferences Parking Project #2 Park Rangers Pine Avenue Pine Avenue Retail Strategy Pine Avenue Retail	2008 2007 2002-2008 2004-2008 2001-2003 2001-2006 2007 2007 2008 2001-2005 2003-2008 2005 2001-2004 2005 2000 2002-2007 2007 2006 2005		

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
2	Pine Avenue Street Closure Project Impact Public Rights-of-Way Public Safety Facilities Renaissance Zones Sidewalk Art Senior Center Signage Small Business Outreach Sober Living Sponsorship Committee State Lands Commission St. Mary Hospital Superior Signs	2006 2006 2006 2003-2006 1999-2002 2006 2006 2005 2006 2004-2007 2003-2008 1994-2001 2008 2008		
3	Cambodian Parade CPCC Lexis Nexis Same Day Courier	2007 2015-2016 2016 2016		
4	Shoreline Gateway Pine/PCH Post Office Closure Amro Fabricating Corp Atlantic Senior Living Cedar Court Project Commercial Properties Community Development Long Beach Memorial Marina Hotel Sierra Hotel	2013 2012-2013 2012-2013 2010 2010 2004 2007 2006-2008 2001 2007-2008 2006		
5	Armory Park Infrastructure Kam Babaooff Projects Renaissance Square Sino Swearingen Aircraft	2006 2008 2005-2007 2004 2005		
6	I-710 Beautification I-710 Bridge Connection Bixby Bike Path Bike Trails	2011 2012 2011-2012 2009-2010		
7	Scherer Park	2004		

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
9	Beaches/River TMDL Cap & Trade Revenues School District Project Labor Agreements Schroeder Hall BRAC Project Harbor Fish TMDL LAEDC	2012 2013 2002-2004 2003-2004 2005-2007 2012-2013 2010-2012		
11	RFP Evaluations Van SCOYOC Assoc. Federal/Advocacy RFP	2006 2007 2002-2006		
15	Grand Prix 2007 Grand Prix Grand Prix Association Grand Prix Negotiations LB Marathon Special Events	2007 2008-2012 2005-2010 2007 2002-2008 2005-2010		
16	Public Corporation Arts	2008		
17	City Auditor Water Audit Business License Audit	2004 2012 2013		
19	FM Plan ProForma 3yr Plan – CIP Materials July 12, 2003 Budget Summary Official Documents Performance Measurement Plan Analysis for City Auditor Plan PP Presentations w/notes Management Reductions Voice Your Choice II Federal Tax Withholding Long Term Financial Plan Mayor's Oil Presentation FY 13 City Budget Performance Management – Long Beach Revenue Committee New Plan Originals – November 12, 2003 2004 Budget Retreat Contracting Committee Crossing Guards FY 05 BOC Recommendations FY 05 Budget Message Bond Ratings FY 14 – City Budget	2002 2003 2003 2003 2003 2003 2003 2004 2004 2009 2010 2012 2013 2013 2000-2004 2002-2003 2002-2005 2003-2004 2004-2005 2004-2005 2004-2005 2012-2013 2013-2014		

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	Cost Savings Committee CVB RDA Budget	2001 2004-2008 2006-2007		
20	Long Beach Poverty Miscellaneous	2004-2008 2005-2010		
21	2005 FED APPROPS FEMA UASI 2005 FY 06 Presidential Budget UASI Merger w/LA 2007 Fed Leg, Agenda FY 07 FY 08 APPROPS President's FY 07 Budget Presidents FY 08 Budget UASI 2007 FY 08 Grant Guidance 2010 UASI 2006 Fed APPROP UASI 2006 FY07 APPROPS 2009 Homeland Security	2004 2005 2005 2006 2006 2007 2007 2007 2007 2007 2007 2008 2010 2004-2005 2005-2006 2006-2007 2008-2009		
22	Local Transportation Fee 2012 Revenue Measures Local Oil Tax IRWMP Projects County Storm Water Fee Business Loans Legends Smooth's Sports Grille Taxes	2011 2012 2012 2013 2010-2013 2011 2011 2007 2006		
23	Federal Tax Reform Feinstein Gong Bill Final 2005 SAFETY - LU Bill GAO Jobs Report Gas Act of 2005 Tsunami Legislation 9/11 Commission Endangered Species Act of 2005 Federal Excise Tax Reform Federal Global Warming Bills Feinstein Gang Legislation HUD Deobligation of Funding HUD Section 3 Ryan White Care Act Safe Port Act COPS Reauthorization Homeland Security Strategic Project	2005 2005 2005 2005 2005 2005 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2007 2007		

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
25	COG Economic Development Effort Measure B Condom Law	2012 2012		
26	Charter Amendment	2006		
29	Contracting Technology Services Oversight Boards Agenda Parks, Recreation and Marine	2012 2012 2005-2008		
41	Sports Council	2007-2009		
43	Position Recruitment	2004		
45	Awards	2004-2009		
46	Complaints	2004		
48	Letter Personnel Information Management Assistants	2002-2003 2004-2005		
49	I AM Agreement	2013		