



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-5

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

January 22, 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,

A handwritten signature in black ink, appearing to read "M. De La Garza".

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 CITY MANAGER'S OFFICE

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 City Manager's Office 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 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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

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

1 of the City of Long Beach at its meeting of _____, 2019, by the
2 following vote:

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Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST



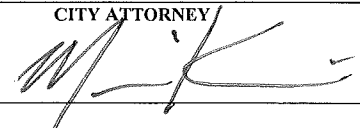
1. Date 12/19/18

Honorable Council of the City of Long Beach

2. The City Manager's Office. respectfully requests authority to destroy the following
DEPARTMENT

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
2	Costco Terminal Lease Base Realignment Pike Project Port Transfer of Funds Queen Mary Lease/Special Events Park Pistol Range and Police Academy Police Pistol Range (2) PERS Bonds Pearl Initiative USS New Orleans North Long Beach Redevelopment Project McDonnell Douglas Lease Marketing CO-OP PERS	1993 1996 1995 1993 1996 1993 1993 1993 1993 1988 1994 1995 1996 1995-96		

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS: #2: DEPARTMENTAL FILES These files are not boxed up, but are being stored in our storage room. Thank you!
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u>	
10. DATE: <u>12/24/18</u>	13. Date <u>1/8/19</u>	

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	James Hankla Vs. Becky Bishop Civic Light Opera Disney Project Files Queensway Bay Files Empowerment Zone Aquarium Hyatt Regency Transwest Park Joint Powers Authority Shoreline Village SERRF Seawalls Sports Complex Rancho Los Alamitos Flood Information 911 RDA & Abbott Bros. Development Airport Area Assessment District Alameda Corridor Loan Agreement Alameda Corridor Project American Disabilities Act Queensway Bay People Mover Monorail AASI Aircraft Automated Refuse Collection Bixby Ranch Company Boeing Downtown Signage LA River Dredging Downtown LB Ad Hoc Homeless Services Center Harbor Issues Chris Pook Long Beach Grand Prix Homart – 605 Retail Center Hoverworld USA Hyatt Renegotiation Aquarium of the Pacific Kajima International	1990 1993-95 1991-92 1998 1998 1995 1994 1995 1995 1994 1995 1995 1995 1997 1995 1995 1996 1997 1992 1998 1995-96 1994-95 1996 1997 1997 1992 1995 1998 1993 1995 1996 1993 1998 1998 1995 1996 1995 1995 1995		


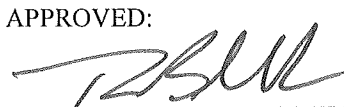
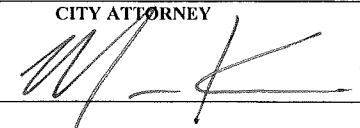
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2	<u>DEPARTMENTAL FILES</u> Aquarium Ice Dogs Los Amigos Community Advisory Board Comm. Advisory Panel: Rancho Amigos Medical Center Loehmann LBUSD Los Altos Center Redevelopment Lakewood Vs. City of Long Beach LACDA Alliance 605-Vestar Los Angeles River Master Plan Oliver McMillan Queen Mary Public Safety Building Queensway Bay Proposals Kajima Development Contract Single Room Occupancy (SRO) Central Project Area Joseph Prevratil T.A. Tidemanson Dr. Glenn Walker Frank Zolin (DMV) Ruthann Lehrer Ralph Glenn Kortz Vs. City of Long Beach	1997 1996 1997 1997 1997 1998 1996 1995 1992-95 1997-98 1997 1998 1993-95 1995 1994-96 1995 1994 1992 1988 1986 1989 1994 1996 1992		
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