



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

**C-4**

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

August 14, 2018

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for Economic Development 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 Economic Development Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY18 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 ECONOMIC DEVELOPMENT  
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 his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Economic Development 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.

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.

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# RECORDS DESTRUCTION REQUEST

1. Date 7/20/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT 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	
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS</p> <p>City Owned 4<sup>th</sup> &amp; Alamitos Avenue Agreement #27160 &amp; CT34</p> <p>City Owned 1004 East 7<sup>th</sup> Street 7<sup>th</sup> Street Community Police Center, Inc. Contract</p> <p>City Owned 1004 East S7th Street 7<sup>th</sup> Street Community Police Center, Inc. Permit to Use a Portion of Bixby Park</p> <p>City Owned 1004 East 7<sup>th</sup> Street 7<sup>th</sup> Street Community Police Center, Inc. City Council Letter</p> <p>City Owned 253 Magnolia Avenue Lease #27588/CT37 – Fire Station #1</p>	<p>2001</p> <p>1995</p> <p>1995</p> <p>1995 -2007</p> <p>2001 – 2002</p>			
<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED: <i>AG</i> <i>Mary Frances</i> 7/24/18 RECORDS MANAGER</p> <p>9. APPROVED: <i>[Signature]</i> 7/25/18 DEPARTMENT HEAD</p> <p>10. DATE: <i>7/25/2018</i></p>		<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By: <i>[Signature]</i> 12. Title: DEPUTY CITY ATTORNEY 13. Date: <i>7/30/18</i></p>		<p>14. REMARKS:</p> <p>Retention Schedule used is from Public Works/Asset Management with Council Approval Date November 8, 2011.</p>	

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

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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 of the City of Long Beach at its meeting of \_\_\_\_\_, 2018, by the following vote.

Ayes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
City Clerk

# 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
24	PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS			
	City Owned 1208 Gaviota Avenue Landlocked Parcel Appraisal	2005 – 2006		
	City Owned 1208 Gaviota Avenue Landlocked Parcel City Council Letter	2007		
	City Owned 1208 Gaviota Avenue Landlocked Parcel Grant/Quitclaim Deeds	1998		
	City Owned 1208 Gaviota Avenue Landlocked Parcel Preliminary Title Report	2006		
	City Owned 1208 Gaviota Avenue Landlocked Parcel Sale Documents	2002 – 2007		
	City Owned Concession Stand (State Dept. of Rehab) Agreements 1968-1991 (File #1) # 22183	1968-1989		
	City Owned Concession Stand (State Dept. of Rehab) Agreements 1976-1989 (File #2) # 13655	1976-1989		
City Owned Concession Stand (State Dept. of Rehab) Agreements 1995 (File #3) # 24144	1995			

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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24	PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS			
	City Owned Eastside Police Athletic League First Amendment to Lease #23849 1205 Freeman Avenue	1998		
	City Owned Eastside Police Athletic League Second Amendment to Lease 1205 Freeman Avenue	2000-2001		
	City Owned 480 E. Willow St. & Pasadena Fellowship Park City Council Letters (7/1/03 & 10/13/98)	1999-2003		
	City Owned 480 E. Willow St. & Pasadena Fellowship Park City Correspondence (2002-2004)	2004		
	City Owned 480 E. Willow St. & Pasadena Fellowship Park General Correspondence (2003-2004)	2004-2003		
	City Owned 480 E. Willow St. & Pasadena Fellowship Park Landscape Plan	2002		
City Owned 480 E. Willow St. & Pasadena Fellowship Park Preliminary Reports	2004			

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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24	PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS			
	City Owned 480 E. Willow St. & Pasadena Fellowship Park Legal Description	2004		
	City Owned 480 E. Willow St. & Pasadena Fellowship Park Preliminary Reports – Underlying Docs.	2003-2004		
	City Owned 480 E. Willow St. & Pasadena Fellowship Park Quitclaim Deed (Recorded 4/27/04)	2004		
	City Owned 480 E. Willow St. & Pasadena Fellowship Park Zoning Info. Cert of Compliance	2003		
	City Owned Harbor Bank (Kendrick, R&R) Agreement Lease (File #1)	1974-1992		
	City Owned Harbor Bank Recovery Note Purchase Agreement Grant Deed (File #2)	1995		
	City Owned Harbor Bank (Kendrick, R&R) Appraisals (File #3)	1989		
	City Owned Harbor Bank (Kendrick, R&R) City Correspondence 1989 (File #4)	1989		
	City Owned Harbor Bank (Kendrick, R&R) City Correspondence (File #5)	1992		



# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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24	PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS			
	City Owned Harbor Bank (Kendrick, R&R) General Correspondence (File #6)	1995		
	City Owned Harbor Bank (Kendrick, R&R) General Correspondence (File #7)	1992-1998		
	City Owned Harbor Bank (Kendrick, R&R) General Correspondence (File #8)	1992-1995		
	City Owned Harbor Bank (Kendrick, R&R) Rent Collection (File #9)	1993-1995		
	City Owned Health Department 2525 Grand Purchase & Sales Agreement/Corresp.	1991-1997		
	City Owned Long Beach Unified School District Agreement & 1 <sup>st</sup> Amendment #22819	1993-1996		
	City Owned Long Beach Unified School District General Correspondence & Rent (File #4) #21366	1988-1993		
	City Owned Central Redevelopment Project Mark Twain Library 1324 Gundry Avenue	2003		
City Owned Central Redevelopment Project Mark Twain Library 1401-1403 E. Anaheim Street	2003			

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS</p> <p>City Owned Central Redevelopment Project Mark Twain Library 1324 Gundry Avenue</p> <p>City Owned Central Redevelopment Project Mark Twain Library 1409-1427 Anaheim &amp; 1315 Peterson Avenue</p> <p>City Owned Central Redevelopment Project Mark Twain Library (Misc.)</p> <p>City Owned LBUSD Head Start 1850 &amp; 1854 Atlantic Lease #28822</p> <p>City Owned Nautilus Marine Protection, Inc. Lease #25989</p> <p>City Owned North Long Beach Police Department Lease #26896</p> <p>City Owned Operations Service Center Appraisal</p> <p>City Owned Orange Ave. Land Partners, LLC Purchase &amp; Sales Agree. #28381 (2001)</p> <p>City Owned Orchard Supply Hardware (OSH) Maps. Plans. etc.</p>	<p>1984</p> <p>2002-2003</p> <p>2002-2003</p> <p>2000-2004</p> <p>1999</p> <p>2000</p> <p>1984</p> <p>2002</p> <p>1996-2002</p>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS</p> <p>City Owned Palace Hotel – LBHDC Purchase &amp; Sales Agreement 2640-44 E. Anaheim</p> <p>City Owned Paramount Petroleum Corporation Right-of-Entry NB-35 55<sup>th</sup> Way</p> <p>City Owned Pike Properties/St. Land Commissions Agreement (Land Exchange)</p> <p>City Owned South Coast Air Quality Mgmt Dist. 901 W. Anaheim St. City Council Letter</p> <p>City Owned South Coast Air Quality Mgmt Dist. 901 W. Anaheim St. Right of Entry Agreement</p> <p>City Owned South Coast Air Quality Mgmt Dist. 901 W. Anaheim St. City Council Letter</p> <p>City Owned Southern CA Edison-Ardis Co. #26983 Assignment &amp; Consent Agreement</p>	<p>2005</p> <p>2005-2006</p> <p>1999</p> <p>2006</p> <p>2007</p> <p>2006</p> <p>1998</p>		


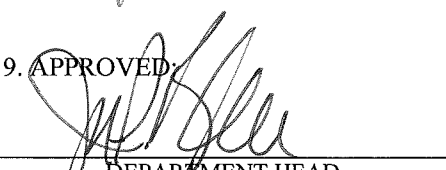

# RECORDS DESTRUCTION REQUEST

1. Date 7/12/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT 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
24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)-LEASES AND AGREEMENTS</p> <p>Reference 724 California Avenue Family Health Program #2</p> <p>Reference 1189 Rhea Street</p> <p>Reference 1290 Gaviota – Jack Brisore</p> <p>Reference Allright Cal Inc. #12257 File #1</p> <p>Reference Allright Cal Inc. #12257 File #2</p> <p>Reference Allright Cal Inc. #17845 File #3</p> <p>Reference California State University-LB Vets Stadium Scoreboard #17630</p> <p>Reference Crystal Court</p>	<p>1984-1988</p> <p>1986</p> <p>1987-1989</p> <p>1979</p> <p>1978-1983</p> <p>1981-1985</p> <p>1989</p> <p>1989-1990</p>		
<b>FOR DEPARTMENTAL USE</b>		<b>CITY ATTORNEY'S CONSENT</b>		14. REMARKS:  Retention Schedule used is from Public Works/Asset Management with Council Approval Date November 8, 2011.
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE: <u>7/25/18</u>		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>7/30/18</u>		

# RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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24	PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS			
	Reference Devon Place Project/Dodrill, Richard Storm Drain Easement	1986-1987		
	Reference Emerald Court Partners #1	1989		
	Reference Emerald Court Partners #2	1986-1988		
	Reference Land's End Properties Inc.	1988-1989		
	Reference Lulac Heads Start Inc. #17661	1987-1988		
	City Owned 1400 Obispo (Charles & Janet Hallaian Lease	1998-2001		
	Reference Preliminary Title Report Luna Place (Alley)	1986-1987		
	Reference Tobacco Control Program Agreement #21305 & 1 <sup>st</sup> Amendment	1990		
	Reference Tobacco Control Program City Correspondence #21305 #1	1989		
Reference Tobacco Control Program City Correspondence #21305 #2	1990-1992			
Reference Tobacco Control Program General Correspondence #21305 #3	1990			

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(Continuation Sheet)

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24	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY)- LEASES AND AGREEMENTS</p> <p>Sports Park Big League Dreams Sports Park Review (12/19/2005)</p> <p>Sports Park Big League Dreams Draft Maintenance &amp; Operations Agreement</p> <p>Sports Park Exxon Company Lease WDL-57</p> <p>Sports Park Signal Hill PPLS. RR ROW &amp; Easements -Lots 41, 50, 59 -PPLS -Easements -RR Row -Oil and Gas Leases</p> <p>Sports Park Building Specs, Gas &amp; Oil Dept. -Building Specs -Gas &amp; Oil Dept. -Lomita</p> <p>Sports Park Signal Hill Title Reports -Exxon -Title Reports</p>	<p style="text-align: center;">2005</p> <p style="text-align: center;">2007</p> <p style="text-align: center;">1993-1995</p> <p style="text-align: center;">1995 1972 1973-1991 1973 1928-1966</p> <p style="text-align: center;">1951-1995 1997 1938-1985</p> <p style="text-align: center;">1973-2001 1958-2002</p>		