



CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

March 17, 2015

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services, Code Enforcement 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Department of Development Services, Code Enforcement concurs in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 15 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera Cabrera
City Clerk

LH:md

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 DEPARTMENT OF
DEVELOPMENT SERVICES – CODE ENFORCEMENT
DIVISION

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 Department of Development Services – Code Enforcement Division, 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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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 _____, 2015, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

CODE ENFORCEMENT DIV (357100)

Cost Center: ()

Records Coordinator: MYEESHA MARTINEZ Mail Drop: Phone: (562)570-6796 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
☐ 3	21637	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007		07/31/2014	368646710	0
	<i>Range Beginning Range Ending</i>		<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			935 E 1ST STREET - 234 W 4TH STREET	01/01/2005	07/31/2007		VIOLATION NOTICES		
☐ 3	21638	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007		07/31/2014	368646711	0
	<i>Range Beginning Range Ending</i>		<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			725 E 5TH ST - 427 W 9TH ST	01/01/2005	07/31/2007		VIOLATION NOTICES		
☐ 3	21639	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007		07/31/2014	368646712	0
	<i>Range Beginning Range Ending</i>		<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			233 E 10TH ST - 1603 E 16TH ST	01/01/2005	07/31/2007		VIOLATION NOTICES		
☐ 3	21640	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007		07/31/2014	368646713	0
	<i>Range Beginning Range Ending</i>		<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			507 E 17TH - 2030 W 32ND ST	01/01/2005	07/31/2007		VIOLATION NOTICES		
☐ 3	21641	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007		07/31/2014	368646714	0
	<i>Range Beginning Range Ending</i>		<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			710 33RD - 1132 E 66TH WAY	01/01/2005	07/31/2007		VIOLATION NOTICES		
☐ 3	21642	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007		07/31/2014	368646715	0
	<i>Range Beginning Range Ending</i>		<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
			141 E 67TH ST - 1623 ALAMITOS AVE	01/01/2005	07/31/2007		VIOLATION NOTICES		
☐ 3	21643	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007		07/31/2014	368646716	0

Unknown (TMP)

CODE ENFORCEMENT DIV (357100)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date 12/31/2014	Location	Space#
<i>Range Beginning Range Ending</i>									
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
☐ 3	21644	35343.0	2106 ALBURY AVE - 1638 E ANAHEIM	01/01/2005	07/31/2007	VIOLATION NOTICES		07/31/2014 368646717	0
<i>Range Beginning Range Ending</i>									
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
☐ 3	21645	35343.0	1700 E ANAHEIM - 645 W ANAHEIM	01/01/2005	07/31/2007	VIOLATION NOTICES		07/31/2014 368646718	0
<i>Range Beginning Range Ending</i>									
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
☐ 3	21646	35343.0	5401 APPIAN WAY - 7125 ATLANTIC PL	01/01/2005	07/31/2007	VIOLATION NOTICES		07/31/2014 368646719	0
<i>Range Beginning Range Ending</i>									
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
☐ 3	21647	35343.0	1623 BAILEY WAY - 6951 BUTLER AVE	01/01/2005	07/31/2007	VIOLATION NOTICES		07/31/2014 368646720	0
<i>Range Beginning Range Ending</i>									
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
☐ 3	21648	35343.0	3579 CALIFORNIA AVE - 2390 CEDAR	01/01/2005	07/31/2007	VIOLATION NOTICES		07/31/2014 368646721	0
<i>Range Beginning Range Ending</i>									
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
☐ 3	21649	35343.0	2419 CEDAR - 816 W CHESTER PL	01/01/2005	07/31/2007	VIOLATION NOTICES		07/31/2014 368646722	0
<i>Range Beginning Range Ending</i>									
			<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
☐ 3	21650	35343.0	416 CHESTNUT AVE - 83 CORINTHIAN AVE	01/01/2005	07/31/2007	VIOLATION NOTICES		07/31/2014 368646723	0

CODE ENFORCEMENT DIV (357100)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Date	On Hold?	Destroy Date 12/31/2014	Location	Space#
<i>Range Beginning Range Ending Range Description</i>									
☐ 3	21651	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007			VIOLATION NOTICES	0
<i>Range Beginning Range Ending Range Description</i>									
☐ 3	21652	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007			VIOLATION NOTICES	0
<i>Range Beginning Range Ending Range Description</i>									
☐ 3	21653	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007			VIOLATION NOTICES	0
<i>Range Beginning Range Ending Range Description</i>									
☐ 3	21654	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007			VIOLATION NOTICES	0
<i>Range Beginning Range Ending Range Description</i>									
☐ 3	21655	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007			VIOLATION NOTICES	0
<i>Range Beginning Range Ending Range Description</i>									
☐ 3	21656	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007			VIOLATION NOTICES	0
<i>Range Beginning Range Ending Range Description</i>									
☐ 3	21657	35343.0	VIOLATION NOTICES	01/01/2005	07/31/2007			VIOLATION NOTICES	0

CODE ENFORCEMENT DIV (357100)

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date 12/31/2014	Location	Space#
<i>Range Beginning Range Ending Range Description</i>										
☐ 3		21658	35343.0	VIOLATION NOTICES	Beginning 01/01/2005	Ending Date 07/31/2007	Record Title Name VIOLATION NOTICES		07/31/2014 368646731	0
<i>Range Beginning Range Ending Range Description</i>										
☐ 3		21659	35343.0	VIOLATION NOTICES	Beginning 01/01/2005	Ending Date 07/31/2007	Record Title Name VIOLATION NOTICES		07/31/2014 368646732	0
<i>Range Beginning Range Ending Range Description</i>										
☐ 3		21660	35343.0	VIOLATION NOTICES	Beginning 01/01/2005	Ending Date 07/31/2007	Record Title Name VIOLATION NOTICES		07/31/2014 368646733	0
<i>Range Beginning Range Ending Range Description</i>										
☐ 3		21661	35343.0	VIOLATION NOTICES	Beginning 01/01/2005	Ending Date 07/31/2007	Record Title Name VIOLATION NOTICES		07/31/2014 368646734	0
<i>Range Beginning Range Ending Range Description</i>										
☐ 3		21662	35343.0	VIOLATION NOTICES	Beginning 01/01/2005	Ending Date 07/31/2007	Record Title Name VIOLATION NOTICES		07/31/2014 368646735	0
<i>Range Beginning Range Ending Range Description</i>										
☐ 3		21663	35343.0	VIOLATION NOTICES	Beginning 01/01/2005	Ending Date 07/31/2007	Record Title Name VIOLATION NOTICES		07/31/2014 368646736	0
<i>Range Beginning Range Ending Range Description</i>										
☐ 3		21664	35343.0	VIOLATION NOTICES	Beginning 01/01/2005	Ending Date 07/31/2007	Record Title Name VIOLATION NOTICES		07/31/2014 368646737	0

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date	Location	Space#
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CODE ENFORCEMENT DIV (357100)

Range Beginning Range Ending		Range Description		Beginning	Ending Date	Record Title Name	
		2810 PACIFIC AVE - 967 PARK CIR		01/01/2005	07/31/2007	VIOLATION NOTICES	
☐	3	21665	35343.0 VIOLATION NOTICES	01/01/2005	07/31/2007	07/31/2014 368646738	0

Range Beginning Range Ending		Range Description		Beginning	Ending Date	Record Title Name	
		1860 PASADENA AVE - 33 W PLYMOUTH		01/01/2005	07/31/2007	VIOLATION NOTICES	
☐	3	21666	35343.0 VIOLATION NOTICES	01/01/2005	07/31/2007	07/31/2014 368646739	0

Range Beginning Range Ending		Range Description		Beginning	Ending Date	Record Title Name	
		1322 E POINSETTA - 1060 E SALT LAKE		01/01/2005	07/31/2007	VIOLATION NOTICES	
☐	3	21667	35343.0 VIOLATION NOTICES	01/01/2005	07/31/2007	07/31/2014 368646740	0

Range Beginning Range Ending		Range Description		Beginning	Ending Date	Record Title Name	
		1131 ST. LOUIS AVE - 1725 SOUTH ST		01/01/2005	07/31/2007	VIOLATION NOTICES	
☐	3	21668	35343.0 VIOLATION NOTICES	01/01/2005	07/31/2007	07/31/2014 368646741	0

Range Beginning Range Ending		Range Description		Beginning	Ending Date	Record Title Name	
		2183 SOUTH ST - 2632 VUELTA GRANDE		01/01/2005	07/31/2007	VIOLATION NOTICES	
☐	3	21669	35343.0 VIOLATION NOTICES	01/01/2005	07/31/2007	07/31/2014 368646742	0

Range Beginning Range Ending		Range Description		Beginning	Ending Date	Record Title Name	
		5310 WALKERSON - 443 N ZONA CT		01/01/2005	07/31/2007	VIOLATION NOTICES	
☐	3	21670	35343.0 VIOLATION NOTICES	01/01/2005	07/31/2007	07/31/2014 368646743	0

Total Eligible Boxes to be destroyed =	34
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	34

Date 1-13-15 W.D. Goff Date 2-25-15 Bruce Bush Date 3/3/15 K.C. Casey
RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY