



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

# C-10

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

March 5, 2019

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 FY19 for the operation of the City Records Center.

## SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza  
City Clerk  
MD:II

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 ECONOMIC DEVELOPMENT  
7 DEPARTMENT  
8

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

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

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

- 21 A. Affect the title to real property or liens thereon;  
22 B. Constitute official court records;  
23 C. Constitute records which are required to be kept by statute;  
24 D. Constitute the original or record copies of the minutes,

25 ordinances or resolutions of the City of Long Beach or any City Board or  
26 Commission.

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

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

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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

# EXHIBIT “A”

# RECORDS DESTRUCTION REQUEST

1. Date 2/6/19

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>Marina Joe's Crab Shack Crab Addison, Inc. dba Lease # 14471</p> <p>Marina Joe's Crab Shack Crab Addison, Inc. dba Lease</p> <p>Marina Joe's Crab Shack Crab Addison, Inc. dba Correspondence</p> <p>City Owned Winter Shelter-Program FY 08-09 General Correspondence 2235 Lemon Avenue</p> <p>City Owned Winter Shelter-Program FY 08-09 Lease No. 30955 2235 Lemon Avenue</p>	<p>1979-2004</p> <p>1979-1984</p> <p>1978-2006</p> <p>2008</p> <p>2008</p>		

  

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>2/13/2019</u></p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By  CITY ATTORNEY</p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>2/15/19</u></p>	<p>14. REMARKS:</p> <p>Retention Schedule used is from Public Works/Asset Management with Council Approval Date November 8, 2011.</p>
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# 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	<p>PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS</p> <p>City Owned Winter Shelter-Program FY 08-09 City Correspondence 2235 Lemon Avenue</p> <p>City Owned Winter Shelter-Program FY 08-09 City Council Letter, November 18, 2008 2235 Lemon Avenue</p> <p>City Owned Winter Shelter-Program FY 08-09 Sublease No. 30956 2235 Lemon Avenue</p> <p>City Owned Winter Shelter-Program FY 08-09 Insurance 2235 Lemon Avenue</p>	<p>2008</p> <p>2008</p> <p>2008</p> <p>2008</p>		

# RECORDS DESTRUCTION REQUEST

1. Date 1/15/2019

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT 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
11	<p>LOAN FILES</p> <p>215 Pacific Tower Loan No. 9495001</p> <p>Jillian's Billiard Loan No. 9394001</p> <p>Donald Wilks Janice Wilks RTW023001</p> <p>Charles D. LaFleur dba: Woodline Loan No. RTW 9293009</p> <p>Third Pine Associates, L.P. Loan No. 9394006</p> <p>Euromarket Designs, Inc. Loan No. 9394008</p> <p>Amador Loan No. RTW923014</p>	<p>1994-1996</p> <p>1993-1995</p> <p>2003</p> <p>1992-1997</p> <p>1993-1997</p> <p>1994</p> <p>1993</p>		

## FOR DEPARTMENTAL USE

8. RECOMMENDED:

RECORDS MANAGER

9. APPROVED:

DEPARTMENT HEAD

10. DATE:

2/13/2019

## CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

11. By

12. Title

DEPUTY CITY ATTORNEY

13. Date

2/15/19

## 14. REMARKS:

Retention Schedule used is from  
Community Development/Economic  
Development/Business Assistance with  
Council Approval Date of May 10, 1994

# 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
11	<p>LOAN FILES</p> <p>Buz Welding &amp; Manufacturing Balox, Inc. Loan No. CCD97803-8 CDB6</p> <p>Fence Masters Loan No. CCD99004-6</p> <p>Seven Eleven Store #2174 Loan No. CCD934020 CDB9</p> <p>Crown Jewels Loan No. CCD94501-0 CDBG</p> <p>Mona Lisa Jewelry Loan No. CCD94502-7 CDBG</p> <p>Auto Temps, Inc. Loan No. CCD95601-5 CDBG</p> <p>Century Die Casting, Inc. Loan No. CCD96702-4 CDBG</p> <p>Gingiss Formal Wear Loan No. MCD 989005</p> <p>R&amp;L Corporation dba Jet Automotive Loan No. 99005-4</p> <p>Edward L. Tawfik dba Automotive Loan No. 99006-3</p> <p>Nancy E. O'Rourke Mr. Cat Productions Loan No. 99006-9</p> <p>Francisco Mejia Happy Hobo Café Loan No. 99007-4</p>	<p>1998</p> <p>2003</p> <p>1993</p> <p>1994</p> <p>1995</p> <p>1995</p> <p>1997</p> <p>1998</p> <p>2000</p> <p>2000</p> <p>2000</p> <p>2001</p>		



# 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
11	<p>LOAN FILES</p> <p>Emile A. Jarrean Millenium Fitness Consulting Group Loan No. CCD012002</p> <p>Myers Lock Company dba The Lock Shop Loan No. CCD 98903-2</p> <p>Jennifer Moyers dba Stars Loan No. MCD-98900-6</p> <p>V.N.L. Rus, Inc. dba Café Rus Loan No. MCD-989007</p> <p>Florence Padilla dba Florence Day Care Loan No. MCD-989002</p> <p>Alilali George Mehale dba Scientific Sports and Fitness Loan No. MCD-989008</p> <p>Neils Pomeroy/ Kris Williamson Loan No. MCD-99003-7</p> <p>Gregory S. Elliott Dba: Bottom Scratcher Diving Charters Loan No. MCD-99004-2</p> <p>Daniel McCollum dba Pack the Kids Loan No. MCD-99004-3</p> <p>Lula, Inc. Loan No. MCD-989009</p> <p>Sumith S. De Silva dba Dreyer's Ice Cream Shop Loan No. MCD-99003-0</p> <p>Chel's Beauty Salon – Microenterprise Loan No. MCD-99003-6</p> <p>JADI Communications Loan No. MCD-99003-8</p>	<p>2002</p> <p>1999</p> <p>1998</p> <p>1999-2004</p> <p>1998</p> <p>1999</p> <p>2000</p> <p>2000</p> <p>2000</p> <p>1999</p> <p>1999</p> <p>2000</p> <p>1999</p>		

# 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
11	<p>LOAN FILES</p> <p>Erick Andresen dba Andresen Construction Loan No. MCD-99004-0</p> <p>Bo Uce dba: Chet's Tae Kwon Do Loan No. MCD-99004-4</p> <p>Wilmoth Printing Company Loan No. CCD-97801-3</p> <p>Ki S. Lee dba: Lees Auto Service Lon No. CCD-97801-5</p> <p>NMC Partners Loan No. CCD-97801-6</p> <p>Adtscape Loan No. CCD-97801-8</p> <p>The Ship's Carpenter, Inc. Loan No. CCD-97802-0</p> <p>Speedy Sign-A-Rama Loan No. CCD-97802-3</p> <p>Colima Market Loan No. CCD-97802-4</p> <p>Mani Gi Italy Loan No. CCD-97803-3</p> <p>A Belle's School of Cake Decorating &amp; A Belle's Bakers Supply Loan No. CCD-97803-4</p> <p>The Printed Ward Loan No. CCD-97803-6</p> <p>Hot Wings Loan No. CCD-97803-7</p>	<p>2000</p> <p>2000</p> <p>1999</p> <p>1997</p> <p>1998</p> <p>1999</p> <p>1996</p> <p>2000</p> <p>1998</p> <p>1999</p> <p>1995</p> <p>1998</p> <p>1999</p>		

# 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
11	LOAN FILES			
	Clancy's Irish Pub & Restaurant Loan No. CCD-97803-9	2000		
	Wayne & Audrey Mooney dba: Moon Eclips Loan No. CCD-012005	1998		
	Super Star Video Loan No. CCD-97801-9	1999		
	Mr. Baker's Style Center Loan No. CCD-97802-1	1998		
	Rio Window Fashions Loan No. CCD-97802-2	1998		
	Beach City Auto Retail & Tint Loan No. CCD-99006-0	1999		
	Long Beach Flying Club Loan No. CCD-99004-9	1997		
	Padilla Day Care Loan No. CCD-99006-4	1995		
	Saylin Studios Loan No. CCD-99002-2	2000		
	Hair Connection Loan No. CTW-93401-6 TI	2004		
	Watkins Pens Control Loan No. CTW-934017 TI	1999		

# 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
11	LOAN FILES  Barry Hage Stoneware Loan No. CTW-93401-8 TI  Beach City Watersport Loan No. CTW-93401-9 TI  Kids Landing Loan No. CTW-93402-2 TI  Pacific Pallet Loan No. CTW-94501-4 TI  American Billiards-Billiard Library Loan No. CTW-94501-7  Nelson's Cabinets Loan No. CTW-94501-8 TI  Amazon Environmental, Inc. Loan No. CTW-95601-9  F.A. Maisterra Machinery Company Loan No. CTW-95602-0 TI  Notrica, Kevin M. dba: Nanoc Tours and Travel Loan No. CTW-978025  Port Petroleum, Inc. Loan No. CTW-97803-5  Mar Mel Inn Loan No. CCD-94503-0  Mercury Paralegal Services Loan CCD-94503-1  The Book Treasury Loan No. CCD-94503-2	  1996   1998   1998   1999   1996   1995   1999   2004   2004   1999   1998   2000   2000		

# 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
11	LOAN FILES  Janeth's Hair and Hands Loan No. CCD-99007-1  Eastenders Restaurant Loan No. CTW-93401-5 TI  "R" Clean Machine Loan No. CTW94502-3 TI  Hamptons West Loan No. CTW-94502-5 TI  Daniel Phelps dba: Phelps Southwest Loan No. CCD-990041  Davis & Associates Loan No. CCD-99004-7  Jimoh International Trade Loan No. CCD-99004-8  S. Hassan Vacuum Cleaners Loan No. CCD-99005-5  Velamax, Inc. Loan No. CCD-99005-6  G. E. Auto Paints & Supplies Loan No. CCD-99005-7  Organic By Nature Loan No. CCD-99006-6  LBJ's Fine Foods Loan No. CCD-99006-8  Ole King Cole Day Care Loan No. CTW-93401-1 TI  Neary Hair Design Loan No. CTW-93401-3 TI	  2000   1998  1999  1998  1998  2000  1999  1998  1999  1998  1999  2004  1998  1999		

# 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
11	LOAN FILES  WMG Printing Loan No. CCD-94502-4  Gary A. Hagan, O.D., DR. Loan No. CCD-94502-6  Seven Strand Tackle Corp. Loan No. CCD-94502-8  Kid's Discant Outlet Loan No. CCD-94502-9  West Coast Land Clearing Loan No. CCD-95602-2  Seasonal Discount Store CCD-95602-3  Sandoval Tailoring Loan No. CCD-95602-4  Long Beach Maytag Loan No. CCD-956025  Born 2 Shoppe Loan No. CCD-95602-6  Blair Commercial Realty Loan No. CCD-96701-1  Via Media Loan No. CCD-96701-2  Joseph Giri Loan No. CCD-96701-3  Advantage Press Loan No. CCD-96701-4  Heidi's Frozen Yozurt Loan No. CCD-96701-5	  2000  2004  1999  1998  2000  1998  2004  1998  1999  1998  2002  2002  1995  1999		

# 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
11	<p>LOAN FILES</p> <p>Pan's Auto Body &amp; Repair Center Loan No. CCD-967017</p> <p>Taylor's Garage &amp; Towing Loan No. CCD-96701-8</p> <p>Computer Applied System, Inc. Loan No. CCD-967023</p> <p>House of Madam Jo Jo Loan No. CCD-96702-6</p> <p>Lynn A. Fasnacht, DDS Loan No. CCD-96702-9</p> <p>California Chart House Loan No. CCD-93402-3</p> <p>Power Flo Products Loan No. CCD-93402-4</p> <p>House of Envy Loan No. CCD-93402-5</p> <p>Farm French, Inc. Loan No. CCD-96703-0</p> <p>John Napier dba: For Ladies Only Loan No. CCD-96703-2</p> <p>Parkinson Chiropractic Loan No. CCD-93401-4</p> <p>Tru-Max Loan No. CCD-93401-2</p> <p>Howflo Inc. Loan No. CCD-94501-3</p> <p>Tommy's Auto Service Loan No. CCD-94501-6</p>	<p>1998</p> <p>1999</p> <p>1999</p> <p>1998</p> <p>1999</p> <p>2000</p> <p>2000</p> <p>2000</p> <p>2001</p> <p>2002</p> <p>1999</p> <p>1998</p> <p>1998</p> <p>1999</p>		

# 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
11	LOAN FILES  Big Stuff Loan No. CCD-94501-9  Para Liquor/Market Loan No. CCD-94502-1  Circle Travel Loan No. CCD-94502-2  American Motorcycle Center Loan No. CCD-96702-7  Fred's Chevron Loan No. CCD-96702-8  Arts Activity Centers Loan No. CCD-96703-3  ADL Home Health Care Loan No. CCD-97801-4  Ashika Shoes Loan No. CCD-97801-7  Pro Lube Loan No. CCD-97802-6  Automotive Dealership Business School Loan No. CCD-98901-9  Alliance Industries, Inc. Alliane Telecom & Power Loan No. CCD-98903-4  Casa Torres Furniture Loan No. CCD-99006-5  Horsepian, Haig/Schaffer Laboratories, Inc. dba Western Plastic Products Loan No. CCD956014  A Beautiful California Florist Loan No. CCD-95601-6	   1998   1998   1999   1998   2000   2000   2001   2002   2004   2000   1999   2000   2000   2001		



# 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
11	<p>LOAN FILES</p> <p>Swiss Cleaners Loan No. CCD-956017</p> <p>Landscape Architect Loan No. CCD-95601-8</p> <p>Atlantic Mail Plus Loan No. CCD-95602-1</p> <p>Wienerschnizel 150 Loan No. CCD-96701-9</p> <p>Secureline Loan No. CCD-96701-1</p> <p>Dr. Eddie T. Falla, DDS Loan No. CCD-96702-2</p> <p>Wash House Coin Laundry Loan No. CCD-99004-0</p> <p>Ivory &amp; Barbara Williams, Jr. Loan No. 9293020</p> <p>Anderson, Kathleen/Duval, Isabelle Dba: Bellekat, Inc. Loan No. JED/JCD 04500-3</p> <p>O. Kelly Murphy dba: Runts and Chubbies Loan No. MCD-9697007</p> <p>AMR South Bay, Inc. Formerly Ferrante Rogers, Inc. Loan No. RCD-9293008</p> <p>Ivory &amp; Barbara Williams Loan No. RCD-92302-0</p> <p>Forrey, Daniel C. &amp; Lillian A. Loan No. RTD 856002</p>	<p>2002</p> <p>2002</p> <p>1999</p> <p>1998</p> <p>2000</p> <p>2000</p> <p>1999</p> <p>1999</p> <p>2000</p> <p>2005</p> <p>1997</p> <p>1999</p> <p>2000</p>		

# 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
11	LOAN  Lloyd Ikerd Loan No. RTD-8586001  Steven Wilcoxon dba: Max Tool Repair Loan No. CCD-989033  Belmont Burgers formerly known as The Greek Grill Loan No. CCD-99003-9  Forney, Daniel C. & Lillian A Loan No. 8586002  CA Drive-In Theatres, Inc. Cost & Contribution  CA Drive-In Theatres, Inc. #1 Sales Tax Incentive Program  CA Drive-In Theatres, Inc. #2 Sales Tax Incentive Program  CA Drive-In Theatres, Inc. Ford Leasing & Development  Marina Pacifica Sales Tax Incentive Program File #1  Marina Pacifica Sales Tax Incentive Program File #2  Marina Pacifica Sales Tax Incentive Program File #3  Salta Pacific, LLC #1 (Beach Toyota) Sales Tax Incentive Agreement  Salta Pacific, LLC #2 (Beach Toyota) Sales Tax Incentive Agreement	  1986  1989  2005  1987  1997  2001-2009  2001-2002  1998-2000  1996-2008  1997-2002  2000  1998-2000  1998-2010		