



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

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

March 19, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services 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 Department of Development Services 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: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 DEPARTMENT OF
7 DEVELOPMENT SERVICES
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 Department of Development
15 Services 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.

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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”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH
Department DEVELOPMENT SERVICES

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
19741	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695517
RANGE: 01/03/2005 - 01/21/2005						
19742	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695518
RANGE: 01/24/2005 - 01/31/2005						
19743	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695519
RANGE: 02/01/2005 - 02/16/2005						
19744	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695520
RANGE: 02/17/2005 - 02/28/2005						
19745	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695521
RANGE: 03/01/2005 - 03/15/2005						

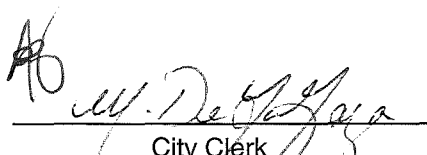
Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19746	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695522
	RANGE: 03/16/2005 - 03/31/2005					
19747	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695523
	RANGE: 04/01/2005 - 04/15/2005					
19748	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695524
	RANGE: 04/18/2005 - 04/29/2005					
19749	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695525
	RANGE: 05/02/2005 - 05/16/2005					
19750	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695526
	RANGE: 05/17/2005 - 05/31/2005					
19751	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695527
	RANGE: 06/01/2005 - 06/17/2005					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19752	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695528
	RANGE: 06/20/2005 - 06/30/2005					
19753	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695529
	RANGE: 07/01/2005 - 07/18/2005					
19754	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695530
	RANGE: 07/19/2005 - 07/31/2005					
19755	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695531
	RANGE: 08/01/2005 - 08/14/2005					
19756	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695532
	RANGE: 08/18/2005 - 08/31/2005					
19757	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695533
	RANGE: 09/01/2005 - 09/14/2005					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19758	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695534
	RANGE: 09/12/2005 - 09/30/2005					
19759	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695535
	RANGE: 10/01/2005 - 10/11/2005					
19760	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695536
	RANGE: 10/12/2005 - 10/31/2005					
19761	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695537
	RANGE: 11/01/2005 - 11/10/2005					
19762	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695538
	RANGE: 11/11/2005 - 11/30/2005					
19763	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695539
	RANGE: 12/01/2005 - 12/14/2005					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19764	AUDITOR'S COPIES CASHIERING	01/01/2005	12/31/2005	12/31/2010	IRON MOUNTAIN	345695540
RANGE: 12/15/2005 - 12/31/2005						
21471	CORRESPONDENCE FILES	01/01/2005	12/31/2005	12/31/2010	Internal Record Center	H -001-0004 0003
	ZONING LETTERS 2005					

Total Boxes to be Destroyed: 25


City Clerk

2-8-19
Date


Department Head

2/15/19
Date


City Attorney

3/4/19
Date

RECORDS DESTRUCTION REQUEST



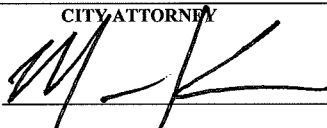
1. Date 2/20/2019

Honorable Council of the City of Long Beach

2. The Development Services – Housing Services respectfully requests authority to destroy the following
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
4	Blanket Purchase Orders / Invoices / Petty Cash Records	2009-2011	File Drawer(s)	

FOR DEPARTMENTAL USE 8. RECOMMENDED: <u>RO</u>  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/4/19</u>	
10. DATE: <u>2/20/2019</u>		

RECORDS DESTRUCTION REQUEST

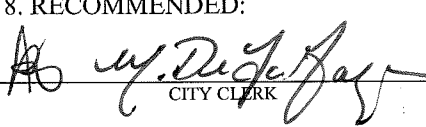
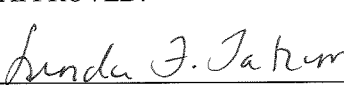
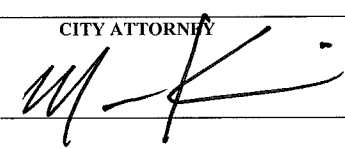
February 12,
2019

1. Date

Honorable Council of the City of Long Beach

2. The Development Services Department 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
Neighborhood Services				
25	Neighborhood Improvement Programs -- Neighborhood Leadership Program (NLP) Alumni Highlights, Admin, Alumni Reunion Dinner, Interviews, Alumni Assistance Team Training, Session 1: Orientation, Session 2: Conflict Resolution & Group Dynamics, Session 3: Weekend Retreat, Session 4: Project Skills and City Resources, Session 5: Neighborhood Leadership Program, Community Project Grant, Request for Proposal, Session 6: Day of Discovery, Session 7: Fundraising and Grant Writing, Session 8: Event / Project Planning, Session 9: Marketing and Public Relations, Session 10: Neighborhood Leadership Program, Community Project Grant, Request for Proposal, Session 11: Public Speaking, Session 12: City Hall Visit & Program Debrief, Graduation, Participant Files.	2014	NLP1	
25	Neighborhood Improvement Programs -- Neighborhood Leadership Program (NLP) Participant Files.	2015	NLP3	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		
8. RECOMMENDED:  CITY CLERK		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
		12. Title <u>DEPUTY CITY ATTORNEY</u>		
		13. Date <u>3/4/19</u>		
10. DATE: <u>2/13/19</u>		14. REMARKS:		

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	Neighborhood Improvement Programs -- Neighborhood Leadership Program (NLP) Alumni Highlights, Admin, Alumni Reunion Dinner, Interviews, Alumni Assistance Team Training, Session 1: Orientation, Session 2: Conflict Resolution & Group Dynamics, Session 3: Weekend Retreat, Session 4: Project Skills and City Resources, Session 5: Neighborhood Leadership Program, Community Project Grant, Request for Proposal, Session 6: Day of Discovery, Session 7: Fundraising and Grant Writing, Session 8: Event / Project Planning, Session 9: Marketing and Public Relations, Session 10: Neighborhood Leadership Program, Community Project Grant, Request for Proposal, Session 11: Public Speaking, Session 12: City Hall Visit & Program Debrief, Graduation, Participant Files.	2014	NLP2	
25	Neighborhood Improvement Programs -- Neighborhood Leadership Program 2011	2011	#NLP2011	
25	Neighborhood Improvement Programs -- Neighborhood Leadership Program 2012	2012	#NLP2012	
25	Neighborhood Improvement Programs -- Neighborhood Leadership Program 2013	2013	#NLP2013	
25	Neighborhood Improvement Programs -- Neighborhood Resource Center Quarterly Reports	2011-2012	#NRC-RO1	

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	Neighborhood Improvement Programs -- Neighborhood Leadership Program (NLP) Pre-Assessments, Post Assessments, Alumni Support Team, Admin, Info. Session/Interviews, Alumni Reunion Dinner, Martin Luther King Jr. Parade, Session 1: Orientation, Session 2: Culture, Conflict & Group Dynamics, Session 3: Weekend Retreat, Session 4: Project Skills and City Resources, Session 5: Community Project Grant, Session 6: Day of Discovery, Session 7: Fundraising and Grant Writing, Session 8: Event and Project Planning, Session 9: Marketing and Public Relations, Session 10: Neighborhood Leadership Program, Community Project Grant, Recommendations and Conditions, Session 11: Public Speaking & Graduation Preparation, Session 12: City Hall Visit & Program Debrief, Graduation, Sustain Santa Fe, K. I. S. S., Westside Connection, Westside Safety Net.	2015	NLP4	
25	Neighborhood Improvement Programs -- Neighborhood Leadership Program	2006-2012	NLP-Box #1	
25	Neighborhood Improvement Programs -- Willmore Police Center	2010	100 NIS	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>Neighborhood Improvement Programs -- Pro Active Code Enforcement (PACE) Hellman Neighborhood - Neighborhood Events, 1st Quarter, Saint Mary Neighborhood - Neighborhood Events 1st Quarter, Del Amo Blvd. Market Street/Atlantic and Deforest Avenues Area 1st Quarter, Harding St. and Artesia Blvd./Deforest and Myrtle Avenues Area 1st Quarter, Cherry-Temple Neighborhood, 1st Quarter, Spring and 34th Streets, Santa Fe and Delta Avenues Area, 1st Quarter, Saint Mary Neighborhood, 1st Quarter, Hellman Neighborhood, 1st Quarter Hellman Neighborhood Community Events, 2nd Quarter, Saint Mary Neighborhood Community Events, 2nd Quarter, Wardlow Rd. - Canton Street City Limit - Santa Fe Avenue Area, 2nd Quarter Del Amo Blvd.- Market Street Atlantic- De Forest Avenues Area, 2nd Quarter Saint Mary Neighborhood Community Events, 3rd Quarter, Hellman Neighborhood Community Events, 3rd Quarter, 20th St.- Pacific Coast Hwy Santa Fe Avenue - City Limits 3rd Quarter, Burnett - 20th Streets De Forest - Magnolia Avenues, 3rd Quarter, Spring - Willow Streets Santa Fe Avenue - City Limits, 3rd Quarter, Wardlow Rd. - 405 Fwy Delta Avenue - 710 Fwy 3rd Quarter, Willow - Hill Streets Baltic- Easy Avenues Area 3rd Quarter, Wardlow Rd.- Canton Street City Limit - Santa Fe Avenue Area 3rd Quarter, Saint Mary Neighborhood Community Events, 4th Quarter, Hellman Neighborhood Community Events, 4th Quarter.</p>	2014-2015	PACE 14	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
25	<p>Neighborhood Improvement Programs -- Neighborhood Resource Center Workshops, Photocopier, Reports, Workshops, Pedestrian Safety Workshop, Lease Agreement. Neighborhood Leadership Program Debrief, Conference, Alumni Reunion Dinner, Class Projects, Application. Neighborhood Partners Program Program materials, applications, Orizaba Park, PowerPoint Presentations. Mobile Recreation, Pro Active Code Enforcement (PACE), Storm Watch, Vacant Lot Project Orange and Broadway, Social Service Grant Program.</p>	2000, 2003, 2007, 2009- 2013	#NLP/NRC KC7	
21	<p>State of California, Office of Traffic Safety (OTA) Grant Bicycle Safety – Long Beach Family Safety Initiative (2000-2002) Bicycle Helmet – Vendors, Bicycle Safety Check Card, Bicycle Educational Materials, Bicycle Safety Program, Traffic Safety, Coloring Book/Bike Safety, Safe Bicycle Commuting in Traffic (Booklet), Montaren Bicicleta en Pleno Traffico (Booklet), Bicycle Safety Class for Parents, Bicycle Rider Rules, Bike and Pedestrian Safety, Bicycle Safety Testing Unit, The Bicycle Zone – An educational Bicycling for Kids, Children and Infants in Car Crashes – Restrained & unrestrained (DVD), Safe Kids / How to Fit A Helmet (DVD), A Kid's Eye View (VHS), Bike Safety Video / English Version (VHS), Bike Safety Video / Spanish Version (VHS), Bike Safety Video / Khmer Version (VHS), Long Beach Family Safety Video: 1 Skateboarding Safety, 2 Pedestrian Safety Rules, 3 Car Seat Safety, 4 School Crossing Safety, Safety for You and Me (VHS).</p>	2000-2002	#BicyclesS AFETYKC W2	

RECORDS DESTRUCTION REQUEST


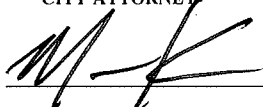
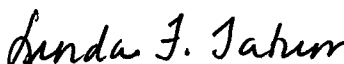
1. Date 02/15/19

Honorable Council of the City of Long Beach

2. The Department of Development Services/
Administrative Services Bureau 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
25	PAYROLL REPORT (PAYROLL TIME RECORD)	2010	1	
25	PAYROLL REPORT (PAYROLL TIME RECORD)	2011	1	
25	PAYROLL REPORT (PAYROLL TIME RECORD)	2012	1	
25	PAYROLL REPORT (PAYROLL TIME RECORD)	2013	1	
25	PAYROLL REPORT (PAYROLL TIME RECORD)	2014	1	
25	PAYROLL REPORT (PAYROLL TIME RECORD)	2015	1	
25	PAYROLL REPORT (PAYROLL TIME RECORD)	2016	1	

FOR DEPARTMENTAL USE 8. RECOMMENDED: <u>yes</u>  <small>RECORDS MANAGER</small>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. CITY ATTORNEY 11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/4/19</u>	14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		
10. DATE: <u>2/19/19</u>		

RECORDS DESTRUCTION REQUEST

1. Date 02/15/19

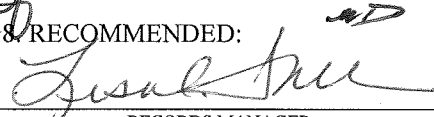
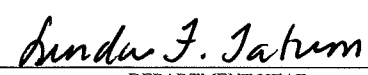
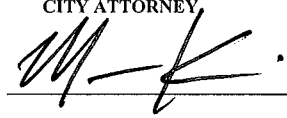
Honorable Council of the City of Long Beach

2. The Department of Development Services/
Administrative Services Bureau
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
25	PAYROLL REPORT (W-2 SIGNATURE SHEET))	2012	1	
25	PAYROLL REPORT (W-2 SIGNATURE SHEET)	2013	1	
25	PAYROLL REPORT (PAYCHECK SIGN OUT FORM)	2010	1	
25	PAYROLL REPORT (PAYCHECK SIGN OUT FORM)	2011	1	
25	PAYROLL REPORT (PAYCHECK SIGN OUT FORM)	2012	1	
25	PAYROLL REPORT (PAYCHECK SIGN OUT FORM)	2013	1	
25	PAYROLL REPORT (PAYCHECK SIGN OUT FORM)	2014	1	
25	PAYROLL REPORT (PAYCHECK SIGN OUT FORM)	2015	1	
25	PAYROLL REPORT (PAYCHECK SIGN OUT FORM)	2016	1	

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:
9. APPROVED:  <small>DEPARTMENT HEAD</small>	11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/4/19</u>	
10. DATE: <u>2/20/2019</u>		

RECORDS DESTRUCTION REQUEST

1. Date 02/15/19


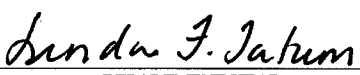

Honorable Council of the City of Long Beach

2. The Department of Development Services/
Administrative Services Bureau
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
25	PAYROLL REPORT (CORRECTION TIME RECORD)	2010	1	
25	PAYROLL REPORT (CORRECTION TIME RECORD)	2011	1	
25	PAYROLL REPORT (CORRECTION TIME RECORD)	2012	1	
25	PAYROLL REPORT (CORRECTION TIME RECORD)	2013	1	
25	PAYROLL REPORT (CORRECTION TIME RECORD)	2014	1	
25	PAYROLL REPORT (CORRECTION TIME RECORD)	2015	1	
25	PAYROLL REPORT (CORRECTION TIME RECORD)	2016	1	

FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT	14. REMARKS:
8. RECOMMENDED: <i>JD</i>  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.	
9. APPROVED:  DEPARTMENT HEAD		11. By 	
10. DATE: <u>2/20/2019</u>		12. Title <u>DEPUTY CITY ATTORNEY</u>	
		13. Date <u>3/4/19</u>	