



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-9

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

April 2, 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

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

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 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.

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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

February 22,
2019

1. Date

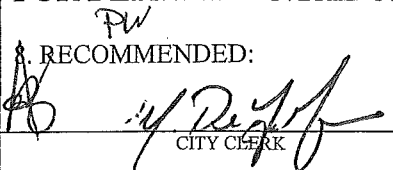

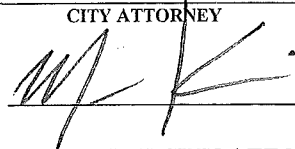
Honorable Council of the City of Long Beach

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				
21	State of California, Office of Traffic Safety Grant – Family Safety Initiative Bicycle Safety, Coloring Book Bike Safety, Traffic Safety, Bicycle Safety Program, Bicycle Educational Materials, Bicycle Helmets – Vendors, Bicycle Safety Training, How to Fit a Helmet Video, A Kid's Eye View Video, Safety for You and Me Video, Bike Safety Video, Long Beach Family Safety Video.	2000-2007	#1	
21	State of California, Office of Traffic Safety Grant – Bicycle Safety – Long Beach Family Safety Initiative 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), <i>Montaren Bicicleta en Pleno Traffico</i> (Booklet), Bicycle Safety Class for Parents, Bicycle Rider Rules, Bike and Pedestrian Safety, Bicycle Safety Testing Unit,	2000-2002	#Bicycle SAFETY KCW2	

FOR DEPARTMENTAL USE 8. RECOMMENDED:  CITY CLERK 9. APPROVED:  DEPARTMENT HEAD 10. DATE: <u>2/28/19</u>	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>3/13/19</u>	14. REMARKS: <i>Per CA Secretary of State Records Management Guidelines, the retention of Surveys is CU+2. The retention for Incident Files is 2 years.</i>
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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
25, 21	<p>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) 6 copies, Bike Safety Video / English Version (VHS) 4 copies, Bike Safety Video / Spanish Version (VHS) 4 copies, Bike Safety Video / Khmer Version (VHS) 1 copy, 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), How to Fit a Helmet (VHS).</p> <p>Neighborhood Improvement -- Brooms Across LB Sign in sheet, Flyers, Pictures.</p> <p>Neighborhood Improvement -- Shopping Cart & Illegal Signage Logs, Pictures, Reports.</p> <p>Neighborhood Improvement -- Summer Sidewalk Program Pictures, Flyers.</p> <p>State of CA Urban Forestry Grant City-State Agreements, Youth Agreements, Flyers, Billing and invoices, Urban forestry grant and planting, Support letters, Copies of minutes -- state tree grants.</p> <p>California ReLeaf Grant Maps, Memos.</p> <p>Neighborhood Improvement -- Urban Forestry Program Flyers & address list for Washington/Wrigley/Willmore City, Receipts for tree order, Address list for Bluff Heights Plantings.</p>	1999-2002, 2005, 2008	#2	

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	Neighborhood Improvement -- Neighborhood Leadership Program Group Project – Santa Fe Avenue Map (2014).	2014	#3	
27, 25	Neighborhood Improvement -- Façade Improvement 1 st Street and Linden Avenue Maps, 425-445 1 st Street and 101-121 Linden Avenue Maps, Cover Sheet, Notes, Existing Site Plan, Parking Lot and Community Garden Existing Conditions Photos, 1 st Street Existing Conditions Photos, 101-121 Linden Street Existing Conditions Photos, 1 st Street / Elm Avenue Parking Lot Plan and 1 st Street, Community Garden, 1 st Street Partial Floor Plan, 1 st Street Elevation, Section and Details, Linden Avenue Partial Floor Plan, Linden Avenue Elevation, Section and Details, 7 th Street Façade Improvement Project, 7 th Street Business Corridor, Rose Park Neighborhood, Long Beach Map, Proposed Site & Landscaping Improvement Plan, Existing Bldg. – C, E Elevations, Proposed Site & Landscaping Improvement Plan. Neighborhood Improvement -- Facade Improvement 7 th Street Business Corridor Map, Rose Park Neighborhood, Electrical Notes and Legend, Building-D Exterior Lighting Plan. Neighborhood Improvement -- Façade Improvement Program 7 th Street Business Corridor Map, Rose Park Neighborhood, 7 th Street Façade Improvement Project Map, Proposed Façade Improvement Plan, Department of Planning & Building Code Enforcement, Environmental Health, Section 8, Fire Permit Redundancy Report. Neighborhood Improvement -- Cherry-Temple Neighborhood Improvement Strategy Area Map. Neighborhood Improvement -- Façade Improvement 1 st Street, Atlantic Ave, Linden Ave, Exterior Concepts. Community Development Block Grant Target Zones, Dirt Alley within Block Grant Areas, 1990 Census Map.	1990, 2000, 2002- 2005	#4	

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	Neighborhood Improvement -- Anaheim Street Community Police Center Advisory Board documents, Agenda meetings, Bylaws, flyers, mailing list, contacts, Computer LAB Sign in sheets, docs/language lab/student files, Flyers, Board of Directors, Minutes, sign in sheets, meetings, Advisory Board meeting agendas.	2002-2009	#Admin APCGB12	
25	Neighborhood Improvement Strategy (NIS) PACE Cherry Temple, Central NIS Activities, PACE Report Forms, NIS Activities Cherry, Temple / Flyers / Events, PACE Central NIS, NIS Activities Central Events, PACE Central NIS, NIS Activities Cherry Temple.	2009-2010	#NISGS17	
20, 21, 25	State of CA, Office CA Traffic Safety Grant Program Child Passenger Safety (CPS) & Youth Development Education Support Office Traffic Safety Project OP0808, Long Beach Family Safety Initiative. CDAC Community Development Advisory Commission Manual. Neighborhood Clean Up Program Graffiti Wipe Out Neighborhood Improvement Strategy Photos and slides.	1989, 1992, 2005-2007	#Traffic Safety KCW3	
21, 25	State of California Office of Traffic Safety Grant Family Safety Initiative Bicycle Safety Program Neighborhood Improvement Programs Pro Active Code Enforcement Reports, Neighborhood Improvement Strategy Reports. Survey <i>Voice Your Choice Survey.</i> Neighborhood Improvement - Neighborhood Resource Center Workshops, Photocopier, Reports, Pedestrian Safety Workshop, Lease Agreement.	2001, 2002, 2007, 2012, 2013	#NIS/ PACE KCW6	

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 Leadership Program Debrief, Conference, Alumni Reunion Dinner, Class Projects, Application.</p> <p>Neighborhood Partners Program Program Materials, Applications, Orizaba Park.</p> <p>Neighborhood Improvement PowerPoint Presentations, Mobile Recreation, PACE, Vacant Lot Project Orange and Broadway, Social Services Grant Program.</p> <p>Incident Files <i>Storm Watch.</i></p>	2009-2013	#NLP/NRC KC7	
25	<p>Community Development Neighborhood Improvement Proactive Code Enforcement (PACE)- Project 9, Intensified Code Enforcement- Project 9, Neighborhood Partners Program- Project 11, Summer Sidewalk Program- Project 12, Park and Open Space Development- Project 14, Urban Forestry- Project 15, Public Infrastructure Enhancement- Project 16, ED Staff & Program Delivery- Project 17, Hire-A-Youth- Project 17, Small Business Outreach- Project 17, Commercial Improvement Rebate- Project 17, Neighborhood Business Investment- Project 17, Program Administration- Project 18, Homeless Services Coordination- Project 18, Fair Housing Services- Project 18, Citizen Participation- Project 18, Home Program Admin./Homeowner Residential Rehab/Tenant, Based Rental Assistance, Arlington/River Avenue Project- Project 4, Home Improvement Rebate- Project 5, CDBG-R Administration- Project 4, Sidewalk Improvement Project- Project 4, Support for Program Delivery- Project 5, Tool Rental Assistance Program- Project 5, Security Program- Project 5, Interim Assistance- Project 6, Neighborhood Police Center- Project 12, Neighborhood Improvement Strategy- Project 13, Neighborhood Sidewalk (Summer)- Project 13, Neighborhood Development Center- Project 14, Neighborhood Leadership Training- Project 14, Graffiti Removal Program- Project 16, Mural Graffiti Prevention- Project 18, Mobile Recreation Program- Project 18,</p>	2009-2011	#Admin 4	

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>Intensified Code Enforcement- Project 19, Home Improvement Emergency- Project 5, Police Code Enforcement- Project 19, Proactive Code Enforcement- Project 19, Afterschool & Weekend Recreation- Project 18.</p> <p>Neighborhood Improvement -- Social Services Grant Program (SSG) Children's Dental Health Clinic - Project 6, (SSG) 1736 Family Crisis Center - Project 6, (SSG) Family Services of LB - Project 6, (SSG) Food Finders - Project 6, (SSG) Friends Outside in LA - Project 6, (SSG) Goodwill Industries - Project 6, (SSG) Internal House - Project 6, (SSG) Harbor Area Halfway House - Project 6, (SSG) Helpline Youth Counseling - Project 6, (SSG) Human Services Association - Project 6, (SSG) Long Beach Day Nursery - Project 6, (SSG) Mental Health America - Project 6, (SSG) Operation Jump Start - Project 6, (SSG) Pathways Volunteer - Project 6, (SSG) Sexual Assault Crisis Center - Project 6, (SSG) St. Mary Medical Center - Project 6, Alpert Jewish Community Center of LB - Project 15, Boys & Girls Club of Long Beach - Project 15, Children's Dental Health Clinic - Project 15, Christian Outreach Appeal - Project 15, 1736 Family Crisis - Project 15, Food Finders, Inc. - Project 15, Human Services Association - Project 15, Khmer Parent Association - Project 15, Long Beach Day Nursery - Project 15, Mental Health America - Project 15, One in Long Beach, Inc.- Project 15, Operation Jump Start - Project 15, Pathways Volunteer Hospice - Project 15, Serra Ancillary Care Corporation - Project 15, Su Casa-Ending Domestic Violence - Project 15, Alpert Jewish Community Center - Project 6, (SSG) Boys and Girls Club of LB - Project 6, Cambodian Association of America - Project 6, (SSG) Centro Community Hispanic - Project 6, (SSG) The Children's Clinic - Project 6, (SSG) Children's Dental Health Clinic - Project 6, (SSG) Disabled Resources Center, Inc.- Project 6, (SSG) 1736 Family Crisis Center - Project 6.</p>	2008-2011	#Admin 5	

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	Community Development Neighborhood Improvement Community Outreach Recreation Enrichment Youth Services (CORE) Program, Office of Intervention & Prevention Program, Homeless Assessment Study Applications, Mural Arts on Public Facilities Program, Murals Arts on Public Facilities Program, Youth Employment Network Program, Washington School Neighborhood Recreational Services Program North Long Beach Corridors Events, Washington School Neighborhood Recreational Services Program Shopping Cart, Graffiti Rpt, Warehouse Inve, Signs, Monthly Graffiti Removal Stats, NIS Afterschool Contract Classes, City/Neighborhood Investment Program Policies & Recommendations, Program Compliance Review, 67 th Orizaba Mural Information, 67 th Orizaba Mural Proposal.	2004	#Admin 10	
25	Community Development Neighborhood Improvement Home Improvement Emergency Home Repair Grant - Project 1, Home Improvement Rebate - Project 1, Security Lights Program - Project 1, Tool Rental Assistance Program - Project 1, Interim Assistance - Project 2, Neighborhood Police Center - Project 3, Neighborhood Improvement Strategy - Project 4, Neighborhood Resource Center - Project 5, Neighborhood Leadership Training - Project 5, Graffiti Removal Program - Project 7, Mural Graffiti Prevention - Project 8, Afterschool & Weekend Recreation- Project 9, Mobile Recreation Program - Project 9, Proactive Code Enforcement - Project 10, Intensified Code Enforcement - Project 10, City Attorney – Code Enforcement - Project 10, Police Code Enforcement - Project 10, Nonprofit Assistance Program (NAP) - Project 11, Sidewalk Replacement Program - Project 14, Skate Park Development Project - Project 15, Park and Open Space Development - Project 15, Street Light Improvement - Project 15, Urban Forestry - Project 16, Economic Dev. Staff & Program Dev.- Project 17, Long Beach Area Certified - Project 17, Small Business Outreach - Project 18, Hire-A-Youth - Project 18, Commercial Improvement Rehab - Project 18,	2007-2009	#Admin 11	

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 Business Investment - Project 18, HOME Program Administration - Project 20, Program Administration - Project 18, Graffiti Landscape - Project 1, Home Improvement Rebate - Project 1, Homeless Services Coordination - Project 18, Fair Housing Services - Project 18, Citizen Participation - Project 18, Support for Program Delivery - Project 1, Landscape Program - Project 1.</p> <p>Community Development Neighborhood Services and Social Services Grant Neighborhood Partners Program, Sidewalk Improvement Program, Park and Open Space Development, Skate Park Development Project, Urban Forestry, Long Beach Area Certified, Economic Dev. Staff & Program Dev., Revolving Loan Long Beach Business, Economic Development Loan for Jobs, Neighborhood Business Investment, Commercial Improvement Rehab, Hire-A-Youth, Small Business Outreach, Fair Housing Services, Homeless Services Coordination, Citizen Participation, Program Administration, City Attorney – Code Enforcement, Alpert Jewish Community Center, Boys & Girls Club of Long Beach, Catholic Charities, Children's Clinic, Children's Dental Health Clinic, Family Services of Long Beach, 1736 Family Crisis Center, Food Finders, Friends Outside in LA County, Inc., Goodwill Industries, Harbour Area Halfway Houses, Helpline Youth Counseling, LA Community Design Center, Long Beach Day Nursery, National Mental Health Association, Operation Jump Start, Pathways Volunteer Hospice, Sexual Assault Crisis Agency, St. Mary's,</p>	2007-2010	#Admin 1	

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>Social Services Grant (SSG) Abode Communities, (SSG) Alpert Jewish Community of LB, (SSG) Boys & Girls Club of LB, (SSG) Catholic Charities LA, Inc., (SSG) Centro CHA Inc., (SSG) The Children's Clinic.</p> <p>Neighborhood Improvement Programs Fair Housing Foundation, Fair Housing Foundation, Proactive Code Enforcement (PACE), Home Improvement (Emergency), Home Improvement Rebate Multi-Unit, Security Program, Tool Rental Assistance Program, Interim Assistance (Cleanup), Neighborhood Beautification (NIS), Neighborhood Leadership Training, Neighborhood Dev. Center (NRC), Mural Graffiti Prevention, Afterschool & Weekend Recreation, Mobile Recreation, Police – Code Enforcement, Neighborhood Partners Program (NPP), Neighborhood Sidewalk (Summer), Neighborhood Business Investment, Commercial Improvement Rebate, Citizen Participation, Fair Housing Services, Support for Program Delivery, Home Improvement Emergency Repair, Home Improvement Rebate (Single Unit), Home Improvement Rebate (Multi Unit), Security Program, Sidewalk Improvement Program, Tool Rental Assistance, Interim Assistance, Neighborhood Police Centers, Neighborhood Beautification (NIS), Neighborhood Development Center, Neighborhood Leadership Training, Multi Service Center, Graffiti Removal, Mural Graffiti Prevention Program, Afterschool & Weekend Recreation, Mobile Recreation, Police-Code Enforcement,</p>	2010-2012	#Admin 3	

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	Community Development Neighborhood Improvement Purchases/Invoices, Heritage Security Invoices, Handy Nabor Invoices, Industrial Shoes Invoices, Impact USA Invoices, ICF Incorporated Blanket Purchase Order, Instance Fire Protection Invoice, International Code Council Invoice, Johnny Rebs payment and invoice, Kas Ratana Niko Iron work payment and invoice, Keuing Kincade Masonry Landscape project invoice, KaBoom playground Invoice Wrigley Assoc., Loza Projects payment Repair of traffic signal cabinet 7 th St/Linden, Los Compadres Rest. Invoice, LB Nonprofit partnership, LBUSD Invoices (Erica Moreno), Las Marias Nursery Invoice, L.A.L. Services Weed abatement, Mitchell Linda Art Project Invoice and Payment Repair, Menderson Design-Art Wall, Orange Mirror Glass-Anti-Graffiti fill Invoice, Out of the box events-provide training exercise for events, Reyna Ochoa, Translation Services for NLP Invoices, Operation Hope: First time Homebuyer Seminars Invoices, Officia Imagine, parts/services for Xerox DW665 letter, Orkins Pest control Invoices, Ostashay Carol, Art Project (repair), Osborn wireless, Motorola devices and batteries Invoices, Fair Housing Foundation, Request for funds, Goodwill Invoices, Graybar Invoices, Galvin Preservation Invoices, Gardea Raymund Art Project Invoices, Graffiti Envirosafe Invoices, Galvan, Candace Mural Painting, Hamilton Construction, garden rehabilitation, HomeSafe Environmental Testing Lead Training Invoices, Cerritos Travel Invoices, Paul Dominguez, Artist NPP Project, Dreams and Visions Art CO. Invoices, Ewing Irrigation Invoices, Extreme Safety Inc. Invoices Ensemble Real Estate, Rent Invoices for Property on 444 W. Ocean Blvd., Embroidme Invoices.	2006-2007, 2010-2011	#2CDBG	

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	Community Development Neighborhood Improvement Central Project Area Committee Home Improvement Rebate Program Reports Commercial Improvement Rebate Program Reports Memos: Neighborhood Leadership Program catering, charter bus, food, Funding sources, Mural Artist invoices, P.Card invoices,	2005, 2008-2010	#3 CPAC	
25	Community Development Neighborhood Improvement Appleone Employment Services Invoices, Alsop Lock and Key Invoices, Ampco System Invoices Parking Invoices and access card documents, Avalos Art and Design Invoices, ABM Janitorial Services Invoices, ACE Hardware Invoices, Air Source Industry Invoices, AY Nursery Invoices, American Transportation Invoices, AT&T Services Bills, Aardvark Clay and Supplies Invoices, AAA Flag and Banners Invoices, ACE Business Machine Invoices, ARI Dancup Invoices, Angkor Borei News for Public Announcements Invoices, Amusement Industry Police Centers Lease contract and windows replacement, B&B Supplies Invoices, Bridges Ann Art Designer Invoices, Bamboo Pipeline Invoices, Blue Gecko Design Invoice, Buono's Authentic Pizzeria Invoice, Calmet Services, for Neighborhood clean ups containers, Castle Car Wash Invoices, Canon Invoices, Chance Artwork, Champs Deli Restaurant Invoices, Calmet Services Invoices 2, CCEJ Invoices, Contact Security Invoices, Conservation Corps Invoices, C.H.A. Comprehensive Housing Renewal, Consistent Computer Bargains Invoice, Chicago Title Co, Invoice, Crown Trophy Invoices, Consolidate Disposal Invoices, Corelogic Invoices.	2002-2003, 2008-2011	#4 CDBG-Admin	




RECORDS DESTRUCTION REQUEST

1. Date 2/28/19

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
RDA 10	RDA Contracts (Duplicate copy)	1987 - 2010	5 Shelves	
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  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/13/19</u>		
10. DATE: <u>3/7/2019</u>		14. REMARKS:		



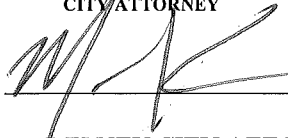
RECORDS DESTRUCTION REQUEST

1. Date 02/12/2019

Honorable Council of the City of Long Beach

2. The Development Services/Code Enforcement 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
8	BILLINGS - LOT CLEANING FILES (2 BOXES)	1999-2002	N/A	N/A
FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>CITY CLERK</small>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/13/19</u>		
10. DATE: <u>3/1/19</u>		14. REMARKS:		

RECORDS DESTRUCTION REQUEST

February 28,
2019


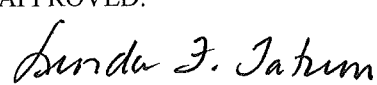

1. Date

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	Community Development Neighborhood Improvement Map - 1 st Street Façade Improvements, 105 Atlantic Ave. Concept, Map - CDBG Map with NIS Areas, NEA Areas and Council Districts, Map - Long Beach Façade Improvements, 1 st Street and Linden Avenue, 425-445 1 st Street and 101-121 Linden Avenue, Existing Site Plan, Parking Lot and Community Garden Existing Conditions Photos, 1 st Street Existing Conditions Photos, 101-121 Linden Street, Existing Conditions Photos, 1 st Street/Elm Avenue Parking Lot Plan and 1 st Street Community Garden, 1 st Street Partial Floor Plan, 1 st Street Elevation and Details, Linden Avenue Partial Floor Plan, Linden Avenue Elevation, Section and Detail, Map - City of Long Beach Neighborhood Organizations, Map - North Long Beach Coolidge Triangle, Neighborhood Enhancement Area, Map - Washington School Neighborhood Improvement Strategy Area, Map - City of Long Beach, Community Development Block Grant Areas (CDBG), Map - City of Long Beach Code Enforcement Areas, Map - City of Long Beach, Community Development Block Grant Target Zones, Map - City of Long Beach Neighborhood Partners Program Eligible Areas, Display Boards - Neighborhood Partners Program Project photos	1998, 2003-2005-2015,	#1-Maps	
FOR DEPARTMENTAL USE 8. RECOMMENDED:  CITY CLERK		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>3/13/19</u>		
10. DATE: <u>3/11/2019</u>		14. REMARKS:		

(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	Community Development Neighborhood Improvement Pikus Dennis Invoices for clean-up family fun day Invoice, Press Telegram Advertising Invoices, Penn Flores Products Invoices, Pickens Gregory Art Work Invoices, Plat Security Invoices, P & R Paper Invoices, Quik Crete Products Invoices, Renne's Pest Control Invoices, Reyes Alvaro, Lead Paint Solutions Invoices/ Correspondence, Ruggthorp, Shelly, Art work invoices, Roos, Robert, art work Invoices, Smart & Final receipts, Sparkletts Invoices, Studio Tee Invoices, Sophy's Res. NLP invoices, Super Taco, Invoices, Simple Life Emergency Provisions, Sir Speedy Printing Banners Invoices, Save-on Signs Invoice, Store and Save Invoices, Spurr and Associates Rental Contract for the Pacific PC, Subway Receipts, SY Nursery Invoices, Togos Invoices, Trophies Invoices, Top Hat Screen Design Invoices, Theatrix, Lighting NPP Project Wrigley Area Invoices, Trace Tress Fukuhara, Village at Cabrillo Project, Invoices, Truitt, Charles, Rent Invoices for the NRC on Atlantic, Tuttle Cameras Invoices, UPS Invoices, Vista Paint, Invoices for paint, Work Place Solutions Invoices, 2011 Waxie Sanitary Supplies NRC on Atlantic Ave., Wibroe Liza, Art design At Wrigley Garden Invoices, Walker Tomas, Traffic Signal Mural Invoices/Payments, Zero Waste Invoices, Xerox Anaheim Police Center	2008, 2010-2011	#5 CDBG- Admin	

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
21, 25	<p>Community Development Neighborhood Improvement Community Development Advisory Commission Crown Trophy Invoices, Direct Payments NUSA Conference, First Choice Fire Protection, Goodwill Industries of So. CA, Los Angeles Times invoices, Impacto USA invoices, MVB Business Machine invoices, Elicker, Stephen Invoices, Espey, Jennifer Pepry, R, N, Gamboa – Levy, Lysa, Gatewood, Elton, Las Marias Nursery invoices, National Community Development Week, Moon Dance Catering. Ensemble Invoices (444 W. Ocean Blvd.), El Dorado Park Invoice, FedEx Invoices, Kleve, Yolanda (invoices), Long Beach Transit invoice, Lyon Supply Company invoices, Vendors invoices, Khmer Translation Services, Extreme Safety, Inc. Invoices, Fair Housing Foundation Invoices, Handy Nabor Rents, Inc., Long Beach Unified School invoices, Orkin Pest Control invoices.</p> <p>State of CA Pedestrian Safety Grant Family Safety Initiative Comcade Invoices, Direct Payment – Polytechnic High School, Direct Payment – Anderson, Rodney, Mejorado, Margarita invoices Direct Payment – Carrasco, Dartney</p>	2006-2008	#Admin KC1	

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>Community Development Neighborhood Improvement Office Depot invoices, Frames invoices, Extreme Safety invoices/Forest aid, Fire Extinguisher invoice, Paper Removal invoices, Vendor invoices, Smart & Final invoice, Gallery invoices, Encore Awards making invoices, Officia Imaging invoice/printer, Fernald/Architectures invoice, Care logic/Tax Assessors invoices, Khmer Translator invoices, Impacto USA advertising invoice, Purchase Order/Community worker, Madrid Consulting Grover invoice, Lyon Supply Company invoice, Look Graphics banner invoice, Long Beach Nonprofit invoice, Long Beach Transit/Tour invoice, Battery Life Trends invoice, Leadership magazine invoice, LA Times invoice, Constructor Consultants invoice, Translator purchase order invoice, Konica Minolta invoice, Office Depot invoice, Dumpsters invoices, Donation invoice, Translator invoice, FedEx printing invoice, Fair Housing Foundation, Part Design/Pua Design invoice, Budgets, Los Marias Nursery invoices, Traffic Signal Box Art, John S. Culqui Art invoice, Certificates of Insurance, Ensemble Real Estate.</p> <p>Neighborhood Improvement Long Beach Redevelopment Agency, Neighborhood Enhancement Program, Neighborhood Resource Center, 12 Month Snapshot, Department of Community Development, Strategic Business Plan, Homeowner Residential Rehabilitation, Level of Environmental Review Determination.</p>	2000, 2003-2010	#15 -- Admin/ NRCKCW5	

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	Community Development Neighborhood Improvement Elicker, Stephen - WECA/CHAVEZ Park Picnic Table, Genus Services, Machan, Robert Sign, UpBeat, Inc., Wellington Signs & Graphics, Heiweck, Roy, Ore, Douglas, Kuitz, Dong, SoCal, Fastenal, Small Business Development Center, Long Beach City College, Los Angeles Times, SoCal, Press Telegram (advertising), Home Improvement, Tuttle Cameras, Smart & Final invoices, Direct Payments, Sanders Development Co Inc,	2010-2012	#ADMIN KCW3	
25	Neighborhood Improvement -- Safe Streets Now! 728 Los Altos, 2355 Olive Ave, 6140 Orange Ave, 2333 Olive Ave, 1090 Obispo, The Donna Hotel, 1925-1931 E. 8 th St, Behind the Badge, 6111 Gundry, 3 rd & Magnolia, vacant lots, 1538 E. 3 rd St, 515 #. 3 rd St, 206 E. Del Amo, 3932 Long Beach Blvd, The Chief Motel, 800 Pacific, 1200 Gaviota, 2078 Daisy Ave, 339 W. Anaheim, Lovitt Hotel, 3115 Palo Verde Ave, 2258 Termino Ave, 101 E. PCH, PCH Cash 4 Cans Plus, 1915 Pine.	1996-2008	#SSN KW101	

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>Community Development Neighborhood Improvement Free Point Program Fiscal Year, Vista Point invoice, Rental Agreement invoices, John Wats Music – Bond Vendor invoice, Waxie Sanitary Supply invoices, Trophies/Medal Incorporated invoice, Chairs Mouse Pad invoice – WOLF place Solutions, Water Sparkletts invoice, GS UPS invoices,</p> <p>Neighborhood Improvement Strategy Neighborhood Team Manual, Neighborhood Improvement Strategy (NIS) Expansion Areas, NIS Status Report, Approval of Phase II of NIS. Youth Action Plan, Youth Services Status Report, Youth Development Community Block Grant, Summary of Youth Build, Memo (Youth Rebuilding) Youth Library Cards/translations, NIS Expansion Originals, Mailing labels/Floppy disk, Demographics, Youth Master Plan, Agendas & Memos, Youth Services Working Group, Mission statement, agendas, surveys, action plan & memos.</p> <p>Mediation Program Dispute Resolution Services.</p> <p>Effective Property Management Seminars Effective Property Management Apartment Association,</p> <p>Commercial Improvement Program City of Paramount Façade Program info, Long Beach Business Beautiful,</p> <p>Neighborhood Resource Center NRC Bi-Weekly Reports.</p> <p>Home Improvement Rebate Programs Environmental Reports for: 1265 Chestnut Ave., 2220-2222 E. 4th St., 1903 Santa Fe Ave., 805 E. 20th St., 414 Bonito/1001-1007 E. 4th St., 321-329 W. Hill St./2200 Chestnut Ave.,</p> <p>Tool Rental Assistance Program</p>	1990-1992, 1994-2004, 2007-2009, 2011-2012	#Admin KCW40	

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	Neighborhood Improvement -- Safe Street Now! Street vendors, Prop. 36, Public pay phones, Shopping carts, Payphones, Payphones, Cityside Sports Bar, Slum Housing / Tax Law, Small Claims Court Materials, Condos, Apartment Watch, Apartment Watch letters to owners, Code Enforcement Referral Forms, Drug Activity Complaint Form, Health Department Complaints, Narcotics Complaints Forms, WECA Confidential Crimes Report, Curb Painting Regulations, SCE Alley Paining, St. Mary Community Calendar, Traffic Requests, Sample letter to an owner, Activity logs, South Division Community Complaints Forms, Safe Streets Now! – Neighborhood survey, Instructions for lawsuits to prohibit harassment, Other court forms listing, Sherriff fees & deposits.	1995-2005	#Safe1	

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	Neighborhood Improvement -- Safe Streets Now! Nuisance Abatement Meetings and notes, Alamitos Beach / TSP, 7-11, 401 Atlantic Ave., Atlantic Ave, Jordan High School, 206 E. Del Amo Blvd., 119 E. Eagle St., TKE, 745 Elm Ave., 235 Eldridge St., 188 E. Del Amo Blvd., 472 W. Anaheim St, The Nugget, 1135 E. Andrews Pl., 730 E. Broadway, Roscoe's, 919 E. Broadway, 740 E. Broadway, Hamburger Mary's, 1064 E. Broadway, 1124 E. Broadway, Broadway ARCO, 2330 Carroll Park South, 334 Carroll Park East, 3226 Charlemagne, 184 Claremont, Crystal Ct., 711 Daisy Ave., 740-746 Daisy Ave., 903/905 Daisy, 927 Daisy Ave., 1164 Daisy Ave., 1151 Daisy Ave., 1147 Daisy #2, 1129 Daisy #1, 1145 Daisy Ave., 119 E. Eagle, Hall Bright Bridge next to Hawaiian Gardens, 3 rd & Temple, 1253 E. 4 th St, Fern's Bar E. 4 th St, Ralphs, 1953 E. 4 th St., 2644 E. 4 th St., 2746 E. 4 th St., 3042 E. 3 rd St, Belmont Capri HOA, Sigma Pi chapter home, 6 th St., 7-11, 1994 E. 7 th St., Jed Market Daisy, 201 E. 10 th St, 203 E. 10 th St, Locust & 10 th , 432 Linden Ave., 950 Maine, 1034 Maine, Marber, Motels, 757 Loma Vista Dr., 8 th & Loma Vista Dr., 1126 Loma Vista Dr., 4100 E. Ocean Blvd, Yankee Doodle, Olive & 4 th , 7-11, 225 Orange.	1996-2003	#SSN KW100	

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
21, 25	Community Development Neighborhood Improvement Payments to vendors, Office Depot, Pilgrim Pines and Camp Conf., Platt Security System, Press Telegram Classified, Rodriguez Rogelio, Sharp – NSB, Signs & Lucite Products, Smart & Final, System Sources, Sy Nursery, Inc., Sparkletts, Super Taco, Trade Wind Marketing, Truitt Charles, Tuttle Cameras, Unisource, Vista Paint, Wakefields Company, Patricia Waters Sharp Electronics, Workplace Resources, J & N Construction, L, AL Services Inc., Los Marias Nursery, Lawson, Jay, LB Non-Profit, Loza, Jose, Martinez, Daniel, National Business Furniture, National Council for CMTY Dev, Nationwide Fleet Installations, Ocean Blue Environmental Services, Inc., Invoices for translation, Orkin, Osborn Wireless, Pickens, Gregory, Press Telegram (subscription), Platt Security Systems, Promotion Plus Sign Co, Inc., Red Eye Media, Riccardo's Nursery, San, Chhay Sidhy, Sophy's Thai & Cambodian Cuisine, South Coast Shingles Co, Inc., Spurr 7 Associates, Inc.,	2008, 2011-2012	#10-11	

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
	<p>SoCal – Code Enforcement, Subway, Super Taco, Today's Travel Fern, University Trophies, Westcoast Title, Whydry, LLC, Wilson, Bill Signs, Xerox (Code Enforcement), Xerox (NSB), Zonar Systems.</p> <p>State of CA Pedestrian Safety Grant (2008) Team Tex America, Safety Belt Safe USA ProRider.com</p>			

RECORDS DESTRUCTION REQUEST

03/01/19

1. Date _____

Honorable Council of the City of Long Beach

2. The Department of Development 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
28	PERSONNEL RECRUITMENT FILES	2015	A	
28	PERSONNEL RECRUITMENT FILES	2015	B	
28	PERSONNEL RECRUITMENT FILES	2016	B	
28	PERSONNEL RECRUITMENT FILES	2016	C	

FOR DEPARTMENTAL USE

8. RECOMMENDED:

CITY ATTORNEY'S CONSENT

Consent is hereby given to
destroy the records enumerated
above.

14. REMARKS:

9. APPROVED:

Linda F. Johnson

DEPARTMENT HEAD

10. DATE:

3/7/18

11. By

12. Title

13. Date

CITY ATTORNEY

M. K.
Deputy City
Attorney
3/13/19