



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-3

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

April 9, 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.

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

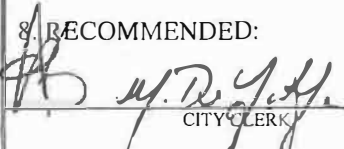


1. Date 3/11/19

Honorable Council of the City of Long Beach

2. The Development Services 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
AFSB 32	Invoices & P-Cards	2009 through 2015	1	

FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>CITY CLERK</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>3/25/19</u>	
10. DATE: <u>3/10/19</u>		

RECORDS DESTRUCTION REQUEST

1. Date March 4, 2019

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				
27	Commercial Improvement Rebate Program 695 Alamitos Ave. -- 3575 Atlantic Ave.	2009-2010		#CIRP44
21	State of CA, Office of Traffic Safety Grant Long Beach Family Safety Initiative.	2003-2007		#CPS 6
28	Business Start-Up Grant 5439 Cherry Ave. – 1521 W. Willow St. #A	2011-2012		#BSG 8
25	Neighborhood Improvement Strategy Activities, Starr King North/Long Beach.	2009-2011		#NIS/ Activities- 79
25	Neighborhood Improvement Strategy/Pro Active Code Enforcement St. Mary Area Community Events, Hellman Area Community Events, PACE Files: Saint Mary, Cherry Temple, Hellman Area Community Code Enforcement Program.	2011-2012		#NIS/ PACE-69
28	Business Start-Up Grant 430 E. 1 st St. – 510 E. Broadway.	1994-1998		#BSG 2
27	Commercial Improvement Rebate Program 1152 E. 7 th St. – 1700 E. Anaheim St.	2011-2012		#28

FOR DEPARTMENTAL USE

8. RECOMMENDED:

[Signature]
CITY CLERK

9. APPROVED:

[Signature]
DEPARTMENT HEAD

10. DATE:

3/12/19

CITY ATTORNEY'S CONSENT

Consent is hereby given to destroy the records enumerated above.

CITY ATTORNEY

11. By

[Signature]

12. Title

DEPUTY CITY ATTORNEY

13. Date

3/25/19

14. REMARKS:

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, 27	Community Development Neighborhood Improvement Gazette Newspapers, Galvan, Candace T, Galvin Preservation Assn, Gamboa-Levy, Lysa, Grand Paradise, Grand Event Center (The), Grainger, Graybar, H&H Nursery, Goodwill Industries, Heredia's Bridal 7 Party, Inc., Homesafe Environmental, Inc., Handy Nabor, B&B Supply, California Sandblasting & Coating, Inc., CCEJ – California Conference for Equality and Justice, Canon Business Solutions, Castle Car Wash, Centro Shalom, Champ's Deli, Cerritos Travel, Chance Artworks, Chicago Title Coast Recreation, Conservation Corps of LB, Craftsman Homes Connections, The, Contact Security, Dreams & Vision Art Company, Di Piazza, Inc., Direct Wireless, AMPCO System Parking, Amusement Industry, Inc., Angkor Borei News, Applied Technology Council, ARI Cuncub LP, Armstrong Garden Center, Artex Nova Color, Avalos, Guillermo, A&A Ready Mixed Concrete, AY Nursery, A-Z Enterprise, A-1 Lock AAA Flag & Banner Mfg. Co. ABM Janitorial Services ACE Business Machines, Inc., AGF General Construction, Inc., Air Source Industries, All Pro Fence, Alpert Jewish,	1998, 2003, 2006-2007, 2009-2011	#CDBG Admin KW1	

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	<p>Alsop Lock & Key.</p> <p>Commercial Façade Improvement Program Glen Built Construction.</p> <p>State of CA, Office of Traffic Safety Grant Comade.</p>	2007-2008		
25	<p>Community Development Neighborhood Improvement Truitt, Charles, Trace Tres Fukuhara, Tuttle Camera, Taylor Flag & Banners, Co., Thys, Tyler, TAB Products Co., LLC., Trophies Incorporated, Upbeat, Inc., Unisource, United Parcel Services, Verizon, Vista Paint, Versatables.com, Waxie, Workplace Solutions LLC., Workplace Resource, , Waters, Patricia Anne, Walker, Thomas, Weststar Wan, Wilson, Bill Signs, Xerox, Sophy's Thai & Cambodian Cuisine, Sparkletts, Store & Save, Spurr & Associates, Inc., Tam, Veronica, Rodriguez, Rogelio, Ross, Robert, SY Nursery, San, Chayy Sinhy, Smart & Final, Southern California Edison, Standard Concrete Products, Steamx, LLC, Subway, Super Taco, South Coast Supply, Sharp, Socal Office Tech, Orkin Pest Control, Press Telegram, Phillips Steel Company,</p>	2006-2007, 2009-2010	#CDBG Admin KW2	

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>Pickens, Gregory, Platt Security Systems, Inc., Pour Concrete Cutting, Inc., Public Corporation of Arts, P&R Paper Supply, Pine Avenue Fish House, PDA Consulting, Quality Parking, Queen Beach Printers, Inc., Quick Crete Products Corp., Ricardo's Nursery.</p> <p>Community Development Neighborhood Improvement A&A Ready Mix Concrete, A-1 Lock Shop, Alsop Lock Key, ACE Business Machine, Air Source Industries, Broad Spectrum, Cerritos Travel, Inc., Contact Security, Inc., Atlantic Community Economic Development (ACED), Allied Technology, Amusement industry, Inc., Castle Car Wash, Conservation Corps of LB, Americana Co., AMPCO System Parking, Apple One Employment, Bell Building Maintenance, Big Studio, Chicago Title Company, CDBG Program, Angkor Borei News, Canon Business Solutions, A-Y Nursery, A-Z Enterprise, Bonita Nursey, B&B Supply, Broadway Glass & Mirror, Inc., CalMet Services.</p>	<p>1995-2000, 2002-2003, 2006-2009</p>	#CDBG/ Admin KC12	
21	<p>State of California, Office of Traffic Safety - Child Passenger Safety Grant Bill Wilson Sign, Channing Bete.</p>	2006-2008		

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
27	Commercial Improvement Rebate Program 1932 Pacific Ave. - 435 E. Pacific Coast Hwy.	2011-2012		#CIRP-10
27	Commercial Improvement Rebate Program 2201 Magnolia Ave. – 1895 Pacific Ave.	2011-2012		#CIRP-11
27	Commercial Improvement Rebate Program 555 Pacific Coast Hwy. – 1924 Willow St.	2011-2012		#CIRP-12
27	Commercial Improvement Rebate Program 1447 Cherry Ave. – 2264 Long Beach Blvd.	2011-2012		#CIRP-18
27	Commercial Improvement Rebate Program 2295 Long Beach Blvd. – 6950 Long Beach Blvd.	2011-2012		#CIRP-19
27	Commercial Improvement Rebate Program 1569 E. Anaheim St. – 1460 Atlantic Ave.	2011-2012		#CIRP-20
27	Commercial Improvement Rebate Program 1569 E. Anaheim St. – 1460 Atlantic Ave.	2011-2012		#CIRP-21
27	Commercial Improvement Rebate Program 1101 E. 3 rd St. – 1152 E. 7 th St.	2011-2012		#CIRP-27
27	Commercial Improvement Rebate Program 1152 E. 7 th St. – 1360 E. Anaheim St.	2011-2012		#CIRP-28
27	Commercial Improvement Rebate Program 5640 Paramount Blvd. – 1560 W. Willow St.	2008-2009		#CIRP-30
25	Neighborhood Improvement Strategy Neighborhood Improvement Strategy/Police, Wrigley Community Police Center.	2011-2012		#NIS/ POLICE- 60

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department REDEVELOPMENT BUREAU

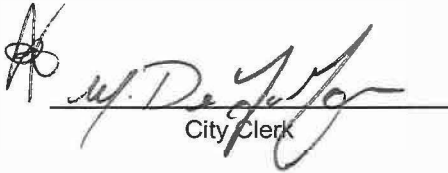
According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
A-343	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1977	1/1/1982	1/1/1987	Internal Record Center	A -004-0003 0002
A-344	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1977	1/1/1984	1/1/1989	Internal Record Center	A -004-0003 0003
A-345	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1974	1/1/1984	1/1/1989	Internal Record Center	A -004-0003 0004
A-346	DOWNTOWN REDEVELOPMENT PROJECT	7/9/1987	7/9/1987	7/9/1992	Internal Record Center	A -004-0003 0005
BLOCK 113 - PARCEL 7 - WATSON APARTMENTS						
A-347	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1977	1/1/1986	1/1/1991	Internal Record Center	A -004-0003 0006
A-348	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1985	1/1/1986	1/1/1991	Internal Record Center	A -004-0003 0007
A-349	DOWNTOWN REDEVELOPMENT PROJECT	7/9/1987	7/9/1987	7/9/1992	Internal Record Center	A -004-0003 0008
A-350	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1977	1/1/1984	1/1/1989	Internal Record Center	A -004-0003 0009
A-355	DOWNTOWN REDEVELOPMENT PROJECT	7/9/1987	7/9/1987	7/9/1992	Internal Record Center	A -004-0003 0013
A-357	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1985	1/1/1986	1/1/2005	Internal Record Center	A -004-0003 0015
A-358	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1977	1/1/1979	1/1/1984	Internal Record Center	A -004-0003 0016
A-360	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1979	1/1/1982	1/1/1987	Internal Record Center	A -004-0003 0018
A-362	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1977	1/1/1981	1/1/1986	Internal Record Center	A -004-0004 0001
A-364	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1979	1/1/1985	1/1/1990	Internal Record Center	A -004-0004 0003
A-365	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1982	1/1/1984	1/1/1989	Internal Record Center	A -004-0004 0004

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
D-402	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0001
D-403	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0002
D-404	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0003
D-406	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0005
D-408	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0007
D-410	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0009
D-412	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0010
D-413	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0011
D-414	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0012
D-420	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0001 0018
D-452	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0003 0010
D-453	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0003 0011
D-454	PROJECTS-OWNER PARTICIPATION CONTR	1/1/1993	1/1/1993	1/1/2005	Internal Record Center	D -005-0003 0012
F-988	PROJECTS - AGRMNTS/CONTR/LEASES/AMEND	1/1/1988	1/1/1990	1/1/2005	Internal Record Center	G -001-0004 0013
F-990	PROJECT ACQ/DISPO-TITLE-OWNERSHIP	1/1/1981	1/1/1990	1/1/2005	Internal Record Center	G -001-0004 0014
G-013	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1976	1/1/1980	1/1/1985	Internal Record Center	G -001-0001 0011
G-015	DOWNTOWN REDEVELOPMENT PROJECT	1/1/1976	1/1/1981	1/1/1986	Internal Record Center	G -001-0001 0013
G-563	PROJECT AQU-DISPO WORK FILES	1/1/1977	1/1/1978	1/1/2005	Internal Record Center	G -007-0003 0002
G-564	PROJECT AQU-DISPO WORK FILES	1/1/1973	1/1/1978	1/1/2005	Internal Record Center	G -007-0003 0003
RANGE: PARCELS 1-01 - PARCELS 3-17						

Perm Box Number	Record Title Box Description	Dates Begin End		Destroy Date	Storage Room	Location
G-565	PROJECT AQU-DISPO WORK FILES RANGE: PARCELS 03-19 - PARCELS 18-27	1/1/1973	1/1/1978	1/1/2005	Internal Record Center	G -007-0003 0004
G-566	PROJECT AQU-DISPO WORK FILES RANGE: PARCELS 18-28 - PARCELS 32-49	1/1/1973	1/1/1978	1/1/2005	Internal Record Center	G -007-0003 0005
G-567	PROJECT AQU-DISPO WORK FILES RANGE: PARCELS 33-01 - PARCELS 33-45	1/1/1973	1/1/1978	1/1/2005	Internal Record Center	G -007-0003 0006
G-568	PROJECT AQU-DISPO WORK FILES RANGE: PARCELS 33-46 - PARCELS 35-12	1/1/1973	1/1/1978	1/1/2005	Internal Record Center	G -007-0003 0007
12092	REDEVELOPMENT PROJECT FILES (10073.0)	1/1/1991	12/31/1993	12/31/2005	Internal Record Center	D -001-0004 0001
12093	REDEVELOPMENT PROJECT FILES (10073.0)	1/1/1991	12/31/1993	12/31/2005	Internal Record Center	D -001-0004 0014
12094	REDEVELOPMENT PROJECT FILES (10073.0)	1/1/1990	12/31/1993	12/31/2005	Internal Record Center	D -001-0004 0015
12098	REDEVELOPMENT PROJECT FILES (10073.0)	1/1/1990	12/31/1996	12/31/2005	Internal Record Center	D -001-0003 0016
23114	AGREEMENTS/CONTRATS/LEASES/AMENDMENTS	1/1/1979	12/31/1999	12/31/2004	Internal Record Center	G -001-0002 0009
LIST 2077						

Total Boxes to be Destroyed: 43


City Clerk

3-18-19
Date

Linda F. Jatum
Department Head

3/12/19
Date


City Attorney

3/25/19
Date