

October 6, 2020

**C-6**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Economic Development Department, Asset Management 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, elected officials and appointed offices 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 Economic Development Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY 21 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 ECONOMIC DEVELOPMENT  
DEPARTMENT

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 Economic Development Department 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 unless otherwise authorized by law.

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 \_\_\_\_\_, 2020,  
by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

# EXHIBIT A

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

DEPARTMENT OF ECONOMIC DEVELOPMENT/ASSET MANAGEMENT

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-950	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0009
A-952	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0010
A-953	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0011
A-954	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0012
A-955	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0013
A-956	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0014
A-957	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0015
A-958	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) CONDEMNATION LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0016
A-959	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0017

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
A-960	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0003 0018
A-962	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0001
A-963	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0002
A-964	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0003
A-965	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0004
A-966	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0005
A-967	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0006
A-968	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0007
A-969	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0008
A-970	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0009

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
A-972	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0010
A-973	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0011
A-974	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 415	7/19/1984	7/19/1984	7/19/1990	Internal Record Center	A -010-0004 0012
10093	ACQUISITION/DISPOSITIONS (CITY-OWNED) AGREEMENTS	1/1/1972	12/31/1995	12/31/2001	Internal Record Center	G -008-0004 0013
24614	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2130	1/1/2004	12/31/2008	12/31/2018	Internal Record Center	C -006-0001 0001
24615	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2130	1/1/2005	12/31/2008	12/31/2018	Internal Record Center	C -006-0001 0002
24616	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2130	1/1/2006	12/31/2008	12/31/2018	Internal Record Center	C -006-0001 0003
25669	ACQUISITIONS/DISPOSITIONS (CITY-OWNED) WORK FILES LIST 2189	1/1/2009	12/31/2012	12/31/2018	Internal Record Center	C -006-0001 0013
25673	PROPERTY MGT (CITY-OWNED) LEASES & AGREEMENTS LIST 2189 COLORADO LAGOON	1/1/2001	12/31/2009	12/31/2019	Internal Record Center	G -008-0001 0015
25711	PROPERTY MGT (CITY-OWNED) TENANT INSURANCE LIST 2189	1/1/2007	12/31/2009	12/31/2019	Internal Record Center	G -008-0001 0017

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34198	PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULT LIST 2343 - PURCHASE ORDERS - PURCHASE REQUISITIONS - AGREEMENTS & CONTRACTS (COPIES) - INVOICES & PAYMENT - DOCUMENTATION (COPIES) - CORRESPONDENCE, MEMOS & BACK UP DATA - TIME SHEETS (COPIES) - DIRECT PAYMENT FORMS (COPIES)	1/1/2012	12/31/2013	12/31/2018	Internal Record Center	J -002-0001 0008
34200	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 2339 -TITLE REPORTS -TITLE POLICIES -APPRAISALS -OFFER LETTERS -CORRESPONDENCE, NOTE & MEMOS -ESCROW DOCUMENTS -FIXTURES & EQUIPMENT LISTS	1/1/2009	12/31/2013	12/31/2019	Internal Record Center	G -008-0001 0011
34201	ACQUISITIONS/DISPOSITIONS (RDA-OWNED) WORK FILES LIST 2339	1/1/2009	12/31/2012	12/31/2018	Internal Record Center	G -008-0001 0012
34570	PROPERTY MGT (CITY-OWNED) WORK FILES LIST 2363	1/1/1986	12/31/2007	12/31/2018	IRON MOUNTAIN	796745011
34571	PROPERTY MGT (CITY-OWNED) WORK FILES LIST 2363	1/1/1995	12/31/2008	12/31/2018	IRON MOUNTAIN	796745012
34572	PROPERTY MGT (CITY-OWNED) WORK FILES LIST 2363	1/1/1994	12/31/2007	12/31/2018	IRON MOUNTAIN	796745013
34619	LOAN FILES LIST 2340	1/1/1998	12/31/2015	12/31/2018	IRON MOUNTAIN	965865319

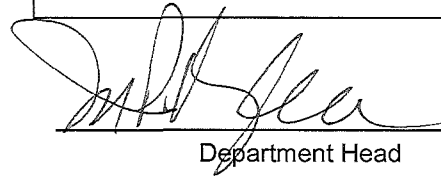


Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			

Total Boxes to be Destroyed: 36

  
City Clerk

9-18-20  
Date

  
Department Head

9/14/20  
Date

  
City Attorney

9/21/20  
Date