

January 5, 2021

C-6

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Office of the City Manager 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 Office of the City Manager 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:lb

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 CITY MANAGER 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 City Manager 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.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Lana Beach, CA 90802-4511

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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 _____, 20__, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s): Councilmembers: _____

City Clerk

EXHIBIT "A"

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department: CITY MANAGER

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			
E-306	SPECIAL EVENTS/GRAND PRIX	1/1/1990	12/30/1990	12/30/1995	Internal Record Center	D -002-0004 0016
E-308	SPECIAL EVENTS/GRAND PRIX	1/1/1989	12/30/1989	12/30/1994	Internal Record Center	D -002-0004 0015
G-205	CITY OWNED LAND & BUILDINGS	1/1/1988	1/1/1989	1/1/1999	IRON MOUNTAIN	383341513
13182	CITY OWNED LAND & BUILDINGS	1/1/1988	12/31/1990	12/31/2000	IRON MOUNTAIN	383341502
	LIST 1528					
13183	GENERAL FILE	1/1/1993	12/31/1994	12/31/1999	IRON MOUNTAIN	383341503
	LIST 1528					
20605	BUDGET PLANNING FILE	1/1/2002	12/31/2005	12/31/2018	Internal Record Center	F -004-0001 0001
	BUDGET MATERIALS RELATED					
20606	BUDGET PLANNING FILE	1/1/2002	12/31/2005	12/31/2018	Internal Record Center	F -004-0001 0002
	BUDGET EVALUATION PROCESS RELATED					
20607	BUDGET PLANNING FILE	1/1/2002	12/31/2005	12/31/2018	Internal Record Center	F -004-0001 0003
	BUDGET RELATED					

Perm Box Number	Record Title Box Description	Begin	End	Destroy Date	Storage Room	Location
27209	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2013	12/31/2018	IRON MOUNTAIN	786800979
	RANGE: FILM PERMITS, 13000 - 13075					
27768	SPECIAL EVENTS PERMITS	1/1/2012	12/31/2013	12/31/2018	IRON MOUNTAIN	786804858
	RANGE: FILM PERMITS, 13076 - 13150					
27769	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	786804859
	RANGE: FILM PERMITS, 13151 - 13210					
27770	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	786804860
	RANGE: FILM PERMITS, 13211 - 13275					
27771	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	786804861
	RANGE: FY 13 BLOCK PARTY PERMITS, OCT 2012 - SEPT 2013					
27776	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	786804866

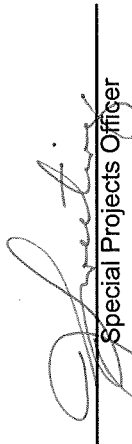


Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
27777	SPECIAL EVENTS PERMITS RANGE: FILM PERMITS, 13276 - 13330	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	786804867
27778	SPECIAL EVENTS PERMITS RANGE: FILM PERMITS, 13331 - 13406	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	786804868
34264	SPECIAL EVENTS PERMITS RANGE: FILM PERMITS 14000-14075	1/1/2013	12/31/2014	12/31/2019	IRON MOUNTAIN	823548464
34265	SPECIAL EVENTS PERMITS RANGE: FILM PERMITS 14076-14125	1/1/2013	12/31/2014	12/31/2019	IRON MOUNTAIN	823548465
34266	SPECIAL EVENTS PERMITS RANGE: FILM PERMITS 14126-14200	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548466
34267	SPECIAL EVENTS PERMITS RANGE: FILM PERMITS 14200-14275	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548467
34268	SPECIAL EVENTS PERMITS 4TH OF JULY 2014 BLOCK PARTIES	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548468
34269	SPECIAL EVENTS PERMITS FY14 BLOCK PARTY PERMITS OCTOBER 2013 THRU SEPTEMBER 30, 2014	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548469
34270	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548470

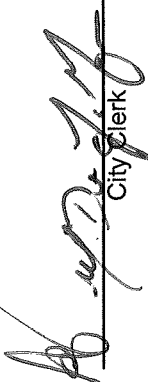
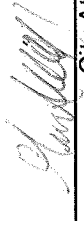
Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34271	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548471
34272	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548472
34273	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548473
34274	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548474
34275	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548475
34276	SPECIAL EVENTS PERMITS	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548476
RANGE: FILM PERMITS 14276-14350						
34277	SPECIAL EVENTS PERMITS	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548477
RANGE: FILM PERMITS 14351-14420						
34278	SPECIAL EVENTS PERMITS	1/1/2008	12/31/2014	12/31/2019	IRON MOUNTAIN	823548478
RANGE: FILM PERMITS 14421-14437 SAVE THE QUEEN INVOICES (12-07334, 13-07239-B) SMG INVOICES SUMMER NIGHT LIGHTS POLICE BILLING						
34279	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548479
34280	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548480
34281	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548481
34282	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548482
34283	SPECIAL EVENTS PERMITS	1/1/2013	12/31/2013	12/31/2018	IRON MOUNTAIN	823548483
34285	SPECIAL EVENTS PERMITS	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548485
34286	SPECIAL EVENTS PERMITS	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	823548486

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34289	SPECIAL EVENTS PERMITS CARNIVAL PERMITS (2011-2014)	1/1/2011	12/31/2014	12/31/2019	IRON MOUNTAIN	823548489
35030	SPECIAL EVENTS PERMITS FILM PERMITS #15000 - #15080	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	965865230
35040	SPECIAL EVENTS PERMITS	1/1/2014	12/31/2014	12/31/2019	IRON MOUNTAIN	965865240
35051	SPECIAL EVENTS PERMITS FY 2012 & 2013 GRAND PRIX FILES	1/1/2012	12/31/2013	12/31/2018	IRON MOUNTAIN	965864751
35874	OFFICE MANAGEMENT FILES FY 15-16 PURCHASE ORDER FILES	10/1/2015	9/30/2016	12/31/2018	IRON MOUNTAIN	RF041802389
35875	OFFICE MANAGEMENT FILES FY 16 JV FILES FY 16 REFUND FILES FY 16 WIRE TRANSFER FILES FY 15 DIRECT PAYMENT FILES FY 15 BANNER REVENUE FILES FY 15 WIRE TRANSFERS (2008-2015) 2014-2015 GRAND PRIX CREDENTIALS 2014-2015 GRAND PRIX EXTRAORDINARY EXPENSES 2014-2015 GRAND PRIX COUNCIL RESOLUTION 2014-2015 GRAND PRIX REVOCABLE PERMIT 2014-2015 PRIDE COUNCIL RESOLUTION 2014-2015 FORMULA E PRIX COUNCIL RESOLUTION	10/1/2014	9/30/2016	12/31/2018	IRON MOUNTAIN	RF041802390
36545	OFFICE MANAGEMENT FILES FY 17 ADMIN FILES (JV, PO, DP)	10/1/2016	9/30/2017	12/31/2019	IRON MOUNTAIN	RF018641491
36797	PUBLIC RECORDS ACTS REQUESTS RANGE: 17-001 TO 17-048 LIST 2498	1/1/2017	12/31/2017	12/31/2019	Internal Record Center	A -004-0001 0015

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
36798	PUBLIC RECORDS ACTS REQUESTS RANGE: 17-056 TO 17-399 LIST 2498	1/1/2017	12/31/2017	12/31/2019	Internal Record Center	A -004-0001 0016
36799	PUBLIC RECORDS ACTS REQUESTS RANGE: 17-400 TO 17-799 LIST 2498	1/1/2017	12/31/2017	12/31/2019	Internal Record Center	A -004-0001 0017
36800	PUBLIC RECORDS ACTS REQUESTS RANGE: 17-800 TO 17-1290 LIST 2498	1/1/2017	12/31/2017	12/31/2019	Internal Record Center	A -004-0001 0018

Total Boxes to be Destroyed: 49

 Special Projects Officer	<u>09/17/2020</u> Date
 Deputy to City Manager	<u>11/30/2020</u> Date
 Department Head	<u>9-22-20</u> Date

 City Clerk	<u>12-8-2020</u> Date
 City Attorney	<u>12-21-20</u> Date