

January 4, 2022

**C-5**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the City Manager's office 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 City Manager's office concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 22 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

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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'S OFFICE

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's Office 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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OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Long Beach, CA 90802-4664

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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 \_\_\_\_\_, 2021, by the  
following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Absent: 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 Begin	End	Destroy Date	Storage Room	Location
26327	CITY OWNED LAND & BUILDINGS	1/1/2001	12/31/2010	12/31/2020	IRON MOUNTAIN	726205662
26328	CITY OWNED LAND & BUILDINGS	1/1/2000	12/31/2010	12/31/2020	IRON MOUNTAIN	726205663
35031	SPECIAL EVENTS PERMITS FILM PERMITS #15081 - #15150	1/1/2014	12/31/2015	12/31/2020	IRON MOUNTAIN	965865231
35032	SPECIAL EVENTS PERMITS FILM PERMITS #15150 - #15200	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865232
35033	SPECIAL EVENTS PERMITS FILM PERMITS #15201 - #15270	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865233
35034	SPECIAL EVENTS PERMITS FILM PERMITS #15271 - #15321	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865234
35035	SPECIAL EVENTS PERMITS FY 15 BLOCK PARTY PERMITS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865235
35036	SPECIAL EVENTS PERMITS FY 15 FOURTH OF JULY BLOCK PARTY PERMITS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865236

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
35037	SPECIAL EVENTS PERMITS FILM PERMITS #15321 - #15385	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865237
35038	SPECIAL EVENTS PERMITS FILM PERMITS #15386 - #15420	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865238
35039	SPECIAL EVENTS PERMITS FILM PERMITS #15421 - #15442 CANCELLED FILM APPLICATIONS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865239
35041	SPECIAL EVENTS PERMITS	1/1/2014	12/31/2015	12/31/2020	IRON MOUNTAIN	965865241
35042	SPECIAL EVENTS PERMITS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865242
35043	SPECIAL EVENTS PERMITS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865243
35044	SPECIAL EVENTS PERMITS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865244
35045	SPECIAL EVENTS PERMITS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865245
35046	SPECIAL EVENTS PERMITS	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865246
35047	SPECIAL EVENTS ADMIN FILES PHOTOGRAPHER REQUESTS (FY 12-16) CITY-SPONSORED PARADES (FY 11-14) PERFORMANCE MEASURES (FY 11-13) FOURTH OF JULY FILES (FY 07-10) PRIDE COUNCIL LETTER FILES (FY 09-13) GRAND PRIX COUNCIL LETTER FILES (FY 09-13) GRAND PRIX XTRAORDINARY EXPENSES (FY 13) GRAND PRIX CREDENTIALS (FY 13)	1/1/2007	12/31/2016	12/31/2018	IRON MOUNTAIN	965865247
35049	SPECIAL EVENTS PERMITS FY 15 OCCASIONAL EVENT PERMITS (OEP'S)	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865249

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
35050	SPECIAL EVENTS PERMITS FY 15 OCCASIONAL EVENT PERMITS (OEP'S)	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	965865250
35855	SPECIAL EVENTS PERMITS FILM PERMITS #16000 - #16050	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802369
35856	SPECIAL EVENTS PERMITS FILM PERMITS #16051 - #16110	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802370
35857	SPECIAL EVENTS PERMITS FILM PERMITS #16111 - #16175	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802371
35858	SPECIAL EVENTS PERMITS FY 16 FOURTH OF JULY BLOCK PARTY PERMITS	1/1/2016	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802372
35859	SPECIAL EVENTS PERMITS FY 16 BLOCK PARTY PERMITS OCTOBER 1, 2015 - SEPTEMBER 30, 2016	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802373
35860	SPECIAL EVENTS PERMITS FILM PERMITS #16176 - 16225	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802374
35861	SPECIAL EVENTS PERMITS FILM PERMITS #16226 - 16280	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802375
35862	SPECIAL EVENTS PERMITS FILM PERMITS #16281 - 16345	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802376
35865	SPECIAL EVENTS PERMITS FILM PERMITS #16346 - 16400	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802380

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
35866	SPECIAL EVENTS PERMITS  FILM PERMITS #16401 - 16417 FY16 - CANCELLED APPLICATIONS 2007 - 2010 RFPS	10/1/2007	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802381
35867	SPECIAL EVENTS PERMITS	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802382
35868	SPECIAL EVENTS PERMITS	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802383
35869	SPECIAL EVENTS PERMITS	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802384
35870	SPECIAL EVENTS PERMITS	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802385
35871	SPECIAL EVENTS PERMITS	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802386
35872	SPECIAL EVENTS PERMITS	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802387
35873	SPECIAL EVENTS PERMITS  POLE BANNER PERMITS (FY 09-15)	10/1/2009	9/30/2015	12/31/2020	IRON MOUNTAIN	RF041802388
35869	SPECIAL EVENTS PERMITS	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802384
35869	SPECIAL EVENTS PERMITS  RUN SEAL BEACH 5K/10K 04/09/2016 (#16-08725)	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF041802384
36542	SPECIAL EVENTS PERMITS  FY 16 OCCASIONAL EVENT PERMITS (OEP'S 1-4)	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF018641488
36572	SPECIAL EVENTS PERMITS  FY 16 OCCASIONAL EVENT PERMITS (OEP'S 5-9)	10/1/2015	9/30/2016	12/31/2021	IRON MOUNTAIN	RF018641518
38033	OFFICE MANAGEMENT FILES  FY 18 ADMIN FILES (EVENTS / OEPS)	10/1/2017	9/30/2018	12/31/2020	IRON MOUNTAIN	RF049513929



Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
38034	OFFICE MANAGEMENT FILES FY 18 ADMIN FILES (FILMING / BANNERS)	10/1/2017	9/30/2018	12/31/2020	IRON MOUNTAIN	RF049513930
38048	OFFICE MANAGEMENT FILES FY 18 ADMIN FILES: PURCHASE ORDERS, JV, WIRE TRANSFER, DEPOSIT, BUDGET, FILES	10/1/2017	9/30/2018	12/31/2020	IRON MOUNTAIN	RF049513944
38049	OFFICE MANAGEMENT FILES FY 18 ADMIN FILES	10/1/2017	9/30/2018	12/31/2020	IRON MOUNTAIN	RF049513945

Total Boxes to be Destroyed: 45

*[Signature]*  
City Clerk

11-29-21  
Date

*Linda F. Jakus*  
Department Head

11/16/21  
Date

*Min J. Miss*  
City Attorney

12/3/2021  
Date