



CITY CLERK DEPARTMENT  
Long Beach, California

**NB-34**

LARRY HERRERA  
City Clerk

November 11, 2014

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Authorize the transfer of the certain archived public records to the Long Beach Historical Society from the Office of the Mayor for the years 1999 to 2009 and Council Office District Seven for the years 2004 to 2010.

**DISCUSSION**

On August 5, 2014, the City Council directed the City Clerk Department to work with the Historical Society of Long Beach (LBHS) to determine how to transfer, to the LBHS, certain public records subject to the City's record retention schedule.

On August 8, 2014, LBHS visited the City Clerk Department to review documents for which destruction authorization was requested. Of interest to LBHS are documents that can be defined as archival records, i.e., records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.

Based on the August 8, 2014 review, LBHS determined an interest in correspondence and reports submitted to and written by the Mayor and the Seventh District Council Office.

On September 2, 2014, staff from the City Clerk, City Manager, and City Attorney departments met to explore ways to collaborate with LBHS to provide the requested documents in their "as is" format. Staff determined that the requested documents can be provided to LBHS, but that redaction of personal identification information in certain documents (filed in nineteen boxes) will require more time to complete.

On November 4, 2014, the City Clerk and City Attorney completed review and redaction of documents subject to transfer to LBHS. A description of the archived records to be transferred are described in the attached staff reports.

HONORABLE MAYOR AND CITY COUNCIL  
November 11, 2014  
Page 2

TIMING CONSIDERATION

None.

FISCAL IMPACT

The processing of California Public Records Act requests are handled by staff in all City departments and the funding of the service is absorbed within departmental appropriations.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

*Poonam Davis for Larry H. Cabrera.*

Larry G. Herrera-Cabrera  
City Clerk

Attachments – August 5, 2014 Staff Reports:

C-4 (Legislative File 14-0561)

C-5 (Legislative File 14-0562)



# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

Attachment

~~C-4~~

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6788

August 5, 2014

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for the Legislative Department, Office of Mayor Bob Foster 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Legislative Department concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 14 for the operation of the City Records Center.

## SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera Cabrera  
City Clerk

LH:md

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

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 LEGISLATIVE 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 Legislative 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.

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.

///  
///

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2014 by the following vote:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

# EXHIBIT A

Destruction Notification Rpt  
City of Long Beach (CLB)  
MAYOR & CITY COUNCIL (LEG)  
MAYOR (010100)

Cost Center: ()

Records Coordinator: STACEY TODA Mail Drop: 14TH FLOOR Phone: (562)570-5027 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2013	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	20411	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	1
<input type="checkbox"/> 1	20412	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	2
<input type="checkbox"/> 1	20413	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	3
<input type="checkbox"/> 1	20414	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	4
<input type="checkbox"/> 1	20415	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	5
<input type="checkbox"/> 1	20416	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	6
<input type="checkbox"/> 1	20417	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	7
<input type="checkbox"/> 1	20418	10008.8	SUBJECT FILES	01/01/1992	12/31/2004		12/31/2010	E-10-04	8

E = Excluded

Total Eligible Boxes to be destroyed	=	8
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	8

5/6/14 *Stacey Toda*  
Date RECORDS MANAGER

5/8/14 *Stacey Toda*  
Date MAYOR

7/15/14 *[Signature]*  
Date CITY ATTORNEY Deputy

# RECORDS DESTRUCTION REQUEST

1. Date \_\_\_\_\_

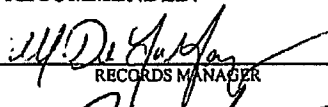
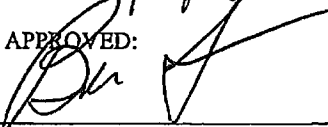
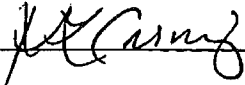
Honorable Council of the City of Long Beach

2. The Mayor \_\_\_\_\_ 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
3	<p><b>COMMISSION APPLICATIONS</b> Charter: 1999-2005 Non-Charter: 1999-2007</p> <p><b>CONSTITUENT FILES</b></p> <p><b>CORRESPONDENCE</b></p>	<p>1999-2005 1999-2007</p> <p>1999-2009</p> <p>1999-2009</p>	1	NA

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:</p> <p> RECORDS MANAGER</p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS:</p> <p>Charter L+8 Non Charter L+6</p>
<p>9. APPROVED:</p> <p> DEPARTMENT HEAD</p>	<p>CITY ATTORNEY</p> <p>11. By </p>	
<p>10. DATE: <u>7/8/14</u></p>	<p>12. Title <u>DEPUTY CITY ATTORNEY</u></p>	
	<p>13. Date <u>7/15/14</u></p>	





# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

Attachment

~~C-5~~

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

August 5, 2014

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for the Legislative Department, Seventh Council District 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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Legislative Department concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 14 for the operation of the City Records Center.

## SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera Cabrera  
City Clerk

LH:md

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

1 RESOLUTION NO.

2  
3 A RESOLUTION OF THE CITY COUNCIL OF THE  
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING  
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,  
6 AND WRITINGS BY THE LEGISLATIVE DEPARTMENT

7  
8 The City Council of the City of Long Beach resolves as follows:

9 Section 1. Pursuant to and in accordance with the provisions of Section  
10 34090 of the Government Code of the State of California and Chapter 1.28 of the Long  
11 Beach Municipal Code relating to the destruction of City records, and the City Attorney  
12 having heretofore given his written consent, the City Council of the City of Long Beach  
13 does hereby approve and authorize the destruction by the Legislative Department, of any  
14 and all of the records, documents, instruments, books, papers, and writings as set forth in  
15 the documents attached hereto and marked Exhibit "A" and by reference thereto made a  
16 part hereof, which records are under its charge and are no longer required for use in its  
17 respective office, said records being no less than two (2) years old.

18 Section 2. The City Council hereby finds that none of said records:

- 19 A. Affect the title to real property or liens thereon;  
20 B. Constitute official court records;  
21 C. Constitute records which are required to be kept by statute;  
22 D. Constitute the original or record copies of the minutes,

23 ordinances or resolutions of the City of Long Beach or any City Board or  
24 Commission.

25 Section 3. This resolution shall take effect immediately upon its adoption  
26 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

27 ///

28 ///

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2014 by the following vote:

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

# EXHIBIT A

Destruction Notification Rpt  
City of Long Beach (CLB)  
MAYOR & CITY COUNCIL (LEG)  
COUNCIL DISTRICT 7 (010107)

Cost Center: ()

Records Coordinator: Mail Drop: Phone: ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2013	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	25656	10000.2	ADMINISTRATIVE FILES	01/01/2004	12/31/2010		12/31/2012	D-08-02	1
<input type="checkbox"/> 3	25658	10000.2	ADMINISTRATIVE FILES	01/01/2002	12/31/2010		12/31/2012	D-08-02	3
<input type="checkbox"/> 3	26867	10000.2	ADMINISTRATIVE FILES	01/01/2004	12/31/2010		12/31/2012	E-10-03	9
<input type="checkbox"/> 3	25657	10000.2	ADMINISTRATIVE FILES	01/01/2005	12/31/2011		12/31/2013	D-08-02	2
<input type="checkbox"/> 1	22581	10012.2	CONSTITUENT FILES	01/01/2000	12/31/2003		12/31/2007	H-01-04	2
<input type="checkbox"/> 1	22586	10040.5	CORRESPONDENCE	01/01/2004	12/31/2009		12/31/2013	E-11-05	1
<input type="checkbox"/> 1	22587	10040.5	CORRESPONDENCE	01/01/2004	12/31/2009		12/31/2013	E-11-05	2
<input type="checkbox"/> 1	22588	10040.5	CORRESPONDENCE	01/01/2003	12/31/2009		12/31/2013	E-11-05	3
<input type="checkbox"/> 1	22582	10008.8	SUBJECT FILES	01/01/2003	12/31/2006		12/31/2010	H-01-04	9

E = Excluded

Total Eligible Boxes to be destroyed	=	9
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	9

7-9-14 *[Signature]*  
Date RECORDS MANAGER

7-10-14 *[Signature]*  
Date COUNCILMEMBER

7/15/14 *[Signature]*  
Date CITY ATTORNEY, Deputy



**City of Long Beach Memorandum**  
*Working Together to Serve*

## REQUEST TO ADD AGENDA ITEM

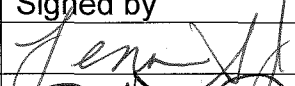

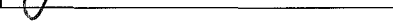
**Date:** November 7, 2014  
**To:** Larry Herrera-Cabrera, City Clerk  
**From:** Larry Herrera-Cabrera, City Clerk  
**Subject:** Request to Add Agenda Item to Council Agenda of November 11, 2014

---

Pursuant to Municipal Code Section 2.03.070 [B], the City Councilmembers signing below request that the attached agenda item (due in the City Clerk Department by Friday, 12:00 Noon) be placed on the City Council agenda under New Business via the supplemental agenda.

The agenda title/recommendation for this item reads as follows:

Recommendation to authorize the transfer of the certain archived public records to the Long Beach Historical Society from the Office of the Mayor for the years 1999 to 2009 and Council Office District Seven for the years 2004 to 2010.

Council District	Authorizing Councilmember	Signed by
1	Lena Gonzalez	
6	Dee Andrews	
8	Al Austin	

Attachment: Staff Report dated November 11, 2014