



**CITY CLERK DEPARTMENT**  
*Long Beach, California*

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,

*Poornam 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

662/570-6101

FAX 662/570-6789

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, 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

**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 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.

27 //

28 //

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

4

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

6                   \_\_\_\_\_

7                   \_\_\_\_\_

8                   \_\_\_\_\_

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

10                   \_\_\_\_\_

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

12                   \_\_\_\_\_

13                   \_\_\_\_\_  
14                   City Clerk  
15

16

17

18

19

20

21

22

23

24

25

26

27

28

# EXHIBIT A

Audit #  
348

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

05/05/2014 15:29:16  
Page 1

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  
Date

*Stacey Toda*  
RECORDS MANAGER

5/8/14  
Date *Stacey Toda*  
MAYOR

7/15/14  
Date

*R. G. Clegg*  
CITY ATTORNEY /Deputy

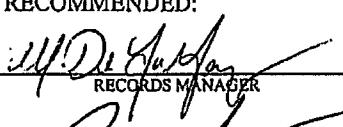
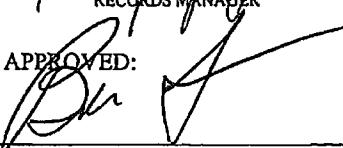
# RECORDS DESTRUCTION REQUEST

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	COMMISSION APPLICATIONS Charter: 1999-2005 Non-Charter: 1999-2007	1999-2005 1999-2007	1	NA
	CONSTITUENT FILES	1999-2009		
	CORRESPONDENCE	1999-2009		

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



# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

Attachment

~~C-5~~

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 662/570-6789

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,

Long Beach, CA

Larry G. Herrera Cabrera  
City Clerk

LH:md

1 | RESOLUTION NO.

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

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

- 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.

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

27 | III

28 | III

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**

Audit #  
351

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

07/09/2014 14:44:04  
Page 1

Cost Center: ()

Records Coordinator: Mail Drop: Phone: ext:

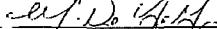
ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	On Hold?	Destroy Date 12/31/2013	Location	Space#
<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



Date

RECORDS MANAGER

7-10-14

  
COUNCILMEMBER

Date

7/15/14

  
CITY ATTORNEY, Deputy

Date



**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

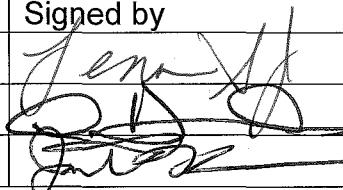
**Subject:** Request to Add Agenda Item to Council Agenda of November 11, 2014

---

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