

CITY OF LONG BEACH

C-8

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 21, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Development Services, Neighborhood Services Bureau 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 Department of Development Services concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 12 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, 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 DEVELOPMENT SERVICES
7 DEPARTMENT, NEIGHBORHOOD SERVICES BUREAU
8

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

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

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

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

25 ordinances or resolutions of the City of Long Beach or any City Board or
26 Commission.

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

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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 _____, 2012, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT A

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	140 W Harcourt Street 90805 220 E Cambridge Street 1510 Molino Ave 90804 1103 E 20 th Street 90806 1117 E 15 th Street 90813 120 W 52 nd Street 90805 5910 Rosebay Street 90808 1361 Peterson Ave 90813 347 W 7 th Street 90813 6430 Orizaba Ave 90805 2074 Cerritos Ave 90806 6795 Indiana Ave 90805 3809 E La Jara Street 90805 2325 Caspian Ave 90810 1357 34 th Street 90810 327 E Marker Lane 90805 2078 Linden Ave 90806 1345 E 5 th Street 90806 6849 Harbor Ave 90805 3248 San Francisco Ave 90806 3437 Adriatic Ave 90810 2471 Ladoga Ave 90815 7101 Myrtle Ave 90805 3043 McNab Ave 90808	2003 2004 " " " " " " " " " " " " 2006 2006 2005 " " " " " " "		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	560 E Vernon Street 90806 710 Myrtle Ave 90805 1109 Myrtle Ave 90813 3758 Iroquois Ave 90808 338 Walnut Ave 90802 3918 Charlemagne Ave 90808	2001 2005 2006 " " "		
	3040 Adriatic Ave 90805 1811 W Jeanette Place 90810 2260 E McKenzie Street 3043 McNab Ave 90808 2210 E Poinsetta Street 90805 1418 Gundry Ave 90813 2319 Martin Luther King Jr Ave 90806 1282 W 34 th Street 90810	2002 2005 " " " " " "		
	2208 Webster Ave 90810 2190 Eucalyptus Ave 90806 1293 W Cameron Street 90810 (1 st file) 1293 W Cameron Street 90810 (2 nd file) 1072 Orange Ave 90813 1401 W Canton Street 90810 5970 California Ave 90805 5036 Falcon Ave 90807 619 W Wardlow Rd 90806	2006		
	1838 E Harding 90805 891 W 33 rd Way 90806 2201 Fashion Ave 90810 3530 Gaviota Ave 90807 153 E Ellis Street 90805 10 W Trafford Street 90805 157 E Adair Street 90805 190 W Harcourt Street 90805	2006		
	2121 Lime Ave 90810 550 E 20 th Street 90806 6038 Brayton Ave 90805 202 W Gardner Street 90805 916 Harding Street 90806	2004		

RECORDS DESTRUCTION REQUEST

1. Date 11/23/11

Honorable Council of the City of Long Beach

2. The Department of Development Services 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
20	<p>RETENTION SCHEDULE: Neighborhood Services (2/15/11)</p> <p>Community Development Advisory Commission (CDAC) Agenda Packages</p>	1995 - 2008	1	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <i>MTJ</i></p> <p><i>MTJ Georgia Pan</i> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p><i>Approved 12/2/11</i> DEPARTMENT HEAD</p> <p>10. DATE:</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center; font-size: small;">CITY ATTORNEY</p> <p>11. By <i>Stacy J. Anderson</i></p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>2/8/12</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	1511 E 63 rd Street 1066 Freeman Ave 3569 Falcon Ave 2121 Eucalyptus Ave 1535 Ohio Ave 5852 Linden Ave 5332 Handbury Street 211 E Adams Street 3732 E 6 th Street 417 E 57 th Street 2125 Pasadena Ave 702 E Burnett Street 5319 Lime Avenue 608 W 36 th Street 2070 Fidler Ave 4531 Gundry Ave 6320 Coronado Ave 3335 Easy Ave 6121 Rahn Ave 4416 Maury Ave 211 E Mountain View Ave 5113 E Coralite Street 97 W Arbor Street 726 Obispo Ave 3546 Canehill Avenue 773 Stanley Ave 940 E 3 rd Street #16 221 W 20 th Street 347 E 59 th Street 3502 Woodruff Ave 4661 Grisham Ave 4651 Grisham Ave 486 E Plymouth Street 1806 Silva Street 1075 Mahanna Ave 3330 E 10 th Street 350 E 69 th Way 2911 Baltic Ave 2851 Golden Ave 2378 Stearnlee Ave 800 E 70 th Street 1570 Elm Ave 6665 Long Beach Blvd #B4 300 E Arbor Street #15 110 E Silva Street 1102 E Silva Street 3240 E 10 th Street 122 Claremont Ave 2327 MLK Ave	2004 2004 2004 2004 2004 2004 2004 2004 2004 2004 2004 2004 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2005 2006	1	

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	4365 Boyar Ave 1608 Gaviota Ave 1344 Olive Ave 335 Cedar Ave #115 2570 Oregon Ave 3760 Falcon Ave 1400 Elm Ave 859 W 34 th Street 1880 E Poinsetta Street 2710 Chestnut Ave 2004 W Canton Street 3210 Baltic Ave 2468 Easy Aven 1495 Molino Ave 275 E Plenty 570 E Dayman Street 4301 Walnut Ave 5585 E PCH 3021 Shipway Ave 7090 Eastondale Ave 1049 E Luray Ave 834 Obispo Ave 5201 Walnut Ave 234 E 68 th Street 6880 Butler Ave PO BOX 92101 3430 Shipway Ave 2828 E 2 nd Street 62 E 69 th Way 709 E 7 th Street 2441 Clark Ave 2501 Golden Ave 2552 Hayes Ave 4830 Holly Ave 466 E 53 rd Street 820 W Burnett Street 5113 E Coralite Street 3718 Charlemagne Ave 5634 N Orizaba Ave 3436 E Belflower Blvd 2322 Pine Ave 7020 E El Cedral Street 211 E 67 th Way 3264 Fashion Ave 160 W Dameron Street 923-925 E Harding Street 5617 E Lime Ave	2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2006 2007	1	

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	66 W 49 th Street 5139 N Raton Circ;e 6940 Beachley Ave 461 Morningside Ave 2336 W Wardlow 1079 Olive Ave 2124 Pasadena Ave 1470-1476 Chestnut Place 3115 Shadypark Dr	2007 2007 2007 2007 2007 2007 2007 2007 2007	1	


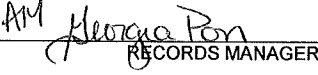
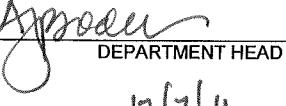
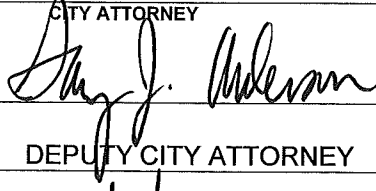
RECORDS DESTRUCTION REQUEST

1. Date 11/21/11

Honorable Council of the City of Long Beach

2. The Department of Development Services 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
	<p>RETENTION SCHEDULE: Neighborhood Services</p> <p>NONPROFIT ASSISTANCE PROGRAM (NAP) LOAN FILES</p> <p>Amends Center NAP 97-001, 1130 Cedar Ave. Amends Center NAP 97-002, 1140 Cedar Ave. Amends Center NAP 98-001, 1132 Loma Vista. Ark (Artists Reaching Kids) NAP 01-001, 140 Linden Ave (530 Broadway) Associated Students/ Isabel Patterson Child Dev. Center NAP 02-001, 5700 Atherton St. Boys and Girls Clubs of Long Beach NAP 99-001, 1450 Cedar Ave. Boys and Girls Club (Franklin) NAP 94-001, 540 Cerritos.</p> <p>Campfire USA LB Area Council NAP 02-003, 7070 E. Carson St. Campfire Boys and Girls NAP 98-003, 7070 E. Carson St. Greater LB Child Guidance NAP 99-006, 3491 Elm St. Greater LB Child Guidance NAP 99-005, 4343 Atlantic. Community Rehab. Industries NAP 95-012, 1500 E. Anaheim St.</p> <p>Family Services/ The Rap Center NAP 96-002, 1041 Pine Ave. Family Services of Long Beach NAP 00-004, 1041 Pine Ave. Foodbank of Southern California NAP 97-012, 1444 San Francisco Ave. For the Child NAP 97-004, 4565 California Ave. Girl Scout Council of LB NAP 02-005, 4040 Bellflower Blvd. Girl Scout Council of LB NAP 01-004, 4040 Bellflower Blvd. Greater Long Beach Girl Scout Council NAP 99-004, 4040 Bellflower. Blvd. Harbour Area Halfway House NAP 02-007, 940 Dawson Ave.</p> <p>Long Beach Area Council Boy Scouts NAP 98-004, 4747 Daisy Ave. Long Beach Comm. Improvement League NAP 01-005, 2222 Olive Ave. Long Beach Day Nursery NAP 98-005, 1548 Chestnut Ave. Long Beach Day Nursery NAP 99-013, 1548 Chestnut Ave. Long Beach PO NAP 98-006, 1205 Freeman Ave. Long Beach Police Athletic League (PAL), 1205 Freeman Ave. Police Athletic League (PAL) NAP 97-008, 1205 Freeman Ave.</p>	1994-2005	1 2 3 4	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		
8. RECOMMENDED:   RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE: <u>12/2/11</u>		12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>2/8/12</u>		
14. REMARKS: Files not on the 2/15/11 retention schedule. Files to be added to a revised department retention schedule.				

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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4	<p>NONPROFIT ASSISTANCE PROGRAM (NAP) LOAN FILES</p> <p>Long Beach Youth Center NAP 95-010, 4223 Anaheim St. Mens 12th Step House NAP 04, 1005 E. 6th St. Mental Health Association in LA NAP 01-006, 456 Elm Ave. Mental Health Association of LA City NAP 93/94, 456 Elm Ave.</p> <p>Museum of Latin America Art NAP 01-007, 628 Alamitos Ave. National Council on Alcoholism/Drug NAP 96-005, 3750 Long Beach Blvd. New Image emergency Shelter for the Homeless NAP 00-010, 428 Cerritos Ave. New Image emergency Shelter for the Homeless NAP 98-007, 428 Cerritos Ave. Office of Samoan Affairs NAP 97-006, 625 Cedar Ave. Pan African Art NAP 97-007, 2228 Atlantic.</p> <p>Santa Maria House NAP 95-004, 935-939 Cedar Ave. So. Calif. Alcohol and Drugs Programs NAP 99-009, 1755 Freeman Ave. South Bay Alcoholism NAP 97-009, 941 E. 6th St. So. Bay Alcoholism Nap #7, 751 E. 6th St. Substance Abuse Foundation of LB NAP 96-009, 727-29 Obispo Ave. Substance Abuse Foundation NAP 99-010, 3137-39 E. 7th St.</p> <p>Substance Abuse Foundation NAP 00-012, 1042-46 Redondo Ave. Women Shelter NAP 98-008, 1210 Atlantic Ave. Women Shelter NAP 97-011, 1210 Atlantic Ave. Women Shelter of LB NAP 01-009, 1208-10 Atlantic Ave. Young Horizons NAP 98-009, 501 Atlantic Ave. Young Horizons NAP 99-011, 501 Atlantic Ave.</p> <p>YMCA NAP 1993-94, 600 Long Beach Blvd. Young Men's Christian Assoc. (YMCA) NAP 99 YMCA NAP 1994-95, 600 Long Beach Blvd.</p> <p>Amends Center NAP 97-003, 1132 Loma Vista Dr. Boys and Girls Club NAP #2, 700 E. Del Amo. Cedar house Incorporated NAP 95-005, 4565 California Ave. Community Rehabilitation Industries NAP 96-001, 1500 E. Anaheim St. Community Rehabilitation Industries NAP 96-013, 1500 E. Anaheim St. Community Rehabilitation NAP 00-003, 1500 E. Anaheim St. Harbor Area High Gain Foundation NAP 02-006, 330-38 E. 3RD St.</p> <p>For the Child NAP 00-005, 4565 California Ave. Goodwill Industries NAP 95-002, 800 W. Pacific Coast Highway. Harbour Area Halfway House Inc. NAP 99-007, 940 Dawson Ave. Harbour Area Halfway House NAP 00-007, 809 Linden Ave. Harbor Area High Gain Nap 00-006, 300 E. 3rd St.</p>	1994-2005	<p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p>	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

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4	<p>NONPROFIT ASSISTANCE PROGRAM (NAP) LOAN FILES</p> <p>L. B. Community Improvement League NAP 95-007, 2222 Olive Ave. L. B. Community Improvement League NAP 00-008, 2222 Olive Ave. Mental Health Association of LA County NAP 96-011, 456 Elm Ave. National Council Alcoholism & Drug NAP 99-008, 3750 Long Beach Blvd. Pan African Art NAP 95-008, 2240 Atlantic Ave. Sarah Center NAP 96-003, 4003 Long Beach Blvd. Services of Development of Disabled NAP 95-003, 3962 Studebaker Rd. suite 206</p> <p>South Bay Alcoholism Services NAP 00-011, 341 E. 6th St. Substance Abuse Foundation of LB NAP 96-008, 727-29 Obispo Ave. Substance Abuse Foundation NAP 97-010 3131 E. 7th St. St. Francis House NAP #8, 707 E. 7th St. The Food Bank of Southern California NAP 95-004, 1444 San Francisco Ave. Volunteers of America NAP 95-006, 700 E. Broadway. Westside Neighborhood Clinic NAP 96-010, 1436 W. 23rd St.</p> <p>Young Horizons NAP 95-009, 501 Atlantic Ave.</p>	1994-2005	<p style="text-align: center;">12</p> <p style="text-align: center;">13</p> <p style="text-align: center;">14</p>	