



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

**C-7**

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

January 8, 2019

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Legislative Department, Council Districts 2, 4 and 5 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

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

**FISCAL IMPACT**

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza  
City Clerk

MD:ll

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 COUNCIL DISTRICTS  
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 Council Districts of any and all  
14 of the records, documents, instruments, books, papers, and writings as set forth in the  
15 documents attached hereto and marked Exhibit "A" and by reference thereto made a part  
16 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  
22 statute;
- 23 D. Constitute the original or record copies of the minutes,  
24 ordinances or resolutions of the City of Long Beach or  
25 any City Board or Commission.

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

28 ///

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th 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 \_\_\_\_\_, 2018, by the following vote.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

# EXHIBIT "A"

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH


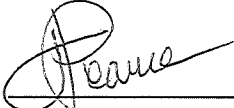

Department COUNCIL DISTRICT 2

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			
21355	SUBJECT FILES	1/1/2005	12/31/2006	12/31/2010	Internal Record Center	E -010-0003 0011
21356	SUBJECT FILES	1/1/2005	12/31/2006	12/31/2010	Internal Record Center	E -010-0003 0012
21357	SUBJECT FILES	1/1/2005	12/31/2006	12/31/2010	Internal Record Center	E -010-0003 0013
21358	SUBJECT FILES	1/1/2006	12/31/2007	12/31/2011	Internal Record Center	E -010-0003 0014
23070	SUBJECT FILES	1/1/2005	12/31/2007	12/31/2011	Internal Record Center	E -010-0005 0001
23071	SUBJECT FILES	1/1/2003	12/31/2006	12/31/2010	Internal Record Center	E -010-0005 0002

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
23072	SUBJECT FILES	1/1/2006	12/31/2008	12/31/2012	Internal Record Center	E -010-0005 0003
23073	SUBJECT FILES	1/1/2006	12/31/2008	12/31/2012	Internal Record Center	E -010-0005 0004

Total Boxes to be Destroyed: 8

 <hr style="width: 100%;"/>	12/4/2018 <hr style="width: 100%;"/>	 <hr style="width: 100%;"/>	12/4/18 <hr style="width: 100%;"/>	 <hr style="width: 100%;"/>	12/19/18 <hr style="width: 100%;"/>
Records Manager	Date	Department Head	Date	City Attorney	Date

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department COUNCIL DISTRICT 4

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			
22580	ADMINISTRATIVE FILES	01/01/2006	12/31/2008	12/31/2010	Internal Record Center	H -001-0004 0001
22589	CORRESPONDENCE	01/01/2005	12/31/2010	12/31/2014	Internal Record Center	E -011-0005 0004
22590	ADMINISTRATIVE FILES	01/01/1999	12/31/2009	12/31/2011	Internal Record Center	E -011-0005 0005
24598	CORRESPONDENCE INVITES 2010	01/01/2002	12/31/2010	12/31/2014	Internal Record Center	D -010-0004 0009
24599	ADMINISTRATIVE FILES  RANGE: ABC LICENSES - BUDGET	01/01/2002	12/31/2010	12/31/2012	Internal Record Center	D -010-0004 0010
24600	ADMINISTRATIVE FILES  RANGE: CALENDARS - KROC COMMUNITY	01/01/2002	12/31/2010	12/31/2012	Internal Record Center	D -010-0004 0011

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
24601	ADMINISTRATIVE FILES	01/01/2002	12/31/2010	12/31/2012	Internal Record Center	D -010-0004 0012
RANGE: LABOR - PENSION REFORM						
24602	CONSTITUENT FILES	01/01/2002	12/31/2010	12/31/2014	Internal Record Center	D -010-0004 0013
RANGE: PERSONNEL - RESIDENTS						
24603	ADMINISTRATIVE FILES	01/01/2002	12/31/2010	12/31/2012	Internal Record Center	D -010-0004 0014
RANGE: SCHOOL STUFF - 700 FORMS						
24604	CONSTITUENT FILES	01/01/2007	12/31/2009	12/31/2013	Internal Record Center	D -010-0004 0015
27438	ADMINISTRATIVE FILES	01/01/2011	12/31/2011	12/31/2015	IRON MOUNTAIN	734179176
27439	ADMINISTRATIVE FILES	01/01/2011	12/31/2012	12/31/2016	IRON MOUNTAIN	734179177
27440	CORRESPONDENCE	01/01/2011	12/31/2012	12/31/2016	IRON MOUNTAIN	734179178



Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
27441	CORRESPONDENCE	01/01/2011	12/31/2012	12/31/2016	IRON MOUNTAIN	786804929

Total Boxes to be Destroyed: 14

<u>AG</u>	<u>12/4/2018</u>	<u>Daryl Ferguson</u>	<u>12-4-18</u>	<u>M/K</u>	<u>12/13/18</u>
Records Manager	Date	Department Head	Date	City Attorney	Date

# DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department COUNCIL DISTRICT 5

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			
21359	SUBJECT FILES	01/01/2006	12/31/2007	12/31/2011	Internal Record Center	E -010-0003 0015
21360	SUBJECT FILES	01/01/2006	12/31/2007	12/31/2011	Internal Record Center	E -010-0003 0016
21361	SUBJECT FILES	01/01/2006	12/31/2007	12/31/2011	Internal Record Center	E -010-0003 0017
21362	SUBJECT FILES	01/01/2006	12/31/2007	12/31/2011	Internal Record Center	E -010-0003 0018
21363	SUBJECT FILES	01/01/2006	12/31/2007	12/31/2011	Internal Record Center	F -004-0001 0013
21364	CORRESPONDENCE	01/01/2006	12/31/2007	12/31/2011	Internal Record Center	F -004-0001 0014

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21365	CORRESPONDENCE	01/01/2006	12/31/2007	12/31/2011	Internal Record Center	F -002-0001 0003
22738	CORRESPONDENCE	01/01/2007	12/31/2008	12/31/2012	Internal Record Center	E -006-0004 0001
22739	CORRESPONDENCE	01/01/2008	12/31/2008	12/31/2012	Internal Record Center	E -006-0004 0002
23115	SUBJECT FILES	01/01/2006	12/31/2009	12/31/2013	Internal Record Center	D -001-0005 0002
23116	SUBJECT FILES	01/01/2007	12/31/2009	12/31/2013	Internal Record Center	D -001-0005 0003
23117	SUBJECT FILES	01/01/2006	12/31/2008	12/31/2012	Internal Record Center	D -001-0005 0004
23118	SUBJECT FILES	01/01/2006	12/31/2008	12/31/2012	Internal Record Center	D -001-0005 0005

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
23906	SUBJECT FILES	01/01/2006	12/31/2009	12/31/2013	Internal Record Center	E -006-0004 0011
23907	SUBJECT FILES	01/01/2006	12/31/2010	12/31/2014	Internal Record Center	E -006-0004 0012
23908	SUBJECT FILES	01/01/2006	12/31/2009	12/31/2013	Internal Record Center	E -006-0004 0013
23909	SUBJECT FILES	01/01/2006	12/31/2009	12/31/2013	Internal Record Center	E -006-0004 0014
23910	SUBJECT FILES	01/01/2006	12/31/2009	12/31/2013	Internal Record Center	E -006-0004 0015
24818	SUBJECT FILES	01/01/2006	12/31/2009	12/31/2013	Internal Record Center	D -002-0005 0003
24819	SUBJECT FILES	01/01/2006	12/31/2009	12/31/2013	Internal Record Center	D -002-0005 0004

Perm Box Number	Record Title Box Description	Dates Begin End	Destroy Date	Storage Room	Location
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Total Boxes to be Destroyed: 20

<u>AG</u> Records Manager	<u>12/5/2018</u> Date	<u>X [Signature]</u> Department Head	<u>12-4-18</u> Date	<u>[Signature]</u> City Attorney	<u>12/17/18</u> Date
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