



CITY OF LONG BEACH

C-10

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 5, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Community Development Department, Code Enforcement Division 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 Community Development Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 10 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

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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 COMMUNITY DEVELOPMENT
DEPARTMENT / CODE ENFORCEMENT

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 Community Development Department / Code Enforcement 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.

Sec. 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.

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OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
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Long Beach, CA 90802-4664

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Sec. 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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2010, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

C.D./CODE ENFORCEMENT (210121C)

Cost Center: ()

Records Coordinator: TOM SLATER Mail Drop: Phone: (562)570-6336 ext:

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

(X) Code	Destroy	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date	Space#
					Beg.	Ending			
<input type="checkbox"/>	1	18614	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192206	0
	Range Beginning	Range Ending	Range Description				Record Title Name		
	243 E 1ST ST	325 W 19TH ST			Beginning	Ending Date	VIOLATION NOTICES		
<input type="checkbox"/>	1	18615	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192207	0
	Range Beginning	Range Ending	Range Description				Record Title Name		
	20TH ST	635 AVERY PL			Beginning	Ending Date	VIOLATION NOTICES		
<input type="checkbox"/>	1	18616	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192208	0
	Range Beginning	Range Ending	Range Description				Record Title Name		
	2016 BALTC	1730 CHESTNUT			Beginning	Ending Date	VIOLATION NOTICES		
<input type="checkbox"/>	1	18617	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192209	0
	Range Beginning	Range Ending	Range Description				Record Title Name		
	168 CLAREMONT	755 FREEMAN			Beginning	Ending Date	VIOLATION NOTICES		
<input type="checkbox"/>	1	18618	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192210	0
	Range Beginning	Range Ending	Range Description				Record Title Name		
	2315 GALE	351 LINARES			Beginning	Ending Date	VIOLATION NOTICES		
<input type="checkbox"/>	1	18619	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192211	0
	Range Beginning	Range Ending	Range Description				Record Title Name		
	57 LINDEN	432 MOUNTAIN VI			Beginning	Ending Date	VIOLATION NOTICES		
<input type="checkbox"/>	1	18620	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192212	0
	Range Beginning	Range Ending	Range Description				Record Title Name		
	1124 MYRTLE	2715 PETALUMA			Beginning	Ending Date	VIOLATION NOTICES		

C.D./CODE ENFORCEMENT (210121C)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates	Ending	On Hold?	Destroy Date	Space#
<input type="checkbox"/> 1	18621	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192213	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
	245 PINE	3230 SAN FRANCI		01/01/2002	12/31/2002		VIOLATION NOTICES	
<input type="checkbox"/> 1	18622	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 364192214	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
	19 ST JOSEPH	2201 XIMENO		01/01/2002	12/31/2002		VIOLATION NOTICES	
<input type="checkbox"/> 1	18938	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 391436051	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
	1427 E 1ST ST	542 DAISY	WA BILLING	01/01/2002	12/31/2002		VIOLATION NOTICES	
<input type="checkbox"/> 1	18939	10013.2	VIOLATION NOTICES	01/01/2002	12/31/2002		12/31/2009 391436052	0
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning</i>	<i>Ending Date</i>		<i>Record Title Name</i>	
	236 GOLDEN	5615 LEMON	WA BILLING	01/01/2002	12/31/2002		VIOLATION NOTICES	

Total Eligible Boxes to be destroyed	=	11
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	11

Date 9-1-10 [Signature]
RECORDS MANAGER

Date 9/1/10 [Signature]
DEPARTMENT HEAD

Date 9/1/10 [Signature]
CITY ATTORNEY