



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-10

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

April 23, 2019

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Department of Public Works 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 Department of Public Works 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 "Monique De La Garza".

Monique De La Garza
City Clerk

MD:ll

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 DEPARTMENT OF PUBLIC
7 WORKS

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 Department of Public Works of
15 any and all of the records, documents, instruments, books, papers, and writings as set
16 forth in the documents attached hereto and marked Exhibit "A" and by reference thereto
17 made a part hereof, which records are under its charge and are no longer required for
18 use in its respective office, said records being no less than two (2) years old.

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

- 20 A. Affect the title to real property or liens thereon;
21 B. Constitute official court records;
22 C. Constitute records which are required to be kept by statute;
23 D. Constitute the original or record copies of the minutes,
24 ordinances or resolutions of the City of Long Beach or any City Board or
25 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 I hereby certify that the foregoing resolution was adopted by the City

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

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Council of the City of Long Beach at its meeting of _____, 2019,
by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date 3/27/2019


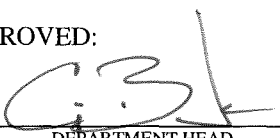
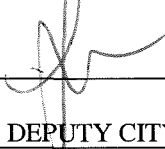
Honorable Council of the City of Long Beach

2. The Public Works/Transportation Mobility Bureau respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
	Public Records Request (Location Files: A-E)	2000-2016	4	NA
	Public Records Request (Location Files: G-K)	2000-2016	4	NA
	Public Records Request (Location Files: L-O)	2000-2016	4	NA
	Public Records Request (Location Files: P-T)	2000-2016	4	NA
	Public Records Request (Location Files: U-W)	2000-2016	4	NA
	Public Records Request (Location Files: X-Z)	2000-2016	3	NA

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  CITY CLERK</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>3/28/19</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>4/4/19</u></p>	<p>14. REMARKS:</p> <p>Currently not on Public Works Retention Schedule but following CA Secretary of State's Records Management Guidelines for Public Records Request which is CL + 2 (closed + 2 years).</p>
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RECORDS DESTRUCTION REQUEST

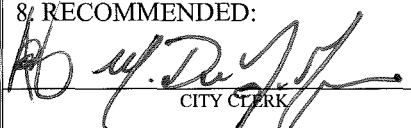
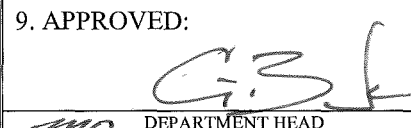
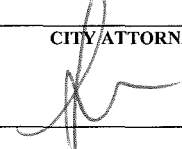
1. Date 3/29/2019

Honorable Council of the City of Long Beach

2. The PW/ENGINEERING/DESIGN/Administration respectfully requests authority to destroy the following
DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
2	R-6739 Atherton Storm Drain R-6773 Pacific	2010	1	
2	R-6776 Queen Mary Alarm System R-6799 Strom Drain Repair R-6780 Atlantic R-6850 Wrigley Village R-6845 Toledo Undergrounding R-6717 Belmont Shore Alleys R-6668 7 th Place Bluff Erosion R-6829 Broadway/ 3 rd Street Protected Bikeway	2010	2	
2	R-6764 Annual Repairs 2010 R-6795 American Hotel Sidewalk R-6819 Annual Streets 2010 R-6726 Rancho Los Cerritos R-6826 Rosa Parks Park R-6812 Construction Main Library Roof Waterproofing	2010	3	
2	R-6866 2010 Annual Concrete Repair R-6837 McBride Park R-6775 Colorado R-6848 Wardlow	2010	4	
2	R-6952 Chittick Field Phase II R-6904 Chittick Field Demo Phase I R-6803 LB Blvd R-6790 Broadway R-6826 Marina Landscape	2010	5	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>CITY CLERK</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>4/1/19</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>4/4/19</u></p>	<p>14. REMARKS:</p>
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RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
2	R-6852 Willow – Redondo to Grand R-6803 Long Beach Blvd R-6855 Paramount R-6867 5 th Place Bluff Erosion R-6766 Addendum No.3 R-6779 Improvements to Stearns R-6741 Traffic Signal Atlantic & 15 th R-6812 Main Library Roof Waterproofing	2010	6	
2	R-6846 Second Street/Bay Shore PCH R-6782 Los Coyotes R-6804 Daisy Ave. R-6830 Vista Street Bicycle	2010	7	
2	R-6863 Colorado Lagoon R-6800 Paramount I R-6899 FY 12 Concrete R-6852 Willow- Redondo to Grand R-6785 Walnut-3 rd to 10 th R-6856 Broadway- Termino to Livingston R-6866 FY10 Annual Concrete R-6863 Colorado Lagoon Phase II	2011	8	
2	R-6766 PCH and 2 nd R-6869 Naple Soil R-6880 Cape Seal R-6861 Atlantic ATCS R-6894 Bike Racks R-6768 Long Beach Blvd R-6222 Appian Way R-6741 ATCS Atlantic 15 th R-6747 Appian Bridge Painting R-6857 Shore Line Drive ATCS R-6851 San Gab Bike Trail	2011	9	
2	R-6888 Wardlow R-6906 Livingston Drive Termino and 2 nd R-6924 Ramona Park R-6941 FY 13 Streets	2012	10	
2	R-6885 Pacific 7 th to Anaheim R-6886 Pacific Willow and Spring R-6898 Spring Street Medians R-6903 Alamos Bay Fuel Dock	2012	11	
2	R-6922 Cape Seal R-6859 Traffic Control Signals R-6901 Baker Mini Park R-6918 Atherton Medians	2012	12	

RECORDS DESTRUCTION REQUEST

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
2	R-6955 Tideland Restrooms R-6910 Back 10 Replacement R-6860 Ocean Blvd ATCS R-6949 Multi Services Center	2013	13	
2	R-6855 Paramount R-6721 Bixby Park Bluff Improvements R-6945 Craftsman Park	2013	14	
2	R-6947 Airfield Signage Replacement phase II R-6926 Orizaba Park Community Center R-6933 Beach Restrooms bid 2 R-6916 68 th Street from West City Boundary to Paramount Blvd	2013	15	