



# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

~~C-8~~  
**UB-15**

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





# 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 <sup>th</sup> Street 90810	2002 2005 " " " " " "		
	2208 Webster Ave 90810 2190 Eucalyptus Ave 90806 1293 W Cameron Street 90810 (1 <sup>st</sup> file) 1293 W Cameron Street 90810 (2 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>th</sup> 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><b>RETENTION SCHEDULE: Neighborhood Services (2/15/11)</b></p> <p>Community Development Advisory Commission (CDAC) Agenda Packages</p>	1995 - 2008	1	

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED: <span style="float: right;"><i>MT</i></span></p> <p><i>MT 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><b>CITY ATTORNEY'S CONSENT</b></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>John 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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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 <sup>th</sup> 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

(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
4	<p><b>NONPROFIT ASSISTANCE PROGRAM (NAP) LOAN FILES</b></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 &amp; 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. 6<sup>th</sup> St.                      Substance Abuse Foundation of LB NAP 96-008, 727-29 Obispo Ave.                      Substance Abuse Foundation NAP 97-010 3131 E. 7<sup>th</sup> St.                      St. Francis House NAP #8, 707 E. 7<sup>th</sup> 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. 23<sup>rd</sup> 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>	