



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-11

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

November 13, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Economic Development Department 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 Economic Development Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in cursive script that reads "M. De La Garza".

Monique De La Garza
City Clerk
MD:ll

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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 THE ECONOMIC DEVELOPMENT DEPARTMENT

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 the Economic Development Department of 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.

Section 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.

Section 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.

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"

RECORDS DESTRUCTION REQUEST

1. Date 10/10/18

Honorable Council of the City of Long Beach

2. The ECONOMIC DEVELOPMENT DEPARTMENT respectfully requests authority to destroy the following

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
11	<p>LOAN FILES</p> <p>Louis Mascola-United American Fish Co. Loan Number 934009</p> <p>Pine Avenue Limited Loan Number 8788002</p> <p>Birdland West/Al Williams Loan Number 9293018</p> <p>Advanced Immunochemical Services Loan Number 9293019</p> <p>GM International Loan Number RCD01200-3</p> <p>Ruiz Engineering Co. Loan Number 9495007</p> <p>Matthew Winefield & Carl Foden Winefield Technical Solutions, Inc. Loan Number JED067004</p> <p>Pine Avenue Grill Corp Loan Number 9192001</p>	<p>1995-2002</p> <p>1988</p> <p>1993-1998</p> <p>1993-1994</p> <p>2006</p> <p>1995-</p> <p>2007</p> <p>1993</p>		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: RM</p> <p>RECORDS MANAGER</p> <p>9. APPROVED: 10/19/18</p> <p>DEPARTMENT HEAD</p> <p>10. DATE: 10/22/2018</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 DEPUTY CITY ATTORNEY</p> <p>13. Date 10/25/18</p>	<p>14. REMARKS:</p> <p style="text-align: center;">Retention Schedule used is from Community Development/Economic Development/Business Assistance with Council Approval Date of May 10, 1994</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
11	<p>LOAN FILES</p> <p>Alant Corporation Loan No. 9192005</p> <p>Tuong Dac Ma Loan No. 9293013</p> <p>Talco Plastics, Inc. Loan No. 9293016</p> <p>Alvin Lowi, Jr. Loan No. RCD023001</p> <p>ATV, Inc. Loan No. RCD96700-5</p> <p>Bryant, Willie & Carrie Creative Arts PreSchool Loan No. 9495004</p> <p>Gold's Gym L.B. Flex, Inc Loan No. 9495005</p> <p>Paul A. Hillis Sr. & Patricia Anne Hillis Loan No. 9495006</p> <p>Z Gallerie/ Joseph Zeiden Loan No. 9293007</p> <p>Orchards – Sears, Roebuck Loan No. 9596011</p> <p>The Rock Gym Loan No. 9596012</p> <p>Creative Cuisine Loan No. RCD96700-5</p> <p>Jones, Mark Jones, Christy Salon By the Sea RCD97800-1</p>	<p>1992</p> <p>1993</p> <p>1993-1995</p> <p>2003</p> <p>1997</p> <p>1994</p> <p>1998</p> <p>1995</p> <p>1993</p> <p>1997</p> <p>1996</p> <p>1997</p> <p>1998</p>		

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
11	LOAN FILES			
	Big Stuff Loan No. RCD92302-0	1993		
	Rothbart's Jewelry Loan No. 9192004	1992		
	Second Pine Associates, L.P. Loan No. 9192006	1992		
	Long Pine Associates, L.P. Loan No. 9192007	1992-1993		
	Yogurt Works Loan No. 9293002	1992		
	Long Pine Associates, L.P. Loan No. 9293004	1993-1997		
	Galizia, Inc. Loan No. 9394005	1994		
	Johnna Miller Pickle Nickle Pizza Loan No.	2010		
	The Works Gallery, Inc. Loan No. 8889001	1988-1996		
	Second Pine Associates, L.P. Loan No. 9192008	1997		
	Birdland West, Inc/ Al Williams Loan No. 9293001	1992		
	B.U.M. Int'l, Inc. Loan No. 9495002	1994		
	Krinsky, Oscar & Harriet Loan No. 9596009	1996		

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
11	<p>LOAN FILES</p> <p>Gridcore Systems, Int'l. Loan No. 9293023</p> <p>Hopwood/Micor/Mc Mullen Loan No. 9394003</p> <p>Dolch, Alan MC2 Custom Alloys, Inc. Loan No. JED034013</p> <p>System M Restaurant Loan No. 9192003A</p> <p>Michael Dib Loan No. 9293015</p> <p>Healy, John/ British Imports Loan No. 9596003</p> <p>Otto Smejkal The Bakery Foods, Inc. Loan No. 9596006</p> <p>Booker, William & Nell The Golden Frog Restaurant Loan No. RCD 96700-9</p> <p>Deli Lite, Inc. Loan No. 99005-0</p> <p>Gaither & Gaither Enterprises Gina's Laundrymart Loan No. RCD99007-5</p> <p>E & E Mini Mart Loan No. RCD01200-4</p> <p>San, Cindy</p>	<p>1993</p> <p>1994</p> <p>2004</p> <p>1992</p> <p>1993-2003</p> <p>1995</p> <p>1996-1995</p> <p>1997-1998</p> <p>2000-2010</p> <p>2001-2010</p> <p>2002</p>		