

December 7, 2021

**C-11**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for the Department of Health and Human Services 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, elected officials and appointed offices 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 Health and Human Services concur in the above recommendation.

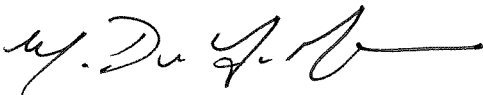
**FISCAL IMPACT**

Appropriations have been budgeted in FY 22 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

MD:kb

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th 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 HEALTH AND  
7 HUMAN SERVICES.

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 34090 of  
11 the Government Code of the State of California and Chapter 1.28 of the Long Beach  
12 Municipal Code relating to the destruction of City records, and the City Attorney having  
13 heretofore given his written consent, the City Council of the City of Long Beach does hereby  
14 approve and authorize the destruction by the department of HEALTH AND HUMAN  
15 SERVICES, of any and all of the records, documents, instruments, books, papers, and  
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by  
17 reference thereto made a part hereof, which records are under its charge and are no longer  
18 required for 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  
25 Board or Commission.

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

28 ///

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

I hereby certify that the foregoing resolution was adopted by the City Council of the  
City of Long Beach at its meeting of \_\_\_\_\_, 2021, by the following vote:

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Recusal(s): Councilmembers: \_\_\_\_\_

\_\_\_\_\_

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

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Lona Beach, CA 90802-4664

# EXHIBIT "A"

Date \*

8/10/2021

Department \*

Health and Human Services

Bureau, Division, and/or Section

City Health Officer /Public Health Emergency Management /Communicable Disease Control Program

**RECORDS DESTRUCTION APPROVAL**

Department Head Approval

Kelly Colopy

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

9/29/2021

City Clerk Approval Date

9/30/2021

City Attorney Approval Date

10/28/2021

**DEPARTMENTAL RECORDS**

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
1	Communicable Disease Case and Contact Files	(#06-1-01599-#06-1-01600) (#06-1-01067-#06-1-01087) (#06-1-01090-#06-1-01098) (#06-1-01640-#06-1-01647)	2006	N/A	N/A
1	Communicable Disease Case and Contact Files	(#06-1-01038-#06-1-01049) (#06-1-01501-#06-1-01502) (#06-1-01504) (#06-1-01511-#06-1-01515) (#06-1-01518-#06-1-01531) (#06-1-01533-#06-1-01535) (#06-1-01537-#06-1-01555) (#06-1-01557-#06-1-01567) (#06-1-01569-#06-1-01575) (#06-1-01577) (#06-1-01579-#06-1-01593) (#06-1-01595-#06-1-01598)	2006	N/A	N/A

Remarks

**Date \***

8/10/2021

**Department \***

Health and Human Services

**Bureau, Division, and/or Section**

COMMUNITY HEALTH/ NURSING SERVICES

**RECORDS DESTRUCTION APPROVAL**
**Department Head Approval**

Kelly Colopy

**City Clerk Approval**

Monique DeLaGarza

**City Attorney Approval**

Anita Lakhani

**Department Head Approval Date**

9/29/2021

**City Clerk Approval Date**

9/30/2021

**City Attorney Approval Date**

11/1/2021

**DEPARTMENTAL RECORDS**

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
2	CHILD HEALTH AND DISABILITY PREVENTION	(#6-1-01258-#6-1-01260) (#6-1-01263-#6-1-01265) (#6-1-01268) (#6-1-01274-#6-1-01279) (#6-1-01281) (#6-1-01283-#6-1-01285) (#6-1-01287-#6-1-01291) (#6-1-01293) (#6-1-01297) (#6-1-01299) (#6-1-01505-#6-1-01508) (#6-1-01024) (#6-1-01060-1061) (#6-1-01053) (#6-1-01065) (#6-1-01093)	2006	N/A	N/A
2	CHILD HEALTH AND DISABILITY PREVENTION	(#6-1-01002) (#6-1-01004) (#6-1-01006) (#6-1-01008-#6-1-01009) (#6-1-01011-#6-1-01012) (#6-1-01014-#6-1-01016) (#6-1-01018-#6-1-01020) (#6-1-01023) (#6-1-01025) (#6-1-01030-#6-1-01033) (#6-1-01035-#6-1-01037) (#6-1-01251) (#6-1-01253-#6-1-01255) (#6-1-01257)	2006	N/A	N/A

**Remarks**

All patients have reached their maturity age (18 plus one year) and charts have met their retention schedule (3 years)

**Date \***

8/10/2021

**Department \***

Health and Human Services

**Bureau, Division, and/or Section**

 PHYSICIAN SERVICES/ CLINICAL SERVICES/ FAMILY  
PLANNING & SEXUAL HEALTH CLINIC

**RECORDS DESTRUCTION APPROVAL**
**Department Head Approval**

Kelly Colopy

**City Clerk Approval**

Monique DeLaGarza

**City Attorney Approval**

Anita Lakhani

**Department Head Approval Date**

9/29/2021

**City Clerk Approval Date**

9/30/2021

**City Attorney Approval Date**

11/1/2021

**DEPARTMENTAL RECORDS**

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
1	FAMILY PLANNING RECORDS	(#06-1-01302-#06-1-01312) (#06-1-00879) (#06-1-01604)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-01313) (#06-1-01315-#06-1-01317) (#06-1-01319-#06-1-01320) (#06-1-01322-#06-1-01326) (#06-1-01328-#06-1-01330) (#06-1-01332-#06-1-01343)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-01345-#06-1-01350) (#06-1-01360) (#06-1-01401-#06-1-01404) (#06-1-01406-#06-1-01415)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-01416-#06-1-01431) (#06-1-01433-#06-1-01436) (#06-1-01438-#06-1-01440)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-01441 -#06-1-01450)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-00895-#06-1-00896) (#06-1-00898-#06-1-00901) (#06-1-00905) (#06-1-00907-#06-1-00914) (#06-1-00916-#06-1-00917)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-00940-06-1-00944) (#06-1-00947) (#06-1-00949-#06-1-00950) (#06-1-01301) (#06-1-01314) (#06-1-01318) (#06-1-01321) (#06-1-01327) (#06-1-01327) (#06-1-01331) (#06-1-01432) (#06-1-01437)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-00920-#06-1-00923) (#06-1-00925-#06-1-00928) (#06-1-00945)	2006	N/A	N/A

1	FAMILY PLANNING RECORDS	(#06-1-00867-#06-1-00863) (#06-1-00865-#06-1-00870) (#06-1-00872-#06-1-00878) (#06-1-00880) (#06-1-00882-#06-1-00884) (#06-1-00886-#06-1-00888) (#06-1-00890-#06-1-00894)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-00919) (#06-1-00929-#06-1-00930) (#06-1-00932-#06-1-00934) (#06-1-00938-#06-1-00939) (#06-1-00946) (#06-1-00948) (#06-1-01046)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-00660-#06-1-00661) (#06-1-00717) (#06-1-00733) (#06-1-00750) (#06-1-00752) (#06-1-00793) (#06-1-00852-#06-1-00856) (#06-1-00864) (#06-1-00903) (#06-1-01651)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-01652-#06-1-01657) (#06-1-01659) (#06-1-01662-#06-1-01669)	2006	N/A	N/A
1	FAMILY PLANNING RECORDS	(#06-1-00357) (#06-1-00413) (#06-1-00676) (#06-1-00687) (#06-1-00758) (#06-1-00768) (#06-1-00782) (#06-1-00784) (#06-1-00785)	2006	N/A	N/A

Remarks