

August 1, 2023

C-19

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Police 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, 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 Police Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 23 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

MD:kb

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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 LONG BEACH POLICE
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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Long Beach Police 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 unless otherwise authorized by law.

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

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2023,
4 by the following vote:

5

6 Ayes: Councilmembers: _____

7 _____

8 _____

9 _____

10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

13 _____

14 Recusal(s): Councilmembers: _____

15 _____

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City Clerk

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EXHIBIT “A”

Date*
3/31/2023

Department*
Police

Bureau, Division, and/or Section
Investigations

RECORDS DESTRUCTION APPROVAL

Department Head Approval
Wally Hebeish

City Clerk Approval
Monique DeLaGarza

City Attorney Approval
Anita Lakhani

Department Head Approval Date
7/6/2023

City Clerk Approval Date
7/6/2023

City Attorney Approval Date
7/10/2023

DEPARTMENTAL RECORDS

Retention Schedule Item No*	Record Title*	Description	Years Involved*	Box No. On-Site*	Box No. Off-Site*
25	Background Packages	Non-selected Police applicant files, not city employees	2016-2017	35	N/A
219	Field Training Officer (F.T.O.) Files	Calls for Service Reports, Memos, Employees Contact Sheets, etc.	1986-2021	35	N/A

Remarks

Date *
7/5/2023

Department *
Police

Bureau, Division, and/or Section
Invest, Domestic Violence

RECORDS DESTRUCTION APPROVAL

Department Head Approval
Wally Hebeish

City Clerk Approval
Monique DeLaGarza

City Attorney Approval
Anita Lakhani

Department Head Approval Date
7/6/2023

City Clerk Approval Date
7/6/2023

City Attorney Approval Date
7/10/2023

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
85	Case Documents	Case Files: DR #13-20 through 13-79295	2013	26	NA
85	Case Documents	Case Files: DR #14-21 through 14-78549	2014	28	Na
85	Case Documents	Case Files: DR #15-37 through 15-80348	2015	32	NA
85	Case Documents	Case Files: DR #16-17 through 16-82950	2016	28	NA

Remarks

DOMESTIC VIOLENCE CASE FILES

2016 records will be backed-up by electronic versions. Upon completion of the scanning process, records will be uploaded into Laserfiche and/or Azure.

Date*
2/8/2022

Department*
Police

Bureau, Division, and/or Section
BUS.OPS. PERSONNEL

RECORDS DESTRUCTION APPROVAL

Department Head Approval
Wally Hebeish

City Clerk Approval
Monique DeLaGarza

City Attorney Approval
Anita Lakhani

Department Head Approval Date
7/6/2023

City Clerk Approval Date
7/6/2023

City Attorney Approval Date
7/10/2023

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
30	PAYROLL TIME RECORDS	TIME CARDS	2017-2019	24	0

Remarks

Date *
2/16/2022

Department *
Police

Bureau, Division, and/or Section
BUS.OPS. PERSONNEL

RECORDS DESTRUCTION APPROVAL

Department Head Approval
Wally Hebeish

City Clerk Approval
Monique DeLaGarza

City Attorney Approval
Anita Lakhani

Department Head Approval Date
7/6/2023

City Clerk Approval Date
7/6/2023

City Attorney Approval Date
7/10/2023

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
30	PAYROLL TIME RECORDS	2017-JAN 2019	2017-2019	24	0

Remarks