

# CITY OF LONG BEACH

# C-10

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

June 14, 2016

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

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

**FISCAL IMPACT**

Appropriations have been budgeted in FY16 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

  
Maria de la Luz Garcia  
City Clerk

MG:md

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 POLICE DEPARTMENT  
7

8 The City Council of the City of Long Beach resolves as follows:

9 Section 1. Pursuant to and in accordance with the provisions of Section  
10 34090 of the Government Code of the State of California and Chapter 1.28 of the Long  
11 Beach Municipal Code relating to the destruction of City records, and the City Attorney  
12 having heretofore given his written consent, the City Council of the City of Long Beach  
13 does hereby approve and authorize the destruction by the Police Department, of any and  
14 all of the records, documents, instruments, books, papers, and writings as set forth in the  
15 documents attached hereto and marked Exhibit "A" and by reference thereto made a part  
16 hereof, which records are under its charge and are no longer required for use in its  
17 respective office, said records being no less than two (2) years old.

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

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

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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 \_\_\_\_\_, 2016, by the following vote:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

City Clerk

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

# EXHIBIT “A”

# RECORDS DESTRUCTION REQUEST

04/14/2016

1. Date \_\_\_\_\_



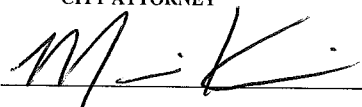
Honorable Council of the City of Long Beach

2. The Police Department 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
85	Case Files DR#05-29006 to 05-337	2005	BOX 1	
85	Case Files DR#04-11 to 04-3404	2004	BOX 2	
85	Case Files DR#04-59804 to 04-62609	2004	BOX 3	
85	Case Files DR#04-56704 to 04-59790	2004	BOX 4	
85	Case Files DR#03-22512 to 03-26481	2003	BOX 5	
85	Case Files DR#05-101002 to 05-105306	2005	BOX 6	
85	Case Files DR#05-78489 to 05-83270	2005	BOX 7	
85	Case Files DR#05-58189 to 05-62299	2005	BOX 8	
85	Case Files DR#05-7207 to 05-11182	2005	BOX 9	
85	Case Files DR#05-50453 to 05-53545	2005	BOX 10	
85	Case Files DR#05-29 to 05-3593	2005	BOX 11	
85	Case Files DR#05-19514 to 05-23576	2005	BOX 12	
85	Case Files DR#05-15015 to 05-19447	2005	BOX 13	
85	Case Files DR#05-88017 to 05-92165	2005	BOX 14	
85	Case Files DR#05-11230 to 05-14985	2005	BOX 15	
85	Case Files DR#05-3662 to 05-7166	2005	BOX 16	
85	Case Files DR#05-92166 to 05-96494	2005	BOX 17	
85	Case Files DR#03-17944 to 03-22457	2003	BOX 18	
85	Case Files DR#05-96544 to 05-100980	2005	BOX 19	
85	Case Files DR#03-3475 to 05-6722	2003	BOX 20	
85	Case Files DR#04-20389 to 04-24225	2004	BOX 21	
85	Case Files DR#05-53647 to 05-58172	2005	BOX 22	

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:</p> <p> RECORDS MANAGER</p> <p>9. APPROVED:</p> <p> DEPARTMENT HEAD</p> <p>10. DATE: <u>05/10/16</u></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;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>Deputy City Attorney</u></p> <p>13. Date <u>5/19/16</u></p>	<p>14. REMARKS: <u>DOMESTIC VIOLENCE UNIT - CASE FILES</u></p>
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