



CITY OF LONG BEACH

C-8

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

March 3, 2009

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

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

FISCAL IMPACT

Appropriations have been budgeted in FY 09 for operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


Larry G. Herrera
City Clerk

LH:md

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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 his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Long Beach Police Department 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.

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OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2009, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

RECORDS DESTRUCTION REQUEST

1. Date: January 29, 2008

Honorable Council of the City of Long Beach

2. The Police Department /Admin. Bureau – Fiscal Budget Division respectfully, requests authority to destroy the following departmental records:

DEPARTMENT

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	Bail Receipts	1992 - 2002	N/A	N/A
3	Deposit Receipts – Attorney Billings, Cash Audits, Extradition Prisoner Return, and Witness Relocation Fund.	1992 –2002	N/A	N/A
4	Direct Payment – Travel & Training, Imprest Cash, Lease Pymnts., Under Cover Funds, Delinquency Booking Fee (Reimbursement & Collections), Paid Booking Fees and Narcotics Imprest Cash Fund Accounts	1997 - 2002	N/A	N/A
6	Journal Vouchers (JV's) – Long Beach Court Monthly, Requisitions and Mou's.	1993 – 2002	N/A	N/A
*33	Uniform Request and Invoices	1997 – 2002	N/A	N/A

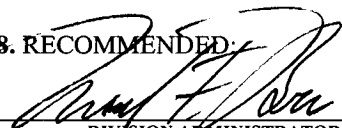
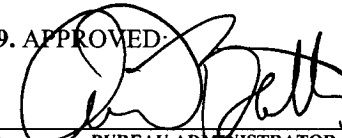
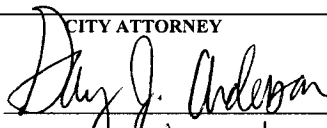

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  1/29/08 DIVISION ADMINISTRATOR</p> <p>9. APPROVED:  BUREAU ADMINISTRATOR</p> <p>10. DATE:</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By:  CITY ATTORNEY</p> <p>12. Title: <u>Deputy City Atty.</u></p> <p>13. Date: <u>2/6/09</u></p>	<p>14. REMARKS:</p> <p>*No form # for Uniform Request and Invoices on the Administration/Budget Management Division section of Records Retention Rev. Schedule July 22,2003. Citing schedule form #33 on page (5), for Fiscal Division.</p> <p></p>
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EXHIBIT A

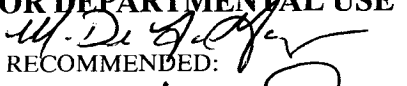
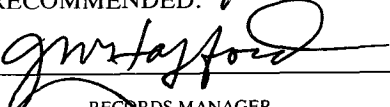
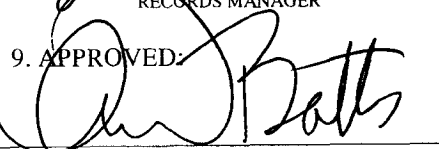
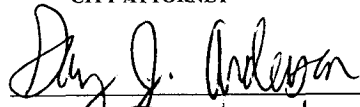
RECORDS DESTRUCTION REQUEST

1. Date January 26, 2009

Honorable Council of the City of Long Beach

2. The Police Department DEPARTMENT respectfully requests authority to destroy the following

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
46	Subpoena Duces Tecum and Discovery Motions	2005 - 2006	N/A	N/A
48	Warrants – Foreign (Other Agency's)	2005	N/A	N/A
FOR DEPARTMENTAL USE 8. RECOMMENDED:   RECORDS MANAGER		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		14. REMARKS:
9. APPROVED:  DEPARTMENT HEAD		CITY ATTORNEY 11. By  12. Title <u>Deputy City Atty.</u>		
10. DATE:		13. Date <u>2/6/09</u>		
(Empty space for date)		(Empty space for date)		

RECORDS DESTRUCTION REQUEST

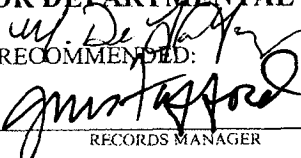



1. Date 01/19/2009

Honorable Council of the City of Long Beach

2. The Police Department Internal Affairs 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
57-A	Formal Investigations Sustained with Discipline Less than a 10-Day Suspension	2003 (July-Dec)	N/A	N/A
58	Non-misconduct Cases	2003 (July-Dec)	N/A	N/A
59	Service Complaints	2003 (July-Dec)	N/A	N/A
60	Taped Interviews	2003 (July-Dec)	N/A	N/A
68	I.A. Investigations – Not Sustained	2003 (July-Dec)	N/A	N/A
220	Use of Force Reviews – Original/Electronic Data	2003 (July-Dec)	N/A	N/A

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE:</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  12. Title <u>Deputy City Atty.</u> 13. Date <u>2/6/09</u></p>	<p>14. REMARKS:</p> <p style="text-align: right;"></p>
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