



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

C-11

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

August 13, 2019

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 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 the Police Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 19 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

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 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 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.

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.

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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 _____, 2019, by the
following vote.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date 05/14/2019

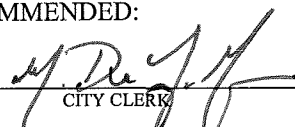

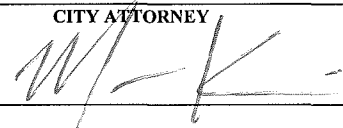
Honorable Council of the City of Long Beach

2. The POLICE DEPARTMENT respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORD TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
85	CASE FILES: DR#11-13 THRU 11-2615	2011	BOX 1	
85	CASE FILES: DR#11-2648 THRU 11-4398	2011	BOX 2	
85	CASE FILES: DR#11-4405 THRU 11-7751	2011	BOX 3	
85	CASE FILES: DR#11-7864 THRU 11-10456	2011	BOX 4	
85	CASE FILES: DR#11-10562 THRU 11-12966	2011	BOX 5	
85	CASE FILES: DR#11-13026 THRU 11-14770	2011	BOX 6	
85	CASE FILES: DR#11-14806 THRU 11-16911	2011	BOX 7	
85	CASE FILES: DR#11-16927 THRU 11-18586	2011	BOX 8	
85	CASE FILES: DR#11-18675 THRU 11-20655	2011	BOX 9	
85	CASE FILES: DR#11-20712 THRU 11-23095	2011	BOX 10	
85	CASE FILES: DR#11-23124 THRU 11-24820	2011	BOX 11	
85	CASE FILES: DR#11-25173 THRU 11-28188	2011	BOX 12	
85	CASE FILES: DR#11-28278 THRU 11-30833	2011	BOX 13	
85	CASE FILES: DR#11-31033 THRU 11-33298	2011	BOX 14	
85	CASE FILES: DR#11-33309 THRU 11-35479	2011	BOX 15	
85	CASE FILES: DR#11-35715 THRU 11-38049	2011	BOX 16	
85	CASE FILES: DR#11-38104 THRU 11-39595	2011	BOX 17	
85	CASE FILES: DR#11-39608 THRU 11-41198	2011	BOX 18	
85	CASE FILES: DR#11-41202 THRU 11-43278	2011	BOX 19	
85	CASE FILES: DR#11-43317 THRU 11-45287	2011	BOX 20	
85	CASE FILES: DR#11-45351 THRU 11-47950	2011	BOX 21	
85	CASE FILES: DR#11-48041 THRU 11-49966	2011	BOX 22	
85	CASE FILES: DR#11-50169 THRU 11-52597	2011	BOX 23	
85	CASE FILES: DR#11-52630 THRU 11-54340	2011	BOX 24	
85	CASE FILES: DR#11-54407 THRU 11-56592	2011	BOX 25	
85	CASE FILES: DR#11-56731 THRU 11-58763	2011	BOX 26	
85	CASE FILES: DR#11-58851 THRU 11-61552	2011	BOX 27	
85	CASE FILES: DR#11-61654 THRU 11-63877	2011	BOX 28	
85	CASE FILES: DR#11-63900 THRU 11-66180	2011	BOX 29	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  <small>CITY CLERK</small></p> <p>9. APPROVED:  <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>6/27/2019</u></p>	<p>CITY ATTORNEY'S CONSENT</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>7/17/19</u></p>	<p>14. REMARKS:</p> <p>DOMESTIC VIOLENCE UNIT – CASE FILES</p>
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