



CITY OF LONG BEACH

C-13

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

FAX 562-570-6789

August 7, 2018

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 FY18 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk
MD:ll

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

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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.

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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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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 _____, 2018, by the following vote.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

6/19/2018

1. Date _____




Honorable Council of the City of Long Beach

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

DEPARTMENT

departmental records:

DOMESTIC VIOLENCE UNIT

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
85	DR#09-28171 THRU 09-29597	2009	BOX 1	
85	DR#09-29625 THRU 09-32111	2009	BOX 2	
85	DR#09-32122 THRU 09-34222	2009	BOX 3	
85	DR#09-34440 THRU 09-36795	2009	BOX 4	
85	DR#09-36894 THRU 09-39552	2009	BOX 5	
85	DR#09-39703 THRU 09-42174	2009	BOX 6	
85	DR#09-42212 THRU 09-45478	2009	BOX 7	
85	DR#09-45500 THRU 09-47999	2009	BOX 8	
85	DR#09-48009 THRU 09-50267	2009	BOX 9	
85	DR#09-50302 THRU 09-52642	2009	BOX 10	
85	DR#09-51816 THRU 09-54783	2009	BOX 11	
85	DR#09-54826 THRU 09-57375	2009	BOX 12	
85	DR#09-57492 THRU 09-60873	2009	BOX 13	
85	DR#09-60919 THRU 09-61498	2009	BOX 14	
85	DR#09-64200 THRU 09-66596	2009	BOX 15	
85	DR#09-66638 THRU 09-68486	2009	BOX 16	
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By  CITY ATTORNEY		
10. DATE: 6.28.18		12. Title <u>Principal Deputy City Attorney</u> 13. Date <u>July 16, 2018</u>		