



CITY OF LONG BEACH

C-10

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

July 9, 2013

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 City Clerk Department 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 FY13 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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, 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.

///

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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 _____, 2013, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

RECORDS DESTRUCTION REQUEST

5/07/13

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
10	Clearance Letters Requests	2008-2010	N/A	N/A

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: </p> <p style="text-align: center;"><small>RECORDS MANAGER</small></p>	<p>CITY ATTORNEY'S CONSENT</p> <p style="text-align: center;">Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS:</p>
<p>9. APPROVED: <i>R. Luna for JMcD.</i></p> <p style="text-align: center;"><small>DEPARTMENT HEAD</small></p>	<p>11. By <i>Dan J. Anderson</i></p> <p>12. Title <i>Deputy City Attorney</i></p> <p>13. Date <i>June 7, 2013</i></p>	
<p>10. DATE: <i>5-7-2013</i></p>		

RECORDS DESTRUCTION REQUEST

05/16/2013


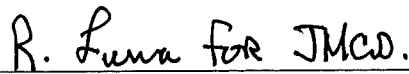
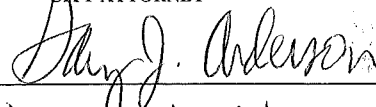
1. Date _____

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
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046100 - 9046249	Various	270 (1)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046250 - 9046399	Various	271 (2)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046400 - 9046549	Various	272 (3)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046550 - 9046649	Various	273 (4)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046650 - 9046749	Various	274 (5)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046750 - 9046849	Various	275 (6)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046850 - 9046949	Various	276 (7)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9046950 - 9047049	Various	277 (8)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047050 - 9047199	Various	278 (9)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047200 - 9047299	Various	279 (10)	

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	11. By  12. Title <u>Deputy City Atty.</u> 13. Date <u>June 7, 2013</u>	
10. DATE: <u>5-22-13</u>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047300 - 9047399	Various	280 (11)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047400 - 9047499	Various	281 (12)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047500 - 9047599	Various	282 (13)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047600 - 9047699	Various	283 (14)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047700 - 9047799	Various	284 (15)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047800 - 9047899	Various	285 (16)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9047900 - 9047999	Various	286 (17)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048000 - 9048099	Various	287 (18)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048100 - 9048199	Various	288 (19)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048200 - 9048299	Various	289 (20)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048300 - 9048399	Various	290 (21)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048400 - 9048499	Various	291 (22)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048500 - 9048599	Various	292 (23)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048600 - 9048699	Various	293 (24)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048700 - 9048799	Various	294 (25)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9048800 - 9048899	Various	295 (26)	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9048900 - 9048999	Various	296 (27)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049000 - 9049099	Various	297 (28)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049100 - 9049199	Various	298 (29)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049200 - 9049299	Various	299 (30)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049300 - 9049399	Various	300 (31)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049400 - 9049499	Various	301 (32)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049500 - 9049599	Various	302 (33)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049600 - 9049699	Various	303 (34)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049700 - 9049799	Various	304 (35)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049800 - 9049899	Various	305 (36)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9049900 - 9049999	Various	306 (37)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9050000 - 9050099	Various	307 (38)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9050100 - 9050199	Various	308 (39)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9050200 - 9050299	Various	309 (40)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9050300 - 9050399	Various	310 (41)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9050400 - 9050499	Various	311 (42)	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9050500 - 9050599	Various	312 (43)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9050600 - 9050699	Various	313 (44)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9050700 - 9050799	Various	314 (45)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9050800 - 9050899	Various	315 (46)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9050900 - 9050999	Various	316 (47)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051000 - 9051099	Various	317 (48)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051100 - 9051199	Various	318 (49)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051200 - 9051299	Various	319 (50)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051300 - 9051399	Various	320 (51)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051400 - 9051499	Various	321 (52)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051500 - 9051599	Various	322 (53)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051600 - 9051699	Various	323 (54)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051700 - 9051799	Various	324 (55)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051800 - 9051899	Various	325 (56)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9051900 - 9051999	Various	326 (57)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9052000 - 9052099	Various	327 (58)	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052100 - 9052199	Various	328 (59)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052200 - 9052299	Various	329 (60)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052300 - 9052399	Various	330 (61)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052400 - 9052599	Various	331 (62)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052600 - 9052699	Various	332 (63)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052700 - 9052799	Various	333 (64)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052800 - 9052899	Various	334 (65)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9052900 - 9052999	Various	335 (66)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053000 - 9053099	Various	336 (67)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053100 - 9053199	Various	337 (68)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053200 - 9053299	Various	338 (69)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053300 - 9053399	Various	339 (70)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053400 - 9053499	Various	340 (71)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053500 - 9053599	Various	341 (72)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053600 - 9053699	Various	342 (73)	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 th birthday Packages 9053700 - 9053799	Various	343 (74)	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9053800 - 9053899	Various	344 (75)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9053900 - 9053999	Various	345 (76)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054000 - 9054099	Various	346 (77)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054100 - 9054199	Various	347 (78)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054200 - 9054299	Various	348 (79)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054300 - 9054399	Various	349 (80)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054400 - 9054499	Various	350 (81)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054500 - 9054599	Various	351 (82)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054600 - 9054699	Various	352 (83)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054700 - 9054799	Various	353 (84)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054800 - 9054899	Various	354 (85)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9054900 - 9054999	Various	355 (86)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055000 - 9055099	Various	356 (87)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055100 - 9055199	Various	357 (88)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055200 - 9055299	Various	358 (89)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055300 - 9055399	Various	359 (90)	

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055400 - 9055499	Various	360 (91)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055500 - 9055599	Various	361 (92)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055600 - 9055699	Various	362 (93)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055700 - 9055799	Various	363 (94)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055800 - 9055899	Various	364 (95)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9055900 - 9055999	Various	365 (96)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056000 - 9056099	Various	366 (97)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056100 - 9056199	Various	367 (97)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056200 - 9056299	Various	368 (98)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056300 - 9056399	Various	369 (99)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056499 - 9056499	Various	370 (100)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056500 - 9056599	Various	371 (101)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056600 - 9056699	Various	372 (102)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056700 - 9056799	Various	373 (103)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056800 - 9056899	Various	374 (104)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee’s 18 th birthday Packages 9056900 - 9056999	Various	375 (105)	