

CITY OF LONG BEACH

C-4

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

October 9, 2012

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

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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, 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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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 _____, 2012, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

9/11/2012

1. Date _____


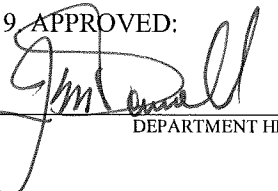
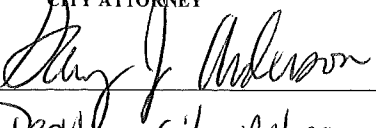
Honorable Council of the City of Long Beach

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	BOX 1 DR#020008341 THRU 020011142	2002	YES	
85	BOX 2 DR#020001376 THRU 020005058	2002	YES	
85	BOX 3 DR#020005087 THRU 020008250	2002	YES	
85	BOX 4 DR#020011169 THRU 020014155	2002	YES	
85	BOX 5 DR#020027259 THRU 020030110	2002	YES	
85	BOX 6 DR#020056697 THRU 020059314	2002	YES	
85	BOX 7 DR#020059343 THRU 020062206	2002	YES	
85	BOX 8 DR#020062207 THRU 020064737	2002	YES	
85	BOX 9 DR#020038523 THRU 020041817	2002	YES	
85	BOX 10 DR#020064758 THRU 020068127	2002	YES	
85	BOX 11 DR#020050393 THRU 020053262	2002	YES	
85	BOX 12 DR#020053278 THRU 020056617	2002	YES	
85	BOX 13 DR#030096784 THRU 030100086	2003	YES	
85	BOX 14 DR#030087931 THRU 030091979	2003	YES	
85	BOX 15 DR#010053933 THRU 010056434	2001	YES	
85	BOX 16 DR#010038150 THRU 010040993	2001	YES	
85	BOX 17 DR#010047733 THRU 010050525	2001	YES	
85	BOX 18 DR#030083234 THRU 030087860	2003	YES	
85	BOX 19 DR#030078164 THRU 030083223	2003	YES	
85	BOX 20 DR#010044470 THRU 010047645	2001	YES	
85	BOX 21 DR#010041003 THRU 010044463	2001	YES	
85	BOX 22 DR#010056435 THRU 010060266	2001	YES	
85	BOX 23 DR#010050542 THRU 010053737	2001	YES	
85	BOX 24 DR#020041818 THRU 020044940	2002	YES	
85	BOX 25 DR#020047712 THRU 020050368	2002	YES	
85	BOX 26 DR#020091891 THRU 020095673	2002	YES	
85	BOX 27 DR#020095729 THRU 020099781	2002	YES	
85	BOX 28 DR#010035949 THRU 010038127	2001	YES	
85	BOX 29 DR#020044969 THRU 020047700	2002	YES	
85	BOX 30 DR#020088925 THRU 020091884	2002	YES	
85	BOX 31 DR#010060267 THRU 010067076	2001	YES	
85	BOX 32 DR#010084720 THRU 020001374	2001-2002	YES	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: </p> <p style="text-align: center;"><small>RECORDS MANAGER</small></p> <p>9. APPROVED: </p> <p style="text-align: center;"><small>DEPARTMENT HEAD</small></p> <p>10. DATE: 9.13.12</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 Deputy City Attorney</p> <p>13. Date Sept. 25, 2012</p>	<p>14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES</p>
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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
85	BOX 33 DR#020024201 THRU 020027208	2002	YES	
85	BOX 34 DR#020080155 THRU 020084387	2002	YES	
85	BOX 35 DR#020020714 THRU 020024196	2002	YES	
85	BOX 36 DR#020084434 THRU 020088887	2002	YES	
85	BOX 37 DR#020017547 THRU 020020687	2002	YES	
85	BOX 38 DR#020014172 THRU 020017539	2002	YES	
85	BOX 39 DR#020075747 THRU 020080134	2002	YES	
85	BOX 40 DR#020068136 THRU 020071458	2002	YES	
85	BOX 41 DR#020071475 THRU 020075744	2002	YES	
85	BOX 42 DR#030100088 THRU 030103321	2003	YES	
85	BOX 43 DR#020032642 THRU 020035868	2002	YES	
85	BOX 44 DR#020035891 THRU 020038435	2002	YES	
85	BOX 45 DR#030092011 THRU 030096766	2003	YES	
85	BOX 46 DR#030103333 THRU 030105613	2003	YES	
85	BOX 47 DR#020030121 THRU 020032622	2002	YES	
85	BOX 48 DR#010078903 THRU 010084695	2001	YES	
85	BOX 49 DR#010031157 THRU 010035943	2001	YES	
85	BOX 50 DR#010067101 THRU 010072600	2001	YES	
85	BOX 51 DR#010072625 THRU 010078899	2001	YES	
85	BOX 51 AND DR#010016764	2001	YES\	
85	BOX 51 AND DR#000000712	2000	YES	
85	BOX 51 AND DR#000038135	2000	YES	