



OFFICE OF THE CITY ATTORNEY  
Long Beach, California

**C-4**

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City Attorney

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June 12, 2007

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

RECOMMENDATION:

Adopt 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.

DISCUSSION

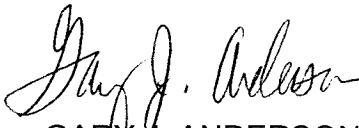
Pursuant to your request of May 22, 2007, this office has prepared and submits  
the above-described resolution for your consideration.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By   
GARY J. ANDERSON  
Deputy City Attorney

GJA:ikm  
Enclosure  
07-02647 - Council Letter

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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 \_\_\_\_\_, 2007, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Clerk

# RECORDS DESTRUCTION REQUEST

April 2, 2007

1. Date \_\_\_\_\_


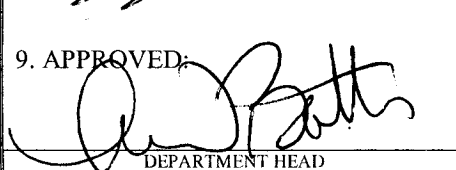
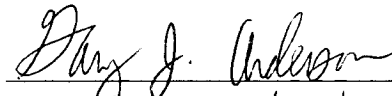
Honorable Council of the City of Long Beach

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
85	Forgery/Fraud Case Documents	1990 - 2000	N/A	N/A
<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  <small>RECORDS MANAGER</small>		<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  <small>CITY ATTORNEY</small>		14. REMARKS:
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By 	12. Title <u>Deputy City Attorney</u>	
10. DATE:		13. Date <u>June 5, 2007</u>		

# RECORDS DESTRUCTION REQUEST

May 10, 2007

1. Date \_\_\_\_\_

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
42	Field Interview Cards	2001 - 2004	N/A	N/A
46	Subpoena Deuces Tecum and Discovery Motions	1994 - 2005	N/A	N/A
47	Void Citations	2002 - 2005	N/A	N/A
48	Warrants - Foreign - Abstracts	2003 through April 2004	N/A	N/A
<b>FOR DEPARTMENTAL USE</b>		<b>CITY ATTORNEY'S CONSENT</b>		14. REMARKS:
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		11. By CITY ATTORNEY		
10. DATE:		12. Title <u>Deputy City Attorney</u> 13. Date <u>June 5, 2007</u>		