



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

April 4, 2017

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 FY17 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Poonam Davis
City Clerk
PD:md

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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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2017, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1/25/2017

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	CASE FILES DR#06-77973 THRU 06-82454	2006	BOX 1	
85	CASE FILES DR#06-74010 THRU 06-77899	2006	BOX 2	
85	CASE FILES DR# 06-57336 THRU 06-61765	2006	BOX 3	
85	CASE FILES DR# 06-69591 THRU 06-73946	2006	BOX 4	
85	CASE FILES DR# 06-65807 THRU 06-69462	2006	BOX 5	
85	CASE FILES DR# 06-5704 THRU 06-10989	2006	BOX 6	
85	CASE FILES DR# 06-90536 THRU 06-94913	2006	BOX 7	
85	CASE FILES DR# 06-61834 THRU 06-65790	2006	BOX 8	
85	CASE FILES DR# 06-27821 THRU 06-31995	2006	BOX 9	
85	CASE FILES DR# 06-23669 THRU 06-27777	2006	BOX 10	
85	CASE FILES DR# 06-10 THRU 06-5680	2006	BOX 11	
85	CASE FILES DR# 06-99342 THRU 06-100063	2006	BOX 12	
85	CASE FILES DR# 06-41324 THRU 06-45350	2006	BOX 13	
85	CASE FILES DR# 06-49526 THRU 06-53615	2006	BOX 14	
85	CASE FILES DR# 06-17723 THRU 06-23664	2006	BOX 15	
85	CASE FILES DR# 06-11133 THRU 06-17553	2006	BOX 16	
85	CASE FILES DR# 06-45384 THRU 06-49498	2006	BOX 17	
85	CASE FILES DR# 06-94939 THRU 06-99299	2006	BOX 18	
85	CASE FILES DR# 06-53618 THRU 06-57324	2006	BOX 19	
85	CASE FILES DR# 06-87028 THRU 06-90529	2006	BOX 20	
85	CASE FILES DR# 06-36541 THRU 06-41297	2006	BOX 21	
85	CASE FILES DR# 06-32029 THRU 06-36313	2006	BOX 22	
85	CASE FILES DR# 06-82606 THRU 06-86984	2006	BOX 23	

FOR DEPARTMENTAL USE 8. RECOMMENDED: <small>RECORDS MANAGER</small> 9. APPROVED: <small>DEPARTMENT HEAD</small> 10. DATE: <u>2.24.17</u>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small> 11. By 12. Title <u>Deputy City Attorney</u> 13. Date <u>3/13/17</u>	14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES
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RECORDS DESTRUCTION REQUEST

2-4-2017

1. Date

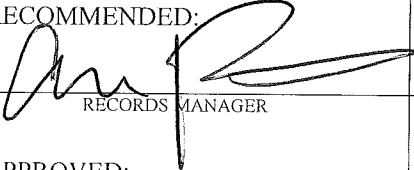

Honorable Council of the City of Long Beach

2. The Long Beach 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
46	Subpoena Duces Tecum & Discovery Motions	2014		
FOR DEPARTMENTAL USE		CITY ATTORNEY'S CONSENT		
8. RECOMMENDED:  RECORDS MANAGER		Consent is hereby given to destroy the records enumerated above.		
9. APPROVED:  DEPARTMENT HEAD		CITY ATTORNEY		
10. DATE: 2.24.17		11. By _____		
		12. Title _____		
		13. Date _____		
		14. REMARKS:		