

C-8

CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

November 07, 2017

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Long Beach Police Department, Records & Technology Division 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

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

7/14/17

1. Date

Honorable Council of the City of Long Beach

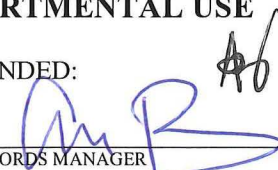
2. The POLICE DEPARTMENT

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
#26	CHANGE OF ASSIGNMENTS	7/13-7/15	N/A	
#30	PAYROLL TIME RECORDS	7/12-7/14	NA	
#32	PROJECT ASSIGNMENTS	7/13-7/15	NA	

FOR DEPARTMENTAL USE	CITY ATTORNEY'S CONSENT	14. REMARKS:
8. RECOMMENDED:  RECORDS MANAGER	Consent is hereby given to destroy the records enumerated above.	
9. APPROVED:  DEPARTMENT HEAD	11. By  12. Title Deputy City Attorney 13. Date 10/16/17	
10. DATE: 9.5.17		

RECORDS DESTRUCTION REQUEST

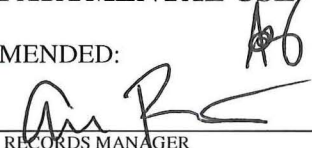
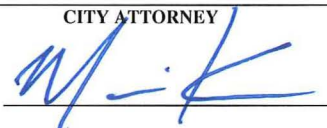
1. Date 09.27.17

Honorable Council of the City of Long Beach

2. The Police Department/Records Division 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
47	Voided Citations	2013-2014		
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		11. By  12. Title <u>Deputy City Attorney</u> 13. Date <u>10/16/17</u>		
10. DATE: <u>10.4.17</u>		14. REMARKS:		

RECORDS DESTRUCTION REQUEST

8/1/2017

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# 05-70828 THRU 05-77654	2005	BOX 1	
85	CASE FILES DR# 05-83350 THRU 05-87972	2005	BOX 2	/
85	CASE FILES DR# 05-23612 THRU 05-28979	2005	BOX 3	
85	CASE FILES DR# 05-38214 THRU 05-42311	2005	BOX 4	
85	CASE FILES DR# 05-42318 THRU 05-46456	2005	BOX 5	
85	CASE FILES DR# 05-33893 THRU 05-38195	2005	BOX 6	
85	CASE FILES DR# 05-74618 THRU 05-78398	2005	BOX 7	
85	CASE FILES DR# 05-66758 THRU 05-70794	2005	BOX 8	
85	CASE FILES DR# 05-62330 THRU 05-66685	2005	BOX 9	
85	CASE FILES DR# 05-46538 THRU 05-50363	2005	BOX 10	

FOR DEPARTMENTAL USE 8. RECOMMENDED: RECORDS MANAGER 9. APPROVED: DEPARTMENT HEAD 10. DATE: 9.5.17	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. CITY ATTORNEY 11. By 12. Title Deputy City Attorney 13. Date 10/16/17	14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES
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RECORDS DESTRUCTION REQUEST

8/1/2017

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#07-2 THRU 07-4474	2007	BOX 1	
85	CASE FILES DR#07-4521 THRU 07-7982	2007	BOX 2	
85	CASE FILES DR# 07-8044 THRU 07-11979	2007	BOX 3	
85	CASE FILES DR# 07-12046 THRU 07-17479	2007	BOX 4	
85	CASE FILES DR# 07-17524 THRU 07-20758	2007	BOX 5	
85	CASE FILES DR# 07-20886 THRU 07-25733	2007	BOX 6	
85	CASE FILES DR# 07-25742 THRU 07-30196	2007	BOX 7	
85	CASE FILES DR# 07-30209 THRU 07-33247	2007	BOX 8	
85	CASE FILES DR# 07-33254 THRU 07-36210	2007	BOX 9	
85	CASE FILES DR# 07-36226 THRU 07-39999	2007	BOX 10	
85	CASE FILES DR# 07-40069 THRU 07-43490	2007	BOX 11	
85	CASE FILES DR# 07-43500 THRU 07-46391	2007	BOX 12	
85	CASE FILES DR# 07-46422 THRU 07-49754	2007	BOX 13	
85	CASE FILES DR# 07-49809 THRU 07-53179	2007	BOX 14	
85	CASE FILES DR# 07-53248 THRU 07-57950	2007	BOX 15	
85	CASE FILES DR# 07-58039 THRU 07-61599	2007	BOX 16	
85	CASE FILES DR# 07-61758 THRU 07-65259	2007	BOX 17	
85	CASE FILES DR# 07-65444 THRU 07-68168	2007	BOX 18	
85	CASE FILES DR# 07-68248 THRU 07-81098	2007	BOX 19	
85	CASE FILES DR# 07-71450 THRU 07-75145	2007	BOX 20	
85	CASE FILES DR# 07-75212 THRU 07-78494	2007	BOX 21	
85	CASE FILES DR# 07-78508 THRU 07-82379	2007	BOX 22	
85	CASE FILES DR# 07-82451 THRU 07-85279	2007	BOX 23	
85	CASE FILES DR# 07-85416 THRU 07-88103	2007	BOX 24	
85	CASE FILES DR# 07-88254 THRU 07-91123	2007	BOX 25	
85	CASE FILES DR# 07-91131 THRU 07-94184	2007	BOX 26	
85	CASE FILES DR#07-94241 THRU 07-97239	2007	BOX 27	
85	CASE FILES DR# 07-100486 THRU 07-101806	2007	BOX 28	
85	CASE FILES DR# 07-97345 THRU 07-100463	2007	BOX 29	

FOR DEPARTMENTAL USE 8. RECOMMENDED: RECORDS MANAGER 9. APPROVED: DEPARTMENT HEAD 10. DATE: <u>9.5.17</u>	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. CITY ATTORNEY 11. By 12. Title <u>Deputy City Attorney</u> 13. Date <u>10/16/17</u>	14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES
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RECORDS DESTRUCTION REQUEST

8/1/2017

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#08-22 THRU 08-3173	2008	BOX 1	
85	CASE FILES DR#08-3248 THRU 08-6802	2008	BOX 2	
85	CASE FILES DR# 08-6819 THRU 08-10363	2008	BOX 3	
85	CASE FILES DR# 08-10376 THRU 08-13707	2008	BOX 4	
85	CASE FILES DR# 08-13740 THRU 08-17522	2008	BOX 5	
85	CASE FILES DR# 08-17539 THRU 08-20255	2008	BOX 6	
85	CASE FILES DR# 08-20283 THRU 08-23127	2008	BOX 7	
85	CASE FILES DR# 08-23182 THRU 08-27230	2008	BOX 8	
85	CASE FILES DR# 08-27294 THRU 08-30698	2008	BOX 9	
85	CASE FILES DR# 08-30727 THRU 08-32984	2008	BOX 10	
85	CASE FILES DR# 08-32994 THRU 08-36386	2008	BOX 11	
85	CASE FILES DR# 08-36387 THRU 08-39451	2008	BOX 12	
85	CASE FILES DR# 08-39491 THRU 08-42161	2008	BOX 13	
85	CASE FILES DR# 08-42212 THRU 08-44744	2008	BOX 14	
85	CASE FILES DR# 08-44951 THRU 08-48100	2008	BOX 15	
85	CASE FILES DR# 08-48103 THRU 08-50251	2008	BOX 16	
85	CASE FILES DR# 08-50259 THRU 08-53294	2008	BOX 17	
85	CASE FILES DR# 08-53332 THRU 08-56442	2008	BOX 18	
85	CASE FILES DR# 08-56462 THRU 08-59363	2008	BOX 19	
85	CASE FILES DR# 08-59369 THRU 08-62027	2008	BOX 20	
85	CASE FILES DR# 08-62034 THRU 08-64230	2008	BOX 21	
85	CASE FILES DR# 08-64287 THRU 08-67049	2008	BOX 22	
85	CASE FILES DR# 08-67192 THRU 08-69786	2008	BOX 23	
85	CASE FILES DR# 08-69799 THRU 08-72818	2008	BOX 24	
85	CASE FILES DR# 08-72842 THRU 08-76557	2008	BOX 25	
85	CASE FILES DR# 08-76789 THRU 08-79764	2008	BOX 26	
85	CASE FILES DR#08-79789 THRU 08-81914	2008	BOX 27	
85	CASE FILES DR# 08-82069 THRU 08-84965	2008	BOX 28	
85	CASE FILES DR# 08-85014 THRU 08-88497	2008	BOX 29	
85	CASE FILES DR# 08-88508 THRU 08-90821	2008	BOX 30	
85	CASE FILES DR# 08-90861 THRU 08-93514	2008	BOX 31	
85	CASE FILES DR# 08-93523 THRU 08-96674	2008	BOX 32	

FOR DEPARTMENTAL USE 8. RECOMMENDED:  RECORDS MANAGER	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.	14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES
9. APPROVED:  DEPARTMENT HEAD	11. By  12. Title <u>Deputy City Attorney</u> 13. Date <u>10/16/17</u>	
10. DATE: <u>9.5.17</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
85	CASE FILES DR#08-96717 THRU 08-97043	2008	BOX 32	