

CITY OF LONG BEACH

C-10

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562-570-6101

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July 10, 2018

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 FY18 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk
MD:II

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.

I hereby certify that the foregoing resolution was adopted by the City

1 Council of the City of Long Beach at its meeting of _____, 2018,
2 by the following vote:

3

4 Ayes: Councilmembers: _____

5 _____

6 _____

7 _____

8 Noes: Councilmembers: _____

9 _____

10 Absent: Councilmembers: _____

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City Clerk

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EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

5/31/2018

1. Date _____

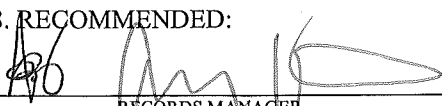


Honorable Council of the City of Long Beach

2. The Police Department respectfully requests authority to destroy the following

DEPARTMENT

departmental records:

DOMESTIC VIOLENCE UNIT

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE	
85	DR#09-36 THRU 09-2715	2009	BOX 1		
85	DR#09-2928 THRU 09-6194	2009	BOX 2		
85	DR#09-6276 THRU 09-8959	2009	BOX 3		
85	DR#09-9030 THRU 09-12811	2009	BOX 4		
85	DR#09-12828 THRU 09-15193	2009	BOX 5		
85	DR#09-15288 THRU 09-17943	2009	BOX 6		
85	DR#09-18031 THRU 09-20330	2009	BOX 7		
85	DR#09-20521 THRU 09-23129	2009	BOX 8		
85	DR#09-23141 THRU 09-25089	2009	BOX 9		
85	DR#09-25099 THRU 09-27987	2009	BOX 10		
85	DR#09-68601 THRU 09-71152	2009	BOX 11		
85	DR#09-71226 THRU 09-73891	2009	BOX 12		
85	DR#09-73905 THRU 09-76481	2009	BOX 13		
85	DR#09-76615 THRU 09-78997	2009	BOX 14		
85	DR#09-79002 THRU 09-82071	2009	BOX 15		
85	DR#09-82222 THRU 09-85255	2009	BOX 16		
85	DR#09-85389 THRU 09-87682	2009	BOX 17		
85	DR#09-87711 THRU 09-89755	2009	BOX 18		
85	DR#09-89952 THRU 09-92775	2009	BOX 19		
85	DR#09-92837 THRU 09-94899	2009	BOX 20		
85	DR#09-95014 THRU 09-95905	2009	BOX 21		
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>6/25/18</u>			
10. DATE: <u>6.11.18</u>					