



Legislation Details (With Text)

File #: 18-1085 **Version:** 1 **Name:** CC - PD retention schedule
Type: Agenda Item **Status:** Approved
File created: 12/3/2018 **In control:** City Council
On agenda: 12/11/2018 **Final action:** 12/11/2018
Title: Recommendation to adopt the revisions to the Police Department Records Retention Schedule, and rescind previously applicable Record Titles for the Police Department.
Sponsors: City Clerk
Indexes:
Code sections:
Attachments: 1. 121118-C-3sr&att.pdf

Date	Ver.	Action By	Action	Result
12/11/2018	1	City Council	approve recommendation	Pass

Recommendation to adopt the revisions to the Police Department Records Retention Schedule, and rescind previously applicable Record Titles for the Police Department.

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department. Each retention schedule must provide for: In its capacity as responsible agent for operation of the Records Center, the Office of the City Clerk has worked with the Police Department to revise the Records Retention Schedule (Attachment I) last adopted on May 5, 2009.

CONCURRENCES

The City Attorney, Long Beach Police Department and the Office of the City Clerk concur in the above recommendation.

Appropriations have been budgeted in FY 19 for operation of the City Records Center.

Approve recommendation.

MONIQUE DE LA GARZA
CITY CLERK