



CITY OF LONG BEACH

C-10

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

July 1, 2014

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 City Clerk Department 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 FY14 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

LH:md

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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, 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.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, 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 _____, 2014, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

RECORDS DESTRUCTION REQUEST

May 9, 2014

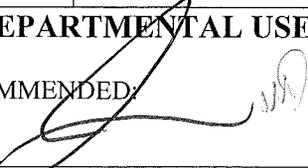
1. Date _____

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
10	Clearance Letter Requests	2008		
10	Clearance Letter Requests	2009		
10	Clearance Letter Requests	2010		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: </p> <p style="text-align: center;"><small>RECORDS MANAGER</small></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS:</p> <p>Submitted by: Rita Williams / Records Division</p>
<p>9. APPROVED: </p> <p style="text-align: center;"><small>DEPARTMENT HEAD</small></p>	<p>11. By </p> <p>12. Title <u>Deputy City Attorney</u></p> <p>13. Date <u>6/10/14</u></p>	
<p>10. DATE: <u>5-22-14</u></p>		

RECORDS DESTRUCTION REQUEST

05/21/2014

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	BOX 1 DR#04-69133 THRU 04-72829	2004		
85	BOX 2 DR#04-65683 THRU 04-69057	2004		
85	BOX 3 DR#04-72926 THRU 04-76730	2004		
85	BOX 4 DR#04-86310 THRU 04-89973	2004		
85	BOX 5 DR#04-83700 THRU 04-86293	2004		
85	BOX 6 DR#04-80764 THRU 04-83697	2004		
85	BOX 7 DR#04-44790 THRU 04-47951	2004		
85	BOX 8 DR#04-12127 THRU 04-17322	2004		
85	BOX 9 DR#04-17339 THRU 04-20365	2004		
85	BOX 10 DR#04-76840 THRU 04-80722	2004		
85	BOX 11 DR#04-106006 THRU 04-107505	2004		
85	BOX 12 DR#03-45617 THRU 03-004899	2003		
85	BOX 13 DR#03-61125 THRU 03-64616	2003		
85	BOX 14 DR#03-14840 THRU 03-17936	2003		
85	BOX 15 DR#04-94507 THRU 04-98387	2004		
85	BOX 16 DR#03-75231 THRU 03-78148	2003		
85	BOX 17 DR#03-38720 THRU 03-42019	2003		
85	BOX 18 DR#04-98415 THRU 04-102951	2004		
85	BOX 19 DR#03-35279 THRU 03-38701	2003		
85	BOX 20 DR#03-00002 THRU 03-003368	2003		
85	BOX 21 DR#04-41143 THRU 04-44736	2004		
85	BOX 22 DR#04-89986 THRU 04-94496	2004		
85	BOX 23 DR#04-37310 THRU 04-41129	2004		
85	BOX 24 DR#04-34319 THRU 04-37284	2004		
85	BOX 25 DR#04-30898 THRU 04-34308	2004		
85	BOX 26 DR#04-103040 THRU 04-105999	2004		
85	BOX 27 DR#03-42031 THRU 03-45579	2003		
85	BOX 28 DR#03-64668 THRU 03-68539	2001		
85	BOX 29 DR#03-49025 THRU 03-52305	2003		
85	BOX 30 DR#03-52352 THRU 03-54729	2003		
85	BOX 31 DR#03-54730 THRU 03-58230	2003		
85	BOX 32 DR#03-58237 THRU 03-61094	2003		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <i>MD</i></p> <p style="text-align: center;"><small>RECORDS MANAGER</small></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;"><small>CITY ATTORNEY</small></p>	<p>14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES</p>
<p>9. APPROVED: </p> <p style="text-align: center;"><small>DEPARTMENT HEAD</small></p>	<p>11. By </p> <p>12. Title <u>Deputy City Attorney</u></p>	
<p>10. DATE: <u>5-30-14</u></p>	<p>13. Date <u>6/16/14</u></p>	

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	BOX 33 DR#03-720191 THRU 03-75221	2003		
85	BOX 34 DR#03-68546 THRU 03-72003	2003		
85	BOX 35 DR#04-27955 THRU 04-30886	2004		
85	BOX 36 DR#04-47981 THRU 04-52363	2004		
85	BOX 37 DR#04-52396 THRU 04-56651	2004		
85	BOX 38 DR#04-7228 THRU 04-3423	2004		
85	BOX 39 DR#04-62616 THRU 04-65661	2004		
85	BOX 40 DR#04-7411 THRU 04-11945	2004		
85	BOX 41 DR#04-24273 THRU 04-27940	2004		
85	BOX 42 DR#03-11547 THRU 03-14831	2003		
85	BOX 43 DR#03-6822 THRU 03-11463	2003		