



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-3

ROBERT E. SHANNON
City Attorney

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Belinda R. Mayes
J. Charles Parkin

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Cristyl Meyers
Howard D. Russell
Tiffani L. Shin

March 4, 2008

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt 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 Fire Department and the Long Beach Police Department.

DISCUSSION

Pursuant to your request of February 22, 2008, this office has prepared and submits the above-described resolution for your consideration.

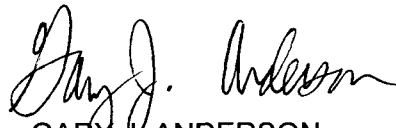
SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

ROBERT E. SHANNON, City Attorney

By


GARY J. ANDERSON
Deputy City Attorney

GJA:ikm
Enclosure

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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 FIRE DEPARTMENT AND 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 Fire Department and 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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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 _____, 2008, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

GJA: lkm – 02/26/08
08-00653

RECORDS DESTRUCTION REQUEST


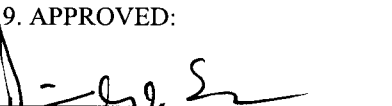
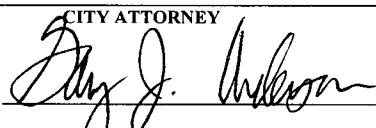
1. Date 02-07-08

Honorable Council of the City of Long Beach

2. The Long Beach Fire 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 |
|---|--|--|--------------------------|---------------------------|
| 25 | Accounting Files Microfiche Payroll records for | 1986 - 1988 | 1 | N/A |
| FOR DEPARTMENTAL USE | | CITY ATTORNEY'S CONSENT | | 14. REMARKS: |
| 8. RECOMMENDED:  | | Consent is hereby given to destroy the records enumerated above. | | |
| 9. APPROVED:  Chief David Ellis - DEPARTMENT HEAD | | 11. By  CITY ATTORNEY | | |
| 10. DATE: | | 12. Title <u>DEPUTY CITY ATTORNEY</u> 13. Date <u>2/26/08</u> | | |

RECORDS DESTRUCTION REQUEST

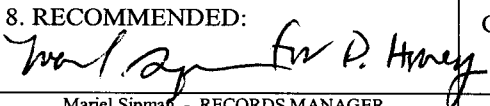
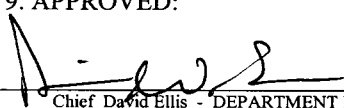
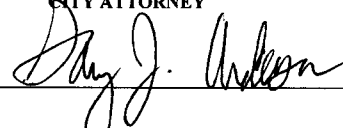
1. Date 11-19-07

Honorable Council of the City of Long Beach

2. The Long Beach Fire 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 |
|--|--|---|--------------------------|---------------------------|
| 25 | Accounting Files Expenditure and Revenue Reports in micro fiche form 1991 through 1997 | 1991 - 1997 | 1 & 2 | N/A |
| FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>Mariel Sipman - RECORDS MANAGER</small> | | CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. <small>CITY ATTORNEY</small> | | 14. REMARKS: |
| 9. APPROVED:  <small>Chief David Ellis - DEPARTMENT HEAD</small> | | 11. By  12. Title <u>DEPUTY CITY ATTORNEY</u> | | |
| 10. DATE: | | 13. Date <u>2/26/08</u> | | |

RECORDS DESTRUCTION REQUEST

January 17,
2008

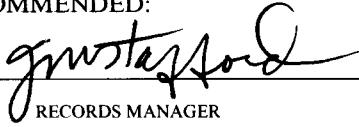
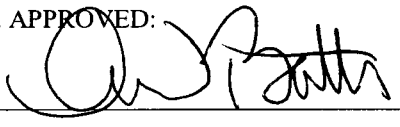
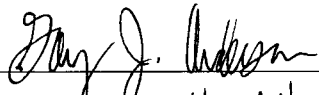
1. Date _____

Honorable Council of the City of Long Beach
Police Department

2. The _____ 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 | Violent Crime Detail Case Documents | 2000 | N/A | N/A |
| 85 | Vehicle Tow Sheets – Vehicles towed and impounded for violation of Section 14602 of the California Vehicle Code (Driving with a suspended Driver's License) | 1995 - 1998 | N/A | N/A |
| 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  CITY ATTORNEY | | |
| 10. DATE: | | 12. Title <u>Deputy City Attorney</u> 13. Date <u>2/26/08</u> | | |