



# CITY OF LONG BEACH

**C-7**

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

September 20, 2011

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 FY11 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

Larry G. Herrera  
City Clerk

LH:dg

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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 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.

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 \_\_\_\_\_, 2011, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Clerk

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

# EXHIBIT A

# RECORDS DESTRUCTION REQUEST

1. Date 8/10/11

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
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9008547 - 9035345	Various	1	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9001995 - 9028277	Various	2	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9030811 - 9032902	Various	3	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9010016 - 9019989	Various	4	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9021062 - 9029878	Various	5	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9001459 - 9039618	Various	6	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9020338 - 9048007	Various	7	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 902360 - 9039094	Various	8	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9028195 - 9039928	Various	9	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9002259 - 9039858	Various	10	

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED: <i>[Signature]</i>  <small>RECORDS MANAGER</small></p> <p>9. APPROVED: <i>[Signature]</i>  <small>DEPARTMENT HEAD</small></p> <p>10. DATE:</p>	<p><b>CITY ATTORNEY'S CONSENT</b></p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By <i>[Signature]</i>  <small>CITY ATTORNEY</small></p> <p>12. Title <i>Deputy City Atty.</i></p> <p>13. Date <i>Sept. 6, 2011</i></p>	<p>14. REMARKS:</p>
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# 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
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 301 - 9036883	Various	11	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9010119 - 9045139	Various	12	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9001405 - 9085626	Various	13	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9022111 - 9032403	Various	14	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 34416 - 9046258	Various	15	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9001343 - 9044913	Various	16	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 27498 - 9052729	Various	17	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9020192 - 9029987	Various	18	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9008820 - 9018982	Various	19	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9020016 - 9080528	Various	20	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9009682 - 9045513	Various	21	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9009916 - 9048244	Various	22	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9022489 - 9039896	Various	23	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9010085 - 9048743	Various	24	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 9011096 - 9029844	Various	25	
172 - A	Juvenile Arrest Packages – 10 years after arrestee’s 18 <sup>th</sup> birthday Packages 31874 - 9039872	Various	26	

# 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
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 908868 - 9048344	Various	27	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 902283 - 9046753	Various	28	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9011951 - 9018973	Various	29	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9039025 - 9046649	Various	30	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9031297 - 9046279	Various	31	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9042304 - 9047844	Various	32	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 27208 - 9026950	Various	33	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9000212 - 9028532	Various	34	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9003970 - 9015890	Various	35	
172 - A	Juvenile Arrest Packages - 10 years after arrestee's 18 <sup>th</sup> birthday Packages 9031151 - 9035212	Various	36	