



# 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

April 5, 2011

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to approve the destruction of records for Long Beach Police Department, Records & Technology Division 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

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 RECORDS & TECHNOLOGY DIVISION

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 Records & Technology Division 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 2/7/2011

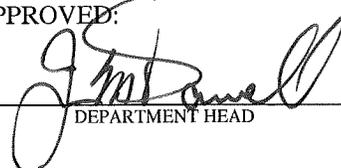
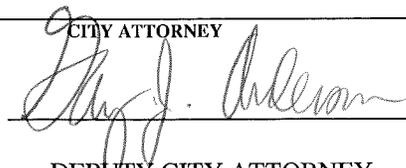
Honorable Council of the City of Long Beach

2. The Police Department, Records & Technology Div. 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
35	24-Hour Booking Log	1997 – 1999		446618022
	24-Hour Booking Log	1991 –1992		446618023
	24-Hour Booking Log	2002		446618009
	24-Hour Booking Log			446618244
	24-Hour Booking Log			446618245
	24-Hour Booking Log			446618246
	24-Hour Booking Log			446618247
	24-Hour Booking Log		1995	
46	Subpoena Dueces Tecum & Discovery Motions	1997		342875751
	Subpoena Dueces Tecum & Discovery Motions	2003		446618027
	Subpoena Dueces Tecum & Discovery Motions			446618028
	Subpoena Dueces Tecum & Discovery Motions			446618029
	Subpoena Dueces Tecum & Discovery Motions			446618030

<p><b>FOR DEPARTMENTAL USE</b></p> <p>8. RECOMMENDED:  <small>RECORDS MANAGER</small></p> <p>9. APPROVED:  <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 style="text-align: center;"><small>CITY ATTORNEY</small></p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>March 22, 2011</u></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
46	Subpoena Dueces Tecum & Discovery Motions			446618031
	Subpoena Dueces Tecum & Discovery Motions	2001-2002		446618032
	Subpoena Dueces Tecum & Discovery Motions			446618033
	Subpoena Dueces Tecum & Discovery Motions			446618034
	Subpoena Dueces Tecum & Discovery Motions	2000-2001		446618035
48	Warrants Foreign			446618011
41	Emergency Response Cost Recovery			446622338
	Emergency Response Cost Recovery			446622339
	Emergency Response Cost Recovery			446622340
	Emergency Response Cost Recovery			446622341
91	Warrants Affidavit	2001		342875755
	Warrants Affidavit	2001		342875775
	Warrants Affidavit - Microfilm	1976		442170235
	Warrants Affidavit	2001		446618006
	Warrants Affidavit	2002		446618008
	Warrants Affidavit	2001		446618012
	Warrants Affidavit	2001		446618013
	Warrants Affidavit	2002		446618014