



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard Long Beach, CA 90802 562-570-6101 FAX 562-570-6789

April 3, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Long Beach Police Department, Gangs and Violent Crimes 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 Office of the City Clerk 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 FY18 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Monique De La Garza
City Clerk

MD:II

RECORDS DESTRUCTION REQUEST

1. Date 1/23/18

Honorable Council of the City of Long Beach

2. The Police, Gang and Violent Crimes Division 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
<u>Gang and Violent Crimes Division (Administration)</u>				
142	GVC: Imprest Cash Expense Receipt	2015		
143	GVC: Imprest Cash Worksheet	2015		
165	GVC: Project Assignments	2015		
<u>Drug Investigation Section</u>				
142	DIS: Imprest Cash Expense Receipts	2015		
143	DIS: Imprest Cash Worksheet	2015		
85	DIS: Case Documents	2010		
<u>Gang Enforcement Section</u>				
142	Gangs: Imprest Cash Expense Receipt	2015		
143	Gangs: Imprest Cash Worksheet	2015		
165	Gangs: Project Assignments	2015		
85	Gangs: Case Documents	2010		
<u>Crimes Against Persons Section</u>				
142	Homicide: Imprest Cash Expense Receipt	2015		
143	Homicide: Imprest Cash Worksheet	2015		
85	Violent Crimes: Case Documents	2010		
142	CCAT: Imprest Cash Expense Receipt	2015		
143	CCAT: Imprest Cash Worksheet	2015		
85	CCAT: Case Documents	2010		

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: AB</p> <p>RECORDS MANAGER</p> <p>9. APPROVED: </p> <p>DEPARTMENT HEAD</p> <p>10. DATE: <u>2-28-18</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>11. By </p> <p>12. Title <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>3/16/18</u></p>	<p>14. REMARKS:</p>
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EXHIBIT "A"

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, 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 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 Police Department, Police, Gang and Violent Crimes 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.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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 _____, 2018, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk