



CITY OF LONG BEACH

C-8

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

November 1, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Long Beach Police Department, Domestic Violence 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 FY12 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

110.118 BMS-31

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, DOMESTIC VIOLENCE 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, Domestic Violence 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 9/26/2011

Honorable Council of the City of Long Beach

2. The Police Department – Domestic Violence 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
39	DOMESTIC VIOLENCE ARREST PACKAGE REPORTS	1994	1-25	
39	DOMESTIC VIOLENCE ARREST PACKAGE REPORTS	1995	1-31	
39	DOMESTIC VIOLENCE ARREST PACKAGE REPORTS	1996	1-34	
39	DOMESTIC VIOLENCE ARREST PACKAGE REPORTS	1997	1-13	
39	DOMESTIC VIOLENCE ARREST PACKAGE REPORTS	1998	1	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <i>grus fassnd</i> <i>M. De J...</i> <small>RECORDS MANAGER</small></p> <p>9. APPROVED: <i>[Signature]</i> <small>DEPARTMENT HEAD</small></p> <p>10. DATE: <u>10-6-11</u></p>	<p>CITY ATTORNEY'S CONSENT</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 <u>DEPUTY CITY ATTORNEY</u></p> <p>13. Date <u>10/12/11</u></p>	<p>14. REMARKS:</p> <p>Staff (Domestic Violence) went through boxes and pulled out all handwritten notes and other documents that should not be destroyed on 9/23/2011.</p> <p>See attached list for box information.</p>
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1994 - Domestic Violence Arrest Reports

1	379-3462 thru 385-3840
2	385-4132 thru 389-8994
3	389-9312 thru 394-2898
4	394-3193 thru 396-8982
5	396-9983 thru 399-1939
6	399-2019 thru 401-4993
7	401-5204 thru 403-5888
8	403-6176 thru 405-9355
9	406-0297 thru 407-1369
10	409-0701 thru 410-9394
11	411-0159 thru 413-2896
12	413-3239 thru 415-8690
13	415-9003 thru 418-9827
14	419-0224 thru 421-7737
15	421-8078 thru 424-2041
16	940-0015 thru 941-5960
17	941-6021 thru 942-7888
18	942-7910 thru 943-9611
19	943-9652 thru 944-8340
20	944-9175 thru 945-7970
21	945-7973 thru 946-7058
22	946-7141 thru 947-5456
23	947-5463 thru 948-3801
24	948-3843 thru 949-2743
25	949-2841 thru 949-7543

1995 - Domestic Violence Arrest Reports

1	4245217 thru 4269802
2	4269835 thru 4296767
3	4296769 thru 4327739
4	4328126 thru 4354026
5	4354075 thru 4386859
6	4387434 thru 4408562
7	4408668 thru 4429475
8	4430154 thru 4455884
9	4455918 thru 4481793
10	4482152 thru 4503217
11	4503623 thru 4520017
12	4520087 thru 4535873
13	4535959 thru 4557121
14	4557589 thru 4578490
15	4578496 thru 4597526
16	4597608 thru 4626747
17	4627329 thru 4652034
18	9500158 thru 9507438
19	9507444 thru 9514763
20	9514771 thru 9522903
21	9523108 thru 9532024
22	9532099 thru 9542139
23	9542375 thru 9551184
24	9551198 thru 9560496
25	9560535 thru 9566827
26	9566845 thru 9573899
27	9573989 thru 9582449
28	9582451 thru 9589451
29	9589459 thru 9605459
30	9704485 thru 9707981
31	9725786 thru 9729244

Note: 1st file
is 4252620

1996 - Domestic Violence Arrest Reports

1	4652146 thru 4787311
2	4670355 thru 4693325
3	4693378 thru 4718062
4	4718558 thru 4741029
5	4741212 thru 4769952
6	4770096 thru 4789575
7	4790187 thru 4809484
8	4809553 thru 4832881
9	4834464 thru 4875752
10	4840319 thru 4856402
11	4875829 thru 4899905
12	4900408 thru 4919848
13	4920911 thru 4948429
14	96004634 thru 96011571
15	96011659 thru 96017955
16	96017963 thru 96024817
17	96024820 thru 96030727
18	96030810 thru 96035831
19	96200108 thru 96206922
20	96207006 thru 96213803
21	96213809 thru 96219275
22	96219328 thru 96223820
23	96223937 thru 96227758
24	96227798 thru 96230803
25	96230837 thru 96230964
26	96232814 thru 96236226
27	96236227 thru 96238956
28	96239017 thru 96242676
29	96242724 thru 96245933
30	96246024 thru 96250129
31	96250133 thru 96252803
32	96253000 thru 96256173
33	96256193 thru 96259895
34	96259970 thru 97000386

1997 - Domestic Violence Arrest Reports

1	970000476 thru 970004454
2	970008039 thru 970012836
3	970012957 thru 970016622
4	970016753 thru 970020248
5	970020286 thru 970022183
6	970022357 thru 970027353
7	970029257 thru 970032759
8	970032784 thru 970036321
9	970036369 thru 970039471
10	970039495 thru 970042800
11	970042983 thru 970046531
12	970046556 thru 970046989
13	970064004 thru 970067486

1998 - Domestic Violence Arrest Reports

1	980019664 thru 980022930
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