



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-7

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August 5, 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 Police Department.

DISCUSSION

Pursuant to your request of July 23, 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:lk
Enclosure

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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.

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1 Section 3. This resolution shall take effect immediately upon its adoption
2 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

3 I hereby certify that the foregoing resolution was adopted by the City
4 Council of the City of Long Beach at its meeting of _____, 2008, by the
5 following vote:

6 Ayes: Councilmembers: _____

7 _____

8 _____

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10 Noes: Councilmembers: _____

11 _____

12 Absent: Councilmembers: _____

13 _____

14 _____

15 City Clerk

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28 GJA: lkm - 07/28/08
A08-02242

RECORDS DESTRUCTION REQUEST

06/25/08


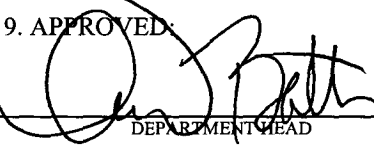
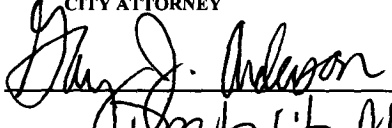
1. Date

Honorable Council of the City of Long Beach

2. The POLICE 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
#30	PAYROLL TIME RECORDS	01/2004 – 07/2005	N/A	
FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small>		CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above.		14. REMARKS: REFER TO RECORDS RETENTION SCHEDULE UNDER ADMINISTRATION/PERSONNEL
9. APPROVED:  <small>DEPARTMENT HEAD</small>		11. By  <small>CITY ATTORNEY</small>		
10. DATE:		12. Title <u>Deputy City Atty.</u> 13. Date <u>7/25/08</u>		

**CITY OF LONG BEACH
RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT**

Title of Document.	Form Number	Retention Periods			Maximum Retention	Remarks
		Legal Citation	Legal Req.	Dept. Pref.		
Background Packages	25	29 CFR 627.3	5Yr	5 Yr	5 Yr	Revised June 2003
Change of Assignments	26	FEHC 7287.0	2 Yr	2 Yr	2 Yr	Revised June 2003
Concealed Weapons Permit	27	CGC 4090 CPC 12053	2 Yr	2 Yr	2 Yr	
Department Grievance Appeal Form	28	CGC 34090	2 Yr	2 Yr	2 Yr	Revised June 2003
Payroll Time Records	30	US 29 CFR 516.5	3 Yr	3 Yr	3 Yr	Revised June 2003
Personnel Files	31	CFR 1627.3	3 Yr	3 Yr	3 Yr in Dept. 15 Yrs total	Revised June 2003 Files are kept in Dept. for 3 years then transferred to Human Resources where they are maintained for 15 years
Project Assignments	32	CGC34090	2 Yr	2 Yr	2 Yr	
Uniform Requests	33	None	None	2 Yr	2 Yr	
Workmen's Compensation File (IOD File)	34	29 CFR 1627.3	CY + 5 Y	CY + 5 Y	CY + 5 Y	Revised June 2003

DEPARTMENT SECTION	CITY COUNCIL APPROVAL DATE:	REFERENCES
ADMINISTRATION / PERSONNEL (1 OF 2)	Rev:	PERM - While Needed Y - Year MO - Month Act - In Use

Honorable Council of the City of Long Beach

2. The Police Department Department respectfully requests authority to destroy the following

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 92 122 195 196 199 204 212 216	Domestic Violence and Robbery Case Documents Case Logs (Arrest and Victim) Name Index Cards Jail - 1/2 Hour Inspection 24 - Hour Jail and Prisoner Inspection Sheet Arrestee Booking Information Sheet Daily Meal Count Monthly Population Report R.N.F. Sheet	1981 - 2000 1981 - 1998 1940 - 1980 2003 - 2005 1998 - 2005 2001 - 2005 2003 - 2005 2001 - 2005 2003 - 2005	N/A N/A N/A N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A N/A N/A 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:		CITY ATTORNEY		
10. Date: <u>6/30/08</u>		11. By <u>[Signature]</u> 12. Title <u>Deputy City Atty.</u> 13. Date <u>7/25/08</u>		

RECORDS DESTRUCTION REQUEST