

CITY OF LONG BEACH

C-5

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

March 5, 2013

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 FY13 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


Larry G. Herrera
City Clerk

LH:md

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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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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2013, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

RECORDS DESTRUCTION REQUEST

01/21/2013

1. Date _____

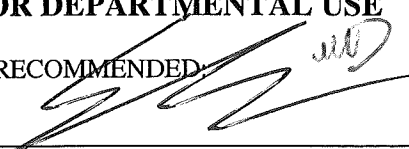
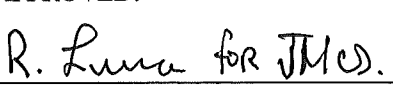
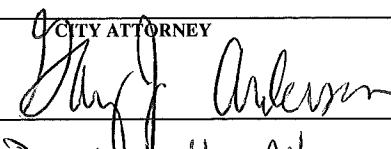
Honorable Council of the City of Long Beach

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 or more after arrestee's 18 th birthday Packages 9037485 - 9037599	Various	194 (1)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9037600 - 9037749	Various	195 (2)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9037750 - 9037879	Various	196 (3)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9037880 - 9037994	Various	197 (4)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9037995 - 9038094	Various	198 (5)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9038095 - 9038219	Various	199 (6)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9038220 - 9038349	Various	200 (7)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9038350 - 9038454	Various	201 (8)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9038455 - 9038564	Various	202 (9)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9038565 - 9038659	Various	203 (10)	

FOR DEPARTMENTAL USE 8. RECOMMENDED:  RECORDS MANAGER 9. APPROVED:  DEPARTMENT HEAD 10. DATE: 1-29-13	CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. CITY ATTORNEY 11. By  12. Title <u>Deputy City Atty.</u> 13. Date <u>Feb. 8, 2013</u>	14. REMARKS:
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RECORDS DESTRUCTION REQUEST

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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 or more after arrestee's 18 th birthday Packages 9038660 - 9038769	Various	204 (11)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9038770 - 9038874	Various	205 (12)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9038875 - 9038999	Various	206 (13)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039000 - 9039096	Various	207 (14)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039097 - 9039189	Various	208 (15)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039190 - 9039299	Various	209 (16)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039300 - 9039424	Various	210 (17)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039425 - 9039564	Various	211 (18)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039565 - 9039684	Various	212 (19)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039685 - 9039799	Various	213 (20)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039800 - 9039899	Various	214 (21)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9039900 - 9040009	Various	215 (22)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040010 - 9040119	Various	216 (23)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040120 - 9040224	Various	217 (24)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040225 - 9040334	Various	218 (25)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040335 - 9040424	Various	219 (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 or more after arrestee's 18 th birthday Packages 9040425 - 9040534	Various	220 (27)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040535 - 9040654	Various	221 (28)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040655 - 9040769	Various	222 (29)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040770 - 9040909	Various	223 (30)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9040910 - 9041024	Various	224 (31)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041025 - 9041149	Various	225 (32)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041150 - 9041294	Various	226 (33)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041295 - 9041414	Various	227 (34)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041415 - 9041549	Various	228 (35)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041591 - 9041667	Various	229 (36)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041655 - 9041789	Various	230 (37)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041790 - 9041939	Various	231 (38)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9041940 - 9042084	Various	232 (39)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042085 - 9042224	Various	233 (40)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042225 - 9042344	Various	234 (41)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042345 - 9042444	Various	235 (42)	

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 or more after arrestee's 18 th birthday Packages 9042445 - 9042559	Various	236 (43)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042560 - 9042650	Various	237 (44)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042651 - 9042750	Various	238 (45)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042837 - 9042915	Various	239 (46)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042895 - 9042999	Various	240 (47)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9042751 - 9042835	Various	241 (48)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9043000 - 9043174	Various	242 (49)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9043175 - 9043309	Various	243 (50)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9043310 - 9043479	Various	244 (51)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9043480 - 9043619	Various	245 (52)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9044130 - 9044184	Various	246 (53)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9043620 - 9043744	Various	247 (54)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9043745 - 9043869	Various	248 (55)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9043870 - 9044044	Various	249 (56)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9044045 - 9044184	Various	250 (57)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9044500 - 9044575	Various	251 (58)	

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 or more after arrestee's 18 th birthday Packages 9044185 - 9044384	Various	252 (59)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9044385 - 9044549	Various	253 (60)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9044550 - 9044729	Various	254 (61)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9044730 - 9044899	Various	255 (62)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045225 - 9045275	Various	256 (63)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9044900 - 9045079	Various	257 (64)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045080 - 9045249	Various	258 (65)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045250 - 9045399	Various	259 (66)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045400 - 9045549	Various	260 (67)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045550 - 9045699	Various	261 (68)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045700 - 9045849	Various	262 (69)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045850 - 9045999	Various	263 (70)	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 th birthday Packages 9045949 - 9046060	Various	264 (71)	
118	J – Car Logs, Years 2002 – 2003	2002 - 2003	265 (72)	
118	J – Car Logs, Years 2003 – 2004	2003 - 2004	266 (73)	
118	J – Car Logs, Years 2004 – 2005	2004 - 2005	267 (74)	

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	Truant Stats, Years 2000 – 2002	2000 - 2002	268 (75)	
172 – A	Curfew Stats, Years 1996 – 2000	1996 - 2000	269 (76)	