



CITY OF LONG BEACH

C-7

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

May 5, 2009

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the revisions to the Police Department Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for the Police Department.

DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department. Each retention schedule must provide for:

- The length of time the records must be maintained;
- When the records may be transferred to the records center;
- When duplicate records may be destroyed;
- When requests may be submitted to the City Attorney for consent and to the City Council for approval of destruction.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with the Police Department to revise the Records Retention Schedule (Attachment I) last adopted on July 22, 2003.

CONCURRENCES

The City Attorney, Long Beach Police Department and City Clerk Department concur in the above recommendation.



FISCAL IMPACT

Appropriations have been budgeted in FY 09 for operation of the City Records Center.

Respectfully submitted,

Larry C. Herrera
City Clerk

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: ADULT AND JUVENILE ARREST SUMMARY	DATE APRIL 2009
COPIES/FILES BY DEPT/SECTION RECORDS DIVISION	COPY DESIGNATION RECORD COPY	RETENTION PERIOD DEPARTMENT REC. CENTER DESTROY
DIGITAL COPY		PERMANENT DIGITAL PERMANENT
DESCRIPTION: (PURPOSE, CONTENT, AND METHOD OF FILING)		
LEGAL CITATION CGC, FORM NUMBER 23		
PURPOSE: SUMMARY OF ALL ARREST BY LONG BEACH PD IN ONE MONTH, USED FOR STATISTICAL AND MANAGEMENT REPORTING PURPOSES.		
CONTENT: ADULT AND JUVENILE ARREST SUMMARY, ALL ARRESTS BY CHARGE, AND ALL ARRESTS. FILED BY MONTH.		
PREPARED BY: BRADEN J. PHILLIPS, BUREAU CHIEF		

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 

4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: <p style="text-align: center;">JUVENILE CUSTODY SHEETS 24-HOUR LOG (REMOVED FROM RETENTION SCHEDULE 2009)</p>	DATE AUGUST 2002
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DETECTIVE BUREAU				
Juvenile	COPY	10 YRS		10 YRS

DESCRIPTION: (PURPOSE, CONTENT, AND METHOD OF FILING)

This log is to keep track of juveniles that have been arrested by our department over a 24-hour period. Each juvenile listed, by booking number, departmental record number, name, gang membership (yes or no), race, date of birth, charge, location of arrest, assigned detail, assigned officer, booking date and time, release date and time and also to whom the juvenile was released and the disposition of the case, such as sent home. Or to Los Padrinos Juvenile Hall etc.



The log is typed by the Security Officer in the Juvenile Detention area. From that point, a clerk-typist adds new or old Departmental Record numbers and Detective assigned to each subject on the sheet. The original 24-hour log is kept in the Juvenile Detention area.

Copies are distributed to Juvenile Records, Juvenile front desk, Vice, Detail Sergeants, Probation office, Gang Detail, the Juvenile Lieutenant and to clerk typists.

Old 24-hour logs are kept in cupboards in Juvenile Records, (this includes the originals given back by the detention area and the copy of the log kept in the juvenile records office after a new year has begun


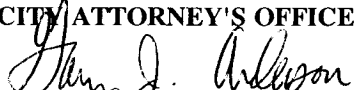
FORM 121 NO LONGER USED

PREPARED BY: C. Mahlke

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 

4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: NAME INDEX CARD (REMOVED FROM RETENTION SCHEDULE 2009)	DATE August 2002		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DETECTIVE BUREAU	Original	When Juvenile is 28 Years old		When Juvenile is 28 Years old
Juvenile				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>This item is a 3 x 5 card (typed), consisting of the name, Department Record number (DR#), height, weight, hair, eye color, race, date of birth, arrest date and charge of every juvenile arrested. This is done on his/her first arrest.</p> <p>It's filed alphabetically in the Juvenile records room.</p> <p>The purpose is back-up to the computer system.</p> <p>This originates in Juvenile records and that's where it is kept.</p> <p>Suggested Retention: Until the person reaches age 28, as required by WIC code.</p> <p style="text-align: center;">FORM 122 NO LONGER USED</p>				
PREPARED BY: C. Mahlke				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE  4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: <p style="text-align: center;">TRUANCY ABATEMENT SWEEP REPORT</p> (REMOVED FROM RETENTION SCHEDULE 2009)	DATE August 2002		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DETECTIVE BUREAU		2 Years		2 Years
J-Car				

DESCRIPTION: (Purpose, Content, and Method of Filing)

PURPOSE: To list all personnel on a truancy sweep and their production.

CONTENT: Unit Assignment

METHOD: Filed in log book

NOTE: Form is being developed. Keep in Juvenile Section.

FORM 124 NO LONGER USED

PREPARED BY: Sgt. C. Marino

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: <p style="text-align: center;">JUVENILE WARRANTS LOG</p> <p style="text-align: center;">(REMOVED FROM RETENTION SCHEDULE 2009)</p>	DATE August 2002
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DETECTIVE BUREAU				
JUVENILE	J-cars	2 Years		2 Years

DESCRIPTION: (Purpose, Content, and Method of Filing)



Juvenile warrants are received over the teletype. They are logged and given to the J-cars to serve. If the subject is arrested, the warrant is taken out of the computer system and the copy is sent to Los Padrinos Juvenile Hall with the Juvenile.

If the warrant is not served (ie: subject not home, moved, etc.) that information is given to a clerical person by the J-car officer who enters the information into the teletype computer system. At that time the copy of the warrant is shredded.

Suggested Retention: Keep only until the warrant is updated on the computer.

FORM 170 NO LONGER USED

PREPARED BY: E. Egloff

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 

4-6-09



ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: JUVENILE ARREST PACKAGES			DATE April 2009
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DETECTIVE BUREAU				
YOUTH SERVICES	ORIGINAL	10 Years		MA + 10 Years

DESCRIPTION: (Purpose, Content, and Method of Filing)

MA = Majority, 18th Birthday.
 Records to be destroyed 10 years after the arrestee's 18th Birthday.

Legal Citation CGC34090

PREPARED BY: Braden J. Phillips, Bureau Chief, Administration Bureau

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE  4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: <p style="text-align: center;">JUVENILE CITE-BACK LOG BOOK</p> (REMOVED FROM RETENTION SCHEDULE 2009)	DATE August 2002
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DETECTIVE BUREAU				
JUVENILE		2 Years		2 Years



DESCRIPTION: (Purpose, Content, and Method of Filing)

When juveniles are released to their parents, both parents and juvenile sign a citation that says they will appear in court on a certain date. These citations are logged into a book. No copies are made of the log book.

This is a relatively new procedure, so far we have only used one log book.

FORM 180 NO LONGER USED

PREPARED BY: Sgt. Tounzen

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 

4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: <p style="text-align: center;">JUVENILE WARRANTS LOG</p> <p style="text-align: center;">(REMOVED FROM RETENTION SCHEDULE 2009)</p>	DATE August 2002
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DETECTIVE BUREAU				
JUVENILE	J-CARS	2 Years		2 Years



DESCRIPTION: (Purpose, Content, and Method of Filing)

Juvenile warrants are received over the teletype. They are logged and given to the J-cars to serve. If the subject is arrested, the warrant is taken out of the computer system and the copy is sent to Los Padrinos Juvenile Hall with the Juvenile.

If the warrant is not served (ie: subject not home, moved, etc.) That information is given to a clerical person by the J-car officer who enters the information into the teletype computer system. At that time the copy of the warrant is shredded.

FORM 181 IS A DUPLICATE OF FORM NUMBER 170, WHICH IS NO LONGER USED

PREPARED BY: E. Egloff

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 

4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: <p style="text-align: center;">JUVENILE ARREST AND BOOKING INFORMATION FORM</p> <p style="text-align: center;">(REMOVED FROM RETENTION SCHEDULE 2009)</p>	DATE AUGUST 2002
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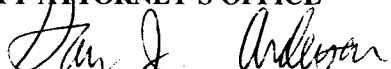
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SUPPORT/ JAIL		2 YEARS		2 YEARS

DESCRIPTION: (PURPOSE, CONTENT, AND METHOD OF FILING)

THE JUVENILE ARREST AND BOOKING INFORMATION FORM IS USED BY ARRESTING OFFICERS WHEN THEY INTERVIEW AND BOOK-IN JUVENILES. THE COMPLETED FORM GOES TO THE JUVENILE RECORDS DIVISION WHERE IT IS DESTROYED.

FORM NUMBER 207 INCLUDED IN DETECTIVE PORTION OF THE RETENTION SCHEDULE

PREPARED BY: CASEY A. CARVER, S.O.4. #3470

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE  4-6-09

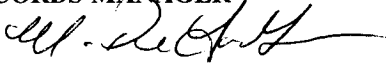
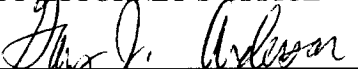
ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: JUVENILE DETENTION INSPECTION SHEET (REMOVED FROM RETENTION SCHEDULE 2009)	DATE AUGUST 2002		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SUPPORT/ JAIL		2 YEARS		2 YEARS

DESCRIPTION: (PURPOSE, CONTENT, AND METHOD OF FILING)

THE JUVENILE DETENTION INSPECTION SHEET IS A FORM TO DOCUMENT MAINTENANCE PROBLEMS. IT IS FORWARDED TO THE JAIL BUILDING MAINTENANCE SUPERVISOR WHO MAKES CORRECTIONS. COPIES ARE MAINTAINED FOR 2 YEARS AND DESTROYED.

FORM 208 NO LONGER USED

PREPARED BY: CASEY A. CARVER, S.O.4. #3470

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE  4-6-09

ORIGINATING DEPARTMENT POLICE DEPARTMENT	TITLE: JUVENILE SIX HOUR LOCKUP ADVISEMENT (REMOVED FROM RETENTION SCHEDULE 2009)	DATE AUGUST 2002
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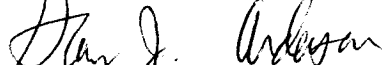
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SUPPORT/ JAIL		2 YEARS		2 YEARS

DESCRIPTION: (PURPOSE, CONTENT, AND METHOD OF FILING)

THE JUVENILE SIX HOUR LOCKUP ADVISEMENT FORM RECORDS THE JUVENILES WHO ARE TOLD THAT THEY WILL ONLY SPEND 6 HOURS IN OUR FACILITY. THIS FORM IS MAINTAINED IN THE JAIL DIVISION FOR 2 YEARS.

FORM 209 NO LONGER USED

PREPARED BY: CASEY A. CARVER, S.O.4. #3470

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE  4-6-09



Date: March 18, 2009
To: Anthony W. Batts, Chief of Police
From: Braden J. Phillips, Bureau Chief, Administration Bureau
Subject: **REVISED RECORDS RETENTION SCHEDULE**

Attached is the revised Records Retention Schedule for your approval. Updates recommended by the Youth Services Division and approved by City Attorney Gary Anderson are outlined below.

Division	Document Title	Current Maximum Retention	Legal Requirement	Proposed Maximum Retention	Remarks
Youth Services	Juvenile Arrest Packages	Permanent	Varied	Arrestee's 28 th Birthday	**See Below

****Juvenile arrest packages will be added to the current Records Retention Schedule as Form Number 172A. A new number cannot be added without disturbing the numeric continuity of the current form numbers.**

The following items will be removed following your approval. The forms listed are no longer used.


- Form number 121 – Juvenile Custody Sheets - Page 3
- Form number 122 – Juvenile Name Index Card - Page 14
- Form number 124 – Truancy Abatement Sweep Report - Page 14
- Form number 170 – Juvenile Warrants Log - Page 17
- Form number 180 – Juvenile Cite-back Log Book - Page 17
- Form number 181 – Juvenile Warrants Log (Duplicate of Form 170) - Page 17
- Form number 208 – Juvenile Detention Inspection Report - Page 20
- Form number 209 – Juvenile Six Hour Lockup advisement - Page 20

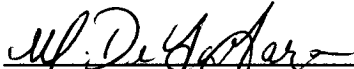
Form Number 207 will be removed from Page 20 and replaced with the other Juvenile items on the Retention Schedule.

March 18, 2009
Anthony W. Batts, Chief of Police
Page 2

Your approval and signature are required before the packet can be routed to the City Attorney and the City Council.

If you have any questions, please contact Records and Technology Division Administrator Jonathan Stafford at extension 8-5272.

Approved:  3/25/09
Anthony W. Batts Date
Chief of Police

Approved:  4-1-09
Monique De La Garza Date
Administrative Officer, City Clerk



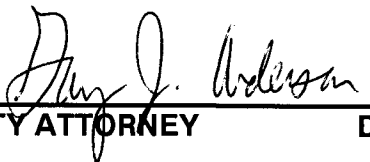
CITY OF LONG BEACH
RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

Title of Document	Form Number	Retention Periods				Remarks
		Legal Citation	Legal Req.	Dept. Pref.	Maximum Retention	
Adult And Juvenile Arrest Summary	23	CGC	2 Y	PERM	PERM - Digital	Digital Permanent
Arrest Package Conversion	24	None	None	6 Mos	6 Mos	Shred (Revised June 2003)

*****This information is now scanned immediately and kept permanently*****

DEPARTMENT SECTION ADMINISTRATION/ RECORDS DIVISION (1 of 1)	CITY COUNCIL APPROVAL DATE: June 23, 1998 (1 st one); Rev: September 17, 2002; Rev: July 22, 2003	REFERENCES PERM – While Needed Y – Year MO – Month ACT – In Use
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APPROVED:

	3/25/09		4-1-09		4-6-09
CHIEF OF POLICE	DATE	CITY CLERK	DATE	CITY ATTORNEY	DATE

CITY OF LONG BEACH
RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

Title of Document	Form Number	Retention Periods				Remarks
		Legal Citation	Legal Req.	Dept. Pref.	Maximum Retention	
Juvenile Custody Sheets 24 Hour Log	121	CGC 34090	2 Y	10 Y	10 Y	
Name Index Card	122	None	None	See Note	See Note	Retain until 28 years of age
Personnel Complaint Form	123	CPC 832.5	5 Y	See Note	See Note	Retain for length of employee's stay w/Department
Truancy Abatement Sweep Report	124	CGC 34090	2 Y	2 Y	2 Y	
Audio Tapes	125	Stat. of Lim.	Varied	PERM	PERM	
Case Investigative Package	126	Stat. of Lim.	Varied	PERM	PERM	Cannot provide sample.
Crime Scene Photographs & Suspects Mug Photos	127	Stat. of Lim.	Varied	PERM	PERM	
Investigator's Hand Notes	128	Stat. of Lim.	Varied	PERM	PERM	Cannot provide sample.
Investigator's Worksheet	129	Stat. of Lim.	Varied	PERM	PERM	
Latent Fingerprint Report Form	130	Stat. of Lim.	Varied	PERM	PERM	
Cal-Id Logs	131	LASO Req.	2 Y	2 Y	2 Y	
Computer Generated Summary Sheet & Individual Analysis Rpt on Blood/Urine Analysis Alcohol Content	132	CVC 1807	INDEF	10 Y	10 Y	
Crime Scene/Evidence Processing Log	133	None	None	2 Y	2 Y	
Criminalistics Laboratory - Daily Worksheet	134	CPC 13020	None	2 Y	2 Y	

FORM NUMBERS 121, 122, 124 ARE NO LONGER USED.

DEPARTMENT SECTION DETECTIVE BUREAU (5 of 8)	CITY COUNCIL APPROVAL DATE: June 23, 1998 (1 st one); Rev: September 17, 2002; Rev: July 22, 2003	REFERENCES PERM - While Needed Y - Year MO - Month ACT - In Use
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APPROVED:


3/25/09
City Clerk
4-1-09
City Attorney
4-6-09

CHIEF OF POLICE **DATE** **CITY CLERK** **DATE** **CITY ATTORNEY** **DATE**

CITY OF LONG BEACH
RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT



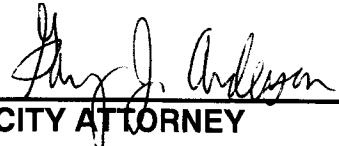
Title of Document	Form Number	Retention Periods				Remarks
		Legal Citation	Legal Req.	Dept. Pref.	Maximum Retention	
Juvenile Warrants Log	170	CGC 34090	2 Y	2 Y	2 Y	
Personnel Files	171	N/A		PERM	PERM	Cannot provide sample
Petitions (Non-Detained/Detained Action Suspend and Referred to Probation)	172	Stat. of Lim.	Varied	PERM	PERM	
Juvenile Arrest Packages	172-A	CGC34090	Varied	10 Y	10 Y	10 y after arrestee's 18 th birthday
Towing Operations Permit Files	173	CGC 34090	2 Y	2 Y	2 Y	
Use of Force Log	174	CGC 34090	5 Y	10 Y	10 Y	
Vice Arrest Stats	175	CGC 34090	2 Y	2 Y	2 Y	
Vice Complaint Log	176	CGC 34090	2 Y	2 Y	2 Y	
Vice Daily Notes	177	CGC 34090	2 Y	5 Y	5 Y	
Vice Investigation Folders	178	N/A		PERM	PERM	
Bicycle Licenses	179	CGC 34090	2 Y	2 Y	2 Y	
Juvenile Cite-Back Log Book	180	CGC 34090	2 Y	2 Y	2 Y	
Juvenile Warrants Log	181	CGC 34090	2 Y	2 Y	2 Y	
LBPDP Document Examination Report	182	None	None	2Y/6Y	7 Y	In Detail – 1 Y/In Property – 6 Y Total 7 Y Retention

FORM NUMBERS 170 AND 180 ARE NO LONGER USED. FORM NUMBER 181 IS A DUPLICATE OF FORM NUMBER 170, WHICH IS NO LONGER USED.

DRAFT OF RETENTION SCHEDULE WITH JUVENILE ARREST PACKAGES ADDED AS FORM NUMBER 172-A.

DEPARTMENT SECTION DETECTIVE BUREAU (8 of 8)	CITY COUNCIL APPROVAL DATE: June 23, 1998 (1 st one); Rev: September 17, 2002; Rev: July 22, 2003	REFERENCES PERM – While Needed Y – Year MO – Month ACT – In Use
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APPROVED:

	3/25/09		4-1-09		4-6-09
CHIEF OF POLICE	DATE	CITY CLERK	DATE	CITY ATTORNEY	DATE

CITY OF LONG BEACH
RECORDS RETENTION SCHEDULE
POLICE DEPARTMENT

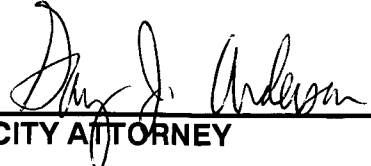
Title of Document	Form Number	Retention Periods				Remarks
		Legal Citation	Legal Req.	Dept. Pref.	Maximum Retention	
½ Hour Inspection	195	CGC 34090	2 Y	2 Y	2 Y	
24 – Hour Count Sheet	196	CGC 34090	2 Y	2 Y	2 Y	
24 – Hour Jail and Prisoner Inspection Sheet	197	CGC 34090	2 Y	2 Y	2 Y	
Alcoholics Anonymous Meeting	198	CGC 34090	2 Y	2 Y	2 Y	
Arrestee Booking Information Sheet	199	CGC 34090	2 Y	2 Y	2 Y	
Authorization to Strip Search Prisoner	200	CGC 34090	2 Y	2 Y	2 Y	
Bail Bond Receipt Log Book	201	CGC 34090	2 Y	2 Y	2 Y	
Booking and Property Record	202	CGC 34090	2 Y	2 Y	2 Y	
Church Service Meeting Form	203	CGC 34090	2 Y	2 Y	2 Y	
Daily Meal Count	204	CGC 34090	2 Y	2 Y	2 Y	
Jail Division Incident Report	205	CGC 34090	2 Y	7 Y	PERM	Hard Copy 7 yrs, then microfilm perm
Jail Shakedown – Men’s Jail	206	CGC 34090	2 Y	2 Y	2 Y	
Juvenile Arrest and Booking Information Form	207	CGC 34090	2 Y	2 Y	2 Y	
Juvenile Detention Inspection Report	208	CGC 34090	2 Y	2 Y	2 Y	No longer used - Remove
Juvenile Six Hour Lockup Advisement	209	CGC 34090	2 Y	2 Y	2 Y	No longer used - Remove
LBPD Prisoner Observation Screening Form	210	LBJM 13.600	7 Y	7 Y	7 Y	
Medicine Distribution Log. Page #2	211	CGC 34090	2 Y	2 Y	2 Y	

FORM NUMBER 207 SHOULD BE MOVED TO THE DETECTIVE PORTION OF THE RETENTION SCHEDULE.

DEPARTMENT SECTION SUPPORT / JAIL (1 of 2)	CITY COUNCIL APPROVAL DATE: June 23, 1998 (1 st one); Rev: September 17, 2002; Rev: July 22, 2003	REFERENCES PERM – While Needed Y – Year MO – Month ACT – In Use
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APPROVED:





CHIEF OF POLICE DATE CITY CLERK DATE CITY ATTORNEY DATE