

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

RESOLUTION NO. RES-08-0085

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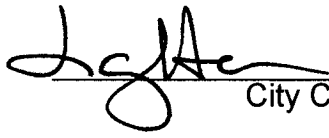
Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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

Ayes: Councilmembers: B. Lowenthal, S. Lowenthal, DeLong,
Andrews, Reyes Uranga, Gabelich,
Lerch.

Noes: Councilmembers: None.

Absent: Councilmembers: O'Donnell, Schipske.



City Clerk

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**

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
#30	PAYROLL TIME RECORDS	01/2004 – 07/2005	N/A	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: <i>gmstapford</i> <small>RECORDS MANAGER</small></p> <p>9. APPROVED: <i>[Signature]</i> <small>DEPARTMENT HEAD</small></p> <p>10. DATE:</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 <i>Deputy City Atty.</i></p> <p>13. Date <i>7/25/08</i></p>	<p>14. REMARKS:</p> <p>REFER TO RECORDS RETENTION SCHEDULE UNDER ADMINISTRATION/PERSONNEL</p>
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**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



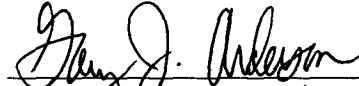
DEPARTMENT SECTION	CITY COUNCIL APPROVAL DATE:	REFERENCES
ADMINISTRATION / PERSONNEL (1 OF 2)	Rev:	PERM - While Needed Y - Year MO - Month Act - In Use

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	Domestic Violence and Robbery Case Documents	1981 – 2000	N/A	N/A
92	Case Logs (Arrest and Victim)	1981 – 1998	N/A	N/A
122	Name Index Cards	1940 – 1980	N/A	N/A
195	Jail – ½ Hour Inspection	2003 – 2005	N/A	N/A
196	24 – Hour Jail and Prisoner Inspection Sheet	1998 – 2005	N/A	N/A
199	Arrestee Booking Information Sheet	2001 – 2005	N/A	N/A
204	Daily Meal Count	2003 – 2005	N/A	N/A
212	Monthly Population Report	2001 – 2005	N/A	N/A
216	R.N.F. Sheet	2003 – 2005	N/A	N/A

FOR DEPARTMENTAL USE	CITY ATTORNEY'S CONSENT	14. REMARKS:
8. Recommended  RECORDS MANAGER	Consent is hereby given to destroy the records enumerated above. CITY ATTORNEY	
9. Approved:  DEPARTMENT HEAD	11. By 	
	12. Title <u>Deputy City Atty.</u>	
10. Date: <u>6/30/08</u>	13. Date <u>7/15/08</u>	

RECORDS DESTRUCTION REQUEST