



CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

September 18, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 18 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. De La Garza".

Monique De La Garza
City Clerk

MD:II

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Lona Beach, CA 90802-4664

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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 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 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.

///
///
///

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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 _____, 2018, by the following vote.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

RECORDS DESTRUCTION REQUEST

1. Date July 9, 2018

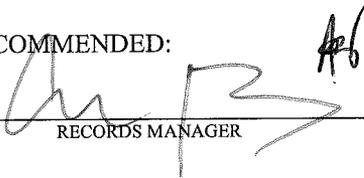
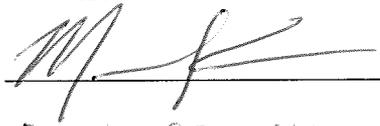
Honorable Council of the City of Long Beach

2. The Police Department Internal Affairs respectfully requests authority to destroy the following Departmental records:

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
57-A	Formal investigations sustained with discipline less than a 10-day suspension	2013 (Jan-Jun)	N/A	N/A
58	Non-misconduct cases	2013 (Jan-Jun)	N/A	N/A
59	Service complaints	2013 (Jan-Jun)	N/A	N/A
60	Taped Interviews	2013 (Jan-Jun)	N/A	N/A
68	I.A. investigations – not sustained	2013 (Jan-Jun)	N/A	N/A
220	Use of Force reviews - Original/electronic data	2013 (Jan-Jun)	N/A	N/A

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  Ab</p> <p style="text-align: center;">RECORDS MANAGER</p> <p>9. APPROVED: </p> <p style="text-align: center;">DEPARTMENT HEAD</p> <p>10. DATE: <u>7.20.18</u></p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p style="text-align: center;">CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>Deputy City Attorney</u></p> <p>13. Date <u>8/23/18</u></p>	<p>14. REMARKS:</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------

RECORDS DESTRUCTION REQUEST

7/19/2018

1. Date _____

Honorable Council of the City of Long Beach

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

DEPARTMENT

departmental records:

DOMESTIC VIOLENCE UNIT

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
85	DR#10-17THRU 10-2923	2010	BOX 1	
85	DR#10-3043 THRU 10-5626	2010	BOX 2	
85	DR#10-2631 THRU 10-8194	2010	BOX 3	
85	DR#10-8219 THRU 10-10775	2010	BOX 4	
85	DR#10-10828 THRU 10-14077	2010	BOX 5	
85	DR#10-14102 THRU 10-17480	2010	BOX 6	
85	DR#10-17508 THRU 10-19586	2010	BOX 7	
85	DR#10-19615 THRU 10-21950	2010	BOX 8	
85	DR#10-22010 THRU 10-24271	2010	BOX 9	
85	DR#10-24336 THRU 10-26699	2010	BOX 10	
85	DR#10-26730 THRU 10-29261	2010	BOX 11	
85	DR#10-29328 THRU 10-31795	2010	BOX 12	
85	DR#10-31814 THRU 10-33094	2010	BOX 13	
85	DR#10-33172 THRU 10-34403	2010	BOX 14	
85	DR#10-34556 THRU 10-37095	2010	BOX 15	
85	DR#10-37112 THRU 10-38782	2010	BOX 16	
85	DR#10-38809 THRU 10-40573	2010	BOX 17	
85	DR#10-40628 THRU 10-42199	2010	BOX 18	
85	DR#10-42205 THRU 10-44318	2010	BOX 19	
85	DR#10-44406 THRU 10-46879	2010	BOX 20	
85	DR#10-46953 THRU 10-46554	2010	BOX 21	
85	DR#10-49609 THRU 10-51742	2010	BOX 22	
85	DR#10-51759 THRU 10-54799	2010	BOX 23	
85	DR#10-54833 THRU 10-56990	2010	BOX 24	
85	DR#10-57044 THRU 10-60078	2010	BOX 25	
85	DR#10-60119 THRU 10-62499	2010	BOX 26	
85	DR#10-62516 THRU 10-65337	2010	BOX 27	
85	DR#10-65363 THRU 10-67429	2010	BOX 28	
85	DR#10-67457 THRU 10-68982	2010	BOX 29	
85	DR#10-69000 THRU 10-70952	2010	BOX 30	

<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED: AB</p> <p style="text-align: center; font-size: small;">RECORDS MANAGER</p>	<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p>	<p>14. REMARKS: DOMESTIC VIOLENCE UNIT – CASE FILES</p>
<p>9. APPROVED: </p> <p style="text-align: center; font-size: small;">DEPARTMENT HEAD</p>	<p style="text-align: center; font-size: small;">CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>Deputy City Attorney</u></p> <p>13. Date <u>8-27-18</u></p>	
<p>10. DATE: <u>8-1-18</u></p>		