



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

February 6, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt resolution approving and authorizing the destruction of certain records, papers, and writings by the Citizen Police Complaint Commission as shown in Attachment 1.

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 (Attachment 1).

The City Attorney and Citizen Police Complaint Commission concur in the above recommendation.

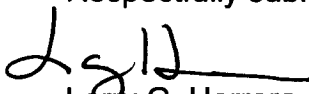
FISCAL IMPACT

Appropriations have been budgeted in FY 07 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


Larry G. Herrera
City Clerk

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RESOLUTION NO. C-

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 CITIZEN POLICE COMPLAINT
COMMISSION

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 Citizen Police Complaint Commission 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 five (5) years old.

Sec. 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.

Sec. 3. This resolution shall take effect immediately upon its adoption by

Robert E. Shannon
City Attorney of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802-4664
Telephone (562) 570-2200

1 the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City
3 Council of the City of Long Beach at its meeting of _____, 2007, by the
4 following vote:

5 Ayes: Councilmembers: _____
6 _____
7 _____
8 _____

9
10 Noes: Councilmembers: _____
11 _____

12 Absent: Councilmembers: _____
13 _____
14 _____
15 _____

16 City Clerk

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**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CPCC (130113)**

Cost Center: ()

Records Coordinator: GRACE, ALIDA Mail Drop: Phone: () - ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	13314	10026.1	CASE FILES	01/01/1999	12/31/1999		12/31/2005	L-01-02	1
Box Contents: LIST 1543									
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	98-001	09-033		01/01/1998	12/31/1998		CASE FILES		
<input type="checkbox"/>	13315	10026.1	CASE FILES	01/01/1999	12/31/1999		12/31/2005	L-01-02	2
Box Contents: LIST 1543									
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	98-034	98-063		01/01/1998	12/31/1998		CASE FILES		
<input type="checkbox"/>	13316	10026.1	CASE FILES	01/01/1999	12/31/1999		12/31/2005	L-01-02	3
Box Contents: LIST 1543									
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	98-064	98-096		01/01/1998	12/31/1998		CASE FILES		
<input type="checkbox"/>	13317	10026.1	CASE FILES	01/01/1999	12/31/1999		12/31/2005	L-01-02	4
Box Contents: LIST 1543									
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	98-097	98-120		01/01/1998	12/31/1998		CASE FILES		
<input type="checkbox"/>	13318	10026.1	CASE FILES	01/01/1999	12/31/1999		12/31/2005	L-01-02	5
Box Contents: LIST 1543									
	<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	1		ALPHA / 60 DAY FILE	01/01/1998	12/31/1998		CASE FILES		
<input type="checkbox"/>	14845	10026.1	CASE FILES	01/01/1999	12/31/1999		12/31/2005	E-08-03	1
Box Contents: LIST 1641									
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		
	99-001	99-010		01/01/1999	12/31/1999		CASE FILES		
<input type="checkbox"/>	14846	10026.1	CASE FILES	01/01/1999	12/31/1999		12/31/2005	E-08-03	2
Box Contents: LIST 1641									
	<i>Range Beginning</i>	<i>Range Ending</i>	<i>Range Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>		<i>Record Title Name</i>		

W.B. Ward
10/24/06

3/30/06	<i>Jardavey</i>	11	<i>M. J. Anderson</i>	10/25/06	<i>W. J. Anderson</i>	1/25/09
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY	

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CPCC (130113)**

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy 12/31/2005 Location	Space#
<input type="checkbox"/>	99-011 14847	10026.1	CASE FILES	01/01/1999 01/01/1999	12/31/1999 12/31/1999		CASE FILES 12/31/2005 E-08-03	3
Box Contents: LIST 1641								
<input type="checkbox"/>	99-038 14848	10026.1	CASE FILES	01/01/1999 01/01/1999	12/31/1999 12/31/1999		CASE FILES 12/31/2005 E-08-03	4
Box Contents: LIST 1641								
<input type="checkbox"/>	99-068 14849	10026.1	CASE FILES	01/01/1999 01/01/1999	12/31/1999 12/31/1999		CASE FILES 12/31/2005 E-08-03	5
Box Contents: LIST 1641								
<input type="checkbox"/>	99-107 14850	10026.1	CASE FILES	01/01/1999 01/01/1999	12/31/1999 12/31/1999		CASE FILES 12/31/2005 E-08-03	10
Box Contents: LIST 1641								
<input type="checkbox"/>	99-141 14851	10026.1	CASE FILES	01/01/1999 01/01/1999	12/31/1999 12/31/1999		CASE FILES 12/31/2005 E-08-03	11
Box Contents: LIST 1641								
<input type="checkbox"/>	15342	10000.1	CORRESPONDENCE FILES	01/01/2000	12/31/2000		12/31/2005 D-10-02	1
Box Contents: LIST 1659								
<i>File Number</i>	<i>Iron Mountain Ref #</i>	<i>Description</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Record Title Name</i>			
1		MISC CORRESP 2000	01/01/2000	12/31/2000	CORRESPONDENCE FILES			
2		IMPREST CASH RECORDS 2000	01/01/2000	12/31/2000	CORRESPONDENCE FILES			
3		MEETING FILES: JANUARY - DECEMBER 2000	01/01/2000	12/31/2000	CORRESPONDENCE FILES			
4		INTEROFFICE CORRESP	01/01/2000	12/31/2000	CORRESPONDENCE FILES			
5		PHOTOS	01/01/2000	12/31/2000	CORRESPONDENCE FILES			
6		DEPUTY CHIEFS	01/01/2000	12/31/2000	CORRESPONDENCE FILES			
7		NEW COMPLAINTS (MEMOS TO IA)	01/01/2000	12/31/2000	CORRESPONDENCE FILES			

//		//	<i>[Signature]</i>	10 2/10/06	<i>[Signature]</i>	1/25/07
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY	

**Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
CPCC (130113)**

Event (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy 12/31/2005	Location	Space#
File Number	Iron Mountain Ref #	Description		Beginning Date	Ending Date		Record Title Name		
	8	CM/FINDINGS MEMO		01/01/2000	12/31/2000		CORRESPONDENCE FILES		

Total Eligible Boxes to be destroyed = 13
Eligible Boxes on Hold = 0
Eligible Boxes Checked Out = 0
Eligible Boxes Removed = 0
Total Available Boxes to be destroyed = 13

//		//	<i>[Signature]</i>	10/21/06	<i>[Signature]</i>	1/25/07
Date	RECORDS MANAGER	Date	DEPARTMENT HEAD	Date	CITY ATTORNEY	