



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

January 17, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for Long Beach Police Department, Internal Affairs Division 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 FY12 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


Larry G. Herrera
City Clerk

LH:md

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

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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 INTERNAL AFFAIRS

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 Internal Affairs 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.

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.

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2012, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

EXHIBIT "A"

RECORDS DESTRUCTION REQUEST

1. Date Nov 3, 2011

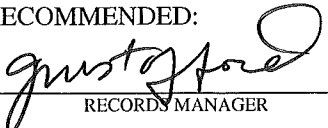
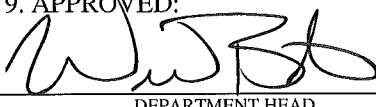
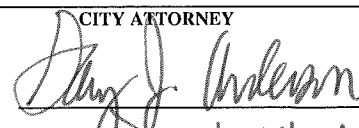
Honorable Council of the City of Long Beach
 Police Department Internal Affairs

2. The _____ 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 |
|--------------------------------|---|-------------------|--------------------|---------------------|
| 57-A | Formal investigations sustained with discipline less than a 10-day suspension | 2006(Jul-Dec) | N/A | N/A |
| 58 | Non-misconduct cases | 2006(Jul-Dec) | N/A | N/A |
| 59 | Service complaints | 2006(Jul-Dec) | N/A | N/A |
| 60 | Taped Interviews | 2006(Jul-Dec) | N/A | N/A |
| 68 | I.A. investigations – not sustained | 2006(Jul-Dec) | N/A | N/A |
| 220 | Use of Force reviews - Original/electronic data | 2006(Jul-Dec) | N/A | N/A |

| | | |
|---|---|---------------------|
| <p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:  RECORDS MANAGER</p> <p>9. APPROVED:  DEPARTMENT HEAD</p> <p>10. DATE: <u>12-27-2011</u></p> | <p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p> <p>CITY ATTORNEY</p> <p>11. By </p> <p>12. Title <u>Deputy City Atty.</u></p> <p>13. Date <u>12/30/11</u></p> | <p>14. REMARKS:</p> |
|---|---|---------------------|

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 |
|---|-------------------------------------|-------------------------|--------------------------|---------------------------|
| 85 | CASE FILES #01-045 TO 01-107 | 2001 | 4 | |
| 85 | CASE FILES #01-9142 TO 01-20770 | 2001 | 5 | |
| 85 | CASE FILES #01-001 TO 01-044 | 2001 | 6 | |
| 85 | CASE FILES #01-153 TO 01-200 | 2001 | 7 | |
| 85 | CASE FILES # 01-21517 TO 01-43658 | 2001 | 8 | |
| 85 | CASE FILES #02-160 TO 02-222 | 2002 | 1 | |
| 85 | CASE FILES #02-270 TO 02-370 | 2002 | 2 | |
| 85 | CASE FILES #02-33523 TO 02-51200 | 2002 | 3 | |
| 85 | CASE FILES #02-223 TO 02-269 | 2002 | 4 | |
| 85 | CASE FILES #02-53796 TO 02-88345 | 2002 | 5 | |
| 85 | CASE FILES #02-052 TO 02-096 | 2002 | 6 | |
| 85 | CASE FILES #03-172 TO 03-334 | 2003 | 1 | |
| 85 | CASE FILES #03-069 TO 03-102 | 2003 | 2 | |
| 85 | CASE FILES #03-016 TO 03-055 | 2003 | 3 | |
| 85 | CASE FILES #03-54154 TO 03-19062 | 2003 | 4 | |
| 85 | CASE FILES #03-245 TO 03-304 | 2003 | 5 | |
| 85 | CASE FILES #03-103 TO 03-27945 | 2003 | 6 | |
| 85 | CASE FILES #03-278 TO 03-12040 | 2003 | 7 | |
| 85 | CASE FILES #04-220 TO 04-241 | 2004 | 1 | |
| 85 | CASE FILES #04-264 TO 04-355 | 2004 | 2 | |

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|----|-----------------------------------|------|----|--|
| 85 | CASE FILES #04-152 TO 04-169 | 2004 | 3 | |
| 85 | CASE FILES #04-001 TO 04-033 | 2004 | 4 | |
| 85 | CASE FILES #04-119 TO 04-217 | 2004 | 5 | |
| 85 | CASE FILES #04-113 TO 04-222 | 2004 | 6 | |
| 85 | CASE FILES # 04-8087 TO 04-96725 | 2004 | 7 | |
| 85 | CASE FILES #04-171 TO 04-201 | 2004 | 8 | |
| 85 | CASE FILES #04-065 TO 04-086 | 2004 | 9 | |
| 85 | CASE FILES #04-034 TO 04-050 | 2004 | 10 | |
| 85 | CASE FILES #05-197 TO 05-213 | 2005 | 1 | |
| 85 | CASE FILES #05-024 TO 05-059 | 2005 | 2 | |
| 85 | CASE FILES #05-060 TO 05-099 | 2005 | 3 | |
| 85 | CASE FILES # 05-11749 TO 05-21795 | 2005 | 4 | |
| 85 | CASE FILES #05-111 TO 05-123 | 2005 | 5 | |
| 85 | CASE FILES #05-214 TO 05-240 | 2005 | 6 | |
| 85 | CASE FILES #05-080 TO 05-183 | 2005 | 7 | |
| 85 | CASE FILES #05-001 TO 05-164 | 2005 | 8 | |
| 85 | CASE FILES #05-243 TO 05-279 | 2005 | 9 | |
| 85 | CASE FILES #05-129 TO 05-157 | 2005 | 10 | |
| 85 | CASE FILES #05-54841 TO 05-102690 | 2005 | 11 | |
| 85 | CASE FILES #05-66071 TO 05-85643 | 2005 | 12 | |

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|----|----------------------------------|------|----|--|
| 85 | CASE FILES #05-94597 | 2005 | 13 | |
| 85 | CASE FILES #05-15276 | 2005 | 14 | |
| 85 | CASE FILES #06-54957 | 2006 | 1 | |
| 85 | CASE FILES #06-036 TO 06-066 | 2006 | 2 | |
| 85 | CASE FILES #06-001 TO 06-034 | 2006 | 3 | |
| 85 | CASE FILES #06-118 TO 06-135 | 2006 | 4 | |
| 85 | CASE FILES #06-138 TO 06-219 | 2006 | 5 | |
| 85 | CASE FILES #06-71576 TO 06-93777 | 2006 | 6 | |
| 85 | CASE FILES #06-18099 | 2006 | 7 | |
| 85 | CASE FILES #06-3401 TO 06-63414 | 2006 | 8 | |
| 85 | CASE FILES #06-95061 TO 06-91430 | 2006 | 9 | |
| 85 | CASE FILES #06-66838 | 2006 | 10 | |
| 85 | CASE FILES #01-213 TO 01-78020 | 2001 | 1 | |
| 85 | CASE FILES #02-1000 TO 02-49678 | 2002 | 1 | |
| 85 | CASE FILES #02-1988 TO 02-86456 | 2002 | 2 | |
| 85 | CASE FILES #02-66992 TO 02-98085 | 2002 | 3 | |
| 85 | CASE FILES #03-4355 TO 03-88476 | 2003 | 1 | |
| 85 | CASE FILES #03-10001 TO 03-79999 | 2003 | 2 | |
| 85 | CASE FILES #03-90622 TO 03-98830 | 2003 | 3 | |
| 85 | CASE FILES #03-91499 | 2003 | 4 | |

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|----|----------------------------------|------|---|--|
| 85 | CASE FILES #04-49353 TO 04-70003 | 2004 | 1 | |
| 85 | CASE FILES #04-40937 | 2004 | 2 | |
| 85 | CASE FILES #06-34641 | 2006 | 1 | |