

# CITY OF LONG BEACH

**C-5**

OFFICE OF THE CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

December 6, 2016

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to approve the destruction of records for Long Beach 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 Long Beach Police Department concur in the above recommendation.

**FISCAL IMPACT**

Appropriations have been budgeted in FY17 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,

Lydia Lee  
Assistant City Clerk  
LL:md

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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 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.

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 \_\_\_\_\_, 2016, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

# EXHIBIT “A”

# RECORDS DESTRUCTION REQUEST

Aug 29, 2016

1. Date \_\_\_\_\_

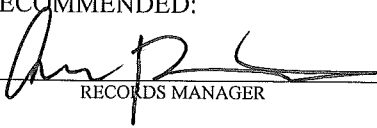
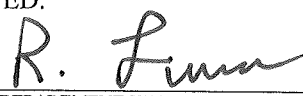

Honorable Council of the City of Long Beach

2. The Police Department 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
120	Investigator's cc of Follow-up	2011-2013	1	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9046061 - 9046099	Various	2	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057000 - 9057099	Various	3	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057100 - 9057199	Various	4	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057200 - 9057299	Various	5	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057300 - 9057399	Various	6	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057400 - 9057499	Various	7	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057500 - 9057599	Various	8	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057600 - 9057699	Various	9	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057700 - 9057799	Various	10	
172 - A	Juvenile Arrest Packages - 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057800 - 9057899	Various	11	

<b>FOR DEPARTMENTAL USE</b>  8. RECOMMENDED:  RECORDS MANAGER  9. APPROVED:  DEPARTMENT HEAD  10. DATE:	<b>CITY ATTORNEY'S CONSENT</b>  Consent is hereby given to destroy the records enumerated above.  CITY ATTORNEY 11. By  12. Title <u>Deputy City Attorney</u> 13. Date <u>11/17/16</u>	14. REMARKS:  <p style="text-align: center;">* See last page</p>
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# 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
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9057900 - 9057999	Various	12	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058000 - 9058099	Various	13	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058100 - 9058199	Various	14	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058200 - 9058299	Various	15	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058300 - 9058399	Various	16	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058400 - 9058499	Various	17	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058500 - 9058599	Various	18	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058600 - 9058699	Various	19	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058700 - 9058799	Various	20	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058800 - 9058899	Various	21	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9058900 - 9058999	Various	22	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059000 - 9059099	Various	23	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059100 - 9059199	Various	24	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059200 - 9059299	Various	25	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059300 - 9059399	Various	26	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059400 - 9059499	Various	27	

# 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
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059500 - 9059599	Various	28	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059600 - 9059699	Various	29	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059700 - 9059799	Various	30	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059800 - 9059899	Various	31	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9059900 - 9059999	Various	32	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060000 - 9060099	Various	33	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060100 - 9060199	Various	34	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060200 - 9060299	Various	35	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060300 - 9060399	Various	36	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060400 - 9060499	Various	37	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060500 - 9060599	Various	38	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060600 - 9060699	Various	39	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060700 - 9060799	Various	40	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060800 - 9060899	Various	41	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9060900 - 9060999	Various	42	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061000 - 9061099	Various	43	

# 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
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061100 - 9061199	Various	44	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061200 - 9061299	Various	45	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061300 - 9061399	Various	46	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061400 - 9061499	Various	47	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061500 - 9061599	Various	48	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061600 - 9061699	Various	49	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061700 - 9061799	Various	50	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061800 - 9061899	Various	51	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9061900 - 9061999	Various	52	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062000 - 9062099	Various	53	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062100 - 9062199	Various	54	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062200 - 9062299	Various	55	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062300 - 9062399	Various	56	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062400 - 9062499	Various	57	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062500 - 9062599	Various	58	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062600 - 9062699	Various	59	



# 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
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062700 - 9062799	Various	60	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062800 - 9062899	Various	61	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9062900 - 9062999	Various	62	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063000 - 9063099	Various	63	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063100 - 9063199	Various	64	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063200 - 9063299	Various	65	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063300 - 9063399	Various	66	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063400 - 9063499	Various	67	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063500 - 9063599	Various	68	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063600 - 9063699	Various	69	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063700 - 9063799	Various	70	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063800 - 9063899	Various	71	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9063900 - 9063999	Various	72	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064000 - 9064099	Various	73	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064100 - 9064199	Various	74	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064200 - 9064299	Various	75	

# 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
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064300 – 9064399	Various	76	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064400 - 9064499	Various	77	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064500 - 9064599	Various	78	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064600 - 9044699	Various	79	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064700 - 9064799	Various	80	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064800 - 9064899	Various	81	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9064900 - 9064999	Various	82	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065000 - 9065099	Various	83	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065100 - 9065199	Various	84	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065200 - 9065299	Various	85	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065300 - 9065399	Various	86	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065400 - 9065499	Various	87	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065500 - 9065599	Various	88	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065600 - 9065699	Various	89	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065700 - 9065799	Various	90	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065800 - 9065899	Various	91	

# 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
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9065900 - 9065999	Various	92	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066000 - 9066099	Various	93	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066100 - 9066199	Various	94	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066200 - 9066299	Various	95	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066300 - 9066399	Various	96	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066400 - 9066499	Various	97	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066500 - 9066599	Various	98	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066600 - 9066699	Various	99	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066700 - 9066799	Various	100	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066800 - 9066899	Various	101	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9066900 - 9066999	Various	102	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067000 - 9067099	Various	103	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067100 - 9067199	Various	104	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067200 - 9067299	Various	105	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067300 - 9067399	Various	106	
172 – A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067400 - 9067499	Various	107	

# 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
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067500 - 9067599	Various	108	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067600 - 9067699	Various	109	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067700 - 9067799	Various	110	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067800 - 9067899	Various	111	
172 - A	Juvenile Arrest Packages – 10 years or more after arrestee's 18 <sup>th</sup> birthday Packages 9067900 - 9067999	Various	112	
	<p>* The records being destroyed are for the Juvenile Investigations section of the Detective Division. Years involved will vary due to retention period being minimum 10 years after subject's 18th birthday. Retention period has been verified by PD Records Division.</p>			