

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 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 unless otherwise authorized by law.

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 _____, 2024,
by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s): Councilmembers: _____

City Clerk

EXHIBIT “A”

Date *

2/21/2024

Department *

Police

Bureau, Division, and/or Section

INVEST BUREAU

RECORDS DESTRUCTION APPROVAL

Department Head Approval

Wally Hebeish

City Clerk Approval

Monique DeLaGarza

City Attorney Approval

Anita Lakhani

Department Head Approval Date

2/22/2024

City Clerk Approval Date

2/22/2024

City Attorney Approval Date

3/12/2024

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
85	Case Documents	Adult Investigations - Auto Theft Detail Case Files	2013	3	N/A
85	Case Documents	Collision Investigations Detail Case Files	2014-2016	7	N/A
85	Case Documents	Special Victims Section - Sex Crimes Detail Case Files	1988-2015	18	N/A
157	CIB (Criminal Information Bulletins)	Invest Bureau Office Criminal Information Bulletins - Digital Files	2006-2020	N/A	N/A

Remarks

Date *
2/10/2024

Department *
Police

Bureau, Division, and/or Section
BUS. OPS./PERSONNEL/PAYROLL

RECORDS DESTRUCTION APPROVAL

Department Head Approval
Wally Hebeish

City Clerk Approval
Monique DeLaGarza

City Attorney Approval
Anita Lakhani

Department Head Approval Date
2/22/2024

City Clerk Approval Date
2/22/2024

City Attorney Approval Date
3/12/2024

DEPARTMENTAL RECORDS

Retention Schedule Item No *	Record Title *	Description	Years Involved *	Box No. On-Site *	Box No. Off-Site *
30	PAYROLL TIME RECORDS	2019-2020 PAYROLL TIME RECORDS	2019-2020	12	0
25	BACKGROUND PACKAGES	2018 BACKGROUNDS	2018-2018	3	0

Remarks