

MEETING DATE: March 27, 2006

AGENDA ITEM: Consideration of a Resolution Authorizing the Destruction of Records in the Police Department.

ATTACHMENTS

1. Resolution

Pages
1-3

1 **RESOLUTION NO. 2006-R**

2
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
4 CULVER CITY, CALIFORNIA, AUTHORIZING THE
5 DESTRUCTION OF CERTAIN OBSOLETE RECORDS
6 RETAINED WITHIN THE POLICE DEPARTMENT.

7 WHEREAS, the Chief of Police has advised the City Council that certain
8 records within the Police Department become obsolete within a specific time; and

9 WHEREAS, there has become a critical need for storage space in the Police
10 Department facility; and

11 WHEREAS, the Chief of Police has certified that the records specified in
12 Exhibit "A", attached hereto and incorporated by reference herein, are obsolete and not
13 required for any pending criminal or civil litigation; and

14 WHEREAS, the City Attorney has approved the destruction as required by
15 law.

16 NOW, THEREFORE, the City Council of the City of Culver City, DOES
17 HEREBY RESOLVE as follows:

18 1. As authorized by Sections 34090 and 34090.6 of the Government
19 Code of the State of California and with the consent of the City Attorney, the City Council
20 hereby approves the destruction by the Chief of Police of records described in Exhibit "A".

21 APPROVED and ADOPTED this ____ day of _____ 2006.

22
23 _____
24 ALBERT VERA, MAYOR
City of Culver City, California

25 ATTEST:

26 APPROVED AS TO FORM:

27 _____
28 CHRISTOPER ARMENTA, City Clerk

CAROL A. SCHWAB, City Attorney

Culver CITY

INTEROFFICE MEMORANDUM

To: WILLIAM L. BURCK
Interim Chief of Police

From: CAROL SCHWAB
City Attorney

Subject: WRITTEN CONSENT TO DESTROY OBSOLETE RECORDS

This is to provide written consent to your department to destroy obsolete records as enumerated on Attachment A.


for CAROL SCHWAB
City Attorney

Attachment

RECEIVED
06 JAN 30 AM 11:17
CITY ATTORNEY - RISK MGMT.
CITY OF CULVER CITY

Exhibit A

Police Records Destruction

1

Document Classification:

Destruction Period

(In years preceding 01/01/06, unless otherwise stated, unless otherwise specified.)

All index cards, photos, and data entered into the police department's computer associated with any cases approved or previously approved for destruction. Excludes: Name, DR and Arrest fields and computer ledgers.

Arrest Logs (<i>Booking Log</i>)	5
Bail Receipts	2
Bicycle License Applications and related reports	2
Call Cards	2
Computer Data (Includes Calls, Reports) Excludes: Name, DR and Arrest fields.	2
Concealed Weapon Applications and related documents	2
Copies of Receipts	2
Complaints (Including Citizen Complaints and internal) and associated reports.	5
Crime Reports (Excluding Homicide, Sex Crimes, Arson, Theft of Public Funds and others for which the statutory retention period exceeds 5 years.) Includes all associated reports and notes.	5
Field Interview Cards	2
Logs	2
Jail Register	10
Miscellaneous Office Correspondence	2
Marijuana Citations	2
Money Transmittals	2
Monthly Statistical Reports	10
Non-Criminal miscellaneous reports (Dog Bites, Injuries, I.O.D. paperwork, etc.)	5
Non-injury Traffic Collision Reports	5
Officers Daily Logs	2
Recovered Vehicle Reports	5
Repossession/Private Impounded Vehicle reports	5
Retired personnel records	5 (After retirement date.)
Sex and Narcotic Registrant Records	5
Supervisor Logs	2
Traffic Citations	2
Traffic Collision (non-fatal & no prosecution) reports	5
Traffic Collision reports (Injury but non-fatal)	5
	5
White Card Files	5 (Using last entry)
Yard Sale Permits	2