

1 RESOLUTION NO. 2016-R

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

7 WHEREAS, the Chief of Police has certified that certain records in the
8 custody of the Police Department, as set forth in Exhibit "A," attached hereto and
9 incorporated herein by reference, have been retained for all legally required retention
10 periods and do not relate to any pending criminal or civil litigation, investigation, or
11 disciplinary process; and

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

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

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

18 As authorized by California Government Code §§ 34090 and 34090.6, and
19 City Council Policy No. 4305, with the consent of the City Attorney, the City Council hereby
20 approves the destruction by the Chief of Police of the identified records preceding the dates
21 of the legally required retention periods, as set forth in Exhibit "A."

22 APPROVED and ADOPTED this _____ day of _____, 2016.

23
24 MICHEÁL O' LEARY, MAYOR
City of Culver City, California

25 ATTEST:

26 APPROVED AS TO FORM

27 MARTIN R. COLE, City Clerk
28 A16-00016

29 CAROL A. SCHWAB, City Attorney
30 *for*

EXHIBIT "A" TO RESOLUTION NO. 2016-R__

Record Series	Retention	Citation
Administrative/Internal Investigations	CL+5	PC 832.5, EVC 1045, GC 12946, PC 801.5, PC 803(c), VC 2547
Arrest/Conviction H&S 11357(b), (c), (d), (e), or H&S 11360(b) violations (occurring before January 1, 1996)	2 years (mandatory destruction from date of conviction or date of arrest with no conviction)	HS 11361.5
Asset Forfeiture	CL+2 years	GC 34090
Audio, telephone, and radio communications	CU+180 days	GC 34090.6
Background investigations (non-hired)	CL+2 years	GC 34090
Credit Card Receipts	AU+4	GC 34090
Daily Activity Logs & Supervisor Logs	CU+2 years	GC 34090
Dealer of Gun sales reports	CU+6 months	GC 34090.7
Duplicate Pink, Secondhand Dealer, Pawn Brokers	CU+2 years	GC 34090
Employee Time Sheets	AU+6	GC 34090; 29 CFR 516.2
Field Interview Cards	CL+2 years	GC 34090
Jail Arrest/Booking Logs	CU+6 years	GC 34090
Juvenile Detention Logs	CU+2 years	GC 34090
Miscellaneous Office Correspondence	CU+2 years	GC 34090
Mutual Aid, Strategic Plans	S+3 years	GC 34090
Pawn Slips	CU+3 years	B&P 21628
Press releases	CU+2 years	GC 34090
Radar calibration records	T+2 years	GC 34090
Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdiction	GC 34090
Retired personnel records	T+5 years	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4
Rosters	S+2 years	GC 34090
Statistical Reports	CU+2 years	GC 34090
Subpoenas	CU+2 years	GC 34090
Surveillance/Security video	CU+13 months	GC 34090.6
Traffic & Parking Citations	CU+2 years	GC 34090.7
Transmittals	CU+2 years	GC 34090
Legend		
AU = Audit	CL = Closed/Completion	
CU = Current Year	S = Supersede	T = Termination
Citations		
B&P - Business and Professions	EVC - Evidence Code	
CCR - Code of California Regulations	GC - Government Code	
CFR - Code of Federal Regulations	PC - Penal Code	VC - Vehicle Code

Exhibit A
Police Records Destruction

CERTIFICATION

I hereby certify that, to the best of my knowledge, the above-listed records have been retained for all legally required retention periods and do not relate to any pending criminal or civil litigation, investigation or disciplinary process.




SCOTT BIXBY
Police Chief

Dated: 1-12-16

APPROVAL

Based upon the foregoing certification, the above-listed records are hereby approved for destruction.



CAROL A. SCHWAB
for City Attorney

Dated: 1/14/16