

**MEETING DATE:** November 10, 2008

**AGENDA ITEM:** Adoption of a Resolution Authorizing the Destruction of  
Certain Records Retained by the Police Department

**ATTACHMENTS**

|                                                                                              | <u>Pages</u> |
|----------------------------------------------------------------------------------------------|--------------|
| A. Proposed Resolution with Exhibit "A"<br>(List of Categories of Records and Certification) | 1-3          |

1 RESOLUTION NO. 2008-R\_\_\_\_\_

2  
3 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
4 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 Council Policy No. 4305, and with the consent of the City Attorney, the City Council hereby  
20 approves the destruction by the Chief of Police of the records set forth in Exhibit "A."

21 APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

22  
23 \_\_\_\_\_  
24 D. SCOTT MALSIN, MAYOR  
City of Culver City, California

25 ATTEST:

26 APPROVED AS TO FORM:

27 \_\_\_\_\_  
28 MARTIN COLE, City Clerk  
A08-00441

for \_\_\_\_\_  
CAROL A. SCHWAB, City Attorney

**Exhibit A**  
**Police Records Destruction**

| <i>Document Classification<sup>1</sup>:</i>                                                                                                                                                  | <i>Destruction Period<sup>2</sup>:</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 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                                      |
| White Card Files                                                                                                                                                                             | 5 (Using last entry)                   |
| Yard Sale Permits                                                                                                                                                                            | 2                                      |

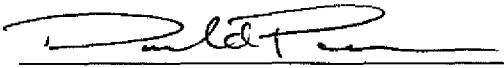
<sup>1</sup> Includes all index cards, photos and data entered into the Police Department's computer associated with any cases approved or previously approved for destruction. Excludes: Name, DR and Arrest fields.

<sup>2</sup> Includes years preceding 01/01/06, unless otherwise specified.

**Exhibit A**  
**Police Records Destruction**

**CERTIFICATION**

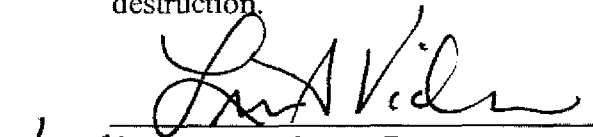
I hereby certify that, to the best of my knowledge, the above-listed records have been retained for all legally required retention periods and do not relate to any pending criminal or civil litigation, investigation or disciplinary process.

  
DONALD PEDERSEN  
Police Chief

Dated: 9/23/2008

**APPROVAL**

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

  
for CAROL A. SCHWAB  
City Attorney

Dated: 11-3-08