

MEETING DATE: February 25, 2013

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" (List of Categories of Records and Certification)	1-3

1 RESOLUTION NO. R_____

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

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

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

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

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

17 As authorized by California Government Code §§ 34090 and 34090.6 and
18 Council Policy No. 4305, and with the consent of the City Attorney, the City Council hereby
19 approves the destruction by the Chief of Police of the records set forth in Exhibit "A."

20 APPROVED and ADOPTED this _____ day of _____ 2013.

21
22
23 _____
24 ANDREW WEISSMAN, Mayor
25 City of Culver City, California

26 ATTEST:

27 APPROVED AS TO FORM:

28 _____
MARTIN R. COLE, City Clerk

CAROL A. SCHWAB, City Attorney

Exhibit A
Police Records Destruction

Document Classification:¹	Destruction Period:²	Code
Arrest Logs (Booking Log)	7 years	GC 34090
Bail Receipts	2 years	GC 34090
Concealed Weapon Applications and related documents	2 years	GC 34090
Copies of Receipts	2 years	GC 34090
Complaints (Including Citizen Complaints and internal) and associated reports.	5 years	PC 832.5, EVC 1045, GC 12946, PC 801.5, PC 803(c), VC 2547
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.	2 years	GC 34090
Field Interview Cards	2 years	GC 34090
Logs	2 years	GC 34090
Jail Register/Log	6 years	GC 34090
Miscellaneous Office Correspondence	2 years	GC 34090
Marijuana Citations-H&S 11357(e), 11357b&c, 11360b	2 years	HS 11361.5
Money Transmittals	2 years	GC 34090
Monthly Statistical Reports	2 years	GC 34090
Non-Criminal miscellaneous reports (Dog Bites, Injuries, I.O.D. paperwork, etc.)	2 years	GC 34090
Officers Daily Logs	2 years	GC 34090
Recovered Vehicle Reports	5 years	GC 34090
Repossession/Private Impounded Vehicle reports	2 years	GC 34090
Retired personnel records (after retirement date)	5 years	GC 34090
Sex and Narcotic Registrant Records (upon leaving jurisdiction)	2 years	GC 34090
Supervisor Logs	2 years	GC 34090
Traffic & Parking Citations	2 years	GC 34090.7
Traffic Collision (non-fatal & no prosecution) reports	2 years	GC 34090
White Card Files	1 year	GC 34090, GC 6250
Yard Sale Permits	2 years	GC 34090
Radio transmissions, and telephone recordings	1 Year	GC 34090.6 (b)
Video Recordings (In-car video, Jail & Station security video)	1 year	GC 34090.6 (c)

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

² Includes years preceding 1/1/13, 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: 2/11/2013

APPROVAL

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



CAROL A. SCHWAB
City Attorney

Dated: 2-11-2013