

MEETING DATE: March 1, 2010

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. 2010-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 records set forth in Exhibit "A."

21 APPROVED and ADOPTED this ____ day of _____, 2010.

22
23 _____
24 ANDREW WEISSMAN, MAYOR
City of Culver City, California

25 ATTEST:

26 APPROVED AS TO FORM:

27 _____
28 MARTIN R. COLE, City Clerk

for CAROL A. SCHWAB, City Attorney

EXHIBIT "A"
POLICE RECORDS DESTRUCTION

<i>Document Classification¹:</i>	<i>Destruction Period²:</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

¹ 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.

² Includes years preceding 01/01/10, unless otherwise specified.

1
2 CERTIFICATION

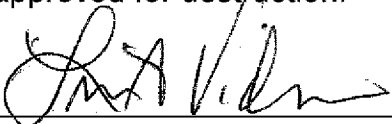
3 I hereby certify that, to the best of my knowledge, the above-listed records
4 have been retained for all legally required retention periods and do not relate to any
5 pending criminal or civil litigation, investigation or disciplinary process.

6 
7 DONALD PEDERSEN
8 Police Chief

Dated: 2/17/2010

9 APPROVAL

10 Based on the foregoing certification, the above-listed records are hereby
11 approved for destruction.

12 
13 CAROL A. SCHWAB
14 City Attorney

Dated: 2-17-2010