

# REQUEST FOR COUNCIL ACTION



CITY COUNCIL MEETING DATE:

JANUARY 15, 2019

TITLE:

APPROVE DESTRUCTION OF  
OBSOLETE CITY RECORDS  
{STRATEGIC PLAN NO. 5, 1}

A handwritten signature in black ink, appearing to read "N. Williams", written over a horizontal line.

CITY MANAGER

CLERK OF COUNCIL USE ONLY:

APPROVED

- As Recommended
- As Amended
- Ordinance on 1<sup>st</sup> Reading
- Ordinance on 2<sup>nd</sup> Reading
- Implementing Resolution
- Set Public Hearing For \_\_\_\_\_

CONTINUED TO \_\_\_\_\_

FILE NUMBER \_\_\_\_\_

## RECOMMENDED ACTION

Approve the request for the destruction of obsolete records from the Police Department in accordance with the retention schedule outlined in City Council Resolution 2013-014.

## DISCUSSION

On April 1, 2013, the City Council approved Resolution 2013-014 outlining the records retention schedule for the agencies, departments, and offices of the City. City records are governed by the Public Records Act which provides the period in which records need to be retained. The Citywide Records Team compiled the Citywide Records Retention Schedule which sets forth the retention period for a particular record. The Municipal Code requires that the destruction of a City record be approved by the City Attorney.

In accordance with Section 5B of the Citywide Records Retention Schedule Resolution, the City Attorney has approved the list of records proposed for destruction from the departments as outlined in the attached documents.

The Citywide Records Retention Schedule has specific retention periods for many City documents. The Schedule is modeled after the California Secretary of State's sample for local government and incorporates other statutory periods applicable to Santa Ana. These are minimum retention periods. Each department makes discretionary decisions on whether to retain records past the minimum requirements.

## STRATEGIC PLAN ALIGNMENT

Approval of this item supports the City's efforts to meet Goal #5 - Community Health, Livability, Engagement & Sustainability, Objective #1 (Establish a comprehensive community engagement initiative to expand access to information and create opportunities for stakeholders to play an active role in discussing public policy and setting priorities).

## FISCAL IMPACT

There is no fiscal impact associated with this item.

Exhibit: 1. Request for Destruction of Records – Police Department

**19E-2**

**Santa Ana Police Department  
Professional Standards Division**

# Memo

**To:** Tamara Bogosian, Assistant City Attorney  
**From:** Jose Gonzalez, Commander  
**Date:** November 30, 2018  
**Re:** Request for Destruction of Records

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The Professional Standards Division requests your consent to destroy records, listed on the attached request, in accordance with the records retention schedule outlined in City Council Resolution 2013-014.

Respectfully submitted,

  
Jose Gonzalez, Commander  
Professional Standards Division

2019 JAN -8 AM 11:02  
CITY OF SANTA ANA  
CLERK OF COUNCIL

19E-3



**CITY OF SANTA ANA  
OBSOLETE RECORDS DESTRUCTION SCHEDULE  
POLICE DEPARTMENT**

**Division Name: Professional Standards Division**

<b>Record Category</b>	<b>Record Series</b>	<b>Record Description</b>	<b>Record Dates</b>
Administrative Investigations	Employee Accidents	Accidents involving on-duty department personnel.	01/01/2012-12/31/2012
Administrative Investigations	K-9 Reports	Investigations of K-9 bite incidents.	01/01/2012-12/31/2012
Administrative Investigations	Use of Force	Use of Force and in-custody injuries.	01/01/2012-12/31/2012
Administrative Investigations	OIS and ICD	Officer Involved Shootings and In-Custody Deaths	01/01/2009-12/31/2012
Citizen and Internal Complaints	By Employee Name	Investigations of alleged employee misconduct.	01/01/2012-12/31/2012

**Prepared by:**

Name: Bryan Atkinson Title: Corporal  
Date: November 20, 2018

**Number of boxes to be destroyed: 8**

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**CONSENT BY:**

  
\_\_\_\_\_  
David Valentin, Chief of Police

  
\_\_\_\_\_  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
Tamara Bogosian, Assistant City Attorney

  
\_\_\_\_\_  
Date

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