

CITY OF LONG BEACH

C-4

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

May 10, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Human Resources Department as shown in Exhibit A: and adopt the resolution.

DISCUSSION

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments and elected officials must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and Human Resources concur in the above recommendation.


FISCAL IMPACT

Appropriations have been budgeted in FY 11 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,


Larry G. Herrera
City Clerk

LH:md

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LONG BEACH APPROVING AND AUTHORIZING
THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,
AND WRITINGS BY THE HUMAN RESOURCES
DEPARTMENT

The City Council of the City of Long Beach resolves as follows:

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given his written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Human Resources Department of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old.

Section 2. The City Council hereby finds that none of said records:

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes,

ordinances or resolutions of the City of Long Beach or any City Board or Commission.

Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2011, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT

A

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

Cost Center: ()

Records Coordinator: BEATRICE SANCHEZ Mail Drop: 13TH FLOOR Phone: (562)570-6612 ext:

ACCORDING TO YOUR RECORDS RETENTION SCHEDULE, THE FOLLOWING BOXES ARE READY FOR DESTRUCTION.

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2010	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	17518	10053.8	AFFIRMATIVE ACTION	10/10/2000	12/31/2000		12/31/2010	H-01-04	17
<input type="checkbox"/> 3	17519	10053.8	AFFIRMATIVE ACTION	10/10/2000	12/31/2000		12/31/2010	H-01-04	18
<input type="checkbox"/> 3	14391	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	138050166	0
<input type="checkbox"/> 3	14392	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	138050167	0
<input type="checkbox"/> 3	14393	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	138050168	0
<input type="checkbox"/> 3	14394	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	138050169	0
<input type="checkbox"/> 3	14395	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	138050170	0
<input type="checkbox"/> 3	15371	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	K-02-03	2
<input type="checkbox"/> 3	15372	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	K-02-03	3
<input type="checkbox"/> 3	15373	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	K-02-03	4
<input type="checkbox"/> 3	15374	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	K-02-03	5
<input type="checkbox"/> 3	15375	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	K-02-03	6
<input type="checkbox"/> 3	15376	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	K-02-03	7
<input type="checkbox"/> 3	15377	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	K-02-03	8

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2010	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	16413	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2000		12/31/2010	F-08-03	15
<input type="checkbox"/> 9	19876	99999.0	MIXED FILES	01/01/1999	12/31/2000		12/31/2010	K-02-03	15
<input type="checkbox"/> 3	14770	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	12/31/1995		12/31/2010	138050154	0
<input type="checkbox"/> 3	D-022	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	1
<input type="checkbox"/> 3	D-023	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	2
<input type="checkbox"/> 3	D-024	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	3
<input type="checkbox"/> 3	D-025	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	4
<input type="checkbox"/> 3	D-026	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	5
<input type="checkbox"/> 3	D-027	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	6
<input type="checkbox"/> 3	D-028	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	7
<input type="checkbox"/> 3	D-030	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	9
<input type="checkbox"/> 3	D-032	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	10
<input type="checkbox"/> 3	D-033	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	11
<input type="checkbox"/> 3	D-034	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	12
<input type="checkbox"/> 3	D-035	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	13
<input type="checkbox"/> 3	D-036	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	14
<input type="checkbox"/> 3	D-037	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	15

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

HUMAN RESOURCES/ADMIN (190300)

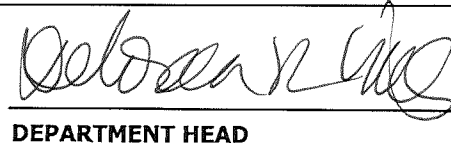
Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2010	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	D-042	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	1
<input type="checkbox"/> 3	D-043	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	2
<input type="checkbox"/> 3	D-044	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	3
<input type="checkbox"/> 3	D-045	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	4
<input type="checkbox"/> 3	D-046	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	5
<input type="checkbox"/> 3	D-047	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	6
<input type="checkbox"/> 3	D-048	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	7
<input type="checkbox"/> 3	D-049	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	8
<input type="checkbox"/> 3	D-908	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-02	17
<input type="checkbox"/> 3	D-910	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	11
<input type="checkbox"/> 3	D-913	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	12
<input type="checkbox"/> 3	D-914	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1994	12/31/1995		12/31/2010	D-01-03	17
<input type="checkbox"/> 1	22221	10051.0	PERSONNEL REQUISITIONS	01/01/2000	12/31/2004		12/31/2009	E-11-03	17
<input type="checkbox"/> 1	19874	10051.0	PERSONNEL REQUISITIONS	01/01/2005	12/31/2005		12/31/2010	K-02-03	10
<input type="checkbox"/> 1	19875	10051.0	PERSONNEL REQUISITIONS	01/01/2004	12/31/2005		12/31/2010	K-02-03	13

Total Eligible Boxes to be destroyed	=	46
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	46

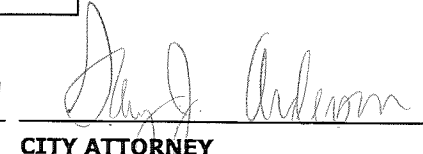
4-25-11
Date


RECORDS MANAGER

4-19-11
Date


DEPARTMENT HEAD

4/27/11
Date


CITY ATTORNEY