



# CITY OF LONG BEACH

# C-8

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

April 21, 2009

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 09 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

1 RESOLUTION NO.  
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE  
4 CITY OF LONG BEACH APPROVING AND AUTHORIZING  
5 THE DESTRUCTION OF CERTAIN RECORDS, PAPERS,  
6 AND WRITINGS BY THE HUMAN RESOURCES  
7 DEPARTMENT  
8

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

10 Section 1. Pursuant to and in accordance with the provisions of Section  
11 34090 of the Government Code of the State of California and Chapter 1.28 of the Long  
12 Beach Municipal Code relating to the destruction of City records, and the City Attorney  
13 having heretofore given his written consent, the City Council of the City of Long Beach  
14 does hereby approve and authorize the destruction by the Human Resources  
15 Department any and all of the records, documents, instruments, books, papers, and  
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by  
17 reference thereto made a part hereof, which records are under its charge and are no  
18 longer required for use in its respective office, said records being no less than two (2)  
19 years old.

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

- 21 A. Affect the title to real property or liens thereon;
- 22 B. Constitute official court records;
- 23 C. Constitute records which are required to be kept by statute;
- 24 D. Constitute the original or record copies of the minutes,  
25 ordinances or resolutions of the City of Long Beach or any City Board or  
26 Commission.

27 Section 3. This resolution shall take effect immediately upon its adoption  
28 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 \_\_\_\_\_, 2009, 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

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 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	17510	10053.8	AFFIRMATIVE ACTION	10/10/1998	12/31/1998		12/31/2008	H-01-04	7
<input type="checkbox"/> 3	C-439	10053.8	AFFIRMATIVE ACTION	01/01/1998	12/31/1998		12/31/2008	138050246	0
<input type="checkbox"/> 3	C-440	10053.8	AFFIRMATIVE ACTION	01/01/1998	12/31/1998		12/31/2008	138050247	0
<input type="checkbox"/> 1	20563	10000.1	CORRESPONDENCE FILES	01/01/1990	12/31/1991		12/31/1996	E-08-01	13
<input type="checkbox"/> 1	20564	10000.1	CORRESPONDENCE FILES	01/01/1989	12/31/1997		12/31/2002	E-08-01	14
<input type="checkbox"/> 1	18458	10000.1	CORRESPONDENCE FILES	01/01/2003	12/31/2003		12/31/2008	C-11-04	16
<input type="checkbox"/> 3	13307	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	138050177	0
<input type="checkbox"/> 3	13308	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	138050178	0
<input type="checkbox"/> 3	13309	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	138050179	0
<input type="checkbox"/> 3	13310	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	138050180	0
<input type="checkbox"/> 3	13311	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	138050181	0
<input type="checkbox"/> 3	13312	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	138050182	0
<input type="checkbox"/> 3	13313	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	138050183	0
<input type="checkbox"/> 3	15708	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	D-02-03	8

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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 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	15709	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1998		12/31/2008	D-02-03	9
<input type="checkbox"/> 3	15710	10050.6	HEALTH INSURANCE FILES	01/01/1997	12/31/1998		12/31/2008	D-02-03	13
<input type="checkbox"/> 1	12730	10051.4	MANAGEMENT ASSISTANT	01/01/1997	12/31/1998		12/31/2008	C-05-01	4
<input type="checkbox"/> 3	L-017	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989		01/01/2004		0
<input type="checkbox"/> 3	I-046	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	5
<input type="checkbox"/> 3	I-047	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	6
<input type="checkbox"/> 3	I-048	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	7
<input type="checkbox"/> 3	I-049	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	8
<input type="checkbox"/> 3	I-050	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	9
<input type="checkbox"/> 3	I-052	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	10
<input type="checkbox"/> 3	I-053	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	11
<input type="checkbox"/> 3	I-054	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	12
<input type="checkbox"/> 3	I-055	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	13
<input type="checkbox"/> 3	I-056	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	14
<input type="checkbox"/> 3	I-057	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	15
<input type="checkbox"/> 3	I-058	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	16

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 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	I-059	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	17
<input type="checkbox"/> 3	I-060	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-03	18
<input type="checkbox"/> 3	I-062	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	1
<input type="checkbox"/> 3	I-063	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	2
<input type="checkbox"/> 3	I-064	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	3
<input type="checkbox"/> 3	I-065	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	4
<input type="checkbox"/> 3	I-066	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	5
<input type="checkbox"/> 3	I-067	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	6
<input type="checkbox"/> 3	I-068	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	7
<input type="checkbox"/> 3	I-070	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	9
<input type="checkbox"/> 3	I-072	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	10
<input type="checkbox"/> 3	I-073	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	11
<input type="checkbox"/> 3	I-076	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	14
<input type="checkbox"/> 3	I-077	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	15
<input type="checkbox"/> 3	I-078	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1992	01/01/1993		01/01/2008	I-01-04	16
<input type="checkbox"/> 1	19872	10051.0	PERSONNEL REQUISITIONS	01/01/2001	12/31/2003		12/31/2008	C-11-01	1

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 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 1	19873	10051.0	PERSONNEL REQUISITIONS	01/01/2001	12/31/2003		12/31/2008	C-11-01	2
<input type="checkbox"/> 3	20685	10008.8	SUBJECT FILES BY DIVISION	01/01/1962	12/31/1993		12/31/1998	390422988	0
<input type="checkbox"/> 3	20694	10008.8	SUBJECT FILES BY DIVISION	01/01/1996	12/31/1999		12/31/2004	390422997	0

Total Eligible Boxes to be destroyed = 49
Eligible Boxes on Hold = 0
Eligible Boxes Checked Out = 0
Eligible Boxes Removed = 0
Total Available Boxes to be destroyed = 49

1-30-09  
Date  
Monique De La Parra  
RECORDS MANAGER

[Signature]  
Date  
DEPARTMENT HEAD

3/31/09  
Date  
[Signature]  
CITY ATTORNEY

Audit #  
285

Destruction Notification Rpt  
City of Long Beach (CLB)  
Unknown (TMP)  
HR/RISK MANAGEMENT (190300R)

01/29/2009 18:22:39  
Page 1

Cost Center: ()

Records Coordinator: GRACE TALavera Mail Drop: 10TH FLOOR Phone: (562)570-6314 ext:

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

(X) Destroy Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2008	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	18648	10041.4	APPROPRIATION/EXPENDITURE	01/01/1992	12/31/2005		12/31/2008	364192240	0

Folders within the above box

File Number1

Beginning Date: 01/01/1992 Ending Date: 12/31/2005 Record Title Name: APPROPRIATION/EXPENDITURE RPTS (HARD

Iron Mountain Ref #:

Description: FAMIS REPORTS

<input type="checkbox"/> 3	18649	10041.4	APPROPRIATION/EXPENDITURE	01/01/1992	12/31/2005		12/31/2008	364192241	0
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Folders within the above box

File Number1

Beginning Date: 01/01/1992 Ending Date: 12/31/2005 Record Title Name: APPROPRIATION/EXPENDITURE RPTS (HARD

Iron Mountain Ref #:

Description: FAMIS REPORTS

<input type="checkbox"/> 3	18650	10041.4	APPROPRIATION/EXPENDITURE	01/01/1992	12/31/2005		12/31/2008	364192242	0
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Folders within the above box

File Number1

Beginning Date: 01/01/1992 Ending Date: 12/31/2005 Record Title Name: APPROPRIATION/EXPENDITURE RPTS (HARD

Iron Mountain Ref #:

Description: FAMIS REPORTS

<input type="checkbox"/> 1	18651	10000.1	CORRESPONDENCE FILES	01/01/1997	12/31/2003		12/31/2008	364192243	0
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Folders within the above box

File Number1

Beginning Date: 01/01/1997 Ending Date: 12/31/2003 Record Title Name: CORRESPONDENCE FILES

Iron Mountain Ref #:

Description: IMPROVEMENT PROGRAM PLANS (BOOKLETS)

E = Excluded

Total Eligible Boxes to be destroyed	=	4
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	4

1-30-09

Date

RECORDS MANAGER

Date

DEPARTMENT HEAD

2/13/09

Date

CITY ATTORNEY