



# CITY OF LONG BEACH

CITY CLERK

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June 15, 2004

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

SUBJECT: Recommendation Concerning the Adoption of Revisions to the Human Resources Department Records Retention Schedule

## DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department. Each retention schedule must provide for:

- The length of time the records must be maintained;
- When the records may be transferred to the records center;
- When duplicate records may be destroyed;
- When requests may be submitted to the City Attorney for consent and to the City Council for approval of destruction.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with the Human Resources Department to revise the Records Retention Schedule (Attachment 1) first adopted on August 20, 1991.

## CONCURRENCES

The City Attorney, City Auditor and City Clerk Departments concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 04 for operation of the City Records Center.

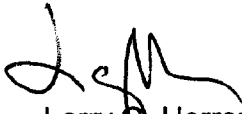
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IT IS RECOMMENDED THAT THE CITY COUNCIL:

Rescind all previously applicable Records Retention schedules for the Human Resources Department; and

Approve the Human Resources 2004 Records Retention Schedule as shown in Attachment I.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Larry G. Herrera". The signature is stylized with a large initial "L" and "H".

Larry G. Herrera  
City Clerk

Prepared by:  
Jan Davey