



CITY OF LONG BEACH

C-3

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

March 14, 2017

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 17 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Poonam Davis
City Clerk

PD:md

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 2017, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT "A"

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH

Department HUMAN RESOURCES/ADMIN

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
13251	PERSONNEL EMPLOYEE FILES LIST 1531	01/01/1999	12/31/2000	12/31/2015	Internal Record Center	I -001-0004 0017
13252	PERSONNEL EMPLOYEE FILES LIST 1531	01/01/1999	12/31/2000	12/31/2015	Internal Record Center	I -001-0004 0018
14307	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0001
14308	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0002
14309	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0003
14310	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0004
14311	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0005
14312	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0008
14313	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0009

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
14314	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0010
14315	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0011
14316	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0012
14317	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0013
14318	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0014
14319	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0015
14320	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0016
14321	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0017
14322	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0001 0018
14323	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0001
14324	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0003

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
14325	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0004
14326	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0005
14327	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0006
14328	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0007
14329	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0008
14330	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0009
14331	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0010
14332	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0011
14333	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0012
14334	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0013
14335	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0014

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
14336	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0015
14337	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0016
14338	PERSONNEL EMPLOYEE FILES LIST 1603	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	H -001-0002 0017
14772	PERSONNEL EMPLOYEE FILES LIST 1635	01/01/1998	12/31/2000	12/31/2015	IRON MOUNTAIN	138050156
15447	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0002
15448	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0003
15449	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0004
15450	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0005
15451	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0006
15452	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0007
15453	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0008

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
15454	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0009
15455	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0010
15456	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0011
15457	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0012
15458	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0013
15459	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0014
15460	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0015
15461	PERSONNEL EMPLOYEE FILES	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0016
15462	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0017
15463	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0002 0018
15464	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0001

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
15465	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0002
15466	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0003
15467	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0004
15468	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0005
15469	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0006
15470	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0007
15471	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0008
15472	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0009
15473	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0010
15474	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0011
15475	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0012

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
15476	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0013
15477	PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	C -008-0003 0014
16414	PERSONNEL EMPLOYEE FILES LIST 1734	01/01/1995	12/31/2000	12/31/2015	Internal Record Center	F -004-0002 0011
16415	RANGE: FILES FOR CONTRACTORS, A - L PERSONNEL EMPLOYEE FILES LIST 1734	01/01/1995	12/31/2000	12/31/2015	Internal Record Center	F -004-0002 0012
19595	RANGE: FILES FOR CONTRACTORS, M - Z PERSONNEL EMPLOYEE FILES LIST 1674	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	D -008-0003 0009
20474	HEALTH INSURANCE FILES	01/01/2005	12/31/2005	12/31/2015	Internal Record Center	C -009-0004 0001
20475	HEALTH INSURANCE FILES	01/01/2005	12/31/2005	12/31/2015	Internal Record Center	C -009-0004 0003
20476	HEALTH INSURANCE FILES	01/01/2005	12/31/2005	12/31/2015	Internal Record Center	C -009-0004 0016
20477	HEALTH INSURANCE FILES	01/01/2005	12/31/2005	12/31/2015	Internal Record Center	C -009-0004 0017
20673	HEALTH INSURANCE FILES	01/01/2005	12/31/2006	12/31/2016	Internal Record Center	D -002-0001 0006
20674	HEALTH INSURANCE FILES	01/01/2002	12/31/2006	12/31/2016	Internal Record Center	D -002-0001 0007

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
20675	HEALTH INSURANCE FILES	01/01/2005	12/31/2006	12/31/2016	Internal Record Center	D -002-0001 0008
20677	HEALTH INSURANCE FILES	01/01/2004	12/31/2005	12/31/2015	Internal Record Center	D -002-0001 0012
20678	HEALTH INSURANCE FILES	01/01/2005	12/31/2005	12/31/2015	Internal Record Center	D -002-0001 0013
20679	HEALTH INSURANCE FILES	01/01/2006	12/31/2006	12/31/2016	Internal Record Center	D -002-0001 0015
21147	HEALTH INSURANCE FILES	01/01/2003	12/31/2006	12/31/2016	Internal Record Center	C -010-0002 0010
21148	HEALTH INSURANCE FILES	01/01/2003	12/31/2006	12/31/2016	Internal Record Center	C -010-0002 0011
21149	HEALTH INSURANCE FILES	01/01/2003	12/31/2006	12/31/2016	Internal Record Center	C -010-0002 0012
22197	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2005	12/31/2005	12/31/2015	Internal Record Center	I -001-0004 0001
22198	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2005	12/31/2005	12/31/2015	Internal Record Center	I -001-0004 0002
23035	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2006	12/31/2006	12/31/2016	Internal Record Center	E -011-0004 0002
23036	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2006	12/31/2006	12/31/2016	Internal Record Center	E -011-0004 0007

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
23082	PERSONNEL EMPLOYEE FILES	01/01/2000	12/31/2001	12/31/2016	Internal Record Center	E -005-0003 0012
25781	CORRESPONDENCE FILES	01/01/2006	12/31/2010	12/31/2015	Internal Record Center	I -001-0005 0003
28140	HEALTH INSURANCE FILES	01/01/2000	12/31/2006	12/31/2016	IRON MOUNTAIN	831302690
28143	RANGE: PACIFICARE DENTAL CONTRACTS, 2000 - 2006 SUBJECT FILES BY DIVISION	01/01/2001	12/31/2008	12/31/2013	IRON MOUNTAIN	831302693
28144	RANGE: CALPERS SERVICE CREDIT CORRESPONDENCE A-G, 2001 - 2008 SUBJECT FILES BY DIVISION	01/01/2001	12/31/2010	12/31/2015	IRON MOUNTAIN	831302694
28149	RANGE: CALPERS SERVICE CREDIT CORRESPONDENCE H-Z, 2001 - 2010 ACCOUNTING DOCUMENTS	01/01/2013	12/31/2013	12/31/2015	IRON MOUNTAIN	831302699
28150	RANGE: 2013 PROVIDER BILLS, - ACCOUNTING DOCUMENTS	01/01/2013	12/31/2013	12/31/2015	IRON MOUNTAIN	831302700
28152	RANGE: 2013 PROVIDER BILLS, - ACCOUNTING DOCUMENTS	01/01/2013	12/31/2013	12/31/2015	IRON MOUNTAIN	831302702
28156	RANGE: 2013 PROVIDER BILLS, - SUBJECT FILES BY DIVISION	01/01/2009	12/31/2010	12/31/2015	IRON MOUNTAIN	831302706
	RANGE: SEPARATION REPORTS, 2009 - 2010					


Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
28160	SUBJECT FILES BY DIVISION	01/01/2009	12/31/2010	12/31/2015	IRON MOUNTAIN	831302710

RANGE: UNEMPLOYMENT CLAIMS, 2009 - 2010


Total Boxes to be Destroyed: 96
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 Records Manager 12-6-16
 Date



 Department Head 2/13
 Date



 City Attorney 2-27-17
 Date