

February 16, 2021

C-3

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, elected officials and appointed offices 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 Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

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

FISCAL IMPACT

Appropriations have been budgeted in FY 21 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

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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 DEPARTMENTS OF HUMAN
RESOURCES.

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 departments of the HUMAN RESOURCES, 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 to the vote adopting this resolution.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Lona Beach, CA 90802-4664

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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 _____, 20__ by the following vote:

I.

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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.

Records Center Box No.	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
19043	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 AB-AR	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0003
19044	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 AR-BA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0004
19045	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 BA-BJ	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0005
19046	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 BL-BO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0006
19047	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 BO-BR	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0007
19048	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 BR-CA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0001

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19049	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 CA-CA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0002
19050	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 CA-CL	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0003
19051	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 CL-CO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0004
19052	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 CO-CO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0005
19053	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 CR-DA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0006
19054	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 DA-DU RANGE: DELEAULT, ELIAS, -	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0007
19055	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 ED-FA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0008

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19056	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 FE-FL	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0009
19057	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 FL-GA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0010
19058	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 GA-GL	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0011
19059	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 GO-GO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0012
19060	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 GO-GR	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0013
19061	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 GU-HA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0015
19062	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 HA-HE	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0016

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19063	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 HI-HU	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0017
19064	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 HU-JO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0019
19065	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 JO-KA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -001-0004 0020
19066	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 KE-KI	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0001
19067	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 KN-LA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0002
19068	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 LA-LA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0010
19069	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 LE-LI	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0011

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19070	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 LO-MA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0012
19071	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 MA-MA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0013
19072	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 MA-MC	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0014
19073	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 MC-ME	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0015
19074	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 ME-MI	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0016
19075	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 MI-MO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	K -002-0004 0017
19076	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 MO-NA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0006

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19077	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 NE-NU	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0007
19078	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 OA-PA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0008
19079	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 PA-PA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0009
19080	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 PA-PE	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0010
19081	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 PE-PI	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0011
19082	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 PO-QU	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0012
19083	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 RA-RA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0013




Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19084	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 RA-RE	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0014
19085	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 RH-RO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0015
19086	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 RO-RU	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0016
19087	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 SA-SA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0017
19088	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 SA-SH	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	J -001-0004 0018
19089	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 SH-SM	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0001
19090	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 SM-ST	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0002

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
19091	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 ST-SZ	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0003
19092	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 TA-TM	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0004
19093	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 UP-VE	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0005
19094	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 VE-WA	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0006
19095	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 WA-WH	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0007
19096	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 WH-WO	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0008
19097	PERSONNEL EMPLOYEE FILES PERSONNEL (EMPLOYEE) FILES 2004-2005 WO-ZU	1/1/2004	12/31/2005	12/31/2020	Internal Record Center	B -012-0004 0010

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
22980	PERSONNEL EMPLOYEE FILES	1/1/2001	12/31/2005	12/31/2020	Internal Record Center	F -009-0001 0002
24846	HEALTH INSURANCE FILES BOX ONSITE, PERMANENTLY REMOVED FROM IM ON 11/06/2019.	1/1/2010	12/31/2010	12/31/2020	IRON MOUNTAIN	698955746
24847	HEALTH INSURANCE FILES	1/1/2010	12/31/2010	12/31/2020	IRON MOUNTAIN	698955747
24848	HEALTH INSURANCE FILES	1/1/2010	12/31/2010	12/31/2020	IRON MOUNTAIN	698955748
24849	HEALTH INSURANCE FILES	1/1/2010	12/31/2010	12/31/2020	IRON MOUNTAIN	698955749
27917	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2010	12/31/2010	12/31/2020	Internal Record Center	I -001-0005 0007
27918	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2010	12/31/2010	12/31/2020	Internal Record Center	I -001-0005 0008

Records Center Box No.	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
27919	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2010	12/31/2010	12/31/2020	Internal Record Center	I -001-0005 0009
27920	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2010	12/31/2010	12/31/2020	Internal Record Center	I -001-0005 0010
37328	SUBJECT FILES BY DIVISION EMPLOYEE UNEMPLOYMENT CLAIMS 2015	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512447
37329	SUBJECT FILES BY DIVISION EMPLOYEE SEPARATION REPORTS 2015	1/1/2015	12/31/2015	12/31/2020	IRON MOUNTAIN	RF049512448

Total Boxes to be Destroyed: 66


1/28/21

1/20/2021

2/11/2021

City Clerk

Date

Department Head

Date

City Attorney

WILLIAM R. BAERG

Date