

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

March 13, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records by the Public Works Department, Administration Bureau 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 record 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 Public Works Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY12 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

LARRY G. HERRERA
CITY CLERK

LGH:VMO

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, PAPERS, AND
6 WRITINGS BY THE PUBLIC WORKS DEPARTMENT
7 ADMINISTRATION BUREAU
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 Public Works Department
15 Administration Bureau any and all of the records, documents, instruments, books,
16 papers, and writings as set forth in the documents attached hereto and marked Exhibit
17 "A" and by reference thereto made a part hereof, which records are under its charge and
18 are no longer required for use in its respective office, said records being no less than two
19 (2) 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.

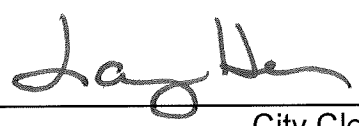
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I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of _____, 20__, by the following vote:

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

RECORDS DESTRUCTION REQUEST

1. Date _____

Honorable Council of the City of Long Beach

2. The PUBLIC WORKS respectfully requests authority to destroy the
DEPARTMENT

Departmental records:

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
1	<p>APPROVED REQUISITIONS Records consist of Requisition documentation, hiring freeze exception forms, unbudgeted request forms, and certified list of eligible candidates. Once requisitions have been fulfilled with the requested amount of vacancies filled, notations are made for the hired applicants and the requisition documentation is filed by requisition number, by year.</p> <p>Requisition documentation is stored in Personnel Division filing cabinets and are to be retained for two years in addition to the current year.</p>	1999 2000 2001 2002 2003 2004 2005 2006 2007	N/A	
3	<p>DRIVER LICENSE RECORD & CA DMV PULL NOTICE INFORMATION Records for employee's California Department of Motor Vehicles driver license. These records provide information including license validity, endorsement information and expiration, license restrictions, license and medical card expiration dates, and any conditions thereof.</p> <p>These records contain confidential information and are stored in a secure location in the Personnel Division offices. They are filed in alphabetical order and will be discarded based on CA DMV guidelines.</p>	2008 2009	N/A	
<p>FOR DEPARTMENTAL USE</p> <p>8. RECOMMENDED:</p> <p style="text-align: center;"><i>M. De La Cruz</i> RECORDS MANAGER</p>		<p>CITY ATTORNEY'S CONSENT</p> <p>Consent is hereby given to destroy the records enumerated above.</p>		<p>14. REMARKS:</p>
<p>9. APPROVED:</p>		<p>11. By <i>Ray J. Anderson</i> CITY ATTORNEY</p>		
<p style="text-align: center;"><i>Michael J. ...</i> DEPARTMENT HEAD</p>		<p>12. Title <u>DEPUTY CITY ATTORNEY</u></p>		
<p>10. DATE: <u>2/2/12</u></p>		<p>13. Date <u>2/17/12</u></p>		

RECORDS DESTRUCTION REQUEST

(Continuation Sheet)

3. RETENTION SCHEDULE ITEM NO.	4. RECORDS TITLE AND DESCRIPTION	5. YEARS INVOLVED	6. BOX NO. ON-SITE	7. BOX NO. OFF-SITE
4	<p>EMPLOYEE TIMECARDS Records consist of weekly employee time records. These records include recorded time for scheduled hours, vacation/sick/executive/holiday leave, overtime hours, skill pay, and charge point information.</p> <p>Employee timecards are stored in the Personnel Division office. They are stored and filed by Bureau and by week.</p>	2005 2006 2007	N/A	
5	<p>HIRING & RECRUITMENT FILES Files consist of documentation relevant to hiring processes for specific vacant positions. Documentation includes applications, interview notes and rating sheets, reference check notations, and Requests for Authorization to make job offers.</p> <p>Files contain confidential hiring information and are stored in secured filing cabinets in the Personnel Division office. Hiring files are filed by position name and requisition number.</p>	1999 2000 2001 2002 2003 2004 2005 2006 2007	N/A	
6	<p>HRMS Reports Files consist of monthly downloaded HRMS reports with customized notations, which explain certain inaccuracies of report, reference pending requisitions for given positions, and provide more accurate information than static report that is printed at the beginning of the month.</p> <p>Monthly customized HRMS reports are filed in Department files at the beginning of the following month of its publication and organized by year and month.</p>	2006 2007 2008 2009	N/A	

Cost Center: ()

Records Coordinator: CYNTHIA STAFFORD Mail Drop: 9TH FLOOR Phone: (562)570-5582 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 Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2011	Location	Space#
<input type="checkbox"/>	21464	10032.2	ADMINISTRATION BUREAU FILES	01/01/1980	12/31/1993		12/31/2011	368646669	0
<input type="checkbox"/>	21466	10032.2	ADMINISTRATION BUREAU FILES	01/01/1979	12/31/1995		12/31/2011	368646670	0
<input type="checkbox"/>	21549	10032.2	ADMINISTRATION BUREAU FILES	01/01/1985	12/31/1997		12/31/2011	368646549	0
<input type="checkbox"/>	21548	10032.2	ADMINISTRATION BUREAU FILES	01/01/1994	12/31/1999		12/31/2011	368646548	0
<input type="checkbox"/>	21550	10032.2	ADMINISTRATION BUREAU FILES	01/01/1986	12/31/1999		12/31/2011	368646550	0
<input type="checkbox"/>	21551	10032.2	ADMINISTRATION BUREAU FILES	01/01/1990	12/31/1999		12/31/2011	368646551	0
<input type="checkbox"/>	21552	10032.2	ADMINISTRATION BUREAU FILES	01/01/1997	12/31/1999		12/31/2011	368646552	0
<input type="checkbox"/>	21553	10032.2	ADMINISTRATION BUREAU FILES	01/01/1994	12/31/1999		12/31/2011	368646553	0
<input type="checkbox"/>	21554	10032.2	ADMINISTRATION BUREAU FILES	01/01/1983	12/31/1999		12/31/2011	368646554	0
<input type="checkbox"/>	22111	10032.2	ADMINISTRATION BUREAU FILES	01/01/1995	12/31/1999		12/31/2011	E-08-01	13
<input type="checkbox"/>	22112	10032.2	ADMINISTRATION BUREAU FILES	01/01/1995	12/31/1999		12/31/2011	E-08-01	14
<input type="checkbox"/>	22114	10032.2	ADMINISTRATION BUREAU FILES	01/01/1996	12/31/1999		12/31/2011	E-08-01	17
<input type="checkbox"/>	22113	10032.2	ADMINISTRATION BUREAU FILES	01/01/1996	12/31/2000		12/31/2011	E-08-01	15
<input type="checkbox"/>	20570	10032.2	ADMINISTRATION BUREAU FILES	01/01/1998	12/31/2001		12/31/2011	D-08-02	1

1-23-12 *M. DeGoffa* Date 2/12/12 *Shirley Anderson* Date 2/12/12
RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY

Cost Center: 0

Records Coordinator: CYNTHIA STAFFORD Mail Drop: 9TH FLOOR Phone: (562)570-5582 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 Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2011	Location	Space#
<input type="checkbox"/>	21463	10032.2	ADMINISTRATION BUREAU FILES	01/01/1983	12/31/2001		12/31/2011	368646668	0
<input type="checkbox"/>	20625	10058.4	TIME CARDS	01/01/2001	12/31/2001		12/31/2010	E-08-03	1
<input type="checkbox"/>	20626	10058.4	TIME CARDS	01/01/2001	12/31/2001		12/31/2010	E-08-03	2
<input type="checkbox"/>	20627	10058.4	TIME CARDS	01/01/2001	12/31/2001		12/31/2010	E-08-03	3
<input type="checkbox"/>	20628	10058.4	TIME CARDS	01/01/2001	12/31/2001		12/31/2010	E-08-03	4
<input type="checkbox"/>	20629	10058.4	TIME CARDS	01/01/2001	12/31/2001		12/31/2010	E-08-03	5
<input type="checkbox"/>	20574	10058.4	TIME CARDS	02/16/2002	05/10/2002		05/10/2011	D-08-02	2
<input type="checkbox"/>	20575	10058.4	TIME CARDS	01/01/2002	12/31/2002		12/31/2011	D-08-02	3

Total Eligible Boxes to be destroyed =	22
Eligible Boxes on Hold =	0
Eligible Boxes Checked Out =	0
Eligible Boxes Removed =	0
Total Available Boxes to be destroyed =	22

1-23-12

M. J. De...
 RECORDS MANAGER

Date

Walter...
 DEPARTMENT HEAD

Date

2/1/12
 CITY ATTORNEY

Shirley Anderson
 CITY ATTORNEY