

November 12, 2019

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 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 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.

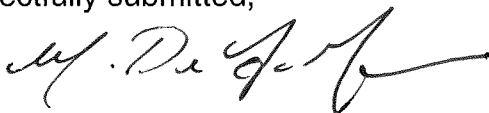
FISCAL IMPACT

Appropriations have been budgeted in FY 20 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

Prepared by: Lynsey Lascano

MD:ll

NOV 13 2019 11:18 AM

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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 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.

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.

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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 _____, 2019, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

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

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 Begin	End	Destroy Date	Storage Room	Location
16536	PERSONNEL EMPLOYEE FILES 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0012
16537	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0004
16538	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0005
16539	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0006
16540	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0007
16541	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0013

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
16542	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0015
16543	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0017
16544	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0001 0018
16545	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0002
16546	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0003
16547	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0004
16548	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0005

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
16549	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0006
16550	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0007
16551	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0017
16552	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0018
16553	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0001
16554	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0002
16555	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0003

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
16556	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0004
16557	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0005
16558	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0006
16559	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0007
16560	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0008
16561	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0009
16562	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0010

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
16563	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0016
16564	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0017
16565	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0003 0018
16566	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -004-0002 0004
16567	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -004-0002 0006
16568	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -004-0002 0007
16569	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -004-0002 0014

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
16570	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -004-0002 0016
16571	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -005-0002 0003
16572	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -005-0002 0006
16573	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -005-0002 0007
16607	PERSONNEL EMPLOYEE FILES LIST 1748	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	D -002-0001 0001
16608	PERSONNEL EMPLOYEE FILES LIST 1748	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	D -002-0001 0014
16609	PERSONNEL EMPLOYEE FILES LIST 1748	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	D -002-0001 0016

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
17434	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0001
17435	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0002
17436	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0003
17437	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0004
17438	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0005
17439	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0006
17440	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0007

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
17441	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0008
17442	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0009
17443	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0010
17444	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0011
17445	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0012
17446	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0013
17447	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0014

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
17448	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0015
17449	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0016
17450	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0017
17451	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -007-0002 0018
17452	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0001
17453	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0002
17454	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0003

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
17455	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0004
17456	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0012
17457	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0013
17458	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0014
17459	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0015
17460	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0016
17461	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0017

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
17462	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	C -009-0001 0018
17463	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0001
17464	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0002
17465	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0003
17466	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0004
17467	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0005
17468	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0006

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
17469	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0007
17470	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0008
17471	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0009
17472	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0010
17473	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0011
17474	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0012
17475	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0013

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
17476	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0014
17477	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0015
17478	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0003 0016
17479	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0001
17480	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0002
17481	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0003
17482	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0004

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
17483	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0005
17484	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0010
17485	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0011
17486	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0012
17487	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0013
17488	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0014
17489	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0015

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
17490	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0001 0016
17491	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0002 0010
17492	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0002 0014
17493	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0002 0015
17494	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -005-0002 0016
17495	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -002-0003 0010
17496	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -002-0003 0011

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
17497	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -002-0003 0012
17498	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -002-0003 0013
17499	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -002-0003 0014
17500	PERSONNEL EMPLOYEE FILES LIST 1802	1/1/2002	12/31/2003	12/31/2018	Internal Record Center	G -002-0003 0015
20560	MANAGEMENT ASSISTANT PROGRAM FILES RANGE: 2004 - 2007, -	1/1/2004	12/31/2007	12/31/2017	Internal Record Center	D -002-0001 0005
21576	HEALTH INSURANCE FILES GENERAL CORRESPONDENCE/CONTRACTS/BIDS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	E -010-0002 0013
22194	HEALTH INSURANCE FILES	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	G -005-0002 0008

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
22195	HEALTH INSURANCE FILES	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	G -005-0002 0009
22196	HEALTH INSURANCE FILES	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	G -005-0002 0011
23037	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	E -011-0004 0011
23295	HEALTH INSURANCE FILES	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	G -005-0002 0012
23300	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2001	12/31/2008	12/31/2018	Internal Record Center	I -001-0005 0001
23918	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	I -001-0004 0007
23919	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	I -001-0004 0008

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
23920	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	I -001-0004 0009
23921	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2007	12/31/2007	12/31/2017	Internal Record Center	I -001-0004 0010
24845	HEALTH INSURANCE FILES	1/1/2006	12/31/2007	12/31/2017	IRON MOUNTAIN	698955745
RANGE: CHARITY DRIVE PAYMENTS, 11/11/06 - 8/31/07						
24856	HEALTH INSURANCE FILES	1/1/2005	12/31/2008	12/31/2018	IRON MOUNTAIN	698955656
25057	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	I -001-0004 0011
25058	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	I -001-0004 0012
25059	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	I -001-0004 0013





Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
25060	AFFIRMATIVE ACTION FILES/COMPLAINTS	1/1/2008	12/31/2008	12/31/2018	Internal Record Center	I -001-0004 0014
25065	HEALTH INSURANCE FILES	1/1/2005	12/31/2007	12/31/2017	IRON MOUNTAIN	557905905
25066	HEALTH INSURANCE FILES	1/1/2004	12/31/2007	12/31/2017	IRON MOUNTAIN	557905906
28154	SUBJECT FILES BY DIVISION	1/1/2011	12/31/2012	12/31/2017	IRON MOUNTAIN	831302704
	RANGE: SEPARATION REPORTS, 2011 - 2012					
34737	PERSONNEL EMPLOYEE FILES LIST 1745	1/1/2001	12/31/2002	12/31/2017	Internal Record Center	E -003-0002 0013

Perm Box Number	Record Title Box Description	Dates Begin	End	Destroy Date	Storage Room	Location
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Total Boxes to be Destroyed: 130

Additional Remarks:

All terminated personnel files in the SB-1421 focused list were pulled and returned back to Human Resources Department.

 <hr style="width: 80%; margin: 0 auto;"/> Personnel Assistant	10/18/19 <hr style="width: 80%; margin: 0 auto;"/> Date	 <hr style="width: 80%; margin: 0 auto;"/> City Clerk	10/18/2019 <hr style="width: 80%; margin: 0 auto;"/> Date
 <hr style="width: 80%; margin: 0 auto;"/> Department Head	10/18/19 <hr style="width: 80%; margin: 0 auto;"/> Date	 <hr style="width: 80%; margin: 0 auto;"/> City Attorney	10/23/19 <hr style="width: 80%; margin: 0 auto;"/> Date