

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

RESOLUTION NO. RES-14-0009

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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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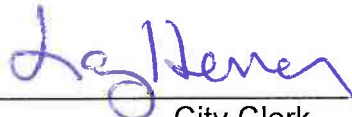
Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting of January 14, 2014 by the following vote:

Ayes: Councilmembers: DeLong, Schipske, Andrews, Austin,  
Neal, O'Donnell.

Noes: Councilmembers: None.

Absent: Councilmembers: Garcia, Lowenthal, Johnson.

  
\_\_\_\_\_  
City Clerk

# EXHIBIT A

HUMAN RESOURCES/ADMIN (190300)

Cost Center: ()

Records Coordinator: CATHY CHACE Mail Drop: 13TH FLOOR Phone: (562)570-6612 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)	Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2013	Location	Space#
<input checked="" type="checkbox"/>	20571	10053.8	AFFIRMATIVE ACTION	01/01/2003	12/31/2003		12/31/2013	D-02-02	1
<input checked="" type="checkbox"/>	20572	10053.8	AFFIRMATIVE ACTION	01/01/2003	12/31/2003		12/31/2013	D-02-02	17
<input checked="" type="checkbox"/>	20573	10053.8	AFFIRMATIVE ACTION	01/01/2003	12/31/2003		12/31/2013	D-02-02	18
<input checked="" type="checkbox"/>	19098	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	1
<input checked="" type="checkbox"/>	19099	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	2
<input checked="" type="checkbox"/>	19100	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	4
<input checked="" type="checkbox"/>	19103	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	12
<input checked="" type="checkbox"/>	19104	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	13
<input checked="" type="checkbox"/>	19105	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	14
<input checked="" type="checkbox"/>	19106	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	15
<input checked="" type="checkbox"/>	19107	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-06-03	16
<input checked="" type="checkbox"/>	19176	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-07-01	10
<input checked="" type="checkbox"/>	19177	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2003		12/31/2013	G-07-01	16
<input checked="" type="checkbox"/>	20676	10050.6	HEALTH INSURANCE FILES	01/01/1999	12/31/2003		12/31/2013	D-02-01	10

HUMAN RESOURCES/ADMIN (190300)  
Unknown (TMP)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input checked="" type="checkbox"/> 3	L-017	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1988	01/01/1989				0
<input checked="" type="checkbox"/> 3	12167	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	1
<input checked="" type="checkbox"/> 3	12168	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	2
<input checked="" type="checkbox"/> 3	12169	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	3
<input checked="" type="checkbox"/> 3	12170	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	4
<input checked="" type="checkbox"/> 3	12171	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	5
<input checked="" type="checkbox"/> 3	12172	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	6
<input checked="" type="checkbox"/> 3	12173	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	7
<input checked="" type="checkbox"/> 3	12174	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	8
<input checked="" type="checkbox"/> 3	12175	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	9
<input checked="" type="checkbox"/> 3	12176	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	10
<input checked="" type="checkbox"/> 3	12177	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	11
<input checked="" type="checkbox"/> 3	12178	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	12
<input checked="" type="checkbox"/> 3	12179	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	13
<input checked="" type="checkbox"/> 3	12180	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	14
<input checked="" type="checkbox"/> 3	12181	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998		12/31/2013	C-01-01	15

Unknown (TMP)  
HUMAN RESOURCES/ADMIN (190300)

(X) Code	Destroy	Permanent	Record Title	Record Code	Record Title (Box Contents)	Dates		Ending	On Hold?	Destroy Date	Location	Space#
						Beg.	End					
<input checked="" type="checkbox"/>	3	12182	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	C-01-01	16
<input checked="" type="checkbox"/>	3	12183	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	C-01-01	17
<input checked="" type="checkbox"/>	3	12184	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	C-01-01	18
<input checked="" type="checkbox"/>	3	12185	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	2
<input checked="" type="checkbox"/>	3	12186	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	5
<input checked="" type="checkbox"/>	3	12187	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	6
<input checked="" type="checkbox"/>	3	12188	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	7
<input checked="" type="checkbox"/>	3	12189	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	8
<input checked="" type="checkbox"/>	3	12190	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	9
<input checked="" type="checkbox"/>	3	12191	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	10
<input checked="" type="checkbox"/>	3	12192	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	11
<input checked="" type="checkbox"/>	3	12193	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	12
<input checked="" type="checkbox"/>	3	12194	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	13
<input checked="" type="checkbox"/>	3	12195	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	14
<input checked="" type="checkbox"/>	3	12196	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	15
<input checked="" type="checkbox"/>	3	12197	10050.9	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1997	12/31/1998	12/31/1998		12/31/2013	D-02-02	16

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date	Location	Space#
<input checked="" type="checkbox"/>	13330	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1982	12/31/1998		12/31/2013	F-04-02	13
<input checked="" type="checkbox"/>	13331	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1982	12/31/1998		12/31/2013	F-04-02	14
<input checked="" type="checkbox"/>	17044	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1998		12/31/2013	F-01-02	7
<input type="checkbox"/>	<del>22217</del>	<del>10051.0</del>	<del>PERSONNEL REQUISITIONS</del>	<del>01/01/2008</del>	<del>12/31/2008</del>		<del>12/31/2013</del>	<del>E-11-02</del>	<del>13</del>
<input type="checkbox"/>	<del>22220</del>	<del>10051.0</del>	<del>PERSONNEL REQUISITIONS</del>	<del>01/01/2008</del>	<del>12/31/2008</del>		<del>12/31/2013</del>	<del>E-11-03</del>	<del>16</del>
<input checked="" type="checkbox"/>	21352	10008.8	SUBJECT FILES BY DIVISION	01/01/2008	12/31/2008		12/31/2013	E-11-02	12
<input checked="" type="checkbox"/>	22218	10008.8	SUBJECT FILES BY DIVISION	01/01/2007	12/31/2008		12/31/2013	D-06-01	18

*Returned to 12/20/13 HIL*

Total Eligible Boxes to be destroyed	=	53
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	<del>0</del> 2
Total Available Boxes to be destroyed	=	<del>53</del> 51

11-18-13

12.23.2013

12/31/13

*[Signature]*

Date

RECORDS MANAGER

Date

DEPARTMENT HEAD

Date

CITY ATTORNEY