

March 1, 2022

**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 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 22 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

MD:kb

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 RECORDS, PAPERS,  
6 AND WRITINGS BY THE DEPARTMENT OF HUMAN  
7 RESOURCES

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 written consent, the City Council of the City of Long Beach does  
14 hereby approve and authorize the destruction by the department of Human Resources of  
15 any and all of the records, documents, instruments, books, papers, and writings as set forth  
16 in the documents attached hereto and marked Exhibit "A" and by reference thereto made  
17 a part hereof, which records are under its charge and are no longer required for use in its  
18 respective office, said records being no less than two (2) years old.

19 Section 2. The City Council hereby finds that none of said records:

- 20 A. Affect the title to real property or liens thereon;  
21 B. Constitute official court records;  
22 C. Constitute records which are required to be kept by statute;  
23 D. Constitute the original or record copies of the minutes,  
24 ordinances or resolutions of the City of Long Beach or any City  
25 Board or Commission.

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

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

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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 \_\_\_\_\_, 2022 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	Begin Dates	End Dates	Destroy Date	Storage Room	Location
20281	PERSONNEL EMPLOYEE FILES LIST 1929 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	A -001-0003 0013
20282	PERSONNEL EMPLOYEE FILES LIST 1929 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	A -001-0003 0014
20283	PERSONNEL EMPLOYEE FILES LIST 1929 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	A -001-0003 0015
20284	PERSONNEL EMPLOYEE FILES LIST 1929	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	A -001-0003 0016
20285	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0001
20286	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0002
20287	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0003

Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
20288	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0004
20289	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0005
20290	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0006
20291	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0007
20292	PERSONNEL EMPLOYEE FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0008
20293	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0009
20294	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0010

Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
20295	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0011
20296	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0012
20297	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0013
20298	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0014
20299	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0015
20300	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0016
20301	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0017

Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
20302	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0001 0018
20303	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0001
20304	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0002
20305	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0003
20306	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0004
20307	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0005
20308	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0006



Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
20309	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0007
20310	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0008
20311	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0009
20312	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0010
20313	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0011
20314	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0012
20315	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0013

Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
20316	PERSONNEL EMPLOYEE FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0014
20317	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0015
20318	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0016
20319	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0017
20320	PERSONNEL EMPLOYEE FILES 2005-2006 PERSONNEL FILES	10/01/2005	09/30/2006	09/30/2021	Internal Record Center	E -007-0002 0018
22981	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2006	12/31/2021	Internal Record Center	F -009-0001 0004
22982	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2006	12/31/2021	Internal Record Center	F -009-0001 0006

Perm Box Number	Record Title Box Description	Begin	Dates End	Destroy Date	Storage Room	Location
26661	PERSONNEL EMPLOYEE FILES OVERFLOW FILES	01/01/2005	12/31/2006	12/31/2021	Internal Record Center	F -006-0003 0017

Total Boxes to be Destroyed: 43

*W.D. [Signature]*  
City Clerk

*2/9/22*  
Date

*[Signature]*  
Department Head

*2/8/22*  
Date

*[Signature]*  
City Attorney

*2/15/22*  
Date