

CITY OF LONG BEACH

C-7

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

April 7, 2015

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 City Clerk Department has worked with the department listed to review the records destruction (Exhibit A).

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


FISCAL IMPACT

Appropriations have been budgeted in FY 15 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,


Larry G. Herrera Cabrera
City Clerk

LH:md

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 HUMAN RESOURCES
7 DEPARTMENT
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 Human Resources
15 Department of any and all of the records, documents, instruments, books, papers, and
16 writings as set forth in the documents attached hereto and marked Exhibit "A" and by
17 reference thereto made a part hereof, which records are under its charge and are no
18 longer required for use in its respective office, said records being no less than two (2)
19 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
24 statute;
25 D. Constitute the original or record copies of the minutes,
26 ordinances or resolutions of the City of Long Beach or
27 any City Board or Commission.

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

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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 _____, 2015, by the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT A

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

HUMAN RESOURCES/ADMIN (190300)

Cost Center: 0

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)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2014	Location	Space#
<input checked="" type="checkbox"/>	21403	10053.8	AFFIRMATIVE ACTION	01/01/2004	12/31/2004		12/31/2014	E-03-02	16
<input checked="" type="checkbox"/>	21404	10053.8	AFFIRMATIVE ACTION	01/01/2004	12/31/2004		12/31/2014	F-11-02	18
<input checked="" type="checkbox"/>	23297	10000.1	CORRESPONDENCE FILES	01/01/2009	12/31/2009		12/31/2014	E-09-03	16
<input checked="" type="checkbox"/>	BA-190-OF	10051.8	DEFERRED COMPENSATION FILES	01/01/1966	01/01/1966		01/01/1976	382710391	0
<input checked="" type="checkbox"/>	K-135	10050.6	HEALTH INSURANCE FILES	09/01/1991	08/01/1992		08/01/2002	395738605	0
<input checked="" type="checkbox"/>	K-136	10050.6	HEALTH INSURANCE FILES	09/01/1991	08/01/1992		08/01/2002	395738606	0
<input checked="" type="checkbox"/>	K-137	10050.6	HEALTH INSURANCE FILES	09/01/1991	08/01/1992		08/01/2002	617684221	0
<input checked="" type="checkbox"/>	K-139	10050.6	HEALTH INSURANCE FILES	09/01/1991	08/01/1992		08/01/2002	617684222	0
<input checked="" type="checkbox"/>	19167	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	1
<input checked="" type="checkbox"/>	19168	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	2
<input checked="" type="checkbox"/>	19169	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	3
<input checked="" type="checkbox"/>	19170	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	4
<input checked="" type="checkbox"/>	19171	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	5
<input checked="" type="checkbox"/>	19172	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	6

Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2014	Location	Space#
<input checked="" type="checkbox"/>	19173	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	7
<input checked="" type="checkbox"/>	19174	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	8
<input checked="" type="checkbox"/>	19175	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	9
<input checked="" type="checkbox"/>	19178	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	17
<input checked="" type="checkbox"/>	19179	10050.6	HEALTH INSURANCE FILES	01/01/2004	12/31/2004		12/31/2014	G-07-01	18
<input checked="" type="checkbox"/>	19880	10050.6	HEALTH INSURANCE FILES	01/01/2003	12/31/2004		12/31/2014	F-09-02	1
<input checked="" type="checkbox"/>	20680	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2004		12/31/2014	E-03-02	15
<input checked="" type="checkbox"/>	20557	10051.4	MANAGEMENT ASSISTANT	01/01/2001	12/31/2004		12/31/2014	D-02-01	2
<input checked="" type="checkbox"/>	20558	10051.4	MANAGEMENT ASSISTANT	01/01/2003	12/31/2004		12/31/2014	D-02-01	3
<input checked="" type="checkbox"/>	20559	10051.4	MANAGEMENT ASSISTANT	01/01/2004	12/31/2004		12/31/2014	D-02-01	4
<input checked="" type="checkbox"/>	12693	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	12
<input checked="" type="checkbox"/>	12694	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	14
<input checked="" type="checkbox"/>	12695	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	15
<input checked="" type="checkbox"/>	12696	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	16
<input checked="" type="checkbox"/>	12697	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	17
<input checked="" type="checkbox"/>	12698	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	18

Destruction Notification Rpt
City of Long Beach (CLB)
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HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2014	Location	Space#
<input checked="" type="checkbox"/>	12699	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-03-02	8
<input checked="" type="checkbox"/>	12700	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-03-02	9
<input checked="" type="checkbox"/>	12701	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-03-02	10
<input checked="" type="checkbox"/>	12702	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-03-02	11
<input checked="" type="checkbox"/>	12703	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-03-02	12
<input checked="" type="checkbox"/>	12704	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-03-02	13
<input checked="" type="checkbox"/>	12705	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-03-02	14
<input checked="" type="checkbox"/>	12706	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	1
<input checked="" type="checkbox"/>	12707	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	6
<input checked="" type="checkbox"/>	12708	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	7
<input checked="" type="checkbox"/>	12709	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	8
<input checked="" type="checkbox"/>	12710	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	E-02-02	9
<input checked="" type="checkbox"/>	12711	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-09-02	10
<input checked="" type="checkbox"/>	12712	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-09-02	11
<input checked="" type="checkbox"/>	12713	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-09-02	14
<input checked="" type="checkbox"/>	12714	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-09-02	15

Destruction Notification Rpt
City of Long Beach (CLB)
Unknown (TMP)

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Beg. Dates	Ending	On Hold?	Destroy Date	Location	Space#
<input checked="" type="checkbox"/> 3	12715	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-09-02	17
<input checked="" type="checkbox"/> 3	12716	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-11-02	1
<input checked="" type="checkbox"/> 3	12717	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-11-02	2
<input checked="" type="checkbox"/> 3	12718	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-11-02	3
<input checked="" type="checkbox"/> 3	12719	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-11-02	4
<input checked="" type="checkbox"/> 3	22979	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1999	12/31/1999		12/31/2014	F-09-01	1
<input checked="" type="checkbox"/> 3	23105	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1998	12/31/1999		12/31/2014	F-09-01	7
<input checked="" type="checkbox"/> 1	22217	10051.0	PERSONNEL REQUISITIONS	01/01/2008	12/31/2008		12/31/2013	E-11-02	13
<input checked="" type="checkbox"/> 1	22220	10051.0	PERSONNEL REQUISITIONS	01/01/2008	12/31/2008		12/31/2013	E-11-03	16
<input checked="" type="checkbox"/> 1	20624	10008.2	UNKNOWN TITLE	01/01/2004	12/31/2005		12/31/2014	E-03-02	1

Total Eligible Boxes to be destroyed	=	56
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	56

Date 2-17-15 W.P. De J...
RECORDS MANAGER

Date 3/10/15 [Signature]
DEPARTMENT HEAD

Date 3/19/15 [Signature]
CITY ATTORNEY