



CITY OF LONG BEACH

C-13

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 5, 2013

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 13 for the operation of the City Records Center.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,


Larry G. Herrera
City Clerk

LH:md

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

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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 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.

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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 _____, 2013 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

HUMAN RESOURCES/ADMIN (190300)

Cost Center: 0

Records Coordinator: DANA KELLEY 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 12/31/2012	Location	Space#
<input type="checkbox"/> 3	20565	10053.8	AFFIRMATIVE ACTION	01/01/2002	12/31/2002		12/31/2012	G-06-01	1
<input type="checkbox"/> 3	20566	10053.8	AFFIRMATIVE ACTION	01/01/2002	12/31/2002		12/31/2012	G-06-01	4
<input type="checkbox"/> 3	20567	10053.8	AFFIRMATIVE ACTION	01/01/2002	12/31/2002		12/31/2012	G-06-01	5
<input type="checkbox"/> 3	14396	10050.6	HEALTH INSURANCE FILES	01/01/1983	12/31/1994		12/31/2012	138050171	0
<input type="checkbox"/> 3	14397	10050.6	HEALTH INSURANCE FILES	01/01/1983	12/31/1995		12/31/2012	138050172	0
<input type="checkbox"/> 3	17680	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	2
<input type="checkbox"/> 3	17681	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	3
<input type="checkbox"/> 3	17682	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	8
<input type="checkbox"/> 3	17683	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	9
<input type="checkbox"/> 3	17684	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	10
<input type="checkbox"/> 3	17685	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	13
<input type="checkbox"/> 3	17686	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	14
<input type="checkbox"/> 3	17687	10050.6	HEALTH INSURANCE FILES	01/01/2002	12/31/2002		12/31/2012	G-06-01	15
<input type="checkbox"/> 3	17688	10050.6	HEALTH INSURANCE FILES	01/01/2000	12/31/2002		12/31/2012	G-06-02	8

Destruction Notification Rpt
City of Long Beach (CLB)
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	Location	Space#
<input type="checkbox"/> 3	19879	10050.6	HEALTH INSURANCE FILES	01/01/2001	12/31/2002		12/31/2012	F-09-01	3
<input type="checkbox"/> 1	16610	10051.4	MANAGEMENT ASSISTANT	01/01/1999	12/31/2002		12/31/2012	D-02-01	9
<input type="checkbox"/> 3	11690	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	1
<input type="checkbox"/> 3	11691	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	2
<input type="checkbox"/> 3	11692	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	3
<input type="checkbox"/> 3	11693	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	4
<input type="checkbox"/> 3	11694	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	5
<input type="checkbox"/> 3	11695	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	6
<input type="checkbox"/> 3	11696	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	7
<input type="checkbox"/> 3	11697	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	8
<input type="checkbox"/> 3	11698	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	9
<input type="checkbox"/> 3	11699	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	10
<input type="checkbox"/> 3	11700	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	11
<input type="checkbox"/> 3	11701	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	13

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

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2012	Location	Space#
				Beg.	Ending				
<input type="checkbox"/>	11702	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	14
<input type="checkbox"/>	11703	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	15
<input type="checkbox"/>	11704	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	16
<input type="checkbox"/>	11705	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	17
<input type="checkbox"/>	11706	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	18
<input type="checkbox"/>	11707	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	19
<input type="checkbox"/>	11708	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-03	20
<input type="checkbox"/>	11709	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-02	18
<input type="checkbox"/>	11712	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-09-01	1
<input type="checkbox"/>	11713	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-09-01	2
<input type="checkbox"/>	11714	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-09-01	3
<input type="checkbox"/>	11715	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-09-01	4
<input type="checkbox"/>	11716	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-09-01	5
<input type="checkbox"/>	11717	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-09-01	7
<input type="checkbox"/>	11718	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-01	10
<input type="checkbox"/>	11719	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	F-09-01	11

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date	Location	Space#
<input type="checkbox"/> 3	11720	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-08-02	6
<input type="checkbox"/> 3	11721	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-08-02	7
<input type="checkbox"/> 3	11722	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-08-02	8
<input type="checkbox"/> 3	11723	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-08-02	9
<input type="checkbox"/> 3	11724	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-08-02	10
<input type="checkbox"/> 3	11725	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-08-02	11
<input type="checkbox"/> 3	11726	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	E-08-02	12
<input type="checkbox"/> 3	14771	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1996	12/31/1997		12/31/2012	138050155	0
<input type="checkbox"/> 3	14775	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	12/31/1997		12/31/2012	138050159	0
<input type="checkbox"/> 1	22216	10051.0	PERSONNEL REQUISITIONS	01/01/2007	12/31/2007		12/31/2012	E-11-02	10
<input type="checkbox"/> 1	22219	10051.0	PERSONNEL REQUISITIONS	01/01/2007	12/31/2007		12/31/2012	E-11-03	15

Total Eligible Boxes to be destroyed	=	55
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	
Total Available Boxes to be destroyed	=	55

[Signature]

[Signature]
CITY ATTORNEY

[Signature]
CITY CLERK

1/15/13
Date

DEPARTMENT

12-18-12
Date