

C-3

# CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

January 14, 2014

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.

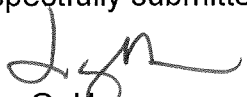
## FISCAL IMPACT

Appropriations have been budgeted in FY 14 for the operation of the City Records Center.

## SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

  
Larry G. Herrera  
City Clerk

LH:md

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CITY CLERK  
JAN 14 2014

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

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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.

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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 \_\_\_\_\_, 20\_\_ by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

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

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

# EXHIBIT A

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

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

HUMAN RESOURCES/ADMIN (190300)

(X) Code	Destroy Box Number	Permanent Box Number	Record Title Code	Record Title (Box Contents)	Dates		On Hold?	Destroy Date 12/31/2013	Location	Space#
					Beg.	Ending				
<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

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

HUMAN RESOURCES/ADMIN (190300)

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

to 12/20/13  
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Total Eligible Boxes to be destroyed	=	53
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	53
		2
		51

11-18-13 M. De G... 12.23.2013 [Signature] 12/31/13 [Signature]  
 Date RECORDS MANAGER Date DEPARTMENT HEAD Date CITY ATTORNEY