



# 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

March 16, 2010

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 10 for the operation of the City Records Center.

## SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,

Larry G. Herrera  
City Clerk

LH:md

2010-03-16  
11:41

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, 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.

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.

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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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 \_\_\_\_\_, 2010, 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: ( )

Records Coordinator: BEATRICE SANCHEZ 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		On Hold?	Destroy Date 12/31/2009	Location	Space#
				Beg.	Ending				
<input type="checkbox"/> 3	17511	10053.8	AFFIRMATIVE ACTION	10/10/1998	12/31/1999		12/31/2009	H-01-04	9
<input type="checkbox"/> 3	17512	10053.8	AFFIRMATIVE ACTION	10/10/1999	12/31/1999		12/31/2009	H-01-04	11
<input type="checkbox"/> 3	17516	10053.8	AFFIRMATIVE ACTION	10/10/1997	12/31/1999		12/31/2009	H-01-04	15
<input type="checkbox"/> 3	13351	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1999		12/31/2009	138050173	0
<input type="checkbox"/> 3	13352	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1999		12/31/2009	138050174	0
<input type="checkbox"/> 3	13353	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1999		12/31/2009	138050175	0
<input type="checkbox"/> 3	13354	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1999		12/31/2009	138050176	0
<input type="checkbox"/> 3	14385	10050.6	HEALTH INSURANCE FILES	01/01/1999	12/31/1999		12/31/2009	138050160	0
<input type="checkbox"/> 3	14386	10050.6	HEALTH INSURANCE FILES	01/01/1993	12/31/1999		12/31/2009	138050161	0
<input type="checkbox"/> 3	14387	10050.6	HEALTH INSURANCE FILES	01/01/1999	12/31/1999		12/31/2009	138050162	0
<input type="checkbox"/> 3	14388	10050.6	HEALTH INSURANCE FILES	01/01/1999	12/31/1999		12/31/2009	138050163	0
<input type="checkbox"/> 3	14389	10050.6	HEALTH INSURANCE FILES	01/01/1999	12/31/1999		12/31/2009	138050164	0
<input type="checkbox"/> 3	14390	10050.6	HEALTH INSURANCE FILES	01/01/1999	12/31/1999		12/31/2009	138050165	0
<input type="checkbox"/> 3	15711	10050.6	HEALTH INSURANCE FILES	01/01/1998	12/31/1999		12/31/2009	D-02-03	14

Unknown (TMP)  
HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title Name (Box Contents)	Dates Beg.	Dates Ending	On Hold?	Destroy Date 12/31/2009	Location	Space#
<input type="checkbox"/> 3	17717	10041.2	IMPREST CASH	01/01/1998	12/31/2002		12/31/2009	E-11-04	13
<input type="checkbox"/> 1	12731	10051.4	MANAGEMENT ASSISTANT	01/01/1998	12/31/1999		12/31/2009	C-05-01	8
<input type="checkbox"/> 3	E-1036	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	E-11-02	14
<input type="checkbox"/> 3	E-1037	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	E-11-02	15
<input type="checkbox"/> 3	E-1038	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	E-11-02	16
<input type="checkbox"/> 3	G-622	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	1
<input type="checkbox"/> 3	G-628	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	7
<input type="checkbox"/> 3	G-632	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	10
<input type="checkbox"/> 3	G-633	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	11
<input type="checkbox"/> 3	G-634	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	12
<input type="checkbox"/> 3	G-635	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	13
<input type="checkbox"/> 3	G-637	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	15
<input type="checkbox"/> 3	G-640	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-08-02	18
<input type="checkbox"/> 3	G-722	10050.9	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	1

HUMAN RESOURCES/ADMIN (190300)

Destroy (X) Code	Permanent Box Number	Record Title Code	Record Title (Box Contents)	HUMAN RESOURCES/ADMIN (190300)	Beg. Dates	Ending Dates	On Hold?	Destroy Date 12/31/2009	Location	Space#
<input type="checkbox"/>	G-723	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	2
<input type="checkbox"/>	G-724	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	3
<input type="checkbox"/>	G-725	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	4
<input type="checkbox"/>	G-726	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	5
<input type="checkbox"/>	G-727	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	6
<input type="checkbox"/>	G-733	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	11
<input type="checkbox"/>	G-734	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	12
<input type="checkbox"/>	G-735	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	13
<input type="checkbox"/>	G-737	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	15
<input type="checkbox"/>	G-738	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	16
<input type="checkbox"/>	G-740	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-02	18
<input type="checkbox"/>	G-746	10050.9	PERSONNEL EMPLOYEE FILES	PERSONNEL EMPLOYEE FILES	01/01/1993	01/01/1994		01/01/2009	G-09-03	5
<input type="checkbox"/>	19877	10051.0	PERSONNEL REQUISITIONS	PERSONNEL REQUISITIONS	01/01/2004	12/31/2004		12/31/2009	D-02-03	10

Total Eligible Boxes to be destroyed	=	41
Eligible Boxes on Hold	=	0
Eligible Boxes Checked Out	=	0
Eligible Boxes Removed	=	0
Total Available Boxes to be destroyed	=	41

Date 2-23-10 ed. De G. Lopez  
RECORDS MANAGER

Date 2.17.10 AME  
DEPARTMENT HEAD

Date 2/26/10 Jeff. Johnson  
CITY ATTORNEY