

August 1, 2023

**C-18**

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, 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 23 for the operation of the City Records Center.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA  
CITY CLERK

MD:kb

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 DEPARTMENT OF HUMAN  
RESOURCES

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 written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the City Department of Human Resources 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 unless otherwise authorized by law.

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

1 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

2 I hereby certify that the foregoing resolution was adopted by the City  
3 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2023,  
4 by the following vote:

5

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

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

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

11 \_\_\_\_\_

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

13 \_\_\_\_\_

14 Recusal(s): Councilmembers: \_\_\_\_\_

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

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# 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	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21093	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0001
21094	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0002
21095	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0003
21096	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0004
21097	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0005
21098	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0006

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21099	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0007
21100	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0008
21101	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0009
21102	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0010
21103	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0011
21104	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0012
21105	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0013

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21106	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0014
21107	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0015
21108	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0016
21109	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0017
21110	PERSONNEL EMPLOYEE FILES	01/01/2007	12/31/2007	12/31/2022	Internal Record Center	F -005-0001 0018
21111	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0001
21112	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0002

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21113	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0003
21114	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0004
21115	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0005
21116	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0006
21117	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0007
21118	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0008
21119	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0009



Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21120	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0010
21121	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0011
21122	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0012
21123	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0013
21124	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0014
21125	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0015
21126	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0016

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21127	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0017
21128	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0001 0018
21129	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0001
21130	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0002
21131	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0003
21132	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0009
21133	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0010

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
21134	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0011
21135	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0012
21136	PERSONNEL EMPLOYEE FILES	01/01/2006	12/31/2007	12/31/2022	Internal Record Center	F -006-0002 0013
27921	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2011	12/31/2011	12/31/2021	Internal Record Center	I -001-0003 0001
27922	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2011	12/31/2011	12/31/2021	Internal Record Center	I -001-0003 0002
27923	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2011	12/31/2011	12/31/2021	Internal Record Center	I -001-0003 0003
27924	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2011	12/31/2011	12/31/2021	Internal Record Center	I -001-0003 0004
34538	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2012	12/31/2012	12/31/2022	Internal Record Center	I -001-0003 0005

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34539	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2012	12/31/2012	12/31/2022	Internal Record Center	I -001-0003 0006
34540	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2012	12/31/2012	12/31/2022	Internal Record Center	I -001-0003 0007
34541	AFFIRMATIVE ACTION FILES/COMPLAINTS	01/01/2011	12/31/2012	12/31/2022	Internal Record Center	I -001-0003 0008
	2012 INFORMAL DISCRIMINATION COMPLAINTS DISCRIMINATION COMPLAINT LOG 1975-2003					
37170	HEALTH INSURANCE FILES	01/01/2010	12/31/2011	12/31/2021	IRON MOUNTAIN	RF049511534
	RETIREMENT FILES 2010-2011					

Total Boxes to be Destroyed: 53

  
City Clerk

7/5/23  
Date

  
Department Head

6/28/23  
Date

  
City Attorney

7-12-23  
Date