

CITY OF LONG BEACH

C-8

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

November 13, 2012

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
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 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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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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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

Exhibit A

Cost Center: ()

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.

| (X) Code | Destroy | Permanent Box Number | Record Title Code | Record Title Name (Box Contents) | Beg. Dates | Ending Dates | On Hold? | Destroy Date | Location | Space# |
|-------------------------------------|---------|----------------------|-------------------|----------------------------------|------------|--------------|----------|--------------|----------|--------|
| <input checked="" type="checkbox"/> | 3 | 19108 | 10053.8 | AFFIRMATIVE ACTION | 01/01/2001 | 12/31/2001 | | 12/31/2011 | G-06-03 | 17 |
| <input checked="" type="checkbox"/> | 3 | 19109 | 10053.8 | AFFIRMATIVE ACTION | 01/01/2001 | 12/31/2001 | | 12/31/2011 | G-06-03 | 18 |
| <input checked="" type="checkbox"/> | 1 | 20561 | 10000.1 | CORRESPONDENCE FILES | 01/01/2003 | 12/31/2006 | | 12/31/2011 | E-08-01 | 11 |
| <input checked="" type="checkbox"/> | 1 | 20562 | 10000.1 | CORRESPONDENCE FILES | 01/01/2006 | 12/31/2006 | | 12/31/2011 | E-08-01 | 12 |
| <input checked="" type="checkbox"/> | 1 | 21150 | 10000.1 | CORRESPONDENCE FILES | 01/01/2002 | 12/31/2006 | | 12/31/2011 | D-06-01 | 14 |
| <input checked="" type="checkbox"/> | 3 | 15712 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | D-02-03 | 17 |
| <input checked="" type="checkbox"/> | 3 | 15713 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | D-02-03 | 18 |
| <input checked="" type="checkbox"/> | 3 | 15963 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | C-11-03 | 2 |
| <input checked="" type="checkbox"/> | 3 | 15964 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | C-11-03 | 4 |
| <input checked="" type="checkbox"/> | 3 | 15965 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | C-11-03 | 5 |
| <input checked="" type="checkbox"/> | 3 | 16409 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | F-08-03 | 7 |
| <input checked="" type="checkbox"/> | 3 | 16410 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | F-08-03 | 8 |
| <input checked="" type="checkbox"/> | 3 | 16411 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | F-08-03 | 9 |
| <input checked="" type="checkbox"/> | 3 | 16412 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | F-08-03 | 10 |

Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

| (X) Code | Destroy | Permanent Box Number | Record Title Code | Record Title Name (Box Contents) | Beg. Dates | Ending Dates | On Hold? | Destroy Date | Location | Space# |
|-------------------------------------|---------|----------------------|-------------------|----------------------------------|------------|--------------|----------|--------------|----------|--------|
| <input checked="" type="checkbox"/> | | 19101 | 10050.6 | HEALTH INSURANCE FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | G-06-03 | 10 |
| <input checked="" type="checkbox"/> | | 19102 | 10050.6 | HEALTH INSURANCE FILES | 01/01/1999 | 12/31/2001 | | 12/31/2011 | G-06-03 | 11 |
| <input checked="" type="checkbox"/> | | 12729 | 10051.4 | MANAGEMENT ASSISTANT | 01/01/1994 | 12/31/2001 | | 12/31/2011 | C-05-01 | 2 |
| <input checked="" type="checkbox"/> | | 19878 | 99999.0 | MIXED FILES | 01/01/2001 | 12/31/2001 | | 12/31/2011 | D-02-03 | 15 |
| <input checked="" type="checkbox"/> | | L-017 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1988 | 01/01/1989 | | | | 0 |
| <input checked="" type="checkbox"/> | | 10099 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 4 |
| <input checked="" type="checkbox"/> | | 10100 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 5 |
| <input checked="" type="checkbox"/> | | 10101 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 6 |
| <input checked="" type="checkbox"/> | | 10102 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 7 |
| <input checked="" type="checkbox"/> | | 10103 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 8 |
| <input checked="" type="checkbox"/> | | 10104 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 9 |
| <input checked="" type="checkbox"/> | | 10105 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 10 |
| <input checked="" type="checkbox"/> | | 10106 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 11 |
| <input checked="" type="checkbox"/> | | 10107 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 13 |
| <input checked="" type="checkbox"/> | | 10108 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 14 |
| <input checked="" type="checkbox"/> | | 10109 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 15 |

Unknown (TMP)
HUMAN RESOURCES/ADMIN (190300)

| (X) Code | Destroy | Permanent Box Number | Record Title Code | Record Title Name (Box Contents) | Beg. Dates | Ending Dates | On Hold? | Destroy Date | Location | Space# |
|-------------------------------------|---------|----------------------|-------------------|----------------------------------|------------|--------------|----------|--------------|----------|--------|
| <input checked="" type="checkbox"/> | 3 | 10110 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 16 |
| <input checked="" type="checkbox"/> | 3 | 10111 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 17 |
| <input checked="" type="checkbox"/> | 3 | 10112 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 18 |
| <input checked="" type="checkbox"/> | 3 | 10113 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 5 |
| <input checked="" type="checkbox"/> | 3 | 10114 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 6 |
| <input checked="" type="checkbox"/> | 3 | 10115 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 7 |
| <input checked="" type="checkbox"/> | 3 | 10116 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 8 |
| <input checked="" type="checkbox"/> | 3 | 10117 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 9 |
| <input checked="" type="checkbox"/> | 3 | 10118 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 10 |
| <input checked="" type="checkbox"/> | 3 | 10119 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 15 |
| <input checked="" type="checkbox"/> | 3 | 10120 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-04-01 | 17 |
| <input checked="" type="checkbox"/> | 3 | 10121 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 1 |
| <input checked="" type="checkbox"/> | 3 | 10122 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 2 |
| <input checked="" type="checkbox"/> | 3 | 10123 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 3 |
| <input checked="" type="checkbox"/> | 3 | 10124 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 4 |
| <input checked="" type="checkbox"/> | 3 | 10125 | 10050.9 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 7 |

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 checked="" type="checkbox"/> | 3 | 10126 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 8 |
| <input checked="" type="checkbox"/> | 3 | 10127 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 9 |
| <input checked="" type="checkbox"/> | 3 | 10128 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 10 |
| <input checked="" type="checkbox"/> | 3 | 10129 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 11 |
| <input checked="" type="checkbox"/> | 3 | 10130 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | G-09-03 | 12 |
| <input checked="" type="checkbox"/> | 3 | 13092 | PERSONNEL EMPLOYEE FILES | 01/01/1995 | 12/31/1996 | | 12/31/2011 | F-02-01 | 12 |
| <input checked="" type="checkbox"/> | 1 | 20603 | PERSONNEL REQUISITIONS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | F-02-01 | 1 |
| <input checked="" type="checkbox"/> | 1 | 20604 | PERSONNEL REQUISITIONS | 01/01/2006 | 12/31/2006 | | 12/31/2011 | F-02-01 | 2 |
| <input checked="" type="checkbox"/> | 3 | 21353 | SUBJECT FILES BY DIVISION | 01/01/2006 | 12/31/2006 | | 12/31/2011 | E-10-03 | 9 |
| <input checked="" type="checkbox"/> | 3 | 21354 | SUBJECT FILES BY DIVISION | 01/01/2006 | 12/31/2006 | | 12/31/2011 | E-10-03 | 10 |

| | |
|---|----|
| 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 10-12-12
RECORDS MANAGER [Signature]

Date _____
DEPARTMENT HEAD [Signature]

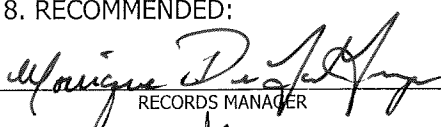
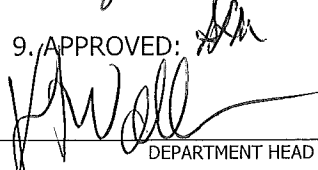
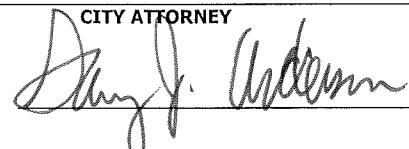
Date 10/31/12
CITY ATTORNEY [Signature]

RECORDS DESTRUCTION REQUEST

1. Date 10.24.12

Honorable Council of the City of Long Beach

2. The Human Resources DEPARTMENT respectfully requests authority to destroy the following departmental records:

| 3. RETENTION SCHEDULE ITEM NO. | 4. RECORDS TITLE AND DESCRIPTION | 5. YEARS INVOLVED | 6. BOX NO. ON-SITE | 7. BOX NO. OFF-SITE |
|--|---|---|------------------------------|-------------------------------------|
| 1. | Affirmative Action Files / Complaints #97-35 Vargus Alberto vs. Police Department #97-36 Khan Asif vs. Police Department #98-10 Yvonne Allen vs. Harbor Department #98-05 Marva Stewart vs. Harbor Department #98-207 Wilma Powell vs. Harbor Department #98-12 Howard, Elia "Lee" vs. Community Development #99-31 Elia Howard vs. City of Long Beach #99-26 Allen, Caroline vs. City of Long Beach | 3 years 97-99 | 2009 | |
| FOR DEPARTMENTAL USE 8. RECOMMENDED:  <small>RECORDS MANAGER</small> | | CITY ATTORNEY'S CONSENT Consent is hereby given to destroy the records enumerated above. | | 14. REMARKS: 10 yr retention |
| 9. APPROVED:  <small>DEPARTMENT HEAD</small> | | 11. By  <small>CITY ATTORNEY</small> | | |
| | | 12. Title <u>DEPUTY CITY ATTORNEY</u> | | |
| | | 13. Date <u>10/31/12</u> | | |
| 10. DATE: | | | | |