

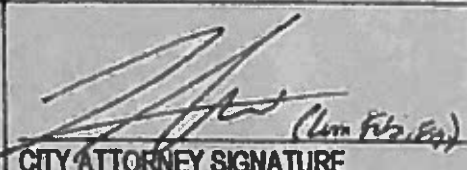
CITY OF CARSON
RECORDS MANAGEMENT
RECORDS DESTRUCTION AUTHORIZATIONAuthorization
Number

PART 1 - REQUEST FOR DESTRUCTION OF ORIGINAL RECORDS

Date 10/30/2018	Department Human Resources/Risk Management	Division Records	
Form No. n/a	Name or Title of Record Attachment A- Human Resources/Risk Management - Records Retention/Destruction List (November 2018)		
PERIOD COVERED From 1970 To 2011	ID/SERIAL NOS. Listed records in attachment A (excluding item nos.: 10, 18, 19, 36, 48, 52, 54, 55, 57, 59-61, 66-67, 71, 73-75)	BOX OR BATCH NUMBER(S) 406 Boxes	AGE FROM DEC. 31 OF YEAR OF ORIGATION 48
JUSTIFICATION FOR DESTRUCTION			
☐ Duplicates ☒ No public service value ☒ No historical value			
☒ Obsolete ☒ No legal value ☒ Other <u>copies</u>			
MICROFILM STATUS			
☐ Records have been microfilmed. Certificate No. _____			
☐ Records require microfilming prior to destruction.			
☒ Records to be destroyed without microfilming or reproduction.			
APPROVED - DEPARTMENT DIRECTOR			DATE

PART 2 - RECORDS MANAGEMENT COMMITTEE

THE RECORDS DESCRIBED HEREIN ABOVE WERE REVIEWED BY THE COMMITTEE ON _____				
		Month	Day	Year
☐ Destruction is approved.	METHOD OF DESTRUCTION: on-site shredding service			
☐ Destruction is not approved.				
☒ City Attorney / City Council approval required.	CERTIFICATE NO.	DATE		
☐ Other				
REMARKS Retain/Destroy records as indicated				
CHAIRMAN - RECORDS MANAGEMENT COMMITTEE				DATE

PART 3 - CITY MANAGER		CITY ATTORNEY APPROVAL	
DESTRUCTION OF THE RECORDS CITED HEREIN IS APPROVED.			
CITY MANAGER SIGNATURE	DATE	CITY ATTORNEY SIGNATURE	DATE
		 (Lm Fdz Ea)	11/15/18

Human Resources/Risk Management – Records Retention/Destruction List (November 2018)						
Item	Dept.	Description	Date	Eligible for Destruction? (Y/N)	Retention Period (CL – closed; CU – current year; NR – non-record; P – permanent; S – supersede; T – termination)	Citation
1	HR/RM	2 fringe facts manuals	(log 6/17/1999)	Y	S + 2	GC 34090
2	HR/RM	Accident Reports	1984	Y - 1986	CL + 2	GC 34090
3	HR/RM	Acting Reports, workers by class reports	1998	Y - 2000	CU + 2	GC 34090
4	HR/RM	Advantage CarePaid Bills	1990	Y - 1992	CU + 2	GC 34090
5	HR/RM	AFSCME: Decertification Feb.	1998	Y - 2000	CL + 2	GC 34090
6	HR/RM	Agenda Dispositions	1994 - 1995	Y - 1997	CU + 2	GC 34090
7	HR/RM	Agendas and Resolutions (CC COPIES)	1983 - 1996	Y - 1996	NR	GC 34090
8	HR/RM	Arm rest fixtures for desk chairs	(log 6/15/1999)	Y - 1999	NR	GC 34090
9	HR/RM	Benefits - Vendor information	1998 - 1999	Y - 2001	CL + 2	GC 34090
10	HR/RM	Benefits Files -	1999	N	P	GC 34090
11	HR/RM	Benefits vendor proposals and quotes	1998 - 1999	Y - 2001	CL + 2	GC 34090
12	HR/RM	Benefits Vendors information	1992 - 1998	Y - 2000	CL + 2	GC 34090
13	HR/RM	BNA Fair Employment Practice	1978	Y	S + 2	GC 34090
14	HR/RM	Budget Reports/Incoming/Outgoing Correspondance	1981 - 1989	Y - 1991	CL + 2	GC 34090
15	HR/RM	Christmas Décor	1988	Y - 1988	NR	GC 34090
16	HR/RM	City Council Agendas and Correspondance	1989 - 1991	Y - 1993	CU + 2	GC 34090
17	HR/RM	Classified Study	1986	Y - 1988	CU + 2	GC 34090
18	HR/RM	Closed Long Term Disability Files	1996 - 1999	N	P	GC 34090
19	HR/RM	Closed LTD Files -	1997 - 1998	N	P	GC 34090
20	HR/RM	Cobra Terms	1995 - 1999	Y	S + 2	GC 34090
21	HR/RM	Cola 2%	1996 - 1997	Y	S + 2	GC 34090
22	HR/RM	Cost Service Contract Agreement State Personnel Board	1984	Y	CL + 2	GC 34090
23	HR/RM	Demand Register	1985 - 1987	Y - 1989	CL + 2	GC 34090
24	HR/RM	Dental Administration Billing & Claims Paid	1991 - 1999	Y - 2001	CL + 2	GC 34090

25	HR/RM	Dental Insurance Company Changes	1991 - 1997	Y	S + 2	GC 34090
26	HR/RM	Departmental Correspondence	1985 - 1988	Y - 1990	CU + 2	GC 34090
27	HR/RM	Desk Manuals FT Employees	1982 - 1995	Y	S + 2	GC 34090
28	HR/RM	EEOC Reports	1982 - 1990	Y - 1992	CU + 2	GC 34090
29	HR/RM	Employee Training Reporter BNA	1984	Y	S + 2	GC 34090
30	HR/RM	Employee Relations and Grievance Info	1982 - 1999	Y	S + 2	GC 34090
31	HR/RM	Employee training info and Management info	1999	Y	S + 2	GC 34090
32	HR/RM	Employers Group Charges	1997 - 1989	Y	S + 2	GC 34090
33	HR/RM	Ethnic Sheets	1980	Y	S + 2	GC 34090
34	HR/RM	Executive Search: City Manager - Hawking Co.	1999	Y - 2001	CU + 2	GC 34090
35	HR/RM	Expired Part Time Applications	(log 12/11/1989)	Y - 1991	CL + 2	GC 12946
36	HR/RM	Finance Department Personnel Issues	1990 - 1999	TBD	T + 2	GC 34090
37	HR/RM	Grievances, FEPC, Appeals	1979 - 1982	Y - 1984	CL + 2	GC 34090
38	HR/RM	HIPPA Notification	1995 - 1999	Y	S + 2	GC 34090
39	HR/RM	Human Resources Correspondence and Agenda Items	1993 - 1997	Y - 1999	CU + 2	GC 34090
40	HR/RM	ICMA Financial Rpt 457 Deferred Comp Plan	(log 12/8/1999)	Y - 2001	CU + 2	GC 34090
41	HR/RM	ICMA QUARTERLY STATEMENT	1998	Y - 2000	CL + 2	GC 34090
42	HR/RM	ICMA Quarterly Statements (Annual Financial)	1996 - 1999	Y - 2001	CL + 2	GC 34090
43	HR/RM	ICMA Statements	1992 - 1994	Y - 1996	CL + 2	GC 34090
44	HR/RM	Impact Prentiss Hall	1984 - 1986	Y	S + 2	GC 34090
45	HR/RM	IPMA News	1985 - 1986	Y	NR	
46	HR/RM	Job Announcements	1979 - 1997	Y	S + 2	GC 34090
47	HR/RM	Job Clearinghouse Correspondance	1988	Y - 2000	CU + 2	GC 34090
48	HR/RM	Lateral Transfer Files	1992 - 1997	TBD	T + 2	GC 34090
49	HR/RM	League of California Cities	1986 - 1987	Y	S + 2	GC 34090
50	HR/RM	Leave Audits -	1996	Y - 1998	CL + 2	GC 34090
51	HR/RM	Leave Conversions	1996 - 1999	Y - 2001	CL + 2	GC 34090
52	HR/RM	Leave Reports (Micro Data)	1995	N - 2025	CL + 30	GC 34090
53	HR/RM	Leave Reports	1979 - 1999	Y - 2001	CL + 2	GC 34090
54	HR/RM	LTD -	1997	N	P	GC 34090
55	HR/RM	LTD	1994 - 1996	N	P	GC 34090
56	HR/RM	Medicare Reports -	1997 - 1998	Y - 2000	CU + 2	GC 12946

57	HR/RM	Micro Data Info From old System on employees	1970 - 1995	TBD	T + 2	GC 34090
58	HR/RM	Misc. Applications -	1997	Y - 1999	CL + 2	GC 12946
59	HR/RM	Misc. Files - Human Resources Dir. Human Relations Commissions Affirm.	1989 - 1990	N	TBD	
60	HR/RM	Misc. Files - Human Resources Dir. Ramona Lopez	1997	N	TBD	
61	HR/RM	Mou's	1985 - 1989	N	P	GC 34090
62	HR/RM	Open Enrollment Health Fair Misc	1983 - 1997	Y - 1997	NR	
63	HR/RM	Ordinances	1990 - 1995	Y - 1995	NR	
64	HR/RM	Organizational Charts	1998 - 1999	Y - 2001	CU + 2	GC 34090
65	HR/RM	Pacific Standard Life	1998	Y	S + 2	GC 34090
66	HR/RM	Payroll Job Tickets	1993 - 1996	TBD	CU + 2	GC 12946
67	HR/RM	Pers Retirement Estimates	1999	TBD	CL + 2	GC 34090
68	HR/RM	Personnel Applications	1980	Y - 1982	CL + 2	GC 12946
69	HR/RM	Personnel Sub Committee	1989 - 1991	Y - 1993	CL + 2	GC 12946
70	HR/RM	Personnel Organization Study	1986 - 1987	Y - 1989	CU + 2	GC 12946
71	HR/RM	Personnel payroll -	1995	TBD	T + 2	GC 34090
72	HR/RM	Personnel Reports	1974 - 1982	Y - 1984	CU + 2	GC 34090
73	HR/RM	Photo Id's	(log 12/11/1989)	TBD	T + 2	GC 34090
74	HR/RM	PRC Classification Files	1982	N	P	GC 34090
75	HR/RM	PT Minimum Wage Increase	1998	TBD	T + 2	GC 34090
76	HR/RM	Reclass Payroll Reports	1995 - 1999	Y - 2001	CL + 2	GC 34090
77	HR/RM	Recruitments:	1978 - 1999	Y - 2001	CL + 2	GC 12946
78	HR/RM	Reports and Correspondance	1976 - 1981	Y - 1983	CL + 2	GC 12946
79	HR/RM	Resolutions	1983 - 1996	Y - 1996	NR	
80	HR/RM	State Comp Reports	1979 - 1981	Y - 1986	CL + 5	GC 14300
81	HR/RM	Summer Youth Hire and recruitment Documents	1986 - 1998	Y - 2000	CL + 2	GC 12946
82	HR/RM	Survey Data -	1988	Y - 1990	CU + 2	GC 34090
83	HR/RM	SYP Apps etc	1984	Y - 1986	CL + 2	GC 12946
84	HR/RM	Termed Deferred Comp A - Z	1982 - 1995	Y - 1997	CL + 2	GC 12946
85	HR/RM	Terminated Personnel Files:	1977 - 1997	Y - 1999	CL + 2	GC 12946
86	HR/RM	Terminations	1977 - 1979	Y - 1981	CL + 2	GC 12946

87	HR/RM	Third Party Administrator RFP	1996	Y - 1998	CU + 2	GC 34090
88	HR/RM	Worker's Comp Files	1989	Y - 1994	CL + 5	GC 14300
89	HR/RM	Summer Youth Program	1986 - 2008	Y - 2010	CL + 2	GC 12946
90	HR/RM	Expired Applications	2009 - 2010	Y - 2012	CL + 2	GC 12946
91	HR/RM	Closed Recruitments	1982 - 2007	Y - 2009	CL + 2	GC 12946
92	HR/RM	Expired Continuous Recruitment Applications	2011	Y - 2013	CL + 2	GC 12946
93	HR/RM	Expired Applications for PT and Temp	2006 - 2008	Y - 2010	CL + 2	GC 12946
94	HR/RM	Job Announcements and Supplements	2000 - 2011	Y - 2013	CU + 2	GC 12946
95	HR/RM	Candidates parks and Recreation Never Processed	2000 - 2011	Y - 2013	CL + 2	GC 12946
96	HR/RM	Job Applications	2001 - 2007	Y - 2009	CL + 2	GC 12946
97	HR/RM	Recruitments Folders	1990 - 2006	Y - 2008	CL + 2	GC 12946
98	HR/RM	Youth Services Officer Recruitment	2004	Y - 2006	CL + 2	GC 12946
99	HR/RM	Office Supply Logs	2002 - 2005	Y - 2007	CU + 2	GC 34090
100	HR/RM	Americans w/ Disabilities Act Manuals, Newsletter and correspond	1990 - 1999	Y	S + 2	GC 34090
101	HR/RM	Part-Time and Temporary Employment Applications	2000 - 2004	Y - 2006	CL + 2	GC 12946
102	HR/RM	Candidates Selected for PT Failed to be Processed	1999 - 2003	Y - 2005	CL + 2	GC 12946
103	HR/RM	Part-Time Recruitments	1983 - 2011	Y - 2013	CL + 2	GC 12946
104	HR/RM	Full Time Recruitments	1983 - 2011	Y - 2013	CL + 2	GC 12946
105	HR/RM	Photo IDs, Expired Applications, Workers Comp Files	2000 - 2011	Y - 2016	CL + 5	GC 14300
106	HR/RM	Worker's Comp Log Book -	1990	Y - 1995	CL + 5	GC 14300