



**AGENDA SUMMARY
EUREKA CITY COUNCIL**

TITLE: Destruction of Records
DEPARTMENT: Human Resources
PREPARED BY: Will Folger
PRESENTED FOR: Action Information only Discussion

RECOMMENDATION

Adopt a resolution of the City Council for destruction of approved records in the Human Resources Department.

FISCAL IMPACT

No Fiscal Impact Included in Budget Additional Appropriation

COUNCIL GOALS/STRATEGIC VISION

Yearly routine process

DISCUSSION

Section 34090 of the California Government Code permits a public agency to destroy certain out of date and no longer applicable records. City of Eureka policy and procedure no. 1.10 establishes the records retention schedule and processes for approval and disposal of such records.

Human Resources requests approval for the following records to be destroyed in accordance with the City and Department Records Retention Policy.

Year Closed	Item	Retention Schedule
2016	Volunteer Packets	Termination + 6 years
2016	Department Files	Termination + 6 years
2016	Temporary Employee Closed Files	Termination + 6 years
2017	Employee Personnel Files	Termination + 5 years
2018-2019	Recruitment Files	Closed of Recruitment +3 years

REVIEWED AND APPROVED BY:

- City Attorney
- City Clerk/Information Technology
- Community Services
- Development Services
- Finance
- Fire
- Human Resources
- Police
- Public Works