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 Certain Records in the Human Resources Department.

FISCAL IMPACT

☒No Fiscal Impact ☐Included in Budget ☐Additional Appropriation

COUNCIL GOALS/STRATEGIC VISION

Optimizing City Operations

DISCUSSION

Section 34090 of the California Government Code permits a public agency to destroy certain out-of-date and no longer useful public records. City of Eureka Resolution No. 2004-26 adopted the City Records and Retention Policy and Procedure 1.10 which sets forth the retention periods for City Records. Per Policy and Procedure 1.10, the Human Resources Department Records Section has compiled the below list of records for destruction.

Year Closed	Item	Retention Schedule
2018	Inactive Volunteer Packets	Termination + 6 years
2018	Department Closed Files	Termination + 6 years
2018	Temporary Employee Closed Files	Termination + 6 years
2019	Employee Personnel Closed Files	Termination + 5 years
FY 2020-2021	Recruitment Closed Files	Close 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