



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Destruction of Certain Personnel Department Records

**MEETING DATE:** March 1, 1995

**SUBMITTED BY:** Personnel Director

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**RECOMMENDED ACTION:** That the City Council approve the destruction of the hereinafter listed City of Lodi records.

**BACKGROUND INFORMATION:** In accordance with Government Code, Section 34090, permission is requested to destroy the following obsolete City records:

1. Personnel employment records of separated part-time employees (over 2 years old).
2. Sick Leave Conversion files of separated employees who are either deceased or their conversion has expired. (over 2 years old)
3. Extended benefit files of participants who have separated from service. (over 2 years old)
4. Misc. files of separated employees (i.e., long term disability files, and deferred compensation participation agreements) (over 2 years old).

**FUNDING:** None required

Joanne M. Narloch  
Personnel Director

APPROVED: \_\_\_\_\_

THOMAS A. PETERSON  
City Manager



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RESOLUTION NO. 95-31

A RESOLUTION OF THE LODI CITY COUNCIL  
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS  
RETAINED BY THE PERSONNEL DEPARTMENT

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Personnel Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: March 1, 1995

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I hereby certify that Resolution No. 95-31 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 1, 1995, by the following vote:

AYES: COUNCIL MEMBERS - Davenport, Pennino, Sieglock, Warner and  
Mann (Mayor)

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - None

  
JACQUELINE L. TAYLOR  
Acting City Clerk

EXHIBIT A

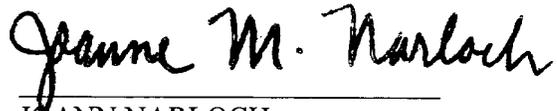
INVENTORY OF CERTAIN RECORDS RETAINED BY THE PERSONNEL  
DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO  
GOVERNMENT CODE SECTION 34090

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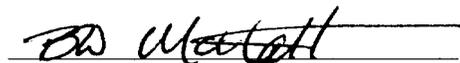
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- 2.) Sick Leave Conversion files of separated employees who are either deceased or their conversion has expired (over 2 years old).
- 3.) Extended benefit files of participants who have separated from service (over 2 years old).
- 4.) Miscellaneous files of separated employees (i.e., long term disability files, and deferred compensation participation agreements - over 2 years old).

Dated: 2/23/95

  
\_\_\_\_\_  
JOANN NARLOCH  
Personnel Director

APPROVED FOR DESTRUCTION:

  
\_\_\_\_\_  
BOB W. McNATT  
City Attorney  
City of Lodi

Dated: 2-23-95

EXHIBIT A

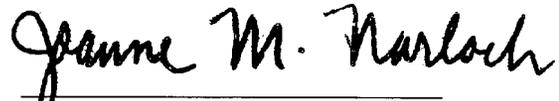
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Dated: 2/23/95

  
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JOANN NARLOCH  
Personnel Director

APPROVED FOR DESTRUCTION:

  
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BOB W. McNATT  
City Attorney  
City of Lodi

Dated: 2-23-95