

RESOLUTION NO. 2020-98

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA AUTHORIZING
THE DESTRUCTION OF PAYROLL RECORDS ACCORDING TO THE CITY'S RECORDS
RETENTION POLICY COVERING THE YEARS OF 1986 TO 2008

WHEREAS, the City of Marina is required to retain records permanently or for a set period of time;
and

WHEREAS, the City of Marina has adopted a records retention policy to provide for an orderly
disposal of records when allowed by law; and

WHEREAS, the employee in possession of the records, the department head responsible for the
records and the City Attorney have all approved the destruction of the records as shown on the
Records Destruction Form; and,

WHEREAS, the City Council approves the final destruction of all records; and

WHEREAS, a permanent record of what records have been destroyed will be retained by the City
Manager's Office.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MARINA DOES HEREBY
RESOLVE AS FOLLOWS:

SECTION 1. The City Council authorizes the destruction of the following records:

Various Payroll Records from 1986 to 2008

PASSED and ADOPTED by the City Council of the City of Marina at a special meeting duly held
on this 5th day of August 2020 by the following vote:

AYES, COUNCIL MEMBERS: Berkley, Urrutia, O'Connell, Morton, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on:

x Retention Schedule adopted by City Council

____ Law. Specific Code Section: GC 34090 and others below

____ City Council Resolution Number _____

Pursuant to the City's Records Retention Policy and Records Retention Schedule adopted by Resolution No. 2020-08__I am recommending that the following records be destroyed:

The attached shows which payroll records are being proposed to be destroyed. The newest record is from 2008, 12 years old. The City's retention policy dealing with Payroll records is shown below.

402		PAYROLL								
402	01	Payroll General Information	2	--	2	HC	--	FF		GC 34090
402	02	Payroll Register	1	P	P	D	Yes	FF		GC 34090; GC 37207
402	03	Employee Time Sheets	Au	6	Au+6	DE	Yes	FF	Signed by employees	GC 34090; 29CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(a); R&T 19530; LC 1174(d)
402	04	Other Payroll-Related Documents	Au	6	Au+6	DHC	Yes	FF	Includes W-2 Forms, W-4 Forms, leave balance sheets, employee deferred compensation contributions and city payments etc.	GC 34090; 29 CFR 516.2; CAC22-1085.2; 26 CFR 160011; 29 CFR 1627.3(2)
402	05	Salary Records	2	P	P	E	--	Yes	Salary Schedules	GC 34090; 29 CFR 516.2; CAC 22-1085-2
402	06	Retirement		P	P	E		FF		

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

Janet Villanueva
Employee

July 29, 20
Date

[Signature]
Department Head

8/3/20
Date

[Signature]
for the City Attorney

Date

(Complete after destruction has been performed)

I HEREBY CERTIFY that the items listed above have been destroyed in accordance with City policies and procedures:

Employee

Date

Records held in Finance awaiting disposition. The destruction of these records is authorized by GC 34090

1. Labor Distribution 12.27.2004 – 06.26.2005 + timecards
2. Labor Distribution 12.30.2002 – 06.29.2003 + timecards
3. Labor Distribution 12.18.2000 – 06.17.2001 + timecards + various payroll reports
4. Labor Distribution 06.27.2005 – 12.25.2005 + timecards
5. Labor Distribution 07.01.2002 – 12.29.2002 + timecards
6. Health Reports + various payroll reports + timecards
7. Timecards 1986 – 1987
8. Various Payroll Reports FY 2001/2002 + FY 2002/2003 (AFLAC, Master Control, etc.)
9. Timecards 1990 – 1991
10. Labor Distribution 01.01.2001 - 12.31.2001
11. Labor Distribution, Wage Garnishments, JE and backup 2008
12. Labor Distribution, attendance reports, master file 1985 – 1986. Payroll user guides.
13. Timecards 1993
14. Timecards 1994
15. Benefit Reports 1998 – 1999
16. Labor Distribution, AFLAC statements, MEA Deposits 2003. Tax info 1995 – 2001.
17. Leave Balance, Payroll JE and backup, Wage Garnishments, Deduction Report 2004. Master Control and Benefits Report 2001
18. EDD, Manual Payroll Checks (FY 01/02 – FY 06/07) Deduction Report 2008, Leave Balance 2008, Master Control 2008.
19. Labor Distribution, timecards 12/07 – 06/08
20. Labor Distribution, timecards 12/05 – 06/06
21. Labor Distribution, timecards 06/07 – 12/07
22. Labor Distribution, timecards 12/03 – 06/04
23. Labor Distribution, timecards 12/06 – 06/07

All these records have had the payroll register and any CalPERS retirement records removed. These records are eligible for destruction under the City's records retention policy 402.04 or 402.03.

July 28, 2020

Item No: **8f(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of August 5, 2020

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2020-,
APPROVING THE DESTRUCTION OF PAYROLL RECORDS
ACCORDING TO THE CITY'S RECORDS RETENTION POLICY
COVERING THE YEARS OF 1986 to 2008.**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2020-, approving the destruction of payroll records according to the City's Records Retention Policy covering the calendar years of 1986 to 2008.

BACKGROUND:

The City has adopted a records retention policy. The policy specifies when records may be destroyed. The policy requires the employee in custody of the records, the department head responsible for the record and the City Attorney to certify that the records can be destroyed according to the City's records retention policy.

ANALYSIS:

The City's requirements for maintaining records vary. Retirement and Payroll Register records are to be kept forever. All other records, however, may be disposed after 7 years as shown in Table I, Records Retention Requirements for Payroll.

Table I
Records Retention Requirements for Payroll

City of Marina

Records Retention/Disposition Schedule

			RETENTION PERIODS			FORMAT	VITAL	DoR	REMARKS	CITATION
			Active	Inactive	Total					
			See legend on last page							See legend on last page
402		PAYROLL								
402	01	Payroll General Information	2	--	2	HC	--	FF		GC 34090
402	02	Payroll Register	1	P	P	D	Yes	FF		GC 34090; GC 37207
402	03	Employee Time Sheets	Au	6	Au+6	DE	Yes	FF	Signed by employees	GC 34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(a); R&T 19530; LC 1174(d)
402	04	Other Payroll-Related Documents	Au	6	Au+6	D HC	Yes	FF	Includes W-2 Forms, W-4 Forms, leave balance sheets, employee deferred compensation contributions and city payments etc.	GC 34090; 29 CFR 516.2; CAC22-1085.2; 26 CFR 160011; 29 CFR 1627.3(2)
402	05	Salary Records	2	P	P	E	--	Yes	Salary Schedules	GC 34090; 29 CFR 516.2; CAC 22-1085-2
402	06	Retirement		P	P	E		FF		

The destruction of these records meets the requirements of the policy. Attached is the Records Destruction Form certifying these are being properly disposed of. (**"EXHIBIT A"**)

FISCAL IMPACT:

The disposal of these records will relieve the Finance Department of the burden of maintaining these records.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Eric Frost
Finance Director
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina

Attachment: Records Destruction Form