

RESOLUTION NO. 2020-129

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 1990 TO
2010

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 1990 to 2010

PASSED and ADOPTED by the City Council of the City of Marina at a special meeting duly
held on this 6th day of October 2020 by the following vote:

AYES, COUNCIL MEMBERS: Burnett, Berkley, 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 2010, 10 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:

Employee

Date

Department Head

Date

Robert W. Rathie

01 October 2020

For the City Attorney
[Electronically signed]

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

Proposed Records to be destroyed :

In Payroll Office – ***Proposed to be destroyed according to policy 402-4***
No record dated later than December 2010

1. Aflac 1997-1998, Blue Cross 1998, Standard Insurance 1999 and Healthnet reports 1999
2. Labor Distribution 12.2009 - 05.2010, payroll back-up reports 04.2010 - 12.2010
3. Wage and Tax records 2006, quarterly reports with back up 2006
4. Payroll processing guide, various insurance manuals and past process manuals. (All old material)
5. Deduction reports, leave balance reports and benefits cancelled checks 2006
6. Timesheets and back-up, 1998 and Labor distribution 1998

Corp Yard Records – ***Proposed to be destroyed according to policy 402-4***
No record dated later than 2007.

1. 7 boxes of cancelled payroll checks
 - a. 1990-1991
 - b. 1992
 - c. 1993
 - d. 1996
 - e. 1997-1998
 - f. 2003-2006
 - g. 2006
2. Timecards (January - March 1995)
3. W-2's and quarterlies 1996 - 2003
4. Labor distribution and deduction reports 2001
5. Master controls, garnishment reports, labor distribution 2006
6. Deduction report, leave balances, garnishment and labor distribution 2007
7. Timecards and attendance sheets 2000
8. Labor distribution and timecards 1998
9. Payroll J.E., master control 2007
10. Leave reports, deduction reports, garnishment and J.E 2005

September 14, 2020

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

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of October 6, 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 1990 to 2010.**

REQUEST:

It is requested that the City Council:

1. Adopt Resolution No. 2020-, approving the destruction of payroll records according to the City's Records Retention Policy covering the calendar years of 1990 to 2010.

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 records 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. For payroll records, retirement information and payroll registers are to be kept forever. All other payroll documents, 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	D E	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	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 documents meets the requirements of the policy. Attached is the Records Destruction Form ("**EXHIBIT A**") certifying these documents are being properly disposed of.

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,

Marisol Gomez
Accounting Services Manager
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina