



Human Resources Office - Memo

DATE: April 12, 2021
TO: Stacey Haddon, City Clerk
FROM: Gabriel Garcia, Human Resources Manager
SUBJECT: Destruction of Obsolete Records

The City's Third Party Administrator (TPA) Workers Compensation Administrators (WCA) has files in storage in their control regarding claims that they have processed and closed. There are 1,860 City of Lompoc workers' compensation claims in 106 storage boxes at WCA's storage unit. Some of the claims date back to 1976. The date range for files to be destroyed is 1976-2010. Section 15400.2 of the California Code of Regulations requires that claim files be kept for five years from the date of injury or five years from the last furnishing of workers' compensation benefits is owed, whichever is later.

Please include this list of records on the May 4, 2021 Council Agenda.

Thank you,

Gabriel Garcia, Human Resources Manager