LARRY HERRERA City Clerk

ADMINISTRATIVE DIVISION

Monique De La Garza Administrative Officer

ELECTIONS BUREAU

Rebecca Burleson City Clerk Bureau Manager

LEGISLATIVE BUREAU

Merianne Nakagawa City Clerk Bureau Manager

April 17, 2007

HONORABLE MAYOR AND CITY COUNCIL City of Long Beach California

RECOMMENDATION:

Recommendation to approve the Parks, Recreation and Marine 2007 Records Retention Schedule as shown in Attachment I.

DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department. Each retention schedule must provide for:

- The length of time the records must be maintained;
- When the records may be transferred to the records center;
- When duplicate records may be destroyed;
- When requests may be submitted to the City Attorney for consent and to the City Council for approval of destruction.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with the Department of Parks, Recreation and Marine to draft the Records Retention Schedule (Attachment 1).

CONCURRENCES

The City Attorney, Parks, Recreation and Marine and City Clerk Departments concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 07 for operation of the City Records Center.

HONORABLE MAYOR AND CITY COUNCIL April 17, 2007 Page 2

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera City Clerk

Item No.	Record Title	R	Retention Period		Remarks
		Department	Record Center	Destroy	Kemarks
1.	Accounts Receivable Form Letters (Closed Accounts)	2 Years		2 Years	Working Copy
2.	Accounts Receivable Invoices	5 Years		5 Years	Original
3.	Asset Forms	2 Years		2 Years	Working Copy
					Original kept by Financial Management
4.	Deposit Receipts (copies)	2 Years	3 Years	5 Years	Working Copy
-	Deposit Receipts (originals)	2 Years	Permanent	Permanent	Original kept by Parks Accounting
5.	Direct Payment	2 Years		2 Years	Working Copy
101/024			i		Original kept by Financial Management
6.	Imprest Checking Banking Reconciliation Cancelled Checks	7 Years		7 Years	Original
7.	Imprest Checking Check Registers	2 Years	5 Years	7 Years	Original
8.	Invoice (Vendor)	2 Years		2 Years	Working Copy
					Original kept by Financial Management

Department/Section	Council Approval Meeting Date	Page No.
PARKS/ RECREATION AND MARINE		

Item No.	Record Title	Retention Period		od	Remarks
		Department	Record Center	Destroy	
9.	Journal Voucher	2 Years	5 Years	7 Years	Working Copy
					Original kept by Financial Management
10.	Purchase Orders	2 Years		2 Years	Working Copy
11.	Reports – Billing & Collection System	2 Years	2 Years	4 Years	Original
12.	Reports – Delinquent	2 Years	2 Years	4 Years	Original
13.	Reports – FAMIS (Microfiche)	2 Years	Permanent	Permanent	Original
14.	Reports – Outstanding Invoice	2 Years	2 Years	4 Years	Original
15.	Reports – Payroll (CD)	2 Years	Permanent	Permanent	Original
16.	Reports – Revenue	2 Years	2 Years	4 Years	Original
17.	Requisition Files	2 Years		2 Years	Original
18.	Returned Check File	2 Years	Permanent	Permanent	Original
19.	Administration Files	5 Years		5 Years	Original
20.	Chronological Files	2 Years	5 Years	7 Years	Original
21.	Correspondence Files	2 Years	5 Years	7 Years	Working Copy
22.	Executive Staff Minutes	5 Years		5 Years	Original

Department/Section	Council Approval Meeting Date	Page No.
PARKS/ RECREATION AND MARINE		

Item No.	Record Title	R	etention Peri	od	Remarks
		Department	Record Center	Destroy	
23.	Agreements, Contracts, Concessions, Permits	T + 5 Years		T + 5 Years	Working Copy T = Termination Original kept by City Clerk Department
24.	Annual Financial Reports	2 Years		2 Years	Working Copy
25.	Budget Files Final Budget Documents – PRM	5 Years	5 Years	10 Years	Working Copy
26.	Budget Work Files Preparation schedules, Budget reviews, Bureau Budgets, Budget Adjustments, Fixed costs, Worksheets, Draft Budget Narratives, Cash Flow Reports, Estimated Expenditures, Other backup documents	5 Years		5 Years	Working Copy
27.	Cemetery Deeds & Burials, Cemetery Logs & Cemetery Plot Records	Permanent		Permanent	Original
28.	Community Information/Printing/Graphics	S + 2 Years	3 Years	5 Years	Original S = Supercede
29.	Community Information Historical Records/Photos of Significance	Permanent		Permanent	Original
30.	Community Recreation Services Brochures, schedules etc.	CU+2 Years	5 Years	7 Years	Original & Working Copy CU = Current Year
31.	Community Recreation Historical Records/Photos of Significance	Permanent		Permanent	Original

Department/Section	Council Approval Meeting Date	Page No.
PARKS/ RECREATION AND MARINE		

Item No.	Record Title	Retention Period Remar			Remarks
		Department	Record Center	Destroy	
32.	Grant Administration Files Regulations, procedure & guidelines, audit reports, responses, backup data program summary reports	C + 5 Years	5 Years	C+10 Years	Original C = Closed/Completed
33.	Grant Settlement Reports	C + 5 Years	Permanent	Permanent	Original
34.	Maintenance Work Orders	5 Years		5 Years	Working Copy
	Marine Bureau (35-49)				
35.	Marine Bureau Administrative Files Procedure Manuals, Ordinances, Marina Rules & Regulations, Subpoenas & Lawsuits, Suspense Files	2 Years		2 Years	Working Copies
36.	Accounts Receivable Form Letters (Closed Accounts)	Permanent		Permanent	Original
37.	Accounts Receivable Invoices (slips)	Permanent		Permanent	Original
38.	Accounts Receivable Invoices (slips)	2 Years		2 Years	Working Copy
39.	Boat check reports	2 Years		2 Years	Original
40.	Guest Mooring Invoice	2 Years		2 Years	Original
41.	Guest Reservation Cards	2 Years		2 Years	Original

Department/Section	Council Approval Meeting Date	Page No.
PARKS/ RECREATION AND MARINE		

Item No.	Record Title	R	etention Perio	od	Remarks
		Department	Record Center	Destroy	
42.	Head Key Receipts	2 Years		2 Years	Working Copy
43.	Impound Records	2 Years		2 Years	Original
44.	Launch Ramp/Pay Beach	2 Years		2 Years	Original
45.	Maintenance Work Orders	5 Years		5 Years	Working Copy
46.	Permit updates	Permanent		Permanent	Original
47.	Permits (Boat Slip)	Permanent		Permanent	Original
48.	Returned Check File	2 Years		2 Years	Working Copy
49.	Special Events Permits	3 Years		3 Years	Original
50.	Mileage Reports	1 Year	3 Years	4 Years	Working Copy
51.	Parks & Recreation Commission Minutes	5 Years	Permanent	Permanent	Original
52.	Payroll/Personnel Confidential Files	3 Years		3 Years	Working Copy Original in Personnel File
53.	Employee File Termination	T + 2 Years			Working Copy T = Termination
					Transfer to HR for retention
54.	Grievance Files (Confidential)	3 Years		3 Years	Working Copy Original in Personnel File

Department/Section	Council Approval Meeting Date	Page No.
PARKS/ RECREATION AND MARINE		

Item No.	Record Title	R	Retention Period		Remarks
		Department	Record Center	Destroy	
55.	Management Recruitment	3 Years		3 Years	Original
56.	Payroll Deduction Register	2 Years		2 Years	Working Copy
57.	Payroll Reports	2 Years		2 Years	Working Copy
58.	Payroll Time Records/Register	2 Years	3 Years	5 Years	Working Copy
59.	Payroll Time Sheets	2 Years	2 Years	4 Years	Original
60.	Personnel Files	T + 1 Year	14 Years	T+15 Years	Original T = Termination
61.	Construction Plans, Drawing & Specifications	L	2 Years	L + 2 Years	Original L = Life of Improvement
62.	Permits – Construction	L	2 Years	L + 2 Years	Working Copy
					Original kept by Planning & Building
63.	Registration/Reservations	CU + 1 Year	3 Years	5 Years	Original

Department/Section	Council Approval Meeting Date	Page No.
PARKS/ RECREATION AND MARINE		

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	A/R Form Letters (Clos	sed Accounts)		DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D		<u> </u>
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Working Copies	2 Years		2 Years	
					

RECORDS MANAGER

M. D. Galaga

DEPARTMENT TO THE CONTRACTORNEY'S OFFICE

M. D. G. Gala

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Accts. Receivable Invoi	ces	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC)D	
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	5 Years		5 Years
DESCRIPTION: (Purpose, Content	, and Method of Filing)			

	APPROVALS
RECORDS MANAGER M. De Ge Hage	DEPARTMENT HAD CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT	TITLE:			DATE
Parks, Recreation & Marine		Asset Forms		1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC	OD	■
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years		2 Years
4.1				
		19		
DESCRIPTION: (Purpose, Content	, and Method of Filing)			- 1

	APPROVALS
RECORDS MANAGER M. De Gafaje	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Deposit Receipts (copies	;)	1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC	OD .	
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years	3 Years	5 Years

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RECORDS MANAGER M. De Ga Yaya DEPARTMENT HEAD LASTON DUNG LASTON D	Chalisa

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Deposit Receipts (origin	als)	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD	
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years	Permanent	Permanent
DESCRIPTION: (Purpose, Content	and Method of Filing)			

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

	APPROVALS /	
RECORDS MANAGER	DEPARTMENT HOLD STEPARTORNEYS OFFICE JULY . Wash	
7 4	1 Shirt J. White	

Parks, Recreation & Marine	TITLE:	Direct Payment		DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years		2 Years
DESCRIPTION: (Purpose, Content	and Method of Filing)			
				•
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens vable.	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment: Management, Central Accounts Pay	forms, FAMIS print screens vable.	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens vable.	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment of Management, Central Accounts Pay	forms, FAMIS print screens /able.	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens vable.	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens vable.	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment : Management, Central Accounts Pay	forms, FAMIS print screens	, and back-up documentati	on. Filed chronologically.	Originals held by Financial
Working copies of Direct Payment: Management, Central Accounts Pay	forms, FAMIS print screens vable.	, and back-up documentati	on. Filed chronologically.	Originals held by Financial

	APPROVALS
RECORDS MANAGER W. De Goffage	DEPARTMENT DEAD CITATIONNEY'S OFFICE

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Imprest Checking – Ba	nk Reconciliation & Can	celed Checks	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D		
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Originals	7 Years		7 Years	
					 -
DESCRIPTION: (Purpose, Content	t, and Method of Filing)				
Bank statements and canceled check	s from Imprest checking acc	count. Filed chronological	ly.		

PREPARED BY: Jeff Brown, Assistant Administrative Analyst **APPROVALS** RECORDS MANAGER

PRIGINATING DEPARTMENT	TITLE:	Imprest Checking - Cl	neck Registers	1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC	DD .	I
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years	5 Years	7 Years
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
		alaina assaumt. Eilad ahmar	nalagigally	
Check registers documenting payme	ents made out of imprest chec	cking account. Filed chroi	nologically.	
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RECORDS MANAGER M. De Galfas	DEPARTMENT HAD LOS CITY TORNEY'S OFFICE MANY	
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Parks, Recreation & Marine	TITLE:	Invoices (Vendor)		1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D	
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years		2 Years
				
				
				
DESCRIPTION: (Purpose, Content	, and Method of Filing)			<u></u>

	APPROVALS
RECORDS MANAGER	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE
M. DeGalfago	Dlund. Indon

Parks, Recreation & Marine	TITLE:	Journal Vouchers (copi	es)		1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D		
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Working Copies	2 Years	5 Years	7 Years	
DESCRIPTION: (Purpose, Conten	t, and Method of Filing)				
Working copies of Journal Voucher	r payments and back-up docu	mentation.			

	APPROVALS
RECORDS MANAGER W. De Ger Hay	DEPARTMENT DIEAD LASTON DE CITY ATTORNEY OFFICE

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Purchase Orders			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D		<u> </u>
	:	DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Working Copies	2 Years		2 Years	
DESCRIPTION: (Purpose, Conten	nt, and Method of Filing)		I		
Working copies of Purchase Order	requests, Purchase Order for	ms, and ADPICS/FAMIS	print screens. Filed chror	nologically.	

	APPROVALS
RECORDS MANAGER M. De Galfay	DEPARTMENT HAAD LAND CITATIONNEY'S OFFICE. WILLIAM

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Reports - Billing & Coll	ection System		DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Originals	2 Years	2 Years	4 Years	
Monthly reports from the Billing &	c Collections system, detailing	g account balances and stat	us. Filed chronologically.		

	APPROVALS
RECORDS MANAGER M. Dufferfay	DEPARTMENT JEAD CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Reports - Delinquent		DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC	DD	
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years	2 Years	4 Years
DESCRIPTION: (Purpose, Conten	. G			
Reports detailing delinquent accour	nts. Filed chronologically.			
Reports detailing delinquent accour	nts. Filed chronologically.			
Reports detailing delinquent accour	nts. Filed chronologically.			
Reports detailing delinquent accour	nts. Filed chronologically.			
Reports detailing delinquent accour	nts. Filed chronologically.			
Reports detailing delinquent accour	nts. Filed chronologically.			
Reports detailing delinquent accour	nts. Filed chronologically.			
Reports detailing delinquent accour	nts. Filed chronologically.			

	APPROVALS
RECORDS MANAGER W. De Garyay	DEPARTMENT HEAD CITY OF TORNEYS OFFICE LANGE OF THE STATE OF THE STA
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ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Reports - FAMIS (Mic	crofiche)		DATE 1/07
Turks, Recreation & Warme					
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Originals	2 Years	Permanent	Permanent	
					2.0.000
DESCRIPTION: (Purpose, Content	and Mathad of Filing)				
DESCRIPTION: (Furpose, Content	, and Mediod of Filling)				
Microfiche copies of monthly and an	nnual reports from the FAMI	S accounting system. File	ed chronologically.		
DDEDARED BY. Left Design Assista			V		

APPROVALS				
RECORDS MANAGER W. DeGalfay	DEPARTMENT WEAD LOCATION CITED TO CITED TO TORNEYS OFFICE			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	DATE 1/07			
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			
		DEPARTMENT	DESTROY		
Business Ops / Accounting	Originals	2 Years 2 Years 4 Years			

DESCRIPTION: (Purpose, Content, and Method of Filing)

FAMIS accounting system reports detailing outstanding invoices. Filed chronologically.

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Reports - Payroll (CD)			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals on CD	2 Years	Permanent	Permanent
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
Payroll reports detailing employee pa	ayments and deductions, reta	ined in Compact Disc (CD) format. Filed chronolog	gically.
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APPROVALS				
RECORDS MANAGER M. De Galfay	DEPARTMENT HEAD CITY OFFICE Was Duy . When			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	TITLE: Reports - Revenue			
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOR			
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Originals	2 Years	2 Years 2 Years 4 Years		

DESCRIPTION: (Purpose, Content, and Method of Filing)

FAMIS reports of department revenue. Prepared monthly, quarterly and annually, and filed chronologically.

RECORDS MANAGER

M. De Yayay

DEPARTMENT HAD

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Requisi	DATE 1/07			
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			
		DEPARTMENT REC. CENTER DESTROY		DESTROY	
Business Ops / Accounting	Originals	2 Years 2 Years			
DESCRIPTION: (Purpose, Content, and	1 Method of Filing)				
Purchase Requisition forms, purchase de	escriptions and details, an	d back-up documentation.	. Filed chronologically.		

APPROVALS RECORDS MANAGER
M. De Yoraz

RECORDS RETENTION EVALUATION	· · · · · · · · · · · · · · · · · · ·				
ORIGINATING DEPARTMENT	TITLE:	Returned Check File			DATE
Parks, Recreation & Marine		Actument Cher Phe			1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Originals	2 Years	Permanent	Permanent	
					· · · · · · · · · · · · · · · · · · ·
DESCRIPTION D					
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
Chronological file of checks returned	by the bank.				

APPROVALS				
RECORDS MANAGER M. D. H. Hay	DEPARTMENT VEXO CITY ATTORNEX'S OFFICE			
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ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Administration Files			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			I
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Administration	Originals	5 Years		5 Years	· · · · · · · · · · · · · · · · · · ·
DESCRIPTION (D	1 Marks - 1 - C Ellins				
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
Administrative files consist of copies Economic Interest Form 700; Standi Technology Advisory Committee (E.	ng Committee Agendas (whi	ich are both on file in City	Clerk Department); and o	copies of Equipmen	s; copies of t/Information
Files consist of, but not limited to, the	nose listed.				

APPROVALS				
RECORDS MANAGER M. De Garage	DEPARTMENT JEAN CITY TTORNEYS OFFICE			

Files consist of, but not limited to, those listed.

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	TITLE: Chronological Files				
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD				
		DEPARTMENT	REC. CENTER	DESTROY		
Business Ops / Administration	Originals	2 Years 5 Years 7 Years				
DESCRIPTION: (Purpose, Content, a	and Method of Filing)					
Chronological files of departmental co	ommunications, including n	nemos, letters, notices, etc	. Filed chronologically.			

APPROVALS				
RECORDS MANAGER M. De GaHazer	DEPARTMENT HEAD LOCAL CITY ATTORNER'S OFFICE			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Correspondence			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION				
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Administration	Working Copies	2 Years	5 Years	7 Years	
					· · · · · · · · · · · · · · · · · · ·
DESCRIPTION: (Purpose, Content,	and Method of Filing)	<u> </u>	. I .		

	APPROVALS
RECORDS MANAGER M. DeHa Hazir	DEPARTMENT HEAD CITY ATTORNEYS OFFICE

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Executive Staff Minutes			DATE 1/07	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD				
		DEPARTMENT	REC. CENTER	DESTROY		
Business Ops / Administration	Originals	5 Years		5 Years		
			4.7.			
DESCRIPTION: (Purpose, Content,	and Method of Filing)					
Agendas and minutes of executive st	aff meetings. Filed chronolo	ogically.				
	5	<i>S</i>				
	nt Administrative Analyst					

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	APPROVALS
RECORDS MANAGER W. De Hayay	DEPARTMENT JEAD CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Agreements, Contracts, Concessions, Permits (copies)			DATE 1/07	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	ATION RETENTION PERIOD			
		DEPARTMENT	REC. CENTER	DESTROY	
Bus Ops / Contract Mgmt & Rev Dev	Working Copies	Term + 5 Years		Term + 5 Y	ears
					·
DESCRIPTION: (Purpose, Content, and	Method of Filing)				
Copies of agreements, contracts, concess alphabetically.	ions, and permits execu	ted by the department for	business and operations. I	Filed chronologica	lly and

APPROVALS				
RECORDS MANAGER M. De Ga Yay	DEPARTMENT JEAD CITY OFFICE.			

TITLE:		DATE 1/07		
COPY RETENTION PERIOD DESIGNATION				
	DEPARTMENT	REC. CENTER	DESTROY	
Working Copies	2 Years		2 Years	
	COPY DESIGNATION	Annual Financial Reports COPY DESIGNATION RETENTION PERIOD DEPARTMENT	COPY DESIGNATION RETENTION PERIOD DEPARTMENT REC. CENTER	COPY DESIGNATION RETENTION PERIOD DEPARTMENT REC. CENTER DESTROY

DESCRIPTION: (Purpose, Content, and Method of Filing)

Annual financial reports created as a result of operations for the Department.

RECORDS MANAGER

W. De Garage

DEPARTMENT HEAD

CITY ATTORNEY'S OFFICE

May J. Walson

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Budget Files - Final Budget Documents				DATE 1/07	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD				
		DEPARTMENT	REC. CENTER	DESTROY		
Business Ops / Administration	Working Copies	5 Years	5 Years	10 Years		
Budget schedules, Budget reviews, F	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
Budget schedules, Budget reviews, I	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
Budget schedules, Budget reviews, F	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
Budget schedules, Budget reviews, F	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
Budget schedules, Budget reviews, I	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
Budget schedules, Budget reviews, F	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
Budget schedules, Budget reviews, F	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
DESCRIPTION: (Purpose, Content, Budget schedules, Budget reviews, Expenditures, Other backup docume	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	
Budget schedules, Budget reviews, F	Bureau Budgets, Budget Adj	ustments, Fixed costs, Wo	rksheets, Budget Narrativ	ves, Cash Flow Rep	ports, Estimated	

	APPROVALS
RECORDS MANAGER Uf. De Galfage	DEPARTMENT HEAD CITYATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	udget Work Files			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Administration	Working Copies	5 Years		5 Years	
DESCRIPTION: (Purpose, Content,	and Method of Filing)	•			
reparation schedules, Budget review	vs, Bureau Budgets, Budget	Adjustments, Fixed costs,	Worksheets, Draft Budg	et Narratives, Cash l	Flow Reports
reparation schedules, Budget review	vs, Bureau Budgets, Budget	Adjustments, Fixed costs,	Worksheets, Draft Budg	et Narratives, Cash l	Flow Reports
reparation schedules, Budget review	vs, Bureau Budgets, Budget	Adjustments, Fixed costs,	Worksheets, Draft Budg	et Narratives, Cash l	Flow Reports
reparation schedules, Budget review	vs, Bureau Budgets, Budget	Adjustments, Fixed costs,	Worksheets, Draft Budg	et Narratives, Cash	Flow Reports
DESCRIPTION: (Purpose, Content, Preparation schedules, Budget review Estimated Expenditures, Other backu	vs, Bureau Budgets, Budget	Adjustments, Fixed costs,	Worksheets, Draft Budg	et Narratives, Cash	Flow Report

APPROVALS				
RECORDS MANAGER W. De GE Yaz	DEPARTMENT JEAD CITY ATTORNEY'S OFFICE			

	ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Cemetery Deeds & Burials, Cemetery Logs & Cemetery Plot Records				DATE 1/07
Originals Permanent Permanent DESCRIPTION: (Purpose, Content, and Method of Filing)	COPIES/FILES BY DEPT/SECTION		RETENTION PERIOD			
DESCRIPTION: (Purpose, Content, and Method of Filing)			DEPARTMENT	REC. CENTER	DESTROY	
		Originals	Permanent		Permanent	
						
						
	DESCRIPTION: (Durmage Content	and Mathod of Filing)				
	Temetery deeds burial records log	s plot records pertaining to	City-owned cemeteries F	filed by chronologically		
	Cemetery deeds, burial records, log	s, plot records pertaining to	City-owned cemeteries. F	filed by chronologically.		
	Cemetery deeds, burial records, log	s, plot records pertaining to	City-owned cemeteries. F	filed by chronologically.		
	Cemetery deeds, burial records, log	s, plot records pertaining to	City-owned cemeteries. F	filed by chronologically.		
	Cemetery deeds, burial records, log	s, plot records pertaining to	City-owned cemeteries. F	filed by chronologically.		

PREPARED BY: Jeff Brown, Assistant Administrative Analyst **APPROVALS** RECORDS MANAGER
M. De Gofaz DEPARTMENT VIEAD

ORIGINATING DEPARTMENT	TITLE:	munity Information / Pr	inting / Graphics	DATE
Parks, Recreation & Marine		munty information / 11	mung / Grapmes	1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D	
		DEPARTMENT	REC. CENTER	DESTROY
Community Information	Originals	S + 2 Years	3 Years	5 Years
DESCRIPTION: (Purpose, Content,	and Method of Filing)		<u> </u>	
2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	una mang			
Community Information brochures, d	ocuments schedules etc. (that advertise services pro	arams and facility regulat	ions etc
S=Supersede	ocuments, sometimes, etc.,	imi advertise services, pro	grams, and racinty regular	ions, etc.
5-Supersede				

APPROVALS

RECORDS MANAGER
M. De Gay

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

DEPARTMENT HEAD HAS TO

-CITIPATTORNEX'S OFFICE

DEPT/SECTION DESIGNATION DEPARTMENT REC. CENTER DESTROY	ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Community Information	- Historical Records/Ph	otos	DATE 1/07
Community Information Originals Permanent Permanent DESCRIPTION: (Purpose, Content, and Method of Filing)	COPIES/FILES BY DEPT/SECTION		RETENTION PERIOD			
DESCRIPTION: (Purpose, Content, and Method of Filing)			DEPARTMENT	REC. CENTER	DESTROY	
	Community Information	Originals	Permanent		Permanent	
			····			
	Historical records and information,	including photographs of eve	ents and facilities. Filed cl	nronologically.		
	Historical records and information,	including photographs of eve	ents and facilities. Filed cl	nronologically.		
	Historical records and information,	including photographs of eve	ents and facilities. Filed cl	nronologically.		
	Historical records and information,	including photographs of eve	ents and facilities. Filed cl	nronologically.		

APPROVALS				
RECORDS MANAGER M. De Ga Hay	DEPARTMENT MEAD CHRYATTORNEY'S OFFICE			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TTTLE:	Community Recreation	Services	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Community Recreation	Originals & Copies	CU + 2 Years	5 Years	7 Years
DESCRIPTION: (Purpose, Content,	and Mathod of Filing)			
	_			
Community Recreation brochures, de	ocuments, schedules, etc., tha	ut advertise services, prog	grams, and facility regulati	ons, etc.
CU=Current Year				

RECORDS MANAGER

M. De Ga Yay

DEPARTMENT HEAD

DEPARTMENT HEAD

LIGHT CITYLATTORNEY'S OFFICE

Mullion

Parks, Recreation & Marine	TITLE:	Community Recreation -	Historical Records/Photos	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD .	
	,	DEPARTMENT	REC. CENTER	DESTROY
Community Recreation	Originals	Permanent		Permanent
DESCRIPTION: (Purpose, Content				
istorical records and information,	including photographs of eve	ents, programs and facilitie	es. Filed chronologically.	

RECORDS MANAGER M. De Gatfar	EPARTMENT HEAD CITY ATTORNEY'S OFFICE

COPY DESIGNATION COPY DESIGNATION DEPARTMENT REC. CENTER DESTROY Planning and Development Originals Contract + 5 Years 5 Years Contract + 10 Years DESCRIPTION: (Purpose, Content, and Method of Filing) Grant related files, including applications, regulations, contracts, correspondence, etc. Filed chronologically and alphabetically.	ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Grant Administration Fi	les		DATE 1/07
Planning and Development Originals Contract + 5 Years 5 Years Contract + 10 Years DESCRIPTION: (Purpose, Content, and Method of Filing)			RETENTION PERIOD			
DESCRIPTION: (Purpose, Content, and Method of Filing)			DEPARTMENT	REC. CENTER	DESTROY	
	Planning and Development	Originals	Contract + 5 Years	5 Years	Contract + 1	0 Years
	DESCRIPTION: (Purpose, Content,	and Method of Filing)	1			

APPROVALS				
RECORDS MANAGER W. De Ha Hay	DEPARTMENT HEAD CITYCLTORNEY'S OFFICE WILLIAM DIAM LITYCLTORNEY'S OFFICE WILLIAM WILL			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Grant Settlement Report	is	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOR)	
		DEPARTMENT	REC. CENTER	DESTROY
Planning and Development	Originals	Contract + 5 Years	Permanent	Permanent
DESCRIPTION: (Purpose, Content	and Method of Filing)			

APPROVALS				
RECORDS MANAGER M. De Gayay	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE La Jay J. Mallow			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Maintenance Work Ore	ders	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD	
		DEPARTMENT	REC. CENTER	DESTROY
Maintenance Bureau	Copies	5 Years		5 Years
DESCRIPTION: (Purpose, Content	, and Method of Filing)			
		ce Bureau staff, employee	s, or officials. Filed chroi	nologically.
		ce Bureau staff, employees	s, or officials. Filed chroi	nologically.
		ce Bureau staff, employees	s, or officials. Filed chroi	nologically.
		ce Bureau staff, employee:	s, or officials. Filed chron	nologically.
		ce Bureau staff, employees	s, or officials. Filed chron	nologically.
DESCRIPTION: (Purpose, Content		ce Bureau staff, employees	s, or officials. Filed chron	nologically.
		ce Bureau staff, employees		nologically.

	APPROVALS
RECORDS MANAGER M. Die Garyan	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE Lange Company
	00

RECORDS MANAGER
M. De Gayay

COPY DESIGNATION COPY DESIGNATION DEPARTMENT REC. CENTER DESTROY Marine Bureau Copies 2 Years 2 Years DESCRIPTION: (Purpose, Content, and Method of Filing) Administrative files consist of copies of daily correspondence; files on policy; job opportunities; copies of requisitions; orders; etc. Files consist of, but not limited to, those listed.	ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Marine Bureau Admini	strative Files		DATE 1/07
Marine Bureau Copies 2 Years 2 Years DESCRIPTION: (Purpose, Content, and Method of Filing) Administrative files consist of copies of daily correspondence; files on policy; job opportunities; copies of requisitions; orders; etc.			RETENTION PERIO	OD.		
DESCRIPTION: (Purpose, Content, and Method of Filing) Administrative files consist of copies of daily correspondence; files on policy; job opportunities; copies of requisitions; orders; etc.			DEPARTMENT	REC. CENTER	DESTROY	
Administrative files consist of copies of daily correspondence; files on policy; job opportunities; copies of requisitions; orders; etc.	Marine Bureau	Copies	2 Years		2 Years	
Administrative files consist of copies of daily correspondence; files on policy; job opportunities; copies of requisitions; orders; etc.	Miles					
Administrative files consist of copies of daily correspondence; files on policy; job opportunities; copies of requisitions; orders; etc.						
Administrative files consist of copies of daily correspondence; files on policy; job opportunities; copies of requisitions; orders; etc.						
Files consist of, but not limited to, those listed.	Administrative files consist of copies	s of daily correspondence; fi	les on policy; job opportun	ities; copies of requisition	s; orders; etc.	
	iles consist of, but not limited to, th	nose listed.				

APPROVALS

DEPARTMENT HEAD

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	A/R Form Letters (Clos	sed Accounts)		DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC)D		
		DEPARTMENT	REC. CENTER	DESTROY	***************************************
Marine Bureau	Originals	Permanent		Permanent	
					<u> </u>
Copies of form letters sent to Marin	e Bureau customers regardin	g closed accounts. Filed c	chronologically.		

	APPROVALS	
RECORDS MANAGER . De Garfor	DEPARTMENT HEAD	CITATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	A/R Invoices (Slips) (or	riginals)	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD	
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	Permanent		Permanent
DESCRIPTION: (Purpose, Content,	and Method of Filing)	<u> </u>		
Original invoices relating to Marine	Bureau business, slip/dockin	ng rental charges. Filed cl	nronologically.	
Original invoices relating to Marine	Bureau business, slip/dockir	ng rental charges. Filed ch	nronologically.	
Original invoices relating to Marine	Bureau business, slip/dockir	ng rental charges. Filed ch	nronologically.	
Original invoices relating to Marine	Bureau business, slip/dockir	ng rental charges. Filed ch	nronologically.	
Original invoices relating to Marine	Bureau business, slip/dockir	ng rental charges. Filed cl	nronologically.	
Original invoices relating to Marine	Bureau business, slip/dockir	ng rental charges. Filed cl	nronologically.	
Original invoices relating to Marine	Bureau business, slip/dockir			
Original invoices relating to Marine	Bureau business, slip/dockir	ng rental charges. Filed cl		

	APPROVALS
RECORDS MANAGER W. De Garyay	DEPARTMENT DEAD CITY ATTORNEYS OFFICE

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	A/R Invoices (Slips) (co	pies)	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D	
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Working Copies	2 Years		2 Years
DESCRIPTION: (Purpose, Content,				
(- arpass, comen	,g/			
		ing rental charges. Filed		

	APPROVALS
RECORDS MANAGER M. De Ga Yay	DEPARTMENT HEAD CITATORNEY'S OFFICE LANGE CHARACTER OF THE CHARACTER OF

ORIGINATING DEPARTMENT	TITLE:	Boat Check Reports		I	DATE
Parks, Recreation & Marine		Boat Check Reports			1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC	DD		
		DEPARTMENT	REC. CENTER	DESTROY	
Marine Bureau	Originals	2 Years		2 Years	
		/ - W			
					
DESCRIPTION: (Purpose, Content,	and Method of Filing)			I	
Boat check reports of safety checks c	onducted by Marine Bureau	in accordance with policie	es. Filed chronologically.		

	APPROVALS
RECORDS MANAGER M. De Ya Kay	DEPARTMENT MEAD CIPMATTORNEYS OFFICE LINEY LINEY

ORIGINATING DEPARTMENT	TITLE:	Cuest Measing Lucia	_	DATE
Parks, Recreation & Marine		Guest Mooring Invoice	S	1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO)D	I
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	2 Years		2 Years
DESCRIPTION: (Purpose, Conten	t, and Method of Filing)			

RECORDS MANAGER LY De Ya Yar Department Head City Torney's OFFICE		APPROVALS
	$\sim 1/4/$	DEPARTMENT BEAD CITY ATTORNEY'S OFFICE MILLIAN MILLIAN

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Guest Reservation Care	ls	DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD.	
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	2 Years		2 Years
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
files of guest reservation cards for g	guests at mooring facilities.	Filed chronologically.		
iles of guest reservation cards for g	guests at mooring facilities.	Filed chronologically.		
les of guest reservation cards for g	guests at mooring facilities.	Filed chronologically.		
iles of guest reservation cards for g	guests at mooring facilities.	Filed chronologically.		
iles of guest reservation cards for g	guests at mooring facilities.	Filed chronologically.		
iles of guest reservation cards for g	guests at mooring facilities.	Filed chronologically.		
iles of guest reservation cards for g	guests at mooring facilities.	Filed chronologically.		

APPROVALS				
RECORDS MANAGER W. De Hattas	DEPARTMENT LEAD CITY ATTORNEY'S OFFICE Day J. Wallyon			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Head Key Receipts				DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD .		· ,
		DEPARTMENT	REC. CENTER	DESTROY	
Marine Bureau	Working Copies	2 Years		2 Years	
DESCRIPTION: (Purpose, Content	A Marked CETT A				

	APPROVALS
RECORDS MANAGER M. De Juffar	DEPARTMENT (JED) Las CITRATTORNEY'S OFFICE Mulyan
	7 0

Parks, Recreation & Marine	TITLE: Impound Records			DATE 1/07	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	COPY RETENTION PERIOD DESIGNATION			
		DEPARTMENT	REC. CENTER	DESTROY	
Marine Bureau	Originals	2 Years		2 Years	
				<u> </u>	
DESCRIPTION: (Purpose, Content,	and Mathed of Filings				

APPROVALS				
RECORDS MANAGER W. De Gotfar	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	Launch Ramp/Pay Beach (originals)			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			1
		DEPARTMENT	REC. CENTER	DESTROY	
Marine Bureau	Originals	2 Years		2 Years	
	<u> </u>				· · · · · ·
DESCRIPTION: (Purpose, Content	, and Method of Filing)				
Records of receipts and payments for	or launch ramp use, pay beac	ch use, etc. Filed chronolo	gically.		

	APPROVALS
RECORDS MANAGER M. De Gargay	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Maintenance Work Orders			DATE 1/07	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION				
		DEPARTMENT	REC. CENTER	DESTROY	
Marine Bureau	Working Copies	5 Years		5 Years	
DESCRIPTION: (Purpose, Content	, and Method of Filing)				

RECORDS MANAGER DEPARTMENT HEAD CITY ATTORNEY'S OFFICE AND HAVE	APPROVALS			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	WID HALL	DEPARTMENT JE D CHATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT Parks, Recreation & Marine	Per		Permit Undates		TITLE: Permit Updates	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION					
		DEPARTMENT	REC. CENTER	DESTROY		
Marine Bureau	Originals	Permanent		Permanent		
····						
DESCRIPTION: (Purpose, Content	, and Method of Filing)					

APPROVALS				
RECORDS MANAGER W. De Hatfar	DEPARTMENT JEAG CITYATTORNEYS OFFICE			
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ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Permits (Boat Slip)				DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY RETENTION PERIOD DESIGNATION				1
		DEPARTMENT	REC. CENTER	DESTROY	<u></u>
Marine Bureau	Originals	Permanent		Permanent	
DECORPTION 22	114 1 1 2 2 2 2 2				
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
Permits issued for slips/docking space	e to customers. Filed alpha	betically.			
PREPARED BY: Jeff Brown, Assista					

RECORDS MANAGER

M. De Yasfar

DEPARTMENT HEAD

LITTRATTORNEY'S OFFICE

MAY

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RECORDS MANAGER
W. De Ga Gay

Parks, Recreation & Marine	TITLE: Returned Check File		DATE 1/07		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD		
		DEPARTMENT	REC. CENTER	DESTROY	-
Marine Bureau	Working Copies	2 Years		2 Years	
DESCRIPTION: (Purpose, Content	, and Method of Filing)				-
Checks returned by bank pertaining	to Marine Bureau business.	Filed chronologically.			
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APPROVALS

DEPARTMENT NEAD

ORIGINATING DEPARTMENT	TITLE:	DATE			
Parks, Recreation & Marine		Special Events Permits			1/07
COPIES/FILES BY DEPT/SECTION	COPY RETENTION PERIOD DESIGNATION				
		DEPARTMENT	REC. CENTER	DESTROY	
Marine Bureau	Originals	3 Years		3 Years	
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
Permits issued by Marine Bureau for	special events, programs, e	etc. Filed chronologically.			

	APPROVALS
RECORDS MANAGER M. De Ga Yay	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION	THE TOTAL BEACE				
ORIGINATING DEPARTMENT	TITLE:	lileage Reports			DATE
Parks, Recreation & Marine		meage Reports			1/07
COPIES/FILES BY DEPT/SECTION	COPY RETENTION PERIOD DESIGNATION				
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Accounting	Working Copies	1 Year	3 Years	4 Years	
, , , , , , , , , , , , , , , , , , , ,					
		_			
DESCRIPTION: (Purpose, Content,	and Method of Filing)				
Mileage Reports submitted for reimb	ursement of expenses. Filed	d chronologically.			

	APPROVALS
RECORDS MANAGER M. De Galfas	DEPARTMENT DEAD CITY OFFICE MALLON

COPIES/FILES BY DEPT/SECTION Executive Office / Administration	COPY DESIGNATION Originals	RETENTION PERIOD DEPARTMENT	OD			
Executive Office / Administration	Originals	DEPARTMENT			<u> </u>	
Executive Office / Administration	Originals		REC. CENTER	DESTROY	· · · · · · · · · · · · · · · · · · ·	
		5 Years	Permanent	Permanent		
ESCRIPTION: (Purpose, Content, an	nd Method of Filing)		i			

	APPROVALS
RECORDS MANAGER W. De Garfay	DEPĂRTMENT HEAD CITYCHTORNEY'S OFFICE WALLSON

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Payroll/Personnel Confidential Files				DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD .		<u> </u>
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Personnel & Training	Working Copies	3 Years		3 Years	
					····
DESCRIPTION: (Purpose, Content, and	d Method of Filing)				

	APPROVALS
RECORDS MANAGER M. De Galfay	DEPARTMENT HEAD CITYLATTORNEY'S OFFICE Mallow Mallow
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ORIGINATING DEPARTMENT	TITLE: Employee File Termination					
Parks, Recreation & Marine		Employee the Termination				
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION					
		DEPARTMENT	REC. CENTER	DESTROY		
Business Ops / Personnel & Training	Working Copies	T + 2 Years		Transfer to HR for retention		
DESCRIPTION: (Purpose, Content, and	d Method of Filing)					
Vorking copies of employee termination	n files. Filed chronologic	cally. Originals held by H	uman Resources.			

APPROVALS DEPARTMENT HEAD

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Grievance Files (Confidential)				DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY RETENTION PERIOD DESIGNATION				
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Personnel & Training	Working Copies	3 Years		3 Years	
DESCRIPTION: (Purpose, Content, and	d Method of Filing)				

	APPROVALS
RECORDS MANAGER M. De Godfag	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE WILLOW

	T. CIT OI LONG BEACI				
ORIGINATING DEPARTMENT	TITLE:	nogomont Doomsits			DATE
Parks, Recreation & Marine	Management Recruitment				1/07
COPIES/FILES BY DEPT/SECTION	COPY	RETENTION PERIO)D		I
DEP1/SECTION	DESIGNATION				
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Personnel & Training	Originals	3 Years	Table: CENTER	3 Years	
DESCRIPTION: (Purpose, Content, and	l Method of Filing)				
Management recruitment flyers, brochur alphabetically and chronologically.	res, documents, responses	, resumes, letters, questic	ons, notes, reports, pertain	ing executive recru	nitment. Filed
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			-		ŀ

APPROVALS					
RECORDS MANAGER UM. De Garjay	DEPARTMENT HEAD CITE ATTORNEYS OFFICE				

ORIGINATING DEPARTMENT	TITLE:	Downsii Dadasti Dad		DATE	
Parks, Recreation & Marine	Payroll Deduction Register				
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Personnel & Training	Working Copies	2 Years		2 Years	
				32.00	
DESCRIPTION: (Purpose, Content, and	d Method of Filing)		!		
Payroll register documents pertaining to	payments and deduction	s for department employee	s. Filed chronologically.		

APPROVALS					
RECORDS MANAGER M. Le Jalyay	DEPARTMENT HEAD CITY AITORNEY'S OFFICE WILLIAM . WILLIAM . WILLIAM .				

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Payroll Reports - Labor Distribution; Employee				DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	OD		
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Personnel & Training	(2 Years		2 Years	
	1				
DESCRIPTION: (Purpose, Content, and	d Mathad of Eiling)				
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APPROVALS					
RECORDS MANAGER W. De Gargage	DEPARTMENT HEAD LASTON HUM IN WILLIAM DEPARTMENT HEAD LASTON LASTO				
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ORIGINATING DEPARTMENT	TITLE:	DATE			
Parks, Recreation & Marine					1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD			
		DEPARTMENT	REC. CENTER	DESTROY	
Business Ops / Personnel & Training		2 Years	3 Years	5 Years	
DESCRIPTION: (Purpose, Content, and	Method of Filing)				
					ļ
Register of employee time records. Filed	d chronologically.				
	<i>5</i>				

APPROVALS					
RECORDS MANAGER M. De Ga Hary	DEPARTMENT HEAD	CIPYATTORNEY'S OFFICE			
		// V			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Payroll Time Sheets			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	ATION RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Originals	2 Years	2 Years	4 Years
DESCRIPTION: (Purpose, Content, and	l Method of Filing)			

RECORDS MANAGER DEPARTMENT MEAD CIPYATTORNEY'S OFFICE	APPROVALS					
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	- ₁			
ORIGINATING DEPARTMENT	TITLE:	DATE		
Parks, Recreation & Marine	Pers	1/07		
		· · · · · · · · · · · · · · · · · · ·		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIO	DD	
DLI 1/SLCTION	DESIGNATION			
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Originals	T + 1 Years	14 Years	T + 15 Years
DESCRIPTION: (Purpose, Content, and	Method of Filing)			•
Personnel Files, including applications, e	evaluations, personnel trai	nsactions, direct deposit in	nformation/records, payrol	l processing, etc. Filed alphabetically.
T Tomination of Family				
T = Termination of Employment.				
		,		
PREPARED BY: Jeff Brown, Assistant A	dministrative Analyst			

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE:	TITLE: Construction Plans, Drawings & Specifications D		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD)	
		DEPARTMENT	REC. CENTER	DESTROY
Planning & Development	Originals	Life of Improvement	2 Years	Life of Improvement + 2 Years
DESCRIPTION: (Purpose, Conten	it, and Method of Filing)			
Construction plans, drawings, spec	ifications, details, etc., pertain	ning to department projects.	Filed alphabetically.	
	•	• • • •		

APPROVALS			
RECORDS MANAGER M. De Yaray	DEPARTMENT HEAD A SACA	CITY STORNEY'S OFFICE	
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Parks, Recreation & Marine	TITLE:	Permits - Construction		DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION			
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Administration	Working Copies	Life of Improvement	2 Years	Life of Improvement + 2 Year
DESCRIPTION: (Purpose, Content,	and Method of Filing)		· I.	

APPROVALS			
RECORDS MANAGER M. De Gatago	DEPARTMENT HEAD CITY ATTORNEY'S OFFICE LASTON DILLING LASTO		

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: Registration / Reservations		DATE 1/07	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		<u> </u>
		DEPARTMENT	REC. CENTER	DESTROY
Community Recreation	Originals & Copies	CU + 1 Year	3 Years	5 Years
				7100
DESCRIPTION (Process Contact	and Mathed of Dilina			
DESCRIPTION: (Purpose, Content,	and Method of Filing)			
Registration and reservation records,	payment details, course offer	rings, class lists, etc. File	ed chronologically.	
CU=Current Year				

APPROVALS			
RECORDS MANAGER My. Da Ya Hay	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	