CITY CLERK DEPARTMENT
Long Beach, California

C-5

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.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Larry G. Herrera
City Clerk

City of Long Beach
Records Retention Schedule

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
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) Deposit Receipts (originals)	2 Years 2 Years	3 Years Permanent	5 Years Permanent	Working Copy Original kept by Parks Accounting
5.	Direct Payment	2 Years		2 Years	Working Copy 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		

City of Long Beach
Records Retention Schedule

Item No.	Record Title	Retention Period			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

City of Long Beach
Records Retention Schedule

Item No.	Record Title	Retention Period			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

City of Long Beach
Records Retention Schedule

Item No.	Record Title	Retention Period			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

City of Long Beach
Records Retention Schedule

Item No.	Record Title	Retention Period			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

City of Long Beach
Records Retention Schedule

Item No.	Record Title	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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**A/R Form Letters (Closed Accounts)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years		2 Years

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

Copies of form letters sent to Accounts Receivable (A/R) customers regarding closed accounts. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Accts. Receivable Invoices**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	5 Years		5 Years

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

Invoices sent to Accounts Receivable customers for Department goods, services, permits, etc. Filed chronologically and numerically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: **Asset Forms**			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years		2 Years

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

Working copies of asset forms; originals on file with Department of Financial Management. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER M. DeHaffage	DEPARTMENT HEAD [signature]	CITY ATTORNEY'S OFFICE Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Deposit Receipts (copies)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years	3 Years	5 Years

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

Working copies of Deposit Receipt forms, receipts, and back-up documentation. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeLaHaza	[signature]	Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Deposit Receipts (originals)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years	Permanent	Permanent

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

Original Deposit Receipt forms, receipts, and back-up documentation. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Direct Payment**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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 forms, FAMIS print screens, and back-up documentation. Filed chronologically. Originals held by Financial Management, Central Accounts Payable.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGaffaye	[signature]	[signature]

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Imprest Checking – Bank Reconciliation & Canceled Checks**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	7 Years		7 Years

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

Bank statements and canceled checks from Imprest checking account. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGaetano		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Imprest Checking – Check Registers**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years	5 Years	7 Years

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

Check registers documenting payments made out of Imprest checking account. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaas		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Invoices (Vendor)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years		2 Years

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

Working copies of invoices sent by vendors doing business with the Department, and payment forms/back-up materials. Filed chronologically and alphabetically. Originals held by Financial Management, Central Accounts Payable.

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Journal Vouchers (copies)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years	5 Years	7 Years

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

Working copies of Journal Voucher payments and back-up documentation.

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGiulio	[signature]	Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Purchase Orders**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Working Copies	2 Years		2 Years

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

Working copies of Purchase Order requests, Purchase Order forms, and ADPICS/FAMIS print screens. Filed chronologically.

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGaray		Mary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Reports – Billing & Collection System**	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

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

Monthly reports from the Billing & Collections system, detailing account balances and status. Filed chronologically.

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: **Reports - Delinquent**			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

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

Reports detailing delinquent accounts. Filed chronologically.

APPROVALS		
RECORDS MANAGER M. DeHaas	DEPARTMENT HEAD [signature]	CITY ATTORNEY'S OFFICE Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Reports – FAMIS (Microfiche)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years	Permanent	Permanent

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

Microfiche copies of monthly and annual reports from the FAMIS accounting system. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaMay	[signature]	Gary J. Anderson

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Reports – Outstanding Invoices**	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

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

FAMIS accounting system reports detailing outstanding invoices. Filed chronologically.

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaan		Darryl J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Reports – Payroll (CD)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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 payments and deductions, retained in Compact Disc (CD) format. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: **Reports - Revenue**			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

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

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

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Requisition Files**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years		2 Years

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

Purchase Requisition forms, purchase descriptions and details, and back-up documentation. Filed chronologically.

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaas		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Returned Check File**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Accounting	Originals	2 Years	Permanent	Permanent

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

Chronological file of checks returned by the bank.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Administration Files**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Administration	Originals	5 Years		5 Years

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

Administrative files consist of copies of daily correspondence; file on department policy; job opportunities; copies of requisitions; orders; copies of Economic Interest Form 700; Standing Committee Agendas (which are both on file in City Clerk Department); and copies of Equipment/Information Technology Advisory Committee (EITAC) proposals for Administrative Services. Filed by subject and chronologically.

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

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEYS OFFICE
M. DeHaas		

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Chronological Files**	1/07

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, and Method of Filing)

Chronological files of departmental communications, including memos, letters, notices, etc. Filed chronologically.

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

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Correspondence**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Administration	Working Copies	2 Years	5 Years	7 Years

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

Copies of correspondence received by the department from vendors, customers, and citizens; correspondence and responses from the department to vendors, customers, and citizens. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Executive Staff Minutes**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Administration	Originals	5 Years		5 Years

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

Agendas and minutes of executive staff meetings. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Agreements, Contracts, Concessions, Permits (copies)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Bus Ops / Contract Mgmt & Rev Dev	Working Copies	Term + 5 Years		Term + 5 Years

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

Copies of agreements, contracts, concessions, and permits executed by the department for business and operations. Filed chronologically and alphabetically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeLaHaye		Doug J. Anderson

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: **Annual Financial Reports**			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Administration	Working Copies	2 Years		2 Years

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

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

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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

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

Budget schedules, Budget reviews, Bureau Budgets, Budget Adjustments, Fixed costs, Worksheets, Budget Narratives, Cash Flow Reports, Estimated Expenditures, Other backup documents

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Budget Work Files**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Administration	Working Copies	5 Years		5 Years

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

Preparation schedules, Budget reviews, Bureau Budgets, Budget Adjustments, Fixed costs, Worksheets, Draft Budget Narratives, Cash Flow Reports, Estimated Expenditures, Other backup documents

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Cemetery Deeds & Burials, Cemetery Logs & Cemetery Plot Records**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Originals	Permanent		Permanent

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

Cemetery deeds, burial records, logs, plot records pertaining to City-owned cemeteries. Filed by chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGaffaz	[signature]	Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Community Information / Printing / Graphics**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Community Information	Originals	S + 2 Years	3 Years	5 Years

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

Community Information brochures, documents, schedules, etc., that advertise services, programs, and facility regulations, etc.

S=Supersede

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Community Information – Historical Records/Photos**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Community Information	Originals	Permanent		Permanent

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

Historical records and information, including photographs of events and facilities. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. De La Hay		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Community Recreation Services**	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 Method of Filing)

Community Recreation brochures, documents, schedules, etc., that advertise services, programs, and facility regulations, etc.

CU=Current Year

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeLaRosa		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Community Recreation – Historical Records/Photos**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Community Recreation	Originals	Permanent		Permanent

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

Historical records and information, including photographs of events, programs and facilities. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Grant Administration Files**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeLaHaye		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Grant Settlement Reports**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Planning and Development	Originals	Contract + 5 Years	Permanent	Permanent

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

Final reports detailing grant settlements. Filed chronologically and alphabetically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeMayo		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Maintenance Work Orders**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Maintenance Bureau	Copies	5 Years		5 Years

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

Work orders for maintenance work performed by the Maintenance Bureau staff, employees, or officials. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaan	[signature]	Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Marine Bureau Administrative Files**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaas		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**A/R Form Letters (Closed Accounts)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	Permanent		Permanent

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

Copies of form letters sent to Marine Bureau customers regarding closed accounts. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaffar		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**A/R Invoices (Slips) (originals)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	Permanent		Permanent

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

Original invoices relating to Marine Bureau business, slip/docking rental charges. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGarmo	Phil Hester	Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**A/R Invoices (Slips) (copies)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Working Copies	2 Years		2 Years

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

Copies of Invoices relating to Marine Bureau business, slip/docking rental charges. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Boat Check Reports**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	2 Years		2 Years

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

Boat check reports of safety checks conducted by Marine Bureau in accordance with policies. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: **Guest Mooring Invoices**			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	2 Years		2 Years

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

Original invoices for guest mooring fees and billing. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER M. DeGaMaz	DEPARTMENT HEAD [signature]	CITY ATTORNEY'S OFFICE Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Guest Reservation Cards**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	2 Years		2 Years

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

Files of guest reservation cards for guests at mooring facilities. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaas		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Head Key Receipts**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Working Copies	2 Years		2 Years

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

Records of restroom keys issued to slip customers for use of facilities. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaffar		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Impound Records**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	2 Years		2 Years

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

Records of impounded boats, property, etc., secured by the Marine Bureau due to lack of payment, foreclosure, theft, etc.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Launch Ramp/Pay Beach (originals)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	2 Years		2 Years

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

Records of receipts and payments for launch ramp use, pay beach use, etc. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGaetano	Phil Hester	Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Maintenance Work Orders**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Working Copies	5 Years		5 Years

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

Maintenance requests issued by the Marine Bureau for maintenance of facilities, offices, grounds, etc. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Permit Updates**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	Permanent		Permanent

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

Files of updates to Marine Bureau issued permits. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaday		Doug J. Anderson

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Permits (Boat Slip)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Marine Bureau	Originals	Permanent		Permanent

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

Permits issued for slips/docking space to customers. Filed alphabetically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Returned Check File**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeLaRosa		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Special Events Permits**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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, etc. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Mileage Reports**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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 reimbursement of expenses. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaas		Amy J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Parks & Recreation Commission Minutes**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Executive Office / Administration	Originals	5 Years	Permanent	Permanent

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

Agendas and minutes of Parks, Recreation and Marine Commission meetings, including any handouts or supporting documents. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Payroll/Personnel Confidential Files**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Working Copies	3 Years		3 Years

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

Recruitment files, background check information, time records, payroll registers, accrued hours reports, etc. Filed chronologically and alphabetically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Employee File Termination**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Working Copies	T + 2 Years		Transfer to HR for retention

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

Working copies of employee termination files. Filed chronologically. Originals held by Human Resources.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Grievance Files (Confidential)**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Working Copies	3 Years		3 Years

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

Statements, details, investigations, reports, correspondence, etc., pertaining to grievance filings and/or proceedings. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaPaz		Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: **Management Recruitment**			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Originals	3 Years		3 Years

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

Management recruitment flyers, brochures, documents, responses, resumes, letters, questions, notes, reports, pertaining executive recruitment. Filed alphabetically and chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER M. DeGaffaye	DEPARTMENT HEAD [signature]	CITY ATTORNEY'S OFFICE Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Parks, Recreation & Marine	TITLE: **Payroll Deduction Register**			DATE 1/07
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Working Copies	2 Years		2 Years

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

Payroll register documents pertaining to payments and deductions for department employees. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Payroll Reports – Labor Distribution; Employee**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training		2 Years		2 Years

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

Personnel inventory reports, position control reports, employee address reports, EEOC reports. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaven	[signature]	[signature]

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Payroll Time Records/Register**	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)

Register of employee time records. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeLaHarpe		Amy J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Payroll Time Sheets**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Personnel & Training	Originals	2 Years	2 Years	4 Years

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

Original signed employee time sheets. Filed chronologically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Personnel Files**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		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, evaluations, personnel transactions, direct deposit information/records, payroll processing, etc. Filed alphabetically.

T= Termination of Employment.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGarmo		Doug J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Construction Plans, Drawings & Specifications**	1/07

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, Content, and Method of Filing)

Construction plans, drawings, specifications, details, etc., pertaining to department projects. Filed alphabetically.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeGaetano		Gary J. Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Permits - Construction**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Business Ops / Administration	Working Copies	Life of Improvement	2 Years	Life of Improvement + 2 Years

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

Construction permits and applications for department projects. Filed alphabetically. Originals with the Department of Planning & Building.

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaas		Doug Anderson

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT	TITLE:	DATE
Parks, Recreation & Marine	**Registration / Reservations**	1/07

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Community Recreation	Originals & Copies	CU + 1 Year	3 Years	5 Years

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

Registration and reservation records, payment details, course offerings, class lists, etc. Filed chronologically.

CU=Current Year

PREPARED BY: Jeff Brown, Assistant Administrative Analyst

APPROVALS		
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
M. DeHaas		Doug J. Anderson