



CITY CLERK DEPARTMENT
Long Beach, California

C-10

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

October 2, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the Mayor and City Council 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 and elected office 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 Mayor and City Council to draft the Records Retention Schedule (Attachment 1).

CONCURRENCES

The City Attorney, Mayor, City Council, and City Clerk Department concur in the above recommendation.

FISCAL IMPACT

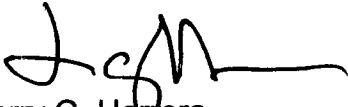
Appropriations have been budgeted in FY 08 for operation of the City Records Center.

HONORABLE MAYOR AND CITY COUNCIL
April 17, 2007
Page 2

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'L. Herrera', with a long horizontal flourish extending to the right.

Larry G. Herrera
City Clerk

City of Long Beach
Records Retention Schedule

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1	ACCOUNTING FILES Direct Payments, Journal Vouchers, Budget Files Travel Expense Reports.	3 years	2 years	5 years	Working copies
	Purchase Orders, Public Service Work Orders, Reprographics Requests, and Fleet Service charges	2 years		2 years	
2	ADMINISTRATIVE FILES Mail Logs, Memos, Personnel Applications, Phone Notes, Safety Reports.	2 years		2 years	C = Completion of project
	Project Files Subject Files	C+2 2 years	2 years	C+2 4 years	
3	COMMISSION ROSTERS/APPLICATIONS				L = Leave of Office
	Charter non-Charter	L+6 years L+4 years	2 years 2 years	L+8 years L+6 years	
4	CONSTITUENT FILES	2 years	2 years	4 years	
5	CORRESPONDENCE	2 years	2 years	4 years	

Department/Section MAYOR & CITY COUNCIL	Council Approval Meeting Date OCTOBER 2, 2007	Page No.
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City of Long Beach
Records Retention Schedule

6	IMPREST CASH a. Bank Reconciliation's - Originals b. Reconciliation's to the authorized amount - copy c. Check Registers – Original d. Direct Payments (DP's) & Supporting Documentation – Copy e. Cancelled Checks - Originals	2 Years 2 Years 2 Years 2 Years 1 Year	5 Years 5 Years 5 Years 3 Years 6 Years	7 Years 7 Years 7 Years 5 Years 7 Years	
7	PAYROLL FILES	2 years		2 years	
8	PERSONNEL FILES	T + 5	10	T + 15	T = Termination

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: ACCOUNTING FILES			DATE 2007
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Direct Payments	Working Copies	3 years	2 years	5 years
Journal Vouchers	Working Copies	3 years	2 years	5 years
Budget Files	Working Copies	3 years	2 years	5 years
Travel Expense Reports	Working Copies	3 years	2 years	5 years
Invoices	Working Copies	2 years		2 years
Purchase Orders	Working Copies	2 years		2 years
Public Service Work Orders	Working Copies	2 years		2 years
Reprographics Requests	Working Copies	2 years		2 years
Fleet Service charges	Working Copies	2 years		2 years
Telephone Reports	Originals	2 years		2 years
Time Sheets	Originals	2 years		2 years


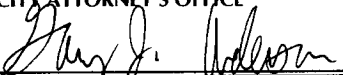
DESCRIPTION: (Purpose, Content, and Method of Filing)

Direct Payments, Journal Vouchers, and Budget Files. Financial Management keeps originals of accounting files; initiating offices keep working copies of accounting files.

Travel Expense Reports: includes airfare, conference registration, hotel reservations, mileage and per-diem expenses.

Invoice copies, Purchase Orders, Public Service Work Orders, Reprographics Requests, and Fleet Service charges. Financial Management keeps originals of accounting files; initiating offices keep working copies of accounting files.

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: ADMINISTRATIVE FILES			DATE 2007
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Mail Logs	Original	2 years		2 years
Memos	Original	2 years		2 years
Personnel Applications	Original	2 years		2 years
Phone Notes	Original	2 years		2 years
Project Files	Working Copies	C+2 years		C+2 years
Safety Reports	Original	2 years		2 years
Subject Files	Original	2 years	2 years	4 years

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

MAIL LOGS: Record of all incoming correspondence, by date, name of sender, and subject.

MEMOS: Interdepartmental memos.

PERSONNEL APPLICATIONS: Applications on those applying for employment with the office, resumes, and test results.

PHONE NOTES: Telephone notes and messages.

PROJECT FILES: District specific project files, filed in chronological order.

C = Completion of project.

SAFETY REPORTS: Floor Warden training due reports, and safety compliance reports.

SUBJECT FILES: Subject files kept by each Council Office.

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

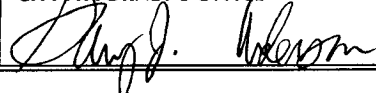
APPROVALS

RECORDS MANAGER



DEPARTMENT HEAD

CITY ATTORNEY'S OFFICE




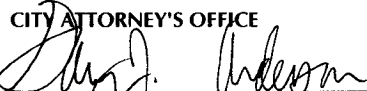
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: COMMISSION ROSTERS/APPLICATIONS			DATE 2007
COPIES/FILES BY DEPT/SECTION MAYOR'S OFFICE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Charter Commission	Original	L+6 years	2 years	L+8 years
Non-Charter Commission	Original	L+4 years	2 years	L+6 years

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

Applications are filed alphabetically by last name.

L = Leave of Office



APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: CONSTITUENT FILES			DATE 2007
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Constituent Files	Original	2 Years	2 Years	4 Years

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

Constituent correspondence, casework logs.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 


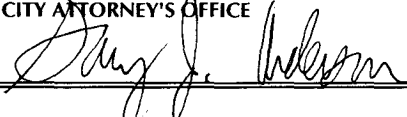
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: CORRESPONDENCE			DATE 2007
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Correspondence	Original	2 years	2 years	4 years
Council Letters	Copies	2 years	2 years	4 years

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

CORRESPONDENCE: Files consist of incoming and outgoing correspondence for the department. These files are arranged alphabetically by person receiving or sending correspondence, by subject or chronologically.

COUNCIL LETTERS: Items placed on the City Council Agenda.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 


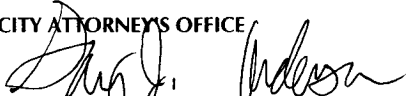
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: IMPREST CASH			DATE 2007
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Bank Reconciliation's	Original	2 years	5 years	7 years
Reconciliation to authorized amt	Working Copies	2 years	5 years	7 years
Check Registers	Original	2 years	5 years	7 years
Direct Payments & Support Docs	Working Copies	2 years	3 years	5 years
Cancelled Checks	Original	1 years	6 years	7 years

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

IMPREST CASH

- a. Bank Reconciliation's – Originals
- b. Reconciliation's to the authorized amount
- c. Check Registers – Original
- d. Direct Payments (DP's) & Supporting Documentation – Copy
- e. Cancelled Checks - Original

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: PAYROLL RECORDS			DATE 2007
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Payroll Registers	Working Copies	2 years		2 years
Time Sheets	Originals	2 years		2 years

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

PAYROLL RECORDS - are copies of computer Payroll Registers and Time Sheets. These are maintained by fiscal year and are arranged in chronological order.

TIME SHEETS - Employee Time Sheets. Keep two years, Financial Management/Payroll has FAMIS reports.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 


RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT City Council	TITLE: PERSONNEL FILES			DATE 2007
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
Personnel Files	Originals	T+5 years	10 years	T+15 years

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

Files are arranged alphabetically by employee last name.

T = Termination

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE 