

**City of Long Beach
Records Retention Schedule**

C-5

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Accounting Documents Direct Payments/Purchase Orders/ Requisition Copies	1 Year	1 Year	2 Years	
2.	Advanced Disability Payment	Permanent	Permanent	Permanent	From 1986 to 2000
3.	Affirmative Action Files/Complaints	10 Years		10 Years	Revised from 5 years 2/98
4.	Americans With Disabilities Act (ADA)	1 Year	2 Years	3 Years	The ADA requires that a copy of the City's Transition Plan be kept for public inspection. All audit checklists from departments are kept too.
5.	Citizens Advisory Commission on Disabilities (CACOD) Minutes Originals	2 Years	3 Years	5 Years	
6.	Correspondence File --General Correspondence/Chronological Files/ --Council Letters	2 Years	3 Years	5 Years	
7.	Health Insurance Files General Correspondence/Contracts/Bids	2 Years	8 Years	10 Years	Contracts may be destroyed after 10 years provided contract has expired.
8.	Historical Subject Files	Permanent*		Permanent*	*Permanent – Historical

Department/Section HUMAN RESOURCES	Council Approval Meeting Date: August 20, 1991; May 23, 1995; March 24, 1998 Revised:	Page No. 1
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9.	Imprest Cash a. Bank Reconciliation's – Originals b. Reconciliations to the authorized amount Copy c. Check Registers – Original d. Direct Payments (DP's) & Supporting Documentation – Copy e. Cancelled Checks - Original	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	
10.	Labor Relations Files Negotiations/MOU's/Grievances	5 Years	Permanent*	Permanent*	*Permanent – Historical
11.	Personnel (Employee) Files	Termination + 1 Year	14 Years	Termination + 15 Years*	*Termination + 15 Years
12.	Personnel Requisitions	1 Year	4 Years	5 Years	
13.	Risk Management Files (Certificates)	Permanent*		Permanent*	*Permanent – Historical
14.	Safety Disability Retirement Original	Permanent	Permanent	Permanent	
15.	Safety Statistics --Vehicle Accident Reports -- Industrial Accident Reports --State Reports	1 Year	4 Years	5 Years	

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16.	Salary Resolution/Personnel Ordinance	5 Years	Permanent*	Permanent*	*Permanent – Historical
17.	Subject Files by Division	5 Years		5 Years	
18.	Management Assistant Program Files Original	2 Years	8 Years	10 Years	City Manager Files which are stored in Department of Human Resources.