City of Long Beach

Legislation Details (With Text)

File #:	10-1348	**Version:** 1	**Name:**	CC-Records Retention/FM Business Svcs Div.	
Type:	Agenda Item		**Status:**	Approved	
File created:	12/6/2010		**In control:**	City Council	
On agenda:	12/14/2010		**Final action:**	12/14/2010	
Title:	Recommendation to adopt the revisions to the Financial Management Department Business Services Division Records Retention Titles (as shown in Exhibit A), and rescind the previously applicable Records Retention Titles.				
Sponsors:	City Clerk				
Indexes:					
Code sections:					
Attachments:	1. 121410-C-8sr&att.pdf				

Date	Ver.	Action By	Action	Result
12/14/2010	1	City Council	approve recommendation	Pass

Recommendation to adopt the revisions to the Financial Management Department Business Services Division Records Retention Titles (as shown in Exhibit A), and rescind the previously applicable Records Retention Titles.

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 Financial Management Department to revise the Records Retention Titles (Exhibit A) last adopted on February 15, 2005.

CONCURRENCES

The City Attorney, Financial Management Department and City Clerk Department concur in the above recommendation.

Appropriations have been budgeted in FY11 for operation of the City Records Center.

Approve recommendation.

LARRY G. HERRERA
City Clerk