

**City of Long Beach  
Records Retention Schedule**

**C-6**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Badge Numbers --Originals	Permanent		Permanent	
2.	Bicycle License - Account Statements (Station) --Originals	2 Years		2 Years	
3.	Budget Files (Working Copies) Includes a. Budget Preparation Forms b. Cost Recover Worksheets c. Performance Measures d. Station Response Data (Originals)	3 Years		3 Years	
4.	Cash Receipts - Bicycle License --Copies	5 Years		5 Years	
5.	Cash Receipts - Miscellaneous --Working Copies	3 Years		3 Years	
6.	Contracts --Working Copies	5 Years		5 Years	

**Department/Section**

**FIRE DEPARTMENT - Administration**

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March 21, 2000; Rev: May 11, 2004; Revised: January --, 2006

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7.	Correspondence - Chief's Office --Working Copies	2 Years		2 Years	
8.	Correspondence - General --Originals --Copies	3 Years 3 Years		3 Years 3 Years	
9.	Deposit Receipts --Working Copies	5 Years		5 Years	
10.	Direct Payments --Working Copies	3 Years		3 Years	
11.	Fire Recruit Background Investigations --Candidates Not Selected	2 Years		2 Years	
12.	Fire Recruit Background Investigations --Candidates Selected	Permanent		Permanent	
13.	Imprest Cash / Petty Cash --Bank Statements/Reconciliation --Cancelled Checks --Direct Payments --Reimbursement Requests	2 Years		2 Years after*	*Reconciliation and/or audit.
14.	Inventory Files (Working Copies) --Includes a. Department b. Marine Bureau	2 Years		2 Years	

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15.	Journal Vouchers --Working Copies	3 Years		3 Years	Retained for reference purposes.
16.	Marine Incidents --Originals --Working Copies	2 Years 2 Years		2 Years 2 Years	
16.	Marine Service Invoices --Originals	2 Years		2 Years	
18.	Memorandums of Understanding - M.O.U.'S --Working Copies	5 Years		5 Years	
19.	Memos - Numbered --Originals	5 Years		5 Years	
20.	OSHA Logs --Originals	3 Years		3 Years	
21.	Payroll Files --Employee Time Cards - Copies --Overtime Slips - Originals --Payroll Registers - Computer Copies --Payroll Time Records - Computer Copies --Accrued Hours Report	2 Years		2 Years	
22.	Purchase Orders (One-Time) --Working Copies	7 Years		7 Years	

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23.	Purchase Orders (Term) --Working Copies	3 Years		3 Years	
24.	Recruit Training Manuals --Originals --Non Graduate	2 Years		2 Years	
25.	Reports - Includes a. Billing & Collection - Originals b. Junior Lifeguard Registration - " c. Lifeguard Incident - Working Copies d. Revenue - Working Copies	2 Years		2 Years	
26.	Reports - Paramedic --Originals  --Scanned - after 3 years then scan  --Persons under age of 19 years	3 Years  Permanent  Original kept until minor is 19 years of age, or 7 yrs records retention which ever comes last.		3 Years  Permanent  Original kept until minor is 19 years of age, or 7 yrs records retention which ever comes last.	Do not destroy any reports on those persons under the age of 19 years, until minor is 19 years of age or 7 year records retention, which ever comes last. Then scan report for permanent retention.
27.	Statement of Economic Interest --Working Copies	2 Years		2 Years	Originals filed in City Clerk Dept. Originals kept for 7 years.

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28.	Subpoenas --Copies	2 Years		2 Years	
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APPROVED  
DATE

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