

**City of Long Beach  
Records Retention Schedule**

**C-3**

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	
7.	Correspondence - Chief's Office --Working Copies	2 Years		2 Years	

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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.	Inventory Files (Working Copies) --Includes a. Department b. Marine Bureau	2 Years		2 Years	
14.	Journal Vouchers --Working Copies	3 Years		3 Years	Retained for reference purposes.
15.	Marine Incidents --Originals --Working Copies	2 Years 2 Years		2 Years 2 Years	
16.	Marine Service Invoices --Originals	2 Years		2 Years	

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17.	Memorandums of Understanding - M.O.U.'S --Working Copies	5 Years		5 Years	
18.	Memos - Numbered --Originals	5 Years		5 Years	
19.	OSHA Logs --Originals	3 Years		3 Years	
20.	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	
21.	Purchase Orders (One-Time) --Working Copies	7 Years		7 Years	
22.	Purchase Orders (Term) --Working Copies	3 Years		3 Years	
23.	Reports - Includes a. Billing & Collection - Originals b. Junior Lifeguard Registration - " c. Lifeguard Incident - Working Copies d. Revenue - Working Copies	2 Years		2 Years	

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24.	<p>Reports - Paramedic --Originals  --Scanned - after 3 years then scan  --Persons under age of 19 years</p>	<p>3 Years  Permanent  Original kept until minor is 19 years of age, or 7 yrs records retention which ever comes last.</p>		<p>3 Years  Permanent  Original kept until minor is 19 years of age, or 7 yrs records retention which ever comes last.</p>	<p>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.</p>
25.	<p>Statement of Economic Interest --Working Copies</p>	<p>2 Years</p>		<p>2 Years</p>	<p>Originals filed in City Clerk Dept. Originals kept for 7 years.</p>
26.	<p>Subpoenas --Copies</p>	<p>2 Years</p>		<p>2 Years</p>	

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