

# CITY OF LONG BEACH

# C-8

DEPARTMENT OF CITY CLERK

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December 14, 2010

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

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.

## 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 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.

## FISCAL IMPACT

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

Respectfully submitted,

Larry G. Herrera  
City Clerk

# **EXHIBIT**

**A**

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT FINANCIAL MANAGEMENT/ CS/BUSINESS SERVICES DIVISION	TITLE: <p style="text-align: center;"><b>LICENSE APPLICATIONS</b></p>			DATE <p style="text-align: center;">2010</p>
COPIES/FILES BY DEPT/SECTION  BUSINESS LICENSE SECTION  42. License Applications	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
(a) Approved	Originals	3 Years	Permanent	Permanent
(b) Cancelled	Originals	1 Years	4 Years	5 Years
(c) Special Packet	Originals	Termination	5 Years	Permanent
(d) Special Events	Originals	2 Years	3 Years	5 Years
(e) Revocations	Originals	3 Years	Permanent	Permanent
(f) Denied	Originals	1 Years	4 Years	5 Years

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

PURPOSE: FOR ANY QUESTIONS BY OTHER CITY, COUNTY, STATE AND FEDERAL OFFICES.

FILES CONTAIN:

A & B.

- Files consist of standard applications for a Municipal License, which has been completed by each business or individual seeking a Business License. Application requires pertinent information on the Owner (s) or Corporation, Names, Addresses, Telephone Numbers, Driver's License Number, Social Security Number, Federal 10 Number, State Sales Tax Number.
- Attached to application are zoning approvals, and any approvals required by the Building, Health, Fire and Police Departments.
- Includes active and cancelled applications, interfiled. Cancelled are not separated.

FILES ARE ARRANGED IN ALPHABETICAL ORDER BY OWNER'S NAME ON FILES A,B


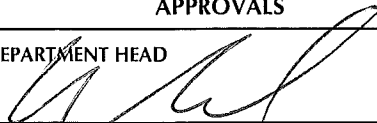

C. SPECIAL PACKET: Consists of original packets filled out for Entertainment Licenses, Social Clubs, Pool Halls, and Dance Halls. Has all investigations by Building, Police, Noise Control and Fire prior to Council Hearing.  
 FILES ARE ARRANGED IN ORDER BY STREET ADDRESS.

D. SPECIAL EVENTS: Are Business License Applications and Special Vendors Applications taken for any special event in Long Beach, such as the Grand Prix, Carnival, Gay Pride and Renaissance, etc.  
 FILES ARE ARRANGED IN ORDER BY DATE OF EVENT AND NAME OF EVENT.

E. REVOCATIONS: Consists of any businesses that have been revoked. Includes all information turned in by any department asking for the revocation.  
 FILES ARE ARRANGED IN ALPHABETICAL ORDER BY OWNER'S NAME.

F. DENIED: Consists of standard applications for a Municipal License, which has been completed by each business or individual seeking a Business License.  
 FILES ARE ARRANGED IN ALPHABETICAL ORDER BY APPLICANT NAME.

PREPARED BY: City Clerk Department

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH



ORIGINATING DEPARTMENT  FINANCIAL MANAGEMENT/ CS/BUSINESS SERVICES DIVISION	TITLE:  <p style="text-align: center;"><b>IMPREST CASH</b></p>			DATE  2010
COPIES/FILES BY DEPT/SECTION  BUSINESS LICENSE SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
(a) Bank Reconciliations	Originals	2 Years	5 Years	7 Years
(b) Reconciliations to the authorized amount	Copy	2 Years	5 Years	7 Years
(c) Check Registers	Originals	2 Years	5 Years	7 Years
(d) Direct Payments (DPs) and supporting documentation	Copy	2 Years	3 Years	5 Years
(e) Cancelled Checks	Originals	1 Years	6 Years	7 Years
(f) Imprest Cash Vouchers and supporting documentation for refunds		2 Years	3 Years	5 Years

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

These files contain all bank reconciliations, check registers, direct payments and supporting documentation and cancelled checks related to Imprest Cash.

These are filed in chronological order.

PREPARED BY: City Clerk Department

<b>APPROVALS</b>		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 