



CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

C-4

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 15, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the revisions to the Development Services Department Administration Bureau, Housing Services, Neighborhood Services and Redevelopment Agency Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Development Services Department Administration Bureau, Housing Services, Neighborhood Services and Redevelopment Agency.

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.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with the Development Services Department to revise the Records Retention Schedule (Attachment I) last adopted on May 10, 1994 and July 13, 2010.

CONCURRENCES

The City Attorney and the Development Services Department concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 11 for operation of the City Records Center.

Respectfully submitted,

Larry G. Herrera
City Clerk

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENCY ANNUAL REPORTS OF FINANCIAL TRANSACTIONS TO STATE CONTROLLER			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	10 YEARS	50 YEARS	60 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: City Clerk, Records Manager				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGREEMENTS & CONTRACTS (REFERENCE COPIES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
	Duplicate	DEPARTMENT AR	REC. CENTER	DESTROY AR
DESCRIPTION: (Purpose, Content, and Method of Filing) DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT CONTENTS: INTER – DEPARTMENTAL AGREEMENTS & CONTRACTS (COPIES) REDEVELOPMENT AGENCY AGREEMENTS WITH CITY (COPIES) OTHER DEVELOPMENT SERVICES AGREEMENTS & CONTRACTS (COPIES)				
PREPARED BY: City Clerk, Records Manager				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded;
 T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AUDITOR'S COPIES CASHIERING	DATE 2/15/2011
--	---	--------------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION/ CASHIERING				
Cashiering Receipts	Copies	1 YEAR	4 YEARS	5 YEARS
Cashiering Receipts	Copies	1 YEAR	1 YEAR	2 YEARS

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

NOTES: FILES CONSIST OF AUDITOR'S COPIES OF INDIVIDUAL TRANSACTIONS, FILE BY DATE.

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>MB</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AUDIT REPORTS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	20 YEARS		20 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN CITY AUDITOR DEPARTMENT.</p> <p>CONTENTS: REDEVELOPMENT AGENCY AUDIT REPORTS DEVELOPMENT SERVICES DEPARTMENT AUDIT REPORTS BUREAU AUDIT REPORTS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOARDS & COMMISSIONS MEMBERS RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 2 YEARS		T + 2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS TERMINATION OF PARTICIPATION BY A BOARD OR COMMISSION MEMBER. INCLUDES THE REDEVELOPMENT AGENCY BOARD, ECONOMIC DEVELOPMENT COMMISSION (AND SUBCOMMITTEES), AND OTHER DEVELOPMENT SERVICES BOARDS, COMMISSIONS, AND COMMITTEES. EVALUATE MATERIALS FOR INCLUSION IN THE RECORD SERIES "DEVELOPMENT SERVICES DEPARTMENT HISTORY FILES" BEFORE DESTRUCTION OCCURS.</p> <p>CONTENTS: BIOGRAPHICAL DATA APPOINTMENT RECORDS ATTENDANCE & PAYMENT RECORDS CORRESPONDENCE & BACKUP DATA</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOND ADMINISTRATION FILES – AGENCY BONDS	DATE 2/15/2011
--	--	---------------------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Original	C + 2 YEARS	5 YEARS	C + 7 YEARS

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

NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS FINAL PAYMENT & CLOSURE OF BOND ISSUE. ORIGINAL BOND DOCUMENTS & CONTRACTS ARE IN FINANCIAL MANAGEMENT DEPARTMENT, CITY TREASURER.

CONTENTS: BOND DOCUMENTS (COPIES/CONFORMED COPIES)
 CONTRACTS WITH BOND ADMINISTRATORS/TRUSTEES (COPIES/CONFORMED COPIES)
 REPORTS FROM BOND ADMINISTORS/TRUSTEES
 CORRESPONDENCE & BACKUP DATA

PREPARED BY: City Clerk, Records Manager

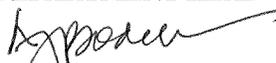
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APR</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUDGET WORK FILES (DEVELOPMENT SERVICES DEPARTMENT FILES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	3 YEARS		3 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
CONTENTS: PREPARATION SCHEDULES BUDGET REVIEW BUREAU BUDGETS ADJUSTMENTS FIXED COSTS WORKSHEETS DRAFT BUDGET NARRATIVES CASH FLOW REPORTS ESTIMATED EXPENDITURES OTHER BACKUP MATERIALS				
PREPARED BY: City Clerk, Records Manager				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: <p style="text-align: center;">BUDGET FILES (DEVELOPMENT SERVICES DEPARTMENT FILES)</p>	DATE <p style="text-align: center;">2/15/2011</p>																					
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION <p style="text-align: center;">Original</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">RETENTION PERIOD</th> </tr> <tr> <th style="width:33%;">DEPARTMENT</th> <th style="width:33%;">REC. CENTER</th> <th style="width:33%;">DESTROY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20 YEARS</td> <td></td> <td style="text-align: center;">20 YEARS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	RETENTION PERIOD			DEPARTMENT	REC. CENTER	DESTROY	20 YEARS		20 YEARS												
RETENTION PERIOD																							
DEPARTMENT	REC. CENTER	DESTROY																					
20 YEARS		20 YEARS																					
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: FINAL BUDGET DOCUMENTS – DEVELOPMENT SERVICES DEPARTMENT FINAL BUDGET DOCUMENTS – REDEVELOPMENT AGENCY</p> <p>PREPARED BY: City Clerk, Records Manager</p>																							

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUREAU MONITORING – PROGRAM ADMINISTRATIVE RECORDS (REFERENCE COPIES)	DATE 2/15/2011
--	---	---------------------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Duplicate	AR		AR

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

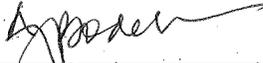
DUPLICATE SERIES. OFFICIAL IS IN THE DEVELOPMENT SERVICES DEPARTMENT BUREAU RESPONSIBLE FOR THE PROGRAM. ADMINISTRATION RECEIVES INFORMATIONAL COPIES OF PROGRAM ADMINISTRATIVE RECORDS FROM THE BUREAUS AS PART OF ITS BUREAU MONITORING FUNCTION.

CONTENTS: PROGRAM RULES, REGULATIONS & GUIDELINES
 PROGRAM AUDITS & BACKUP DATA
 GRANT APPLICATIONS & AGREEMENTS
 PROGRAM BUDGET RECORDS
 PERFORMANCE, PROGRESS & STATUS REPORTS
 FINANCIAL DATA & ANALYSES
 PROGRAM – RELATED CORRESPONDENCE

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
---	---	--

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUREAU MONITORING – PROJECT FILES (REFERENCE COPIES)	DATE 2/15/2011
--	--	-------------------------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Duplicate	AR		AR

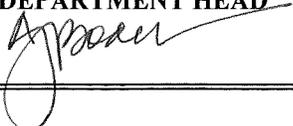
DESCRIPTION: (Purpose, Content, and Method of Filing)

DUPLICATE SERIES. OFFICIAL IS IN THE DEVELOPMENT SERVICES DEPARTMENT BUREAU RESPONSIBLE FOR THE PROJECT. ADMINISTRATION RECIEVES INFORMATIONAL COPIES OF PROJECT RECORDS FROM THE BUREAUS AS PART OF ITS BUREAU MONITORING FUNCTION. NOTE THAT THE LIST OF CONTENTS IS REPRESENTATIVE; CONTENTS WILL VARY FROM PROJECT TO PROJECT.

CONTENTS: APPLICATIONS
 AGREEMENTS
 FINANCIAL DATA & ANALYSES
 REPORTS & STUDIES
 CORRESPONDENCE & MEMOS
 MAPS, DRAWINGS & PHOTOGRAPHS

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: CITY COUNCIL AGENDAS, LETTERS & MINUTES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT.</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: CORRESPONDENCE AND/OR CHRONOLOGICAL FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS	3 YEARS	5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: City Clerk, Records Manager				

RETENTION CODES: AR= Annual Review; A= Audit; C= Closed/Completed; E= Expiration P= Permanent; S= Superseded; T= Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H= Historical; C= Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEVELOPMENT SERVICES DEPARTMENT HISTORY FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR	PERMANENT	PERMANENT
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES IS FOR DOCUMENTS AND MATERIALS WHICH SHOW THE HISTORY AND DEVELOPMENT OF THE DEVELOPMENT SERVICES DEPARTMENT, ITS EMPLOYEES, ACTIVITIES AND ACCOMPLISHMENTS.</p> <p>VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: H</p> <p>CONTENTS: NEWSCLIPPINGS & PRESS RELEASES PUBLICATIONS, BROCHURES, ETC. PHOTOGRAPHS, SLIDES & GRAPHICS AUDIO & VIDEO TAPES HISTORICAL DOCUMENTS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APB</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DIRECT PAYMENT (REQUEST FOR)	DATE 2/15/2011
--	---	--------------------------

COPIES/FILES BY DEPT/SECTION ADMINISTRATION/GENERAL ADMIN	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Copies	2 YEARS		2 YEARS
	Duplicate	2 YEARS		2 YEARS

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

NOTE: FILES CONSIST OF DEPARTMENTAL COPIES OF REQUESTS FOR DIRECT PAYMENT. EACH REQUEST IS ACCOMPANIED BY A RECEIPT.

REQUESTS ARE FILED CHRONOLOGICALLY.

DUPLICATE SERIES. OFFICIAL IS IN FINANCIAL MANAGEMENT DEPARTMENT.

SCOPE NOTE: INCLUDES GRANT PROGRAM DIRECT PAYMENTS RECORDS, TRAVEL & EXPENSE PAYMENTS RECORDS, AND GENERAL DEPARTMENTAL DIRECT PAYMENTS RECORDS.

CONTENTS: INVOICES
DIRECT PAYMENTS DOCUMENTS (DEPARTMENT COPIES)
VOUCHERS (DEPARTMENT COPIES)
CHECKS (COPIES)

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: EMPLOYEE PERSONNEL FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION / PERSONNEL	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		Until Termination of employment		Upon termination of employment records are to be transferred to Human Resources where they are retained for 15 years. Duplicate records are to be destroyed
	Duplicate	T		T

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

NOTE: PERSONNEL FILES CONTAIN ALL DATA RELATING TO ANY PERSONNEL ACTION. RECORDS INCLUDE PERSONNEL TRANSACTION FORMS, REQUESTS FOR VACATION OR TIME OFF, NOTICE OF CHANGE OF ADDRESS, EFFICIENCY RATINGS, CORRESPONDENCE, ETC.

INACTIVE FILES SHOULD BE PURGED AND SENT TO HUMAN RESOURCES.
DUPLICATE RECORDS SHOULD BE DESTROYED.

DUPLICATE SERIES. OFFICIAL IS IN HUMAN RESOURCES AND PAYROLL DEPARTMENTS. UPON TERMINATION OF AN EMPLOYEE (TERMINATION, TRANSFER OR RETIREMENT), THE DEVELOPMENT SERVICES DEPARTMENT PERSONNEL FILE IS TURNED OVER TO HUMAN RESOURCES DEPARTMENT.

VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: C

CONTENTS: PERSONNEL PAYROLL TRANSACTION FORMS (P-1)
PERSONNEL DATA
CORRESPONDENCE & MEMOS
CIVIL SERVICE DOCUMENTATION
INSURANCE DOCUMENTATION
REQUESTS FOR VACATION/TIME OFF
PERSONNEL REQUISITIONS (COPIES)
CONFLICT OF INTEREST RECORDS
COLLATERAL EMPLOYMENT RECORDS
PERFORMANCE EVALUATION REVIEWS (COPIES)
WORKERS COMPENSATION CLAIMS

PREPARED BY: City Clerk, Records Manager

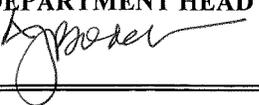
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APB</i>	DEPARTMENT HEAD <i>Agooder</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: EQUIPMENT & PROPERTY INVENTORIES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S		S
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: DEPARTMENTAL EQUIPMENT INVENTORY REPORTS FIXED ASSETS LISTINGS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MANUALS, POLICIES, PROCEDURES & BULLETINS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S + 2 YEARS		S + 2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>THIS RECORD SERIES IS FOR ALL MANUALS, PROCEDURES, POLICIES AND BULLETINS ORIGINATING IN AND PRODUCED BY DEVELOPMENT SERVICES DEPARTMENT AND/OR ITS BUREAUS.</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MANUALS, POLICIES, PROCEDURES & BULLETINS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	S		S
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN ORIGINATING CITY DEPARTMENT.</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MINORITY BUSINESS ENTERPRISE (MBE) REPORTS – WORK FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS		2 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
CONTENTS: DRAFT REPORTS BACKUP DATA				
PREPARED BY: City Clerk, Records Manager				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

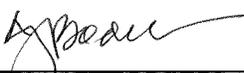
ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PAYROLL DISBURSEMENT RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS		2 YEARS

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

CONTENTS: DISBURSEMENT LOGS
DISBURSEMENT AUTHORIZATION MEMOS

PREPARED BY: City Clerk, Records Manager

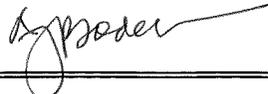
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PERSONNEL ADMINISTRATIVE FILES	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S		S
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES IS FOR GENERAL ADMINISTRATIVE MATERIALS (NOT EMPLOYEE-SPECIFIC), WHICH ARE MAINTAINED FOR REFERENCE AND INFORMATIONAL PURPOSES. SEE THE RECORD SERIES 'PERSONNEL FILES' FOR RETENTION OF EMPLOYEE-SPECIFIC RECORDS.</p> <p>CONTENTS: POLICIES & PROCEDURES TRAINING INFORMATION AFFIRMATIVE ACTION PROGRAM MATERIALS PERSONNEL INVENTORIES & STATUS REPORTS PERSONNEL REQUISITIONS (DEPARTMENT COPIES) EXECUTIVE LEAVE LOGS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PERSONNEL RECRUITMENT FILES	DATE 2/15/2011
--	---	-------------------------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Original	C + 2 YEARS		C + 2 YEARS

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

FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SELECTION OF A PERSON TO FILL A VACANT POSITION.

CONTENTS: RESUMES
 JOB DESCRIPTIONS
 EVALUATIONS
 NOTIFICATION LETTERS
 CORRESPONDENCE

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PETTY CASH FILES (IMPREST FUNDS)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: PAYMENT RECORDS CHECK COPIES MEMOS BACK UP DATA</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING – JOURNAL VOUCHERS (DEPARTMENT COPIES)	DATE 2/15/2011
--	---	-------------------------------------

COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	2 YEARS		2 YEARS

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

DUPLICATE SERIES. OFFICIAL IS IN FINANCIAL MANAGEMENT.

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING – VENDORS, CONTRACTORS & CONSULTANT FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 2 YEARS	3 YEARS	C + 5 YEARS

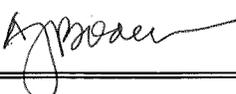
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: OFFICIAL COPIES OF PURCHASING DOCUMENTS ARE IN PURCHASING DEPARTMENT. OFFICIAL COPIES OF PAYMENT RECORDS ARE IN FINANCIAL MANAGEMENT DEPARTMENT. ORIGINAL CONTRACTS AND AGREEMENTS ARE IN THE CITY CLERK DEPARTMENT.

CONTENTS: PURCHASE ORDERS (DEPARTMENT COPIES)
 CONTRACTS/AGREEMENTS (COPIES)
 INVOICES & PAYMENTS DOCUMENTATION (COPIES)
 PURCHASE REQUISITIONS (DEPARTMENT COPIES)
 VOUCHERS (DEPARTMENT COPIES)
 PROPOSALS, BIDS, QUOTES
 CORRESPONDENCE & BACKUP DATA

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING – VENDORS, CONTRACTORS & CONSULTANT FILES - TIDELANDS	DATE 2/15/2011
--	--	-------------------------------------

COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	PERMANENT	PERMANENT	PERMANENT

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

NOTE: OFFICIAL COPIES OF PURCHASING DOCUMENTS ARE IN PURCHASING DEPARTMENT. OFFICIAL COPIES OF PAYMENT RECORDS ARE IN FINANCIAL MANAGEMENT DEPARTMENT. ORIGINAL CONTRACTS AND AGREEMENTS ARE IN THE CITY CLERK DEPARTMENT.

CONTENTS: PURCHASE ORDERS (DEPARTMENT COPIES)
 CONTRACTS/AGREEMENTS (COPIES)
 INVOICES & PAYMENTS DOCUMENTATION (COPIES)
 PURCHASE REQUISITIONS (DEPARTMENT COPIES)
 VOUCHERS (DEPARTMENT COPIES)
 PROPOSALS, BIDS, QUOTES
 CORRESPONDENCE & BACKUP DATA

ALL RELATING TO TIDELANDS.

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: RECORDS MANAGEMENT FILES	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S		S
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: RETENTION SCHEDULES STORED RECORDS LISTS DESTROYED RECORDS LISTS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>ABon</i>	DEPARTMENT HEAD <i>Appoder</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SPECIAL PROJECT FILES - TIDELANDS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	PERMANENT	PERMANENT	PERMANENT
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: CONTENTS LISTED ARE REPRESENTATIVE; CONTENTS WILL VARY FROM PROJECT TO PROJECT.</p> <p>CONTENTS: RESEARCH DATA CORRESPONDENCE & MEMOS STUDIES & REPORTS CONSULTING RECORDS PURCHASING DATA ANALYSES & WORK PLANS/PROGRAMS MAPS & DRAWINGS</p> <p>ALL RELATING TO TIDELANDS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APR</i>	DEPARTMENT HEAD <i>Agpodec</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: STATEMENTS OF INDEBTEDNESS (SOIs)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	20 YEARS		20 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: STATEMENTS & EXHIBITS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SUBJECT & REFERENCE FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR		AR
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>THIS SERIES INCLUDES FILES COMPILED ON VARIOUS TOPICS FOR REFERENCE AND INFORMATIONAL PURPOSES. IT DOES NOT INCLUDE FILES THAT CONTAIN DOCUMENTATION OF BUSINESS TRANSACTIONS. EXAMPLES ARE FILES ON ORGANIZATIONS, CONFERENCES, COMMITTEES, LEGISLATION & REGULATIONS, POTENTIAL CONSULTANTS, CONTRACTORS OR DEVELOPERS, DEMOGRAPHICS, BUSINESS TRENDS, ETC.</p> <p>CONTENTS: MAGAZINES, ARTICLES & NEWSCLIPPINGS REPORTS & STUDIES NEWSLETTERS BROCHURES OTHER PUBLICATIONS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: WORKERS COMPENSATION – CALIFORNIA OCCUPATIONAL SAFETY & HEALTH (CAL/OSHA) LOGS	DATE 2/15/2011
---	---	-------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Duplicate	5 YEARS		5 YEARS

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

DUPLICATE SERIES. OFFICIAL IS IN WORKER'S COMPENSATION

CONTENTS:

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Agency Annual Reports of Financial Transactions to State Controller	10 Years	50 Years	60 Years	Original
2.	Agency Insurance Policies	E + 3 Years		E + 3 Years	Original
3.	Agreements & Contracts (Reference Copies)	AR		AR	Duplicate/Copy City Clerk is the Office of Record.
4.	Auditor's Copies Cashiering	1 Year	1 Year	2 Years	Duplicate/Copy
5.	Audit Reports	20 Years		20 Years	Duplicate/Copy City Auditor is the Office of Record.
6.	Boards & Commissions Members Records	T + 2 Years		T + 2 Years	Original T (Termination) represents termination of participation by a board or commission member.
7.	Bond Administration Files – Agency Bonds	C + 2 Years	5 Years	C + 7 Years	Original C (Closed/Completion) represents final payment & closure of Bond Issue.
8.	Budget Work Files (Bureau Files)	2 Years		2 Years	Original
9.	Budget Work Files (Development Services Department Files)	3 Years		3 Years	Original

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 1
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
10.	Budget Files (Development Services Department Files)	20 Years		20 Years	Original
11.	Bureau Monitoring – Program Administrative Records (Reference Copies)	AR		AR	Duplicate/Copy Development Services is Office of Record.
12.	Bureau Monitoring – Project Files (Reference Copies)	AR		AR	Duplicate/Copy Development Services is Office of Record.
13.	City Council Agendas, Letters & Minutes	2 Years		2 Years	Duplicate/Copy City Clerk is the Office of Record.
14.	Correspondence and/or Chronological Files	2 Years	3 Years	5 Years	Original
15.	Development Services Department History Files	AR	Permanent	Permanent	Original This record series is for documents and materials, which show the History and Development of the Development Services Department.
16.	Direct Payment (Request for)	2 Years		2 Years	Duplicate/Copy Financial Management is the Office of Record.

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 2
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
17.	Employee Personnel Files	Until Termination		15 Years	Duplicate/Copy Official is in Human Resources and Payroll Departments. Upon Termination of an employee (Termination, Transfer or Retirement), the Development Services Department Personnel File is turned over to Human Resources Department for 15 Year retention.
18.	Equipment & Property Inventories	S		S	Original
19.	Litigation Files	C + 2 Years		C + 2 Years	Original
20.	Manuals, Policies, Procedures & Bulletins	S + 2 Years		S + 2 Years	Original
21.	Manuals, Policies, Procedures & Bulletin	S		S	Duplicate/Copy Official copy is in originating City Department

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 3
--	--	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
22.	Minority Business Enterprise (MBE) Reports	AR		AR	Duplicate/Copy Purchasing Department is the Office of Record.
23.	Minority Business Enterprise (MBE) Reports – Work Files	2 Years		2 Years	Original
24.	Payroll Disbursement Records	2 Years		2 Years	Original
25.	Payroll Reports	2 Years		2 Years	Duplicate/Copy Payroll Department is the Office of Record.
26.	Personnel Administrative Files	S		S	Original This record series is for general administrative materials (not Employee-Specific), which are maintained for reference and informational purposes.
27.	Personnel – Affirmative Action Statistics Reports	AR		AR	Duplicate/Copy Human Resources is the Office of Record.

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 4
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
28.	Personnel Recruitment Files	C + 2 Years		C + 2 Years	Original C (Closed/Completion) represents the selection of a person to fill a vacant position.
29.	Petty Cash Files (Imprest Funds)	2 Years		2 Years	Original
30.	Public Records Act Requests	2 Years		2 Years	Original
31.	Purchasing – Bids, Proposals, Quotes (Unsuccessful)	2 Years		2 Years	Original This record series is for unsuccessful responses only.
32.	Purchasing – Journal Vouchers (Department Copies)	2 Years		2 Years	Duplicate/Copy Financial Management is the Office of Record.
33.	Purchasing – Purchase Requisition Logs	S		S	

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 5
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
34.	Purchasing – Vendors, Contractors & Consultant Files	C + 2 Years	3 Years	C + 5 Years	Duplicate/Copy Official Copies of Agreements and Contracts are in City Clerk Department. Official Copies of Purchasing documents are in Purchasing Department. Official Copies of Payment records are in Financial Management Department.
35.	Purchasing – Vendors, Contractors & Consultant Files - Tidelands	Permanent		Permanent	Duplicate/Copy Official Copies of Agreements and Contracts are in City Clerk Department. Official Copies of Purchasing documents are in Purchasing Department. Official Copies of Payment records are in Financial Management Department.
36.	Records Management Files	S		S	Original

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 6
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
37.	Special Projects	Inactivity + 1 Year	4 Years	5 Years	Original
38.	Special Project Files – Tidelands	Permanent		Permanent	Original
39.	Statements of Indebtedness (SOI's)	20 Years		20 Years	Original
40.	Statements of Indebtedness (SOI's) – Work Files	3 Years		3 Years	Original
41.	Subject & Reference Files	AR		AR	Original This series includes files compiled on various topics for reference and informational purposes.
42.	Time Sheets	3 Years		3 Years	Original
43.	Travel & Expense Records	2 Years		2 Years	Duplicate/Copy Development Services maintains the official departmental copies of these records (see record series 'Direct Payments'. Official city copies are in Financial Management Department.

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 7
--	--	----------------------

**City of Long Beach
Records Retention Schedule**

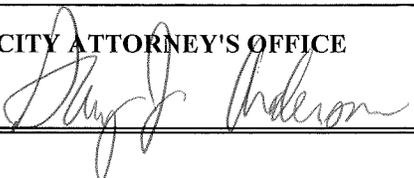
Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
44.	Worker's Compensation – California Occupational Safety & Health (CAL/OSHA) Logs	5 Years		5 Years	Duplicate/Copy Worker's Compensation is the Office of Record.
45.	Workplace Safety Annual Reports	3 Years	2 Years	5 Years	Duplicate/Copy Risk Management is the Office of Record.
46.	Workplace Safety Inspections	3 Years	2 Years	5 Years	Original

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 8
--	---	----------------------

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOND ADMINISTRATION FILES	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
HOUSING DEVELOPMENT	Original	C + 2 YEARS	5 YEARS	C + 7 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS FINAL PAYMENTS AND CLOSURE OF A BOND ISSUE. ORIGINAL BOND DOCUMENTS & CONTRACTS ARE IN FINANCIAL MANAGEMENT DEPARTMENT, CITY TREASURER.</p> <p>CONTENTS: BOND DOCUMENTS (COPIES/COMFORMED COPIES) CONTRACTS WITH BOND ADMINISTRATORS (COPIES/CONFORMED COPIES) REPORTS FROM BOND ADMINISTRATORS/TRUSTEES CORRESPONDENCE & BACKUP DATA</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				

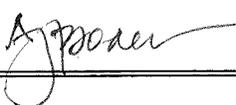
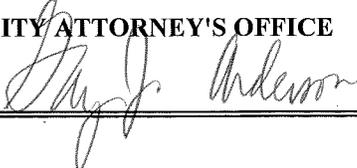
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: <p style="text-align: center;">PROJECT FILES</p>			DATE <p style="text-align: center;">2/15/2011</p>
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	C+3 Years	REC. CENTER	DESTROY C+3 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTES: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS COMPLETION OF CONTRACT AND LOAN TERMS, AND COMPLETION OF MONITORING ACTIVITIES (FOR THOSE PROJECTS WHERE COMPLIANCE MONITORING IS REQUIRED).</p> <p>CONTENTS: CONTRACTS LOAN DOCUMENTS REPORTS & STUDIES CORRESPONDENCE & BACK UP DATA PROJECT MONITORING RECORDS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: LONG BEACH HOUSING DEVELOPMENT CO. - CORPORATE RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	T		T

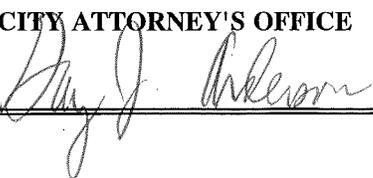
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS LIFE OF THE LONG BEACH HOUSING DEVELOPMENT CO. RECORDS ARE TO BE MAINTAINED AS LONG AS THE ORGANIZATION IS IN EXISTENCE. RECORDS SHOULD BE EVALUATED FOR INCLUSION IN THE RECORD SERIES "COMMUNITY DEVELOPMENT DEPARTMENT HISTORY FILES" BEFORE DESTRUCTION OCCURS.

CONTENTS: ARTICLES OF INCORPORATION
 BYLAWS & AMENDMENTS
 MINUTES & AGENDAS
 IRS RECORDS

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination **VITAL/HISTORICAL/CONFIDENTIAL CODES:** V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: LONG BEACH HOUSING DEVELOPMENT CO. - FINANCIAL RECORDS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
HOUSING DEVELOPMENT	Original	7 YEARS		7 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: AUDITS & BACKUP DATA BANK RECORDS</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APen</i>	DEPARTMENT HEAD <i>Agosner</i>	CITY ATTORNEY'S OFFICE <i>Shirley J. Anderson</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROGRAM ADMINISTRATION RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	3 YEARS	REC. CENTER	DESTROY 3 YEARS

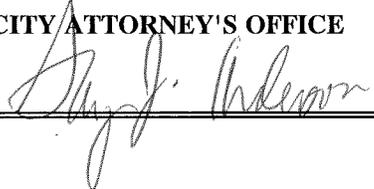
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: ORIGINAL CONTRACTS ARE IN CITY CLERK DEPARTMENT

CONTENTS: CONTRACTS {COPIES}
 PROGRAM AUDITS & BACKUP DATA
 PROGRAM SUMMARY REPORTS
 PROGRAM-RELATED CORRESPONDENCE

PREPARED BY: City Clerk, Records Manager

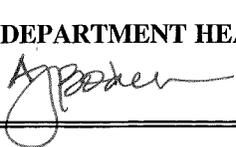
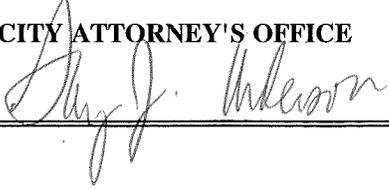
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROGRAM FINANCIAL AUDITS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	7 YEARS	REC. CENTER	DESTROY 7 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
CONTENTS: AUDIT REPORTS CORRESPONDENCE & BACKUP DATA				
PREPARED BY: City Clerk, Records Manager				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
	HOUSING DEVELOPMENT				
1.	Bond Administration Files	C + 2 Years	5 Years	C + 7 Years	Original C (Closed/Completed represent final payments and closure of a Bond issue.
2.	Project Files	C + 3 Years		C + 3 Years	Original C (Closed/Completed) represents completion of contract and loan terms, and completion of monitoring activities (for those projects where compliance monitoring is required).
3.	Long Beach Housing Development Co – Corporate Records	T		T	Original T (Termination) represents life of the Long Beach Housing Development Co. Records is to be maintained as long as the organization is in existence.
4.	Long Beach Housing Development Co – Financial Records	7 Years		7 Years	Original

Department/Section DEVELOPMENT SERVICES/ Housing Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 1
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
5.	Program Administration Records	3 Years		3 Years	Copy Original Contracts are in the City Clerk department.
6.	Program Financial Audits	7 Years		7 Years	Original
7.	Program Rules, Regulations & Guidelines	S		S	Original

Department/Section DEVELOPMENT SERVICES/ Housing Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011
	Page No. 2

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MINUTES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	PERMANENT		PERMANENT

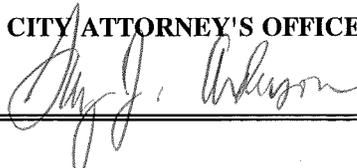
DESCRIPTION: (Purpose, Content, and Method of Filing)

VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: H

CONTENTS: -

PREPARED BY: City Clerk, Records Manager

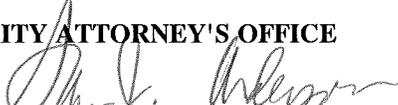
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: GRANT ADMINISTRATION FILES-			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	C + 5 YEARS	5 YEARS	DESTROY C + 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES IS FOR DOCUMENTATION AND RECORDS OF GRANTS FROM AGENCIES OTHER THAN HUD (HOUSING & URBAN DEVELOPMENT)</p> <p>CONTENTS: REGULATIONS, PROCEDURES & GUIDELINES AUDIT REPORTS, RESPONSES & BACKUP DATA MONITORING REPORTS, RESPONSES & BACKUP DATA PROGRAM SUMMARY REPORTS & BACKUP DATA</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

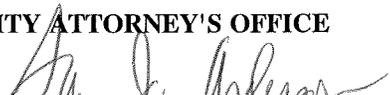
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: GRANT (HUD) ADMINISTRATION FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	C+5 YEARS	5 YEARS	DESTROY C+ 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SUBMISSION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FINAL STATEMENT FOR THE PROGRAM YEAR FOLLOWING THE PROGRAM YEAR OF THE SUBJECT RECORDS. WHEN THE STATEMENT FOR THE FOLLOWING PROGRAM YEAR IS SUBMITTED, THE ADDITIONAL RETENTION PERIOD (5 + 5 YEARS) BEGINS</p> <p>CONTENTS: REGULATIONS, PROCEDURES & GUIDELINES AUDIT REPORTS, RESPONSES & BACKUP DATA MONITORING REPORTS, RESPONSES & BACKUP DATA PROGRAM SUMMARY REPORTS & BACKUP DATA</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

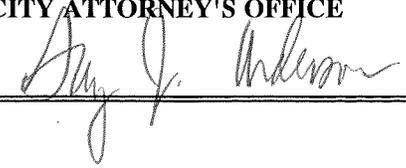
ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: GRANT HUD ADMINISTRATION - REPORTS TO HUD			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	C + 10 YEARS		C + 10 YEARS

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

CONTENTS: GRANTEE PERFORMANCE REPORT & BACKUP DATA
 ANNUAL STATEMENT OF OBJECTIVES, AMENDMENTS & BACKUP DATA

PREPARED BY: City Clerk, Records Manager

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: NEIGHBORHOOD IMPROVEMENT/HOME IMPROVEMENT PROGRAMS - PROGRAM ADMINISTRATION FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
NEIGHBORHOOD IMPROVEMENT	Original	C + 5 YEARS	5 YEARS	C + 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SUBMISSION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FINAL STATEMENT FOR THE PROGRAM YEAR FOLLOWING THE PROGRAM YEAR OF THE SUBJECT RECORDS. WHEN THE STATEMENT FOR THE FOLLOWING PROGRAM YEAR IS SUBMITTED, THE ADDITIONAL RETENTION PERIOD (5 + 5 YEARS) BEGINS</p> <p>CONTENTS: REGULATIONS, PROCEDURES & GUIDELINES AUDIT REPORTS, RESPONSES & BACKUP DATA PROGRAM SUMMARY REPORTS</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				

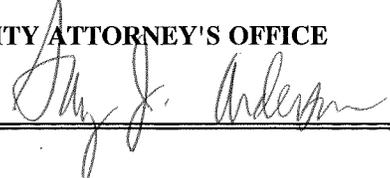
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APon</i>	DEPARTMENT HEAD <i>Approver</i>	CITY ATTORNEY'S OFFICE <i>Aug J. Anderson</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: NEIGHBORHOOD IMPROVEMENT/HOME IMPROVEMENT PROGRAMS - PROJECT FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
NEIGHBORHOOD IMPROVEMENT	Original	C + 1 YEAR	2 YEARS	C + 3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>INCLUDES: HOME IMPROVEMENT REBATE PROGRAM, PAINT REBATE PROGRAM, TOOL RENTAL PROGRAM, NEIGHBORHOOD SPONSORED DUMPSTER PROGRAM, GRAFFITI REMOVAL AND GRAFFITI PREVENTION LANDSCAPE PROGRAMS.</p> <p>CONTENTS: APPLICATIONS QUALIFICATION DOCUMENTATION RECEIPTS PAYMENT RECORDS PHOTOGRAPHS CORRESPONDENCE</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - CANCELED LOAN FILES			2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	C+3		C+3
DESCRIPTION: (Purpose, Content, and Method of Filing)				
FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS CANCELLATION OF LOAN APPLICATION. CONTENTS WILL VARY FROM FILE TO FILE DEPENDING ON STATUS OF LOAN AT THE TIME OF CANCELLATION.				
CONTENTS: APPLICATIONS CORRESPONDENCE SEE CONTENTS, "DEFERRED PAYMENT LOANS" - LOAN FILES				
Vital/Historical/Confidential Record Series:				
PREPARED BY: City Clerk, Records Manager				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 