

CITY OF LONG BEACH

C-9

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

May 17, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the revisions to the Public Works, Engineering Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Public Works, Engineering.

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 Public Works, Engineering to revise the Records Retention Schedule (Attachment I) last adopted on October 18, 1994.

CONCURRENCES

The City Attorney and Public Works, Engineering concurs 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

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Deposit Receipts	2 Years		2 Years	Working Copy
2.	Direct Payments	2 Years		2 Years	Working Copy
3.	Fixed Asset Forms	4 Years		4 Years	Working Copy

Department/Section PUBLIC WORKS/ ENGINEERING/Accounting	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Page No. 1 of 1
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / ENG	TITLE: DEPOSIT RECEIPTS	DATE 5/17/2011
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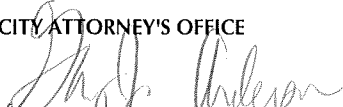
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	Working Copy	2 Years		2 Years

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

Records section, 10th floor, handles all the deposits for the Engineering Bureau. Copies of the Deposit Receipts are given to the accounting section for reference. The receipt shows which program/object code the funds were deposited to. In accounting, the copies are filed numerically by Deposit Receipt number.

Note: The copies mentioned are not the pink part of the Deposit Receipts; they are actual Xerox copies of the pink copies.

PREPARED BY: Mark Christoffels, Deputy Director of Public Works, City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG	TITLE: DIRECT PAYMENTS	DATE 5/17/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	Working Copy	2 Years		2 Years




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

The Direct Payment form is used as follows:

- Original - Kept in Accounts Payable
- Copy - To initiating department after payment is made
- Copy - Kept in initiating department


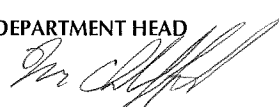
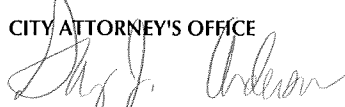
A Direct Payment is a payment to be made without restrictions to imprest cash or without a purchase order. These are refunds, registration for seminars, reimbursements, etc.

PREPARED BY: Mark Christoffels, Deputy Director of Public Works, City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / ENG	TITLE: FIXED ASSET FORMS			DATE 5/17/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ACCOUNTING	Working Copy	DEPARTMENT 4 Years	REC. CENTER	DESTROY 4 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<u>FIXED ASSET FORMS:</u>				
Fixed Assets are specific items of City property that are tangible in nature, have a life longer than one year and have a significant value. When a department purchases such property, a Fixed Asset form must be completed. Information on this form includes the numerical City Fixed Asset number, date of purchase, vendor purchased from, item description and cost.				
The original and a copy are forwarded to Financial Management while the department keeps a copy.				
PREPARED BY: Mark Christoffels, Deputy Director of Public Works, City Engineer				

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.	Consultant Selection & Contract Information	5 Years		5 Years	File Copy - Review prior to destruction.
2.	Disadvantaged Business Program - Information	10 Years		10 Years	File Copy
3.	Division Safety Meeting Reports	5 Years		5 Years	File Copy

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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


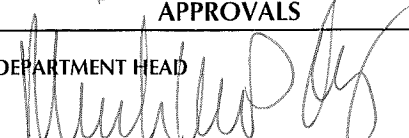
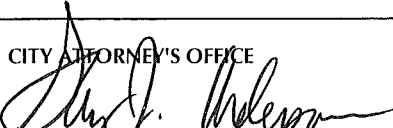
ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: CONSULTANT SELECTION AND CONTRACT INFORMATION			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ADMINISTRATION	File Copy	5 Years	REC. CENTER	DESTROY 5 Years, Review before destruction

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

Administration maintains files on information related to the selection of consultants for the design of engineering projects. The information includes requests for proposals submitted by firms selected to perform services; consultant interview questionnaires and rating forms. Also, copies of consultant contracts as well as purchase order requisitions are maintained on file.

NOTE: Individual files may need to be retained beyond the 5-Year retention period if a complaint has been lodged.

PREPARED BY: Teri Luce, Administrative Aide

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

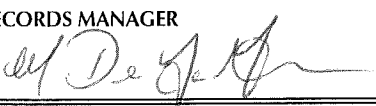
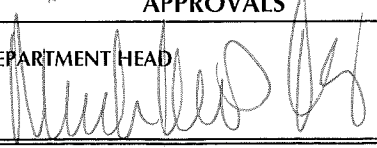
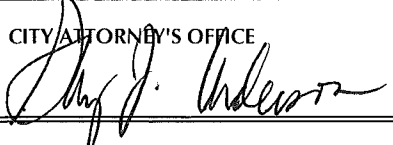
ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: DISADVANTAGED BUSINESS PROGRAM - INFORMATION			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	File Copy	10 Years		10 Years

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

Documents are prepared in accordance with FHWA requirements.

FHWA- FEDERAL HIGHWAY ADMINISTRATION

PREPARED BY: Teri Luce, Administrative Aide

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


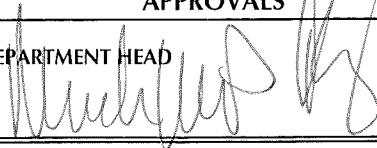
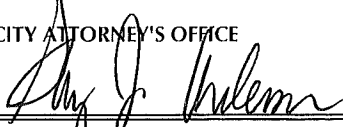
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: DIVISION SAFETY MEETING REPORTS		DATE 5/17/11	
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	File Copy	5 Years		5 Years

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

Reports are prepared under the direction of the City's Safety Officer.

PREPARED BY: Josefina Boyd, Engineering Aide III

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.	Architecture Jobs - Correspondence, tabulation of bids, contract copies, contract change orders, drawings, progress reports, sketches, etc.	Completion of Project	5 Years	Completion of Project + 5 Years	Working Copy Review prior to destruction. Required drawings are to be retained in the Engineering vault.
2.	Drawings/Outside Contractors	Completion of Project	5 Years	Completion of Project + 5 Years	Copy Review prior to destruction. Required drawings on public buildings are to be retained in the Engineering vault.
3.	Improvement Projects - Parks, Marine, Facilities Landscaping, Irrigation, Public Facilities and Buildings	Completion of Project	5 Years	Completion of Project + 5 Years	Record Copy
4.	Reference Data - Technical Manuals & Catalogs	Superseded or obsolete		Superseded or obsolete	Annual Review - Destruction based on obsolescence.

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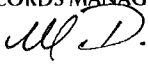
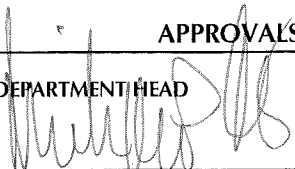
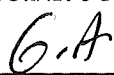
**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
5.	Specification (R-Reports)	Completion of Job	5 Years	Completion of Job + 5 Years + Superseded or Obsolete	Original – Retained in Engineering vault.
		As Required	5 Years	As Required + 5 Years	Informative Copy
		Completion of Job	5 Years	Completion of Job + 5 years	Reproduction Master

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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG PROJECT MANAGEMENT	TITLE: ARCHITECTURAL JOBS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ARCHITECTURAL-SPECIAL PROJECTS	Working Copy	DEPARTMENT Completion of project	REC. CENTER 5 Years	DESTROY Completion of project + 5 years. Review prior to destruction.
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Files consist of information relating to current and completed architectural projects. Content includes correspondence, letters or transmittals, tabulation of bids, contract change orders, copies of contracts, newspaper clippings, drawings, sketches, etc.</p> <p>Files are arranged in two categories: Current Jobs and Completed Jobs. Folders are filed alphabetically.</p> <p>Retain that which is pertinent or original.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG PROJECT MANAGEMENT	TITLE: DRAWINGS / OUTSIDE CONTRACTORS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ARCHITECTURAL-SPECIAL PROJECTS	Copies	Completion of Project	5 Years	Completion of project + 5 Years.


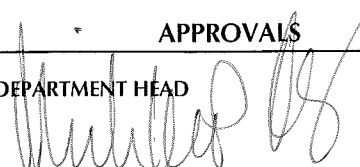

DESCRIPTION: (Purpose, Content, and Method of Filing)

On certain contracts awarded to private contractors, the contractors will subcontract specific jobs to a construction firm. (Example: A contract for a building is awarded by the City; the contractor might subcontract the plumbing for the building).

The Architectural Section reviews the drawings of the subcontractors to be sure they are going to comply with all requirements.

Records will be retained until completion of project. Required drawings on public buildings are retained in the Engineering vault.

PREPARED BY: Phillip Balmeo, Asst. City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

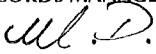
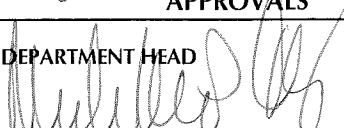

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG PROJECT MANAGEMENT	TITLE: IMPROVEMENT PROJECTS - PARKS, MARINE, FACILITIES LANDSCAPING, IRRIGATION, PUBLIC FACILITIES & BUILDINGS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ARCHITECTURAL-SPECIAL PROJECTS	Record Copy	Completion of project	5 years	Completion of project + 5 Years

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

File consist mainly of project files for the preparation of developing budgets, scope of work, plans, specification, and bid documents. Files are stored by project title and CIP project number.

PREPARED BY: Phillip Balmeo, Asst. City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

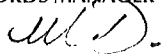
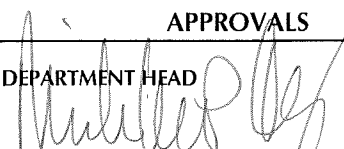

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG PROJECT MANAGEMENT	TITLE: REFERENCE DATA			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ARCHITECTURAL-SPECIAL PROJECTS		DEPARTMENT Supersede or obsolete	REC. CENTER	DESTROY Supersede or obsolete. Annual Review.

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

The reference materials i.e. catalogs and magazines, contain technical data on various architectural problems. The Architectural Section maintains a series of technical catalogs provided by the AIA; their reference catalogs also include a personal random sampling of technical reference books.


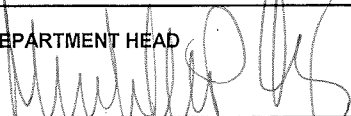
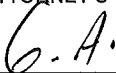
An annual review of reference materials will determine the retention of this material. Obsolete material will be eliminated.

PREPARED BY: Phillip Balmeo, Asst. City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG PROJECT MANAGEMENT	TITLE: SPECIFICATIONS (R-REPORTS)			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ARCHITECTURAL-SPECIAL PROJECTS	Original	Job Completion	5 Years	Completion of Job + 5 Years + Superseded or Obsolete
ENGINEERING SECTIONS - VARIOUS	Informative copies	As required	5 Years	As required + 5 Years
CENTRAL SERVICES - DUPLICATING	Reproduction Master	Job Completion	5 Years	Job Completion + 5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Engineering specifications (R-Reports) describe by means of textural presentations clear and accurate descriptions of requirements for construction, improvements materials, equipment, processes etc. They supplement design information contained on Engineering drawings (plans).</p> <p>The Engineering vault files original specifications with attached copies of related drawings and files them by specification "R" number. Specifications are approved by the City Engineer, City Attorney and the City Council and are used to obtain bids from outside bidders for construction and procurement purposes.</p> <p>Specifications include a title sheet, information to bidders, table of contents, descriptions of work to be accomplished, requirements and definition of terms, special provisions, correspondence, tabulation of bids, photographs, change orders etc.</p> <p>Original specifications are permanent records to be retained until related improvements, structures, equipment etc. no longer exists or when specifications have been superseded or are obsolete.</p> <p>Information copies are to be destroyed when no longer required.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

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	
INSPECTION DIVISION					
1.	Construction Job History Files	Completion of Job	5 Years	Completion of Job + 5 Years	Original - Retain Tidelands projects indefinitely.
PIPELINE FRANCHISE DIVISION					
1.	Annual Pipeline Reporting System ➤ Annual Pipeline Report ➤ CPI Consumer Price Index Report ➤ Hazardous Liquid Certification ➤ Inventory	5 Years 5 Years 5 Years 5 Years	5 Years 5 Years 5 Years 5 Years	10 Years 10 Years 10 Years 10 Years	Original Copy Original Original
2.	Bond for Faithful Performance and Certificate of Insurance ➤ Insurance Certificate (yearly review) ➤ Performance Bond (5 Yr. review)	*L of P *L of P		Permit Cancellation Permit Cancellation	*Life of Permit; Copy *Life of Permit; Copy
3.	Excavation Permits ➤ Excavation Permits ➤ Plat/Drawings ➤ Special Conditions	5 Years 5 Years 5 Years		5 Years 5 Years 5 Years	Copy Copy Original

Department/Section PUBLIC WORKS/ ENGINEERING/Construction Division	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Page No. 1 of 8
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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
PIPELINE FRANCHISE DIVISION CONT'D					
4.	Job Files-Pipeline/Franchise Permits ➤ Abandonments ➤ Permits ➤ Terminations/Assignments ➤ Supplements	20 Years *L of P *L of P *L of P		20 Years Permanent Permanent Permanent	*Life of Permit Original Original Original Original
5.	Minute Books ➤ Bureau of Franchises & Public Utilities	Permanent		Permanent	Originals. No longer exists. Stored in Off-site Records Center. 1940-1980.
6.	Permit Books	Permanent		Permanent	Original
7.	Permits Relating to Soil Clean-Up ➤ Monitoring Wells (3 year review) ➤ Soil borings/Corings ➤ Storm Drain Connection ➤ Well Connection/Abandonment	*L of P 2 Years *L of P 5 Years	5 Years 1 Years 5 Years 5 Years	L of P + 5 Years 3 Years L of P + 5 Years 10 Years	*Life of Permit Original; Review prior to destruction Original; Review prior to destruction Original; Review prior to destruction Original; Review prior to destruction
8.	Pipeline Incident Report	10 Years	10 Years	20 Years	Copy

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
RECORDS SECTION					
1.	Cash Receipts	5 Years		5 Years	Original
2.	Construction Plans / State Freeways	Permanent		Permanent	
3.	Drawings (Plans)	Indexed & Filmed	Permanent until superseded or obsolete	Permanent until superseded or obsolete; Review prior to destruction	Original/Master
4.	Log Book (or Day Book)	Permanent As Required	Permanent As Required	Permanent As Required	Microfilm Prints / Copies Original
5.	Planholders List	2 Years		2 Years	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
RECORDS SECTION CONT'D					
6.	R-Covers (Specifications)	Completion of Job	5 Years	Completion of Job + 5 Years	Original, Review prior to destruction
7.	Soil Boring Reports	Permanent		Permanent	File Copy
8.	Standard Plans	Supersede or Obsolete		Supersede or obsolete	Copy
		Permanent		Permanent	Scanned
9.	Tract and Parcel Maps Record of Surveys L.S. Maps	Permanent	Permanent	Permanent	Copy / Scanned
10.	Waived Parcel Maps	Permanent	Permanent	Permanent	Original / Microfilm / Scanned
RIGHT OF WAY DIVISION					
1.	Alphabetical Office Files	Permanent	Permanent	Permanent	Original & Copy
2.	Easements and Quitclaims	10 Years	Permanent	Permanent	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
RIGHT OF WAY DIVISION CONT'D					
3.	Encroachment Permits	Keep files while active			Original When files become inactive or lapsed, remove to 'Encroachments, Non-Permitted' category and retain for 5 Years.
4.	Encroachments, Non-permitted	5 Years		5 Years	Original
5.	Numerical Office Files	Annual Review		Annual Review	Original & Copy
6.	Ordinance No. C-6414, Vacations and Deed Returns		20 Years	Completion of Project + 20 Yrs	Original, Review prior to destruction
7.	Set Back Line Ordinances		Permanent	Permanent	Copy
8.	Street and Alley Vacations	Permanent		Permanent	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
STREET IMPROVEMENT PERMIT SECTION					
1.	Permits - Temporary Street Occupancy	5 Years 5 Years		5 Years 5 Years	Original Inspector's Copy
2.	Street Improvement Permits	5 Years 10 Years		5 Years 10 Years	Original & Completed Inspector's Copy
SURVEY DIVISION					
1.	Bench Mark Books ➤ Master File ➤ Latest Adjustment ➤ Book Reference Copies	Permanent Superseded Superseded		Permanent Superseded Superseded	
2.	Bench Mark Correction Books Reference File	Reference		Obsolete	Retained until next adjustment period is completed and corrections have been incorporated into the Bench Mark Books.
3.	Subsidence-Bench Marks Field & Calculations Sheets	Permanent		Permanent	Original
4.	Subsidence-Horizontal Field & Calculation Sheets	Permanent		Permanent	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
SURVEY DIVISION CONT'D					
5.	Subsidence Level Reports ➤ Horizontal Strain Studies ➤ Bench Mark Subsidence Books ➤ Joint Horizontal Monument Study	Permanent		Permanent	
6.	Survey Control Maps	Permanent Superseded or obsolete		Permanent Superseded or obsolete	Original; Retained in vault. Reference Files
7.	Surveys - County and State ➤ LA County ➤ LA County Flood Control District ➤ LA County Road Department ➤ State Division of Highways	Permanent		Permanent	Necessary for reference purposes.
8.	Survey Data & Drawing Files on Computer	Permanent		Permanent	Electronic Files
9.	Survey Field Books	Permanent		Permanent	Books / Microfilmed / Scanned

Department/Section PUBLIC WORKS/ ENGINEERING/Construction Division	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Page No. 7 of 8
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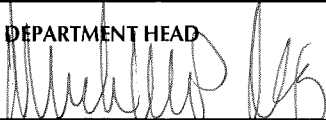

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
SURVEY DIVISION CONT'D					
10.	Survey Monument Books	Permanent Superseded Permanent		Permanent Superseded Permanent	Revised Surveys/Notebook Copies Microfilm/Scanned
11.	Tract Field Books	Permanent		Permanent	
AIRPORT DIVISION					
1.	Traverse Sheets	Completion of Project + 5 Years Permanent		Completion of Project + 5 Years Permanent	Original Filed by Area Code # 1 - 6
2.	Original Drawings/Print	Permanent		Permanent	Original
3.	Air Obstructions/Drawings	Send to Engineering Annual Review		Send to Engineering Annual Review	Original Copy

Department/Section PUBLIC WORKS/ ENGINEERING/Construction Division	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Page No. 8 of 8
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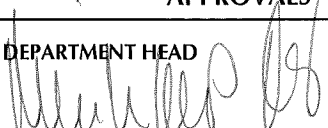

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: CONSTRUCTION JOB HISTORY FILES			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
INSPECTION DIVISION	History File	Completion of job.	5 Years	Completion of job + 5 Years.
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Files contain various data pertaining to 1911 Act contracts, cash contracts, building permits, miscellaneous job inspection requirements, etc. Included in these files are copies of Inspector's Job Information Cards (E-268), Daily Inspector's Reports, memoranda, sketches, correspondence, tabulation of bids, monthly progress reports for progress payments, etc.</p> <p>Files are alphabetically arranged by type of contract and construction job title. These records relate to street improvements, landscaping, lighting districts, tennis courts, construction contracts and all jobs requiring inspection.</p> <p>Retention is based upon completion of the construction project.</p> <p>RETAIN TIDELAND PROJECTS INDEFINITELY.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: ANNUAL PIPELINE REPORTING SYSTEM			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION PIPELINE FRANCHISE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Annual Pipeline Report	Original	5 Years	5 Years	10 Years
CPI Consumer Price Index Report	Copy	5 Years	5 Years	10 Years
Hazardous Liquid Certification	Original	5 Years	5 Years	10 Years
Inventory	Original	5 Years	5 Years	10 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Annual Pipeline Reporting System consist of the documents enumerated above. These documents are used to disseminate information to the permittee as well as acquire information regarding important changes such as ownership, management and use of the facilities.</p> <p>An annual Pipeline/Franchise invoice together with the report and inventory are mailed to the permittee at least before December 15th of each year to allow 30 days before late payment penalties apply. A copy of the yearly CPI is kept on file for reference purposes only. The Hazardous Liquids Certifications are sent out during the first quarter of the year and should be sent back before the last day of April.</p> <p>These documents are filed separately, but are arranged alphabetically according to company name or permittee.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech.</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: BOND FOR FAITHFUL PERFORMANCE AND CERTIFICATE OF INSURANCE			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION PIPELINE FRANCHISE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Insurance Certificate	Copy	Life of Permit		Permit Cancellation
Performance Bond	Copy	Life of Permit		Permit Cancellation


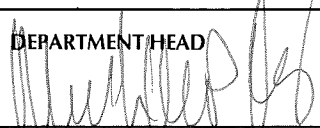
DESCRIPTION: (Purpose, Content, and Method of Filing)

Every permittee will have posted a Bond for Faithful Performance per Municipal Code No. 15.44.230. Bonds should be effective for the life of the permit and may not be released without an Approved Replacement Bond or a Release Approval. Bonds are reviewed for sufficiency every 5 years.

Under Municipal Code No. 15.44.190, a permittee is required to have insurance coverage and to include the City and it's employees additional insured. Most insurance certificates have yearly expiration dates and are supposed to be renewed prior to that expiration date. The certificate is processed with the Long Beach endorsement without which a certified copy of the insurance policy is required.


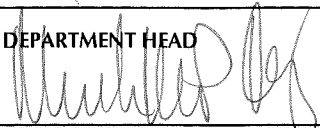
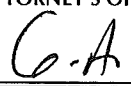
Copies of the bond and insurance certificate are kept in the permittee's file. Original copies are sent to the City Clerk's Office.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 6-A


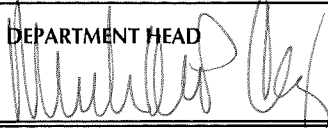

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: EXCAVATION PERMITS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION PIPELINE FRANCHISE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Excavation Permits	Copy	5 Years		5 Years
Plat/Drawings	Copy	5 Years		5 Years
Special Conditions	Original	5 Years		5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Excavation permits are granted only to Franchise or Revocable Permit holders. Applications are routed to the different departments within the City for comments and recommendations. The original Excavation Permit is sent to the permittee together with a copy of the special conditions and plat/drawings: A copy is sent for DSC for filing and a third copy is used for billing purposes. The inspector's copy, once signed off are chronologically filed according to company name or permittee.</p> <p>Plat drawings accompanying excavation permit should be forwarded to the Drafting-Mapping Section for atlas updates after which it is sent back to the section for record keeping.</p> <p>The original Special Conditions are filed according to month and year of issuance, with the most current in front.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech.</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION / CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG PROJECT DEVELOPMENT	TITLE: JOB FILES - PIPELINE / FRANCHISE PERMITS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION PIPELINE FRANCHISE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Abandonments	Original	20 Years		20 Years
Permits	Originals	Life of Permit		Permanent
Terminations/Assignments	Originals	Life of Permit		Permanent
Supplements	Originals	Life of Permit		Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Pipeline/Franchise permit documents consist of applications, correspondence, agreements, titles, grants, deed and other pertinent documents with information regarding the permittee and the facility that is permitted. These documents are filed alphabetically according to the company or permittee name. After it has been processed an original is forwarded to the City Clerk's Office for a permanent file. A second original stays in the Section and a copy is sent to the permittee.</p> <p>Permit Application Forms, which replaced the Permit Cards, contain information describing location, notes and details of the pipes. The old Permit Cards are kept for reference and research only.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech.</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


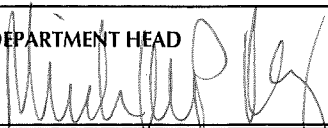

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: MINUTE BOOKS - BUREAU OF FRANCHISES & PUBLIC UTILITIES			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION PIPELINE/FRANCHISE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		Permanent		Permanent

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

There are 22 original bound minute books for the Bureau of Franchises and Public Utilities, which is no longer in existence. The years included are 1940 - 1980.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


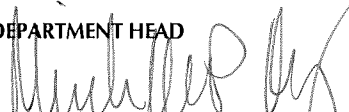

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION</p>	<p>TITLE: PERMIT BOOKS</p>			<p>DATE 5/17/11</p>
<p>COPIES/FILES BY DEPT/SECTION PIPELINE/FRANCHISE</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
	<p>Original</p>	<p>Permanent</p>		<p>Permanent</p>

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

Bound books containing original permits, abandonments supplements, and bonds assembled by the Bureau of Franchises & Public Utilities.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

<p style="text-align: center;">APPROVALS</p>		
<p>RECORDS MANAGER </p>	<p>DEPARTMENT HEAD </p>	<p>CITY ATTORNEY'S OFFICE </p>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


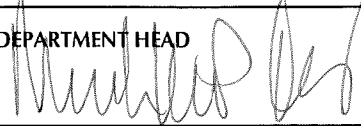
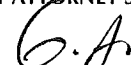
ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: PERMITS RELATING TO SOIL CLEAN-UP			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION PIPELINE/FRANCHISE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Monitoring Wells	Original	Life of Permit	5 Years	Life of Permit + 5 Years Review prior to destruction.
Soil Borings/Corings	Original	2 Years	1 Year	3 Years Review prior to destruction
Storm Drain Connection	Original	Life of Permit	5 Years	Life of Permit + 5 Years Review prior to destruction
Well Connection/Abandonment	Original	5 Years	5 Years	10 Years Review prior to destruction
(Empty row)				

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

Permits under this category are relating to clean-up of contaminated soil. The permit applications are routed to the different departments within the City for comments and recommendations. Monitoring Wells and Storm Drain Connections will need Council approval. Each of these permit packages should have it's own insurance coverage, bonding and excavation permits.


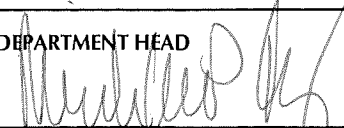

Originals are sent to the City Clerk, the second set of originals are kept in the Section. They are filed alphabetically according to company name. If the permittee is a single individual or if ownership is a partnership, it will be filed under the last names.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: PIPELINE INCIDENT REPORT			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION PIPELINE FRANCHISE	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Copy	10 Years	10 Years	20 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Incident Reports are kept in the section under the permittee's file. Said reports will have various information and usually includes description of affected or involved facilities, cause or causes of the incident and health and safety procedures taken at the time of emergency. The report could affect the accuracy of our inventory and therefore also affect pipeline billing. The report will also serve as the basis for formulating or revising pipeline safety procedures. The Section's copies of incident reports serve as a back-up file for the City Attorney's Office.</p>				
PREPARED BY: Lu Ordonez, Sr. Engineering Tech.				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: CASH RECEIPTS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RECORDS SECTION	Original	5 Years		5 Years

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

The Permits and Records Section issues receipts for the purchase of Plans and Specifications, Standard Plans, Standard Plan Criteria, Bench Mark Books and record duplication fees.

There are two cash receipts forms used:

1. For the sale of plans and specifications.
2. For all other purchases.

They are two-copy forms.

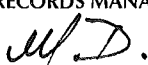
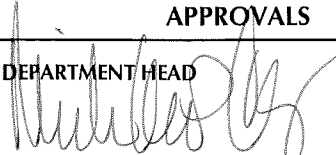

Each form shows the name and address of the purchaser, date purchased, item purchased, cost and the name of the person receiving the payment. In addition, the plans and specifications form reflects the bid date and the other form has a space for the fund and revenue code.

The "original copy" is retained by the Permits and Record Section.

The "second (yellow) copy" is given to the customer.

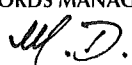


The cash receipts are attached to the cash register tape for the deposit period and filed in the Records Section.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


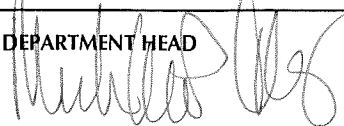

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: CONSTRUCTION PLANS / STATE FREEWAYS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
RECORDS SECTION		DEPARTMENT Permanent	REC. CENTER	DESTROY
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Files contain books of construction plans (print copies of drawings) of state freeways from the California State Division of Highways. They are filed by name of freeway and location, i.e., San Diego Freeway-Atlantic Avenue to Orange County. These plans are used for various projects, i.e., drainage, pavements, landscaping, lighting, etc. Drawings are 12"x 18" and bound in books.</p>				
<p>The books are retained in the Public Works Records Section.</p>				
PREPARED BY: Lu Ordonez, Sr. Engineering Tech.				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: DRAWINGS (PLANS)			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
RECORDS SECTION	Original/Master	Indexed & Filmed	Permanent until Superseded or obsolete	Permanent until Superseded or obsolete and Microfilmed. Review prior to destruction.
	Microfilm	Permanent	Permanent	Permanent
	Prints / copies	As Required	As Required	As required
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Engineering drawings (plans) disclose by means of pictorial or graphic presentation engineering designs and related data for construction, equipment and improvement purposes. Drawings depict, either directly or by reference-lines, grades, cross sections, dimensions, materials, methods and specifications.</p> <p>Drawings are identified by size (A,B,C,D,E,F,G,H,J,K,M) and drawing number. They range in size from 8 1/2" x 11" to 5' x 5'. Worksheets or strip maps may be any reasonable length. Drawing numbers are assigned by the Engineering Records group.</p> <p>Materials used for original and reproduced masters are autopositive, cronaflex, Van Dyke and film negatives, opaque, blue lines, work sheet grid paper, vellum etc.</p> <p>Each original drawing title block contains the drawing number, the name and location of the job to be performed, job number, field book number, the name of the City Engineer, department head and person who designed the drawing, the draftsman, checker and the related specification or "R" number.</p> <p>Sections within Engineering which originate drawings are the Street Design Section, Storm Drain, Traffic, Special Projects, Airport, and Architecture.</p> <p>Original drawings (Plans) are permanent records to be retained until related improvements, structures etc. no longer exist, or where drawings have been superseded or obsolete. Drawings which have become superseded or are obsolete are those pertaining to improvements that no longer exist. Other drawings eligible for destruction are layouts and worksheets that are no longer required or have been incorporated into official drawings approved by the City Engineer.</p> <p>Reproduced copies, blue prints etc., used for information design and/or drafting purposes are to be destroyed when no longer required.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech.</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: LOG BOOK (or DAY BOOK)			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RECORDS SECTION	Original	Permanent		Permanent

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

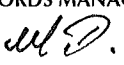
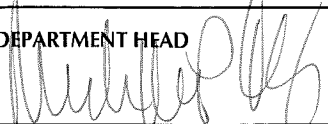
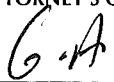
The Log Book or Day Book is the record of all drawing and specifications assigned numbers.

New drawings are assigned numbers according to size; ie.: (A,B,C,D,E,F,G,H,J,K,M) followed by a number. Specification for a job or drawing is assigned an "R" designation followed by a number.

Drawing numbers and specification numbers are cross referenced on the log page.

The Log contains the assigned document number, number of sheets, stock, persons name requesting the number, date issued, drawing title, cross reference number for specification or drawing, work order number, date received, date as built received, storage date and storage I.D. number.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: PLANHOLDERS LIST			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RECORDS SECTION	Original	2 Years		2 Years

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


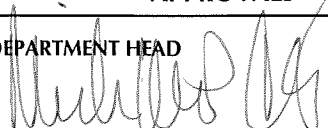

The planholders list for each bid job offered for bid by Public Works Engineering reflects the distribution and purchasers of the plans and specifications.

The title block of the form shows the job title, R-number, bid date and sale price.

Each set of plans and specifications are numbered. When a set is distributed to City departments or sold to a bidder the set number is recorded on the planholders list. The bidder's name, address, phone number, date of purchase and office contact name is recorded.

When the job is closed to bidding the planholders list is filed in a binder that is retained in the Records Section.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SOIL BORING REPORTS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
RECORDS SECTION	File Copy	DEPARTMENT Permanent	REC. CENTER	DESTROY Permanent

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


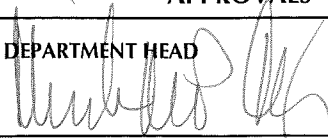

Investigation and testing reports of soil conditions performed for various reasons are retained by the Permits and Records Section.

Each soil boring in a report is assigned a number and these numbers are recorded together with the report title. The report is placed in a binder and filed.

The soil boring locations are plotted on an index map.

The index maps are microfilmed.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION</p>	<p>TITLE: STANDARD PLANS</p>			<p>DATE 5/17/11</p>
<p>COPIES FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
<p>RECORDS SECTION</p>	<p>Copies</p>	<p>Supersede or obsolete</p>	<p></p>	<p>Supersede or obsolete</p>
<p></p>	<p>Scanned</p>	<p>Permanent</p>	<p></p>	<p>Permanent</p>
<p></p>	<p></p>	<p></p>	<p></p>	<p></p>
<p></p>	<p></p>	<p></p>	<p></p>	<p></p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The drawings contained in this file are primarily used as reference material. When proposed construction project has been formalized the Engineering Bureau establishes the basic specifications for the project which the prospective bidders must be aware of before submitting their bids.</p> <p>Standard drawings are used for reference of past precedence when establishing specifications for current projects. Examples of the standard drawings used in related projects are manhole covers, sprinkler system components, landscaping techniques and chain link fences.</p> <p>Drawings are in book form by drawing number.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech.</p>				

<p>APPROVALS</p>		
<p>RECORDS MANAGER <i>M.P.</i></p>	<p>DEPARTMENT HEAD <i>[Signature]</i></p>	<p>CITY ATTORNEY'S OFFICE <i>G.A.</i></p>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: TRACT AND PARCEL MAPS RECORD OF SURVEYS L.S. MAPS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RECORDS SECTION	Copy	Permanent	Permanent	Permanent
				L.A. County
	Scanned	Permanent	Permanent	Permanent

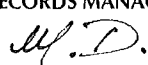
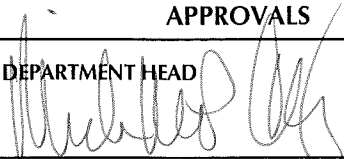
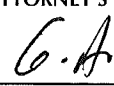
DESCRIPTION: (Purpose, Content, and Method of Filing)

Files consist of various sized maps prepared by private and government surveyors and engineers recorded with the County and kept on file for use by the public.

These maps are used by surveyors as control and reference for future subdivisions in the area.

Copies of the original (mylar, linen, etc.) recorded maps are retained as permanent records in Engineering Records.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: WAIVED PARCEL MAPS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RECORDS SECTION	Originals	Permanent	Permanent	Permanent
	Microfilm / scanned	Permanent	Permanent	Permanent

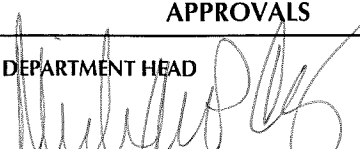
DESCRIPTION: (Purpose, Content, and Method of Filing)

Files consist of various sized maps prepared by private surveyors kept on file by the City.

These maps are used by surveyors as control and reference for future subdivisions in the area.

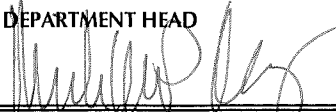
The originals (mylar, linen, etc.) are retained as permanent records in the engineering vault.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech.

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE <i>C.A.</i>

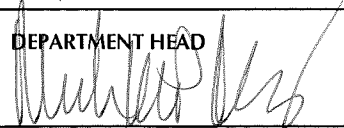
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG/ CONSTRUCTION	TITLE: ALPHABETICAL OFFICE FILES			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Originals & Copies	Permanent		
DESCRIPTION: (Purpose, Content, and Method of Filing) Records of research and formal actions of relatively permanent value.				
PREPARED BY: Sue Castillo, Engineering Tech				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE <i>G.A.</i>



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: EASEMENTS AND QUITCLAIMS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Originals	10 Years	Permanent	Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing)				
Original documents for completed easement and quitclaim actions, and condensed history of same, are retained for 10 years. After that time, permanent files could be reduced to actual recorded deed copy.				
PREPARED BY: Sue Castillo, Engineering Tech				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE <i>G.A.</i>

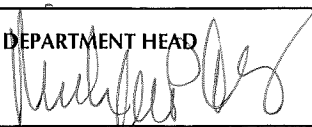

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: ENCROACHMENT PERMITS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Originals	Keep files while active.		
DESCRIPTION: (Purpose, Content, and Method of Filing)				
Retain complete files of active encroachment permits. When files become inactive, lapsed or corrected, remove to encroachments, nonpermitted category.				
PREPARED BY: Sue Castillo, Engineering Tech				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


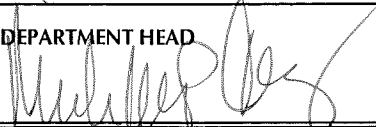

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG/ CONSTRUCTION	TITLE: ENCROACHMENTS, NON-PERMITTED			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Originals	5 Years		5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Records of complaints, investigations, corrections and lapsed permits.				
PREPARED BY: Sue Castillo, Engineering Tech				

APPROVALS		
RECORDS MANAGER <i>W.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

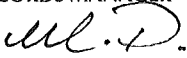
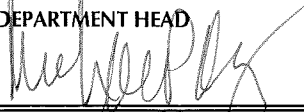

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: NUMERICAL OFFICE FILES			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Originals & Copies	Annual Review		Annual Review
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Temporary files with records of research, requests, and correspondence, which did not result in a recorded document.</p> <p>Files vary in longevity and relevance. Review and condense periodically.</p> <p>PREPARED BY: Sue Castillo, Engineering Tech</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

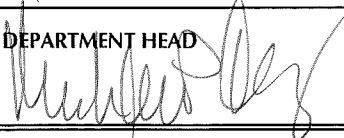
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: ORDINANCE NO. C-6414, VACATIONS AND DEED RETURNS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Originals		20 Years	Completion + 20 Years. Review prior to destruction.
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>One box of records created in compliance with Ordinance C-6414, between 1986-1992. No similar records are currently being created.</p>				
PREPARED BY: Sue Castillo, Engineering Tech				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

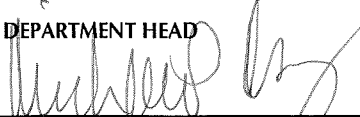

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SET BACK LINE ORDINANCES			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Copies		Permanent	Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing) One box of records from 1938-1970. No similar records are currently being created.				
PREPARED BY: Sue Castillo, Engineering Tech				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG/ CONSTRUCTION	TITLE: STREET AND ALLEY VACATIONS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
RIGHT-OF-WAY	Originals	Permanent		Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>File consist of information on street and alley vacations. Contents include request for vacation, investigation results, correspondence and records of formal action.</p> <p>File arrangement is chronological.</p> <p>Upon completion of case, file is condensed to essentials and retained indefinitely.</p> <p>PREPARED BY: Sue Castillo, Engineering Tech</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

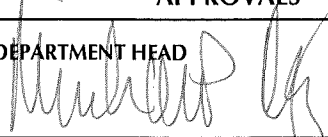

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG/ CONSTRUCTION	TITLE: PERMITS - TEMPORARY STREET OCCUPANCY			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET IMPROVEMENT PERMITS	Original	5 Years		5 Years
	Inspector's Copy	5 Years		5 Years

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

Temporary Street Occupancy permits are issued to qualified contractor's or bin companies for the placement of construction equipment and materials or trash bins in the public right-of-way. The permit issued by the Engineering Bureau contains the location, owner's name, contractor or bin company name and address, state license number, project number and date.

The original and completed inspection copy are filed by Engineering Permits and Records Section alphabetically by location.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG/ CONSTRUCTION	TITLE: STREET IMPROVEMENT PERMITS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET IMPROVEMENT PERMITS	Original	5 Years		5 Years
	Inspector's Copy	10 Years		10 Years

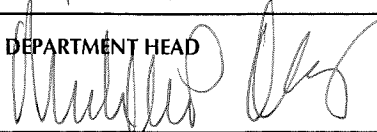

DESCRIPTION: (Purpose, Content, and Method of Filing)

The Engineering Bureau issues permits for street improvements. These permits are issued to contractors to perform work for property owners, i.e., curbs, gutters, sidewalks, and driveways. Permits contain the contractor's name, address, phone number location of construction, owner's name and description of work.

The original and a completed inspection copy are filed by Engineering Permits and Records Section alphabetically by location.

Recorded on the permits are the fees and project numbers (computer assigned).

PREPARED BY: Lu Ordonez, Sr. Engineering Tech

APPROVALS		
RECORDS MANAGER <i>u.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: BENCH MARK BOOKS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SURVEY	Master File	Permanent		Permanent
Engineering Vault	Latest Adjustment	Superseded		Superseded
Engineering - Various	Book Reference Copies	Superseded		Superseded

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

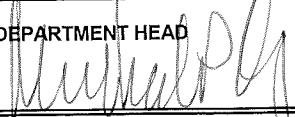
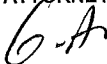
The books consist of a record of measured evaluations to provide vertical controls for all surveys in and by the City of Long Beach. A bench mark is a mark on a fixed and enduring object indicating a particular elevation and used as reference in topographical surveys and tidal observations. These records give a basic history (background) of subsidence in the City.

Books are in two parts. The first part is an alphabetical index of street names with intersecting avenues listed from west to east. The second part is a numerical index of bench marks including elevation with year, location, and bench mark number.

Bench mark books are identified by adjustment period. The adjustment years are 1985, 1975, 1971, 1963, 1961, 1953, 1940, 1935, 1928, pre-1928.

Bench mark corrections to prime adjustment periods are retained as record of changes in Bench Mark Correction Books.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

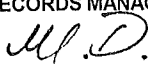
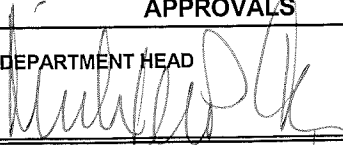

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: BENCH MARK CORRECTION BOOKS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SURVEY	Reference File	Refer below		Obsolete

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

Bench Mark Correction Books contain changes in measurements and physical locations of bench marks. This is a working file corrections between adjustment periods.

These records are to be retained until the next adjustment period is completed and corrections have been incorporated into the Bench Mark Books.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SUBSIDENCE - BENCH MARKS FIELD & CALCULATIONS SHEETS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SURVEY		Permanent		Permanent

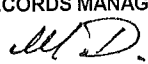
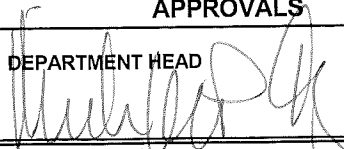
DESCRIPTION: (Purpose, Content, and Method of Filing)

Files consist of field surveys and office calculation worksheets used to measure verticle subsidence and record adjustments. This information is used for the preparation of Subsidence Bench Mark Book listings which measure verticle displacement.

Field and Calculation Survey Sheets are filed in loose leaf notebooks chronologically in increments of six months.


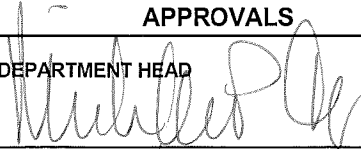
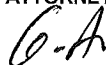
These records are referred to constantly.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE G.A.

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SUBSIDENCE - HORIZONTAL / FIELD & CALCULATIONS SHEETS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SURVEY	Original	Permanent		Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Four governmental agencies: City of Los Angeles, Los Angeles County, Long Beach Harbor Department and the City Engineering Office are involved in a joint subsidence study. Geodetic data and calculation work sheets measuring distances and angles are sent by each agency to Los Angeles County where the composite report is prepared. A Horizontal Movement Study Report is prepared every four years by Los Angeles County. The first report was published in 1954. Horizontal field and calculation sheets are found in loose leaf notebooks and retained chronologically.</p> <p>These records are referred to constantly.</p>				
<p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

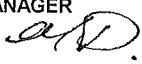

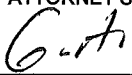
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION</p>	<p>TITLE: SUBSIDENCE LEVEL REPORTS</p>		<p>DATE 5/17/11</p>	
<p>COPIES FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
<p>SURVEY</p>	<p>Horizontal Strain Studies</p>	<p>Permanent</p>		<p>Permanent</p>
	<p>Bench Mark Subsidence Books</p>	<p>Permanent</p>		<p>Permanent</p>
	<p>Joint Horizontal Monument Study</p>	<p>Permanent</p>		<p>Permanent</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Subsidence level reports include four types of reports:</p> <ol style="list-style-type: none"> 1. Those prepared by the City Engineer for the Department of Oil Properties, i.e. Horizontal Strain Studies. 2. Subsidence Level Reports prepared by the Department of Oil Properties. 3. Those prepared by the City Engineer (Survey Section) i.e., Bench Mark Subsidence Books. 4. Those prepared by Los Angeles County i.e., Joint Horizontal Movement Study. <p>Contributing to these reports are the City Engineering Office and the Long Beach Harbor Department.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech</p>				

<p align="center">APPROVALS</p>		
<p>RECORDS MANAGER <i>M.P.</i></p>	<p>DEPARTMENT HEAD <i>[Signature]</i></p>	<p>CITY ATTORNEY'S OFFICE <i>G.A.</i></p>

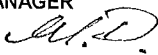
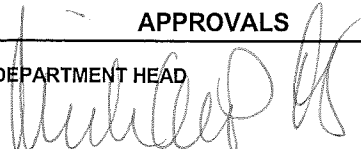

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SURVEY CONTROL MAPS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
SURVEY	Reference Files	Superseded or obsolete		Superseded or obsolete
	Originals	Permanent		Pemanent. Retained in vault.
DESCRIPTION: (Purpose, Content, and Method of Filing)				
Files consist of various size maps obtained from government agencies and departments of the City. Maps are received from the following sources: County Engineer, City of Los Angeles, Coast and Geodetic Survey, State Division of Highways and the Long Beach Harbor Department.				
These maps are used primarily for survey control of major projects. They are filed by area and project, and retained until superseded, obsolete or no longer required.				
Plans and Maps originated in the Survey Section are assigned control numbers. The originals (mylar, linen etc) are retained as permanent records in the Engineering vault. Originals stored in the Survey Section will eventually be stored in the Engineering vault.				
PREPARED BY: Lu Ordonez, Sr. Engineering Tech				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


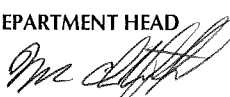

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SURVEYS - COUNTY AND STATE .			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
SURVEY	Copies	Permanent	Permanent	Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>These files contain copies of pages from survey books received from the following agencies: Los Angeles County, County Road Department, Los Angeles County Flood Control District and State Division of Highways.</p> <p>These survey pages are filed in loose leaf notebooks by government agency and indexed within each notebook by book and page number.</p> <p>Card indexes by location (street name or number) are used in making reference to these files.</p> <p>These are necessary for reference purposes.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG/ CONSTRUCTION	TITLE: SURVEY DATA & DRAWING FILES ON COMPUTER			DATE 5/17/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
SURVEY	Electronic File	Permanent		Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing) Survey information is gathered in the field using total stations with data collectors. The data is then downloaded to a P.C. for processing. Text files and drawing files are created and stored on electronic file media. One copy of the disk will go to the requesting client, while the other will remain as part of the survey section's records.				
PREPARED BY: Lu Ordonez, Sr. Engineering Tech				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SURVEY FIELD BOOKS			DATE 5/17/2011
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
SURVEY	Books	Permanent	REC. CENTER	DESTROY Permanent
	Microfilm / scanned	Permanent		Permanent



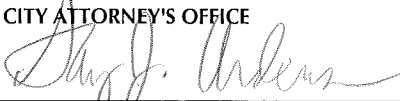
DESCRIPTION: (Purpose, Content, and Method of Filing)

Engineering construction such as bridges, buildings, street and surface improvements all require surveys, i.e., the determination of areas, the fixing of boundary lines and the plotting of maps. Surveying is the art of measuring and locating lines and angles on the surface of the earth.

Field survey books include all surveys of a given job. Index files to survey books give the street or location name, district limits, surveyor's name, date, field notes (book and page number) limits and character of work. Indexes are arranged alphabetically and numerically by location, e.g. street, alleys etc.

Field survey books are filed by book number.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH



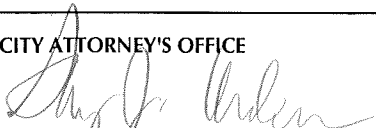
ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: SURVEY MONUMENT BOOKS			DATE 5/17/2011
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
SURVEY	Survey Monument Books	Permanent	REC. CENTER	DESTROY Permanent
	Revised Surveys/ Notebook Copies	Superseded as Required.		Superseded as Required.
	Microfilm / scanned	Permanent		Permanent

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

Monuments are terms used to define physical survey points, i.e., street and property lines. It is a term depicting the exact center of intersection of the property line. These books contain the original survey and references to all revised surveys found in loose-leaf notebooks. Monument Survey books are filed by book number.




Loose-leaf notebooks contain copies of the original monument survey from the monument book and copies of more recent revised surveys. They are filed by monument number. Loose leaf copies are constantly being referenced by outside contractors and also by our survey people.

PREPARED BY: Lu Ordonez, Sr. Engineering Tech


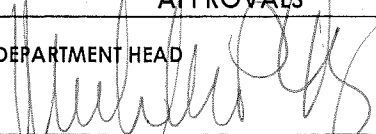

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: TRACT FIELD BOOKS			DATE 5/17/2011
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
SURVEY	Loose Leaf Books	Permanent	REC. CENTER	DESTROY Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Files consist of copies of surveys on centerline ties for tracts.</p> <p>Centerline ties for tracts are permanent records filed in loose leaf notebooks by book number. Indexes to these books are by tract number.</p> <p>PREPARED BY: Lu Ordonez, Sr. Engineering Tech</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: TRAVERSE SHEET			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
CONSTRUCTION (AIRPORT)	Original	Completion of project + 5 years		Completion of project + 5 years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>The Traverse Sheets (1950-72) are used to maintain an accurate and current record of surveys, boundary limits and leased areas. The data on this sheet includes map coordinates and statistical data i.e. bearing, cosine, sine, tangent, for a specific area at the Airport. The sheet is used when the Airport Section inspects the Airport facilities to determine whether the City is maintaining the aviation standards established by the Advisory Circulars (FAA).</p>				
<p>At the completion of each project, the project folder will be reviewed; duplicate material will be eliminated and the various calculations (if determined valuable) will be retained for reference purposes. The destruction of this documentation is based on obsolescence. These records have historical value.</p>				
<p>Traverse sheets are filed by the area code - #1 thru 6.</p>				
PREPARED BY: Mark Christoffels, Deputy Director, City Engineer				

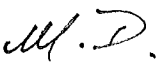


APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: ORIGINAL DRAWINGS / PRINTS		DATE 5/17/11	
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
CONSTRUCTION (AIRPORT)	Originals	Permanent	Permanent	Permanent

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


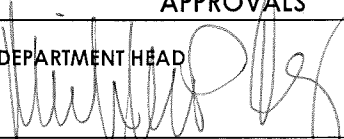
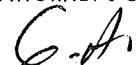
File consists of a variety of drawings made by the Airport for improving the Airport facilities. Once completed, the drawings are submitted to Engineering Records.

PREPARED BY: Mark Christoffels, Deputy Director, City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG CONSTRUCTION	TITLE: AIR OBSTRUCTIONS / DRAWINGS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
CONSTRUCTION (AIRPORT)	Originals	Sent to Engineering Records section		Sent to Engineering Records Section
	Copies	Annual Review		Annual Review
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>This file contains copies of drawings, sketches, correspondence, copies of excerpts and memoranda on the proposed construction of buildings, wire lines, towers, roadways, etc., near the Airport. An air obstruction pertains to the construction or alteration of objects that may affect the navigable airspace.</p> <p>When the Airport is notified of the proposed construction, excerpts of FAA regulations are sent to the property owner. The information gives the federal regulation son structures located near airports.</p> <p>Drawings are made by the Airport showing the area involved in the construction.</p> <p>Air obstruction reports with drawings are based on the applicability of the Advisory Circulars in the proposed construction. If these circulars are superseded or become obsolete, a review of these reports will determine the value of retention. An annual review will facilitate the elimination of unnecessary data.</p> <p>PREPARED BY: Mark Christoffels, Deputy Director, City Engineer</p>				

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.	Engineering Study Reports (Consulting Reports)	As Required	5 Years	As Required + 5 Years	Record Copy – Review prior to destruction.
2.	Job Files – Current	Completion of Job	5 Years	Completion + 5 Years	Original - Review prior to destruction.
3.	Cemetery Deeds	Permanent		Permanent	Original
4.	Cemetery Plot Records	Permanent		Permanent	Original
5.	Cemetery Logs – Deeds and Burials	Permanent		Permanent	Original

Department/Section PW/ENGINEERING/DESIGN /Administration	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011
Pg No. 1 of 1	



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: ENGINEERING STUDY REPORTS (CONSULTING REPORTS)	DATE 5/17/11		
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ADMINISTRATION	Record Copy	DEPARTMENT As Required	REC. CENTER 5 Years	DESTROY 5 Years
				Review prior to destruction.

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

These manuals represent the Engineering feasibility and analysis studies.

PREPARED BY: Mark Christoffels, Deputy Director / City Engineer

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

ORIGINATING DEPARTMENT PUBLIC WORKS / ENG DESIGN	TITLE: JOB FILES - CURRENT			DATE 5/17/1
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ADMINISTRATION	Section File	Completion of job.	5 Years	Completion of job + 5 Years.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Files consist of jobs currently being worked on. Contained in these files are tabulations of bids, correspondence, drawings, pictures, memos, permits, notice of public improvement - Form E-247, Chemical and Physical Laboratory test reports, final job estimates (item, estimated quantity, description, unit cost, amount) reports, product brochures, labor compliance documents including certified payrolls, wage determinations, interviews with employees and related work files.</p> <p>Records are filed alphabetically by job and/or product. Retention is based upon completion of job and/or product procurement.</p> <p>NOTE: Review files prior to destruction.</p> <p>NOTE: Because of many projects funded with Federal funds, longer retentions are needed due to regulations that say we must have the records available for an audit.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / ENG DESIGN	TITLE: CEMETERY DEEDS	DATE 5/17/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
DESIGN ADMINISTRATION	Original	DEPARTMENT Permanent	REC. CENTER	DESTROY Permanent




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

Records consist of original cemetery deeds. Recorded in the deeds is the fee, date, signature of Mayor and City Clerk and the Corporate Seal.

File also includes some correspondence and quitclaim deeds.

Deeds are arranged alphabetically by block letter, and then plot number.

PREPARED BY: Mark Christoffels, Deputy Director of Public Works, City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / ENG DESIGN	TITLE: CEMETERY PLOT RECORD	DATE 5/17/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DESIGN ADMINISTRATION		Permanent		Permanent

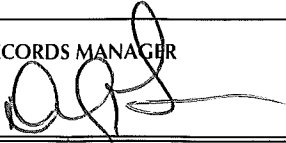
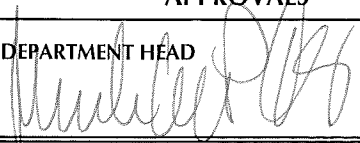
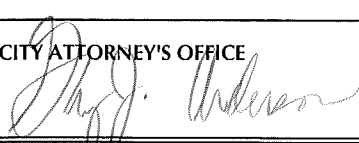
DESCRIPTION: (Purpose, Content, and Method of Filing)

Record consists of a ledger with sketches showing the blocks with each plot. Recorded is the Los Angeles County Recorders file map number, name of deceased in plot, and date of burial. Some sketches include the date the plot was sold.

All plots have been sold.

Book is arranged alphabetically.

PREPARED BY: Mark Christoffels, Deputy Director of Public Works, City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: CEMETERY LOGS - DEEDS AND BURIALS	DATE 5/17/2011
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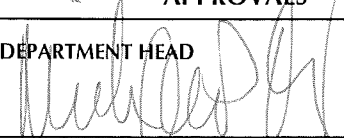
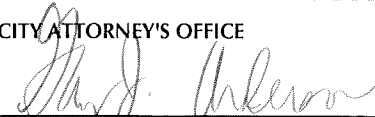
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DESIGN ADMINISTRATION		Permanent		Permanent

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

Logs consist of a listing of cemetery deeds and burials. Recorded in the log of deeds are the receipt number, name, date, and lot and block number. This log is arranged alphabetically by name.

Recorded in the log of burials is the Cemetery Plot Record page number, name, date, and lot and block number. All burials are entered as they occur.

PREPARED BY: Mark Christoffels, Deputy Director of Public Works, City Engineer

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.	Alley Improvements / 1911 Act	5 Years		5 Years	Copy
2.	Assessment Books	10 Years	Permanent	Permanent	Original
3.	Assessment Cards	Permanent		Permanent	Original - Reference File
4.	Assessment Maps	10 Years *Completion of Project + 2 Years	Permanent 13 Years	Permanent Completion of Project + 15 Years	Book Copy *Job File copy is maintained in the Street Improvement Files.
5.	Atlas (Storm Drain & Pipeline)	Permanent Superseded		Permanent Superseded	Original Book Copy
6.	Contracts - Street Improvements	Completion of project	5 Years	Completion of project + 5 Years	Copy; Original contracts are retained by City Clerk.
7.	Correspondence Files - i.e., on proposed street improvements standards proceedings, requesting street vacation, encroachment onto alleys, copies of sketches, etc.	Annual Review		Annual Review + 10 Years	Review prior to destruction. Pertinent information is to be stored for a period of 10 Years.

Department/Section PW/ENGINEERING/DESIGN /Assessment	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Pg No. 1 of 3
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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
8.	Improvements - Petitions (1972 Act)	Annual Review or Completion 5 Years		Annual Review 5 Years	Active Files Abandoned Files Review prior to destruction.
9.	Record of Survey - Subdivision Reports	Indefinite		Indefinite	
10.	Street/Alley Vacation Files	Completion of Project	Permanent	Permanent	Completed Files Destruction schedule may be dependent on funding source.
11.	Street Improvement Files/ Assessment Districts	Completion of Project	Permanent	Permanent	History File Destruction schedule may be dependent on funding source. Duplicate records are to be purged from the files upon completion of project.

Department/Section PW/ENGINEERING/DESIGN /Assessment	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011
Pg No. 2 of 3	


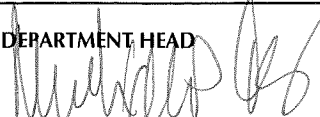

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
12.	Subdivisions - Files consist of folders on various tracts or groups of tracts containing various building and improvement records.	Completion of Project	Permanent	Permanent	History File Destruction schedule may be dependent on funding source. Purge all duplicate material upon completion of tract or group of tracts.

Department/Section PW/ENGINEERING/DESIGN /Assessment	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Pg No. 3 of 3
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: ALLEY IMPROVEMENTS / 1911 ACT			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSESSMENT	Copies	5 Years		5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>File consists of responses to Improvement Notices by various companies and City departments. Information recorded and returned to Substructures includes whether they have installations in work area, if installations will interfere, whether they need to relocate or if they have work which must be done at the same time, etc. Some correspondence is found.</p> <p>All information received is transferred to a sketch and distributed to whomever required it.</p> <p>Files are alphabetical by company or department including General Telephone, Edison Co., Public Service, etc.</p> <p>Becomes part of job files when the improvement is completed.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: ASSESSMENT BOOKS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSESSMENT	Books - Original	10 Years	Permanent	Permanent

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


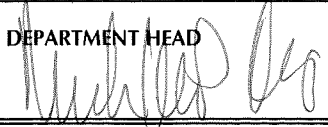

Assessments are moneys due from property owners for improvements such as street lighting, alley paving, sidewalk installations and street widening. There are currently sixty-one books dating back to 1910. The index to each book lists the improvement, address, assessment district number, contract and book page number. Maps showing the improvement, district, street and lot numbers are filed with each assessment. Also included in these books are assessment statements signed by the City Engineer, City Clerk and City Attorney.

Assessment statements, i.e., Assessment with Warrant and Attached Diagram, describe the improvement and contain information as follows: City Council resolution number, contract number, name of contractor, date of contract, contract cost, chargeable incidental expenses, amount to be paid by the City and the amount to be assessed to property owners. Also listed is each individual parcel assessment, lot description, block number, tract and record of payment.

If an individual assessment is less than fifty dollars (\$50.00), it is requested to be paid within thirty days, but in the event payment is not made within this thirty day period a bond is issued covering the amount of the assessment. The bonds are payable to the City Treasurer's Office in equal payments over a fixed period of time (five to ten years). Property owners may retire the bonds at any time after issue by paying the balance due.

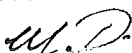

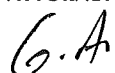
Assessment books reflect the status of payment. Assessments cancelled by payment are noted for each individual parcel assessment. Assessment books are filed by book number.

PREPARED BY: Phillip Balmeo, Asst. City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: ASSESSMENT CARDS	DATE 5/17/11		
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSESSMENT	Reference File - Original	Permanent		Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>These cards reference the assessment book and page number. They contain the general assessment number, individual assessment number, date of lien and payee on a particular lot or parcel of property. These cards indicate payments and assessments outstanding.</p> <p>Assessment cards are filed by street address, tract, block and lot number.</p>				
<p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN</p>	<p>TITLE: ASSESSMENT MAPS</p>			<p>DATE 5/17/11</p>
<p>COPIES FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
<p>ASSESSMENT</p>	<p>Assessment Book - Copies</p>	<p>10 Years</p>	<p>Permanent</p>	<p>Permanent</p>
	<p>Job File Copies</p>	<p>*C + 2 Years</p>	<p>13 Years</p>	<p>*Completion of project + 15 Years</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>These maps pertain to street and surface improvements i.e., streets, lighting districts, sidewalks, gutters, curbs, etc. Each map represents an assessment district and each parcel of property has an assessment number as indicated on the map. Maps contain the tract number, block number, lot number, map book and page number.</p> <p>Cloth print copies are filed in the assessment books as permanent records.</p> <p>NOTE: Copies of Assessment Maps are placed in the Street Improvement Files/Assessment Districts.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

<p>APPROVALS</p>		
<p>RECORDS MANAGER <i>M.D.</i></p>	<p>DEPARTMENT HEAD <i>[Signature]</i></p>	<p>CITY ATTORNEY'S OFFICE <i>G.A.</i></p>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: ATLAS (STORM DRAIN & PIPELINE)	DATE 5/17/11		
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ASSESSMENT	Originals	Permanent	Permanent	Permanent
	Book Copies	Superseded		Superseded
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Atlases are maintained by the Storm Drain Section in order to provide an accurate picture of the existing substructures e.g. water, gas, gasoline, telephone, telegraph, sewer and oil pipeline.</p> <p>Atlases are updated upon completion of a substructural project. The originals consist of mylar, linen and other reproducible masters retained in hanging files. These originals include the Van hook series that deal with the substructures in the core downtown section of the Long Beach area. Due to the age of Van Hook series, they have become a valuable historical reference for substructural data.</p> <p>Upon completion of the original, it is sent to the Long Beach Blue Print Company where copies are made. The finished copy is then added to the Atlases. The bound Atlases are maintained in three major substructural categories i.e., sewers, storm drains and pipelines. The atlases are divided into volumes based upon a division of the City into specific substructural area (Section I, II, III, & IV).</p> <p>The Atlases are the primary reference source of the Storm Drain Section. The Atlases provided the City agencies, private companies and individuals with data on the location and dimensions of the existing substructures.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

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


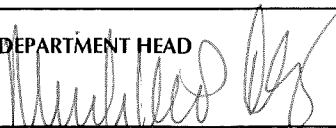

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN</p>	<p>TITLE: CONTRACTS - STREET IMPROVEMENTS</p>			<p>DATE 5/17/11</p>
<p>COPIES FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
<p>ASSESSMENT</p>	<p>File Copy</p>	<p>Completion of project</p>	<p>5 Years</p>	<p>*C of P + 5 Years</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Files consist of street contracts (official copies) negotiated by the City with outside contractors. Included with the older contracts are performance bonds and newspaper notices pertaining to street work.</p> <p>Contracts are maintained in numbered books dating back to 1899.</p> <p>NOTE: Original contracts are retained by the City Clerk's Office.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

<p>APPROVALS</p>		
<p>RECORDS MANAGER <i>MD</i></p>	<p>DEPARTMENT HEAD <i>[Signature]</i></p>	<p>CITY ATTORNEY'S OFFICE <i>G.A.</i></p>


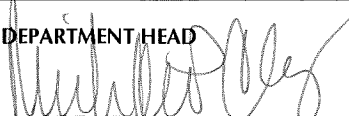

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: CORRESPONDENCE FILES - ASSESSMENT			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ASSESSMENT		DEPARTMENT Annual Review	REC. CENTER	DESTROY Review prior to destruction.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>This file contains correspondence on proposed improvements on various streets, standards proceedings, correspondence requesting street vacation, encroachment onto alleys, copies of sketches, etc.</p> <p>Pertinent information is to be stored for a period of ten years.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: IMPROVEMENTS - PETITIONS (1972 ACT)			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSESSMENT	Active Files	Annual Review or Completion		Annual Review
	Abandoned Files	5 Years		5 Years
				Review prior to destruction.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Files contain petitions from individuals requesting improvements of streets, alleys, street lighting, curbs and sidewalks. Included in these files are sketches, estimates, general correspondence, photographs and 1911 Improvement Act proceedings.</p> <p>Petitions are declared abandoned for lack of sufficient signatures, failure to return signed petitions and by City Council action.</p> <p>Files are to be reviewed periodically. Files related to abandoned petitions are to be retained five years.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: RECORD OF SURVEY - SUBDIVISION REPORTS	DATE 5/17/11		
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSESSMENT		Indefinite		Indefinite
DESCRIPTION: (Purpose, Content, and Method of Filing)				
File contains reports and sketches pertaining to substructure construction and grading of tracts.				
Sketches show the tracts before construction and after sewer, substructure, and grading are completed.				
Files are used for reference during and after construction. Final reports are in the folders where they can be obtained.				
File arrangement is numerical by tract or record of survey number.				
PREPARED BY: Phillip Balmeo, Asst. City Engineer				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

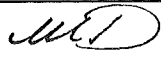


RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: STREET ALLEY / VACATION FILES			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSESSMENT	Completed files	Completion of Project	Permanent	Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Vacation includes the abandonment of public street easement and closing of streets to public use. Files consist of requests for vacation, correspondence, sketches, vacation proceedings record card (Form E-155 Street Vacation Act of 1941), Council resolutions, affidavit of posting notices of street vacations, notices of street vacation, and orders vacating or closing a certain alley or street.</p> <p>Records are filed by street and alley address.</p> <p>Pending files resulting in no vacation proceedings are to be destroyed when no longer required.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

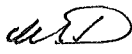
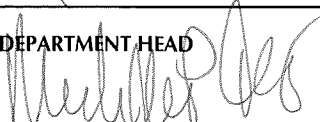

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: STREET IMPROVEMENT FILES / ASSESSMENT DISTRICTS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSESSMENT	History File	Completion of Project	Permanent	Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Improvement Act of 1911 established districts and the assessments of property therein to pay the expenses for improvements, i.e., street lighting, alley paving, street widening and sidewalk construction.</p> <p>Files consist of copies of assessment sheets (Form E-149); 1911 Improvement Act Proceedings (Form E-125), a sequence record card including the contractor's name, contract number address, plans and specification numbers, map number, date of filing etc; 1911 Act Labor Distribution (Form E-144); Inspectors Daily reports (form E-37); copies of testing materials reports; copies of resolutions; copies of Affidavit of Posting Notices of Improvement (Form E-143); Notices of Improvement; Engineering Fees cost sheet; demand for payment of incidental expenses; Maps showing the assessment district for the improvement; distribution of bids (spread sheets) showing the bidders' names; general correspondence; copies of contracts; bonds for faithful performance; labor and material bonds and resolutions.</p> <p>Older files relating to street openings and widening, sewers, alleys and miscellaneous contracts dating back as far as 1908 contain newspaper clippings of notices of assessment and notices of improvement. Files consist of small 5"x10" envelopes containing affidavit of posting of notices, records of cost, reports of title, copies of ordinance, contracts and resolutions, correspondence, analysis of bids, location of work, name of contractor, date work posted, Engineer's fees, Inspector's fees and incidental expenses. These files were maintained in the early years by the Board of Public Works.</p> <p>Certain of these records may relate to openings and improvements other than the 1911 Act such as the Street Opening Act of 1903 and subsequent acts.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: SUBDIVISIONS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ASSESSMENT	History File	DEPARTMENT Completion of Project	REC. CENTER Permanent	DESTROY Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>File consist of folders on various tracts or groups of tracts. Included in these files are incoming and outgoing correspondence, letters of transmittal, Certificate of Engineering certifying work, route sheets, drawings, copies of contracts, resolutions, list of accumulative engineering expenses, owners statement (date, tract, name or number), location, owner of record and address, subdivider, engineer number, existing and proposed use of property, proposed street improvements, public utilities, tract area, building information etc.</p> <p>These records are filed by tract number.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

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.	Improvement Projects – Bridges and Streets	Completion of Project	5 Years	Completion of Project + 5 Years	Record Copy Destruction schedule dependent on funding source.

Department/Section PW/ENGINEERING/DESIGN /Street Design	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Pg No. 1 of 1
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


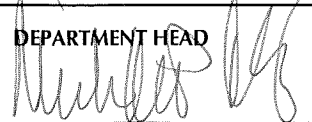

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: IMPROVEMENT PROJECTS - BRIDGES & STREETS	DATE 5/17/11
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COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET DESIGN	Record Copy	Completion of Project	5 Years	Completion of Project + 5 Years (Destruction schedule dependent on funding source)

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

File consists mainly of project files for the preparation of developing budgets, scope of work, plans, specifications and bid documents. Files are stored according to the project title and CIP project number.

PREPARED BY: Phillip Balmeo, Asst. City Engineer

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.	Annexation File ➤ Increment Maps ➤ Folders	Superseded Permanent		Superseded Permanent	Copy Working Copy
2.	Boundary Agreements/Alamitos Bay	Historical		Historical	Record Copy - Keep indefinitely
3.	Deed Location Listing	Historical		Historical	Original - Keep indefinitely
4.	Index/Setbacks	Historical		Historical	Keep indefinitely
5.	Indexes to Sketches	Historical		Historical	Keep indefinitely
6.	Maps - City Real Estate	Historical		Historical	Keep indefinitely
7.	Maps & Drawings – City Leased Airport Property	Expiration + 5 Years		Expiration + 5 Years	Original
8.	Maps - House Number ➤ Building & Safety ➤ Engineering Vault ➤ Revisions Index	Superseded Superseded Superseded Historical		Superseded Superseded Superseded Historical	Cronaflex Tracing Copy Book Copy Keep indefinitely.

Department/Section PW/ENGINEERING/DESIGN /Drafting-Mapping	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Pg No. 1 of 3
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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
9.	<ul style="list-style-type: none"> Maps - Pipeline ➤ Engineering Vault ➤ Engineering Vault ➤ Project Development 	<ul style="list-style-type: none"> Superseded Superseded Superseded 		<ul style="list-style-type: none"> Superseded Superseded Superseded 	<ul style="list-style-type: none"> Blueine Prints Microfilm Microfilm
10.	<ul style="list-style-type: none"> Maps - Section ➤ Engineering Vault ➤ Building & Safety ➤ Engineering – Various ➤ Revision Index 	<ul style="list-style-type: none"> Superseded Superseded Superseded Superseded Historical 		<ul style="list-style-type: none"> Superseded Superseded Superseded Superseded Historical 	<ul style="list-style-type: none"> Blueine Prints Blueine Prints Cornaflex Tracing Half Size Reproduction Keep indefinitely.
11.	<ul style="list-style-type: none"> Maps - Storm Drain ➤ Engineering Vault ➤ Engineering Vault ➤ Project Development ➤ Project Development 	<ul style="list-style-type: none"> Superseded Superseded Superseded Superseded 		<ul style="list-style-type: none"> Superseded Superseded Superseded Superseded 	<ul style="list-style-type: none"> Blueine Prints Microfilm Blueine Prints Microfilm
12.	<ul style="list-style-type: none"> Maps - Tract ➤ Engineering Vault ➤ Building & Safety 	<ul style="list-style-type: none"> Indefinite Indefinite As Required 		<ul style="list-style-type: none"> Indefinite Indefinite As Required 	<ul style="list-style-type: none"> Blueine Print Cronaflex Copy House Number Map
13.	<ul style="list-style-type: none"> Maps - Various 	<ul style="list-style-type: none"> Superseded 		<ul style="list-style-type: none"> Superseded 	

Department/Section PW/ENGINEERING/DESIGN /Drafting-Mapping	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011
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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
14.	Property Sketches	Historical		Historical	Keep indefinitely
15.	Revisions Index / Section & House Numbering Maps	Historical		Historical	Keep indefinitely
16.	Street Name Changes	Historical		Historical	Original - Keep indefinitely
17.	Street Name List / EDP	Superseded		Superseded	
18.	Subject Files	Annual Review		Annual Review	Working File

Department/Section PW/ENGINEERING/DESIGN /Drafting-Mapping	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Pg No. 3 of 3
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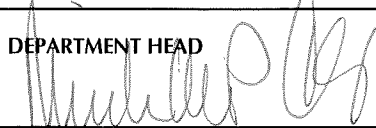
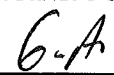
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN</p>	<p>TITLE: ANNEXATION FILE</p>			<p>DATE 5/17/11</p>
<p>COPIES FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
<p>DRAFTING-MAPPING</p>	<p>Increment Maps - copies</p>	<p>Superseded</p>		<p>Superseded</p>
	<p>Folders - working copies</p>	<p>Permanent</p>		<p>Permanent</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>File consists of records which the Assessment Section maintains on the annexations of the City. These records include Increment Maps which provide chronological and statistical data on each annexation. The maps provide drawings numbers, increment numbers, date of ordinance acceptance, date filed with Secretary of State, name of area, acres, square miles, and when filed with the County Recorder.</p> <p>In addition to the maps, folders are maintained on each annexation. The documentation provides a background of the procedures which led to the annexation. The records include legal descriptions, maps of proposed area, resolutions, affidavit from proponents, protest hearings, election results, correspondence, etc.</p> <p>Files are maintained in numerical order by increment number.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: BOUNDARY AGREEMENTS - ALAMITOS BAY	DATE 5/17/11		
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING	Record Copy	Historical		Historical. Keep Indefinitely.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>File is concerned with action taken on the continuing boundary dispute in Alamitos Bay. Decisions are being made as to what is tideland and what is not. Some agreements on various areas have been reached; others are being worked on. It is likely these could go to court but generally it can be assumed that settlement will come out of court. Various parties can be a part to agreements including the City, State, private individuals and concerns.</p> <p>Records include, but are not limited to the following: certified copies of agreements, sketches and maps, correspondence, exhibits.</p> <p>NOTE: 25 maps pertaining to the boundary agreement are in the Survey Section.</p>				
<p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: DEED LOCATION LISTING	DATE 5/17/11
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COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING	Original	Historical. Keep indefinitely.		Historical. Keep indefinitely.

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

Record consist of a listing of all deeds within the City. Recorded is a description of the property and where these deeds are found on the 100, 400 scale, and house numbering maps.


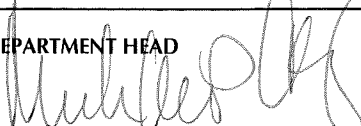

Records are filed numerically be Deed number.

PREPARED BY: Phillip Balmeo, Asst. City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: INDEX / SETBACKS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
DRAFTING-MAPPING		DEPARTMENT Historical	REC. CENTER	DESTROY Historical. Keep Indefinitely.
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>File consists of cards indexing setbacks. Recorded is the setback side (N, S, E, & W), origin (Street Name), terminus (Street Name), setback book number and page number.</p> <p>Cards are alphabetical by street name.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: INDEXES TO SKETCHES			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING		Historical		Historical. Retention Indefinite.
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>This file consists of indexes to various sketches. These drawings include tracts, vacations, condemnations, easements, quitclaims and easements and miscellaneous information. Specific information to include tract numbers, street numbers, street names, location etc. are included in this file.</p> <p>The file covers a period from 1889-1972.</p>				
PREPARED BY: Phillip Balmeo, Asst. City Engineer				

APPROVALS		
RECORDS MANAGER <i>U.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS - CITY REAL ESTATE			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING		Historical. Keep indefinitely.		Historical. Keep indefinitely.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Records consist of reductions of section maps which have outlines of City owned real estate drawn. If the City owns the property it is outlined in black. If they only own the mineral rights, the area is so designated.</p> <p>These maps are maintained by request of the City Attorney for tideland finance purposes and show tideland financed properties for the State.</p> <p>They are filed by an alpha-numeric system based on the City map grid system.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS & DRAWINGS - CITY LEASED AIRPORT PROPERTY	DATE 5/17/11		
COPIES FILED BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING	Originals	Expiration + 5 Years		Expiration + 5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Files (1955 to present) consist of drawings designating the leased areas of the Airport. Drawings are initiated by instructions of the Director of Aeronautics. The leasing parties include private individuals, corporations i.e. Douglas, General Telephone, Shell Co., U.S. Gov't, State and County. The drawings include the leased areas and the surrounding structural characteristics of the immediate area. Another set of drawings deal with improvements on the leased property. This file also includes sketches, subject drawings and correspondence; the City Clerk maintains a complete file on leases. The files are arranged primarily by lease number. A 600 scale "Airport Lease Areas" map is also maintained showing the Airport area (runways, surrounding streets, Airport boundary) with the configuration of each leased area shown and numerically listed.				
PREPARED BY: Phillip Balmeo, Asst. City Engineer				

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS - HOUSE NUMBER			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
DRAFTING-MAPPING	Cronaflex	Superseded		Superseded
Building and Safety	Copy	Superseded		Superseded
Engineering Vault	Book Copy	Superseded		Superseded
	Revision Index	Historical		Historical. Keep Indefinitely.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>These maps list house numbers and are otherwise similar to section maps containing lot numbers, street names, lot sizes, street sizes and tract numbers. These maps are made and maintained for the Department of Building and Safety.</p> <p>The Records Section retains their original in hanging file map cabinets. There are 440 100'scale maps (1" to 100'). They are filed by an alpha-numeric system based on the city map grid system.</p> <p>REVISION INDEX</p> <p>The books contain data concerning revisions made to section maps and house numbering maps. Information given includes map number (grid system) date of reduction, date of revisions and descriptions of revisions.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS - PIPELINE			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING				
Engineering Vault	Blueline Prints	Superseded		Superseded
Engineering Vault	Microfilm	Superseded		Superseded
Project Development	Microfilm	Superseded		Superseded
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Pipeline maps are used to locate the various commercial underground pipelines throughout the City. There are literally thousands of these pipelines (mainly on the West Side) containing various chemicals (usually oil). The ownership of each pipe is called out as well as its size (diameter) and distance from center line or property line.</p> <p>The Records Section retains the originals in hanging file map cabinets. These are 100' scale maps (1" to 100'). they are filed by an alphanumeric system based on the City map grid system.</p> <p>Pipeline maps are to be retained until superseded or revised.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS - SECTION			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING	Blueline Prints	Superseded		Superseded
Engineering Vault	Blueline Prints	Superseded		Superseded
Building and Safety	Cronaflex Tracing	Superseded		Superseded
Engineering - various	Half Size Reproduction	Superseded		Superseded
	Revision Index	Historical		Historical. Keep Indefinitely
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Section maps are used to obtain a very detailed section of the City showing streets, wharfs, lot numbers, alleys, size of lots etc. Posted to these maps are easements annexations, vacations of streets and alleys, street name changes and new street names, condemnations and all other data that affects any given map.</p> <p>Long Beach Blue Print Company prepares blueline prints and half size reproductions for department use. Section map books of half size reproduction are prepared for the Audit Section, Survey Section, Special Assessment Section, Property Section, Special Project Section, Public Counter, Engineering Vault, Storm Drain and Sewers and Mapping Sections. Revisions to these books maps are usually made on an annual basis as requested by the Survey Section of Engineering.</p> <p>The Records Section retain their original in hanging file map cabinets. There are 542 100' scale maps (1" to 100'). They are filed by an alpha-numeric system based on the City map grid system.</p> <p>Section maps are to be retained until superseded or revised.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS - STORM DRAIN			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING				
Engineering Vault	Blueline Prints	Superseded		Superseded
Engineering Vault	Microfilm	Superseded		Superseded
Project Development	Blueline Prints	Superseded		Superseded
Project Development	Microfilm	Superseded		Superseded
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Storm Drain Maps are used to reference the City and County storm drain system. With the section map atlas being used as a base map, the storm drain lines, catch basins, and man holes are drawn showing their existing locations. Each line is referenced by drawing number to the actual construction drawing available on microfilm in the Records Section.</p> <p>The Records Section retains the originals in hanging file map cabinets. these are 100' scale maps (1" to 100'). They are filed by an alpha-numeric system based on the City map grid system.</p> <p>Pipeline maps are to be retained until superseded or revised.</p>				
PREPARED BY: Phillip Balmeo, Asst. City Engineer				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS - TRACT	DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD
		DEPARTMENT REC. CENTER DESTROY
DRAFTING-MAPPING	BlueLine Print	Indefinite
Engineering Vault	Cronaflex Copy	Indefinite
Building and Safety	House Number Map	As Required

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

Tract maps show street names, center lines, monuments, tract numbers, lot numbers, size of each lot, location by degrees etc. There can be one or more sheets for each tract. Tract maps have signature sheets including the owners signature dedicating the land to public use and City signatures accepting. Other signatures include County Sanitation District, Electric, Water and Power, and owners of underground mineral rights noting the action being taken.

Each month the Los Angeles Recorder's Office sends a letter listing tract maps and record of surveys recorded the previous month. Orders are placed by the Mapping Section for needed maps.

One Cronaflex print goes to the Records Section where it is filed by Tract Number. A microfilmed aperture card for each tract is filed by Tract Map Book Number.

Section maps are revised to reflect current (recorded) subdivisions consisting of various tracts or groups of tracts.

Some Orange County maps are kept because their information is necessary when preparing City Maps.

There are two card file index systems:

1. Indexed by tract number.
2. Indexed by tract name alphabetically.

PREPARED BY: Phillip Balmeo, Asst. City Engineer

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: MAPS - VARIOUS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
DRAFTING-MAPPING		DEPARTMENT Superseded	REC. CENTER	DESTROY Superseded
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>File consists of various maps which include, but are not limited to the following:</p> <p>Base Maps with zoning overlays (30) - (8 1/2"x11", 24"x36")</p> <p>City Council Map - (8 1/2"x11", 11"x17", 2400, 1800, 1200 scale)</p> <p>Civic Center - Topographic</p> <p>FEMA Flood Zone Map - (2400 scale)</p> <p>Fire Department Response Zone Map - (2400, 1800, 1200 scale)</p> <p>Geological Fault Zone Map - (2400 scale)</p> <p>Neighborhood Areas Map - (2400 scale)</p> <p>Neighborhood Organization Map - (1800 scale)</p> <p>Police Department Beat Map - (8 1/2"x11, 1800, 1500 scale)</p> <p>Police Department Reporting Districts Map - (2400, 1800, 1200 scale)</p> <p>Seating Arrangement for City Council</p> <p>Slurry Seal Map - (2400 scale)</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>E.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: PROPERTY SKETCHES			DATE 5/17/11
COPIES FILED BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING		Historical. Keep indefinitely		Historical. Keep indefinitely
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>This file contains a variety of sketches on various real estate activities which involve the City of Long Beach e.g., Quitclaims, Abandonment, Vacations, Setbacks, Condemnations, and Property Owned in Fee.</p> <p>The information provided varies with each type of sketch. Most sketches contained the following: lot number, size, description, resolution number, recording date, etc.</p> <p>The time period involved ranges from 1897 to present depending on the particular sketches.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: REVISIONS INDEX / SECTION & HOUSE NUMBERING MAPS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING	Historical/Indefinite			Historical/Indefinite
DESCRIPTION: (Purpose, Content, and Method of Filing) The notebooks (3) contain data concerning revisions made to Section Maps House Numbering Maps. Information given includes map number, (grid system), date of revisions and descriptions of revisions.				
PREPARED BY: Phillip Balmeo, Asst. City Engineer				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>C.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: STREET NAME CHANGES			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
DRAFTING-MAPPING	Original			Historical. Keep indefinitely.
DESCRIPTION: (Purpose, Content, and Method of Filing)				
This file is a combination of an index and collection of various street name changes. The information listed includes the original name and the present listing, the location, and the change to and from ordinance or resolution number and the date adopted by the City.				
The file is arranged alphabetically and date from 1906 - present.				
PREPARED BY: Phillip Balmeo, Asst. City Engineer				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: STREET NAME LIST / EDP			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
DRAFTING-MAPPING		DEPARTMENT Superseded	REC. CENTER	DESTROY Superseded
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>List consists of a complete street name listing for the City. Streets are listed by letter-number locations on the City map grid.</p> <p>Lists are arranged alphabetically.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG DESIGN	TITLE: SUBJECT FILES			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
DRAFTING-MAPPING	Working Files	Annual Review		Annual Review
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Subject files consist of information on various subjects, i.e., annexations, setbacks, street name changes, tract maps, zoning, job requests from departments other than Engineering, management, etc.</p> <p>Records include, but are not limited to the following: correspondence, copies of resolutions, agreements, dedications and acceptance certificates, state deeds, sketches.</p> <p>Records are divided into reference files and in progress files.</p> <p>Records are filed alphabetically.</p> <p>PREPARED BY: Phillip Balmeo, Asst. City Engineer</p>				

APPROVALS		
RECORDS MANAGER <i>M.D.</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>G.A.</i>

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Blueprints – Schools & Large Construction (Sewer & Drainage)	5 Years	Permanent	Permanent	Record Copy Destruction schedule dependent on funding source.
2.	Design Standards/Storm Drain	Superseded or Obsolete		Superseded or Obsolete	
3.	Grade Sheets	5 Years	Permanent	Permanent	Original
4.	Job Files – County Bond Issue	Completion	Permanent	Permanent	Original
5.	Job Files – Storm Drain	Completion of Job	5 Years	Completion of Job + 5 Years	Original

Department/Section PW/ENGINEERING/STORM WATER/ Environmental Compliance	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011	Pg No. 1 of 1
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH



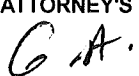
ORIGINATING DEPARTMENT PUBLIC WORKS/ENG /DESIGN	TITLE: BLUEPRINTS / SCHOOLS, LARGE CONSTRUCTION & DRAINAGE			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
STORM WATER/ENVIRONMENTAL COMPLIANCE	Record Copies	5 Years		Permanent

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

Files consist of one of a kind drawings not initiated by the City. The ones relating to the schools are very important because the schools do not have to comply with all the City codes on drainage. There can be variations and it is important to have a record of these. The other drawings on large construction could most likely be replaced in case of loss; however, it is possible that the school blueprints could not.

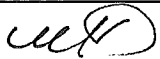
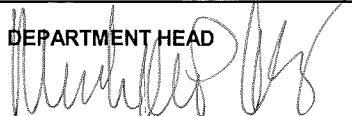

File is arranged alphabetically.

PREPARED BY: Mark Christoffels, Deputy Director / City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG /DESIGN	TITLE: DESIGN STANDARDS / STORM DRAIN			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
STORM WATER/ ENVIRONMENTAL COMPLIANCE		DEPARTMENT Superseded or obsolete	REC. CENTER	DESTROY Superseded or obsolete
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Files consist of standard design drawings for storm drain work. These are used when the same drawing is needed for different jobs. There are both City and County standards.</p> <p>Files are arranged by standards number.</p> <p>PREPARED BY: Mark Christoffels, Deputy Director / City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG /DESIGN	TITLE: GRADE SHEETS			DATE 5/17/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STORM WATER/ ENVIRONMENTAL COMPLIANCE	Original	5 Years	Permanent	Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Grade sheets contain survey data relating to sewer and storm drains. Recorded is the date, field book number, page, drawing number, location, contractor, station, and rates location of sewer from stake line remarks.</p> <p>Files are arranged by storm drains alphabetically, and by sewers both alphabetically and by tract file number.</p> <p>PREPARED BY: Mark Christoffels, Deputy Director / City Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG /DESIGN	TITLE: JOB FILES - COUNTY BOND ISSUE	DATE 5/17/11
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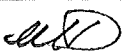
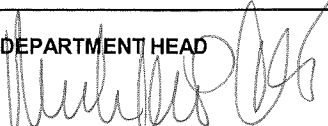

COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STORM WATER/ ENVIRONMENTAL COMPLIANCE	Originals	Completion	Permanent	Permanent

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

Files consist of information on storm drain jobs performed under County Bond Issues. Records include, but are not limited to the following: hydrology study, correspondence, structural calculations, soil and foundation investigations, photostats of field books, estimates, tabulation of bids, reports, test boring, equipment information.


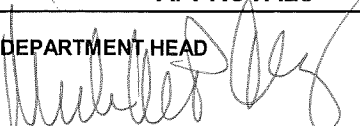
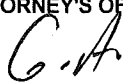
Files are arranged by project number and within these classifications folder breakdowns are by record types.

PREPARED BY: Mark Christoffels, Deputy Director / City Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENG /DESIGN	TITLE: JOB FILES - STORM DRAIN			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
STORM WATER/ ENVIRONMENTAL COMPLIANCE	Originals	Completion of Job	5 Years	Completion of Job + 5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Files consist of information on various storm drain jobs. Records include, but are not limited to the following: correspondence, newspaper clippings, preliminary and final estimates, sketches, drawings, grade sheets, copies of agreements, bond for faithful performance, labor and material bond, Notice of Public Improvement, tabulation of bids, reports.</p> <p>The file system is an alpha-numeric code system, ie. II-A with the II referring to the major classification Storm Drains, and "A" referring to the subsection building which would then be filed by address.</p> <p>PREPARED BY: Mark Christoffels, Deputy Director / City Engineer</p>				

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.	Aerial Photographs	Perm/Hist.		Perm/Hist.	Historical
2.	Books (Reference Material)	Annual Review		Purge Annually	Purge Annually
3.	Computerized Accident Summaries	10 Years		10 Years	
4.	Drawings Traffic Signals, Traffic Flow, Special Projects, Striping Plans	Superseded or Obsolete As Required		Superseded or Obsolete As Required	Original (Vellum) Print Copy
5.	School Route Maps	Annual Review		Annual Review	Original - master files are updated. Record Copy
6.	Traffic Control Device Inventory	5 Years		5 Years	
7.	Traffic - Correspondence	Permanent		Permanent	Primarily Electronic Data Never to be destroyed
8.	Traffic Count Reports (Auto)	7 Years		7 Years	Review prior to destruction
9.	Traffic Signal Records	10 Years		10 Years	Review prior to destruction
		Annual Review		Annual Review	Working Files

<p>Department/Section PW/ENGINEERING/Traffic Engineering</p>	<p>Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011</p>
<p>Page No. 1 of 2</p>	


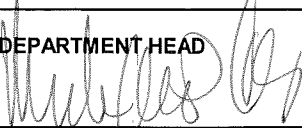
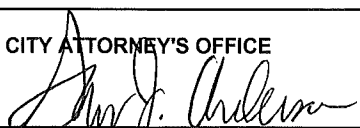
**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
10.	Vehicle Accident Reports	2 Years		2 Years	Copy Original on file at Police Dept
11.	Vehicle Accident Reports - Special	10 Years		10 Years	Copy Original on file at Police Dept

Department/Section PW/ENGINEERING/Traffic Engineering	Council Approval Meeting Date: October 18, 1994 Revised: May 17, 2011
Page No. 2 of 2	


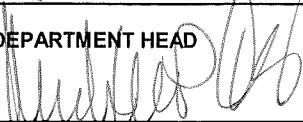
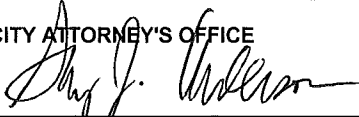
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENGINEERING	TITLE: AERIAL PHOTOGRAPHS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING	Original	Permanent/ Historical	Permanent/ Historical	Permanent. Historical.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Aerial Photographs cover the whole City and are done at 200' = 1". Each one covers approximately the same area as our section maps and follows the same coordinate system.</p> <p>Aerial Photos are stored in the Traffic Engineering Division. 1974, 1978, 1985 and 1991 are the years in the file.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


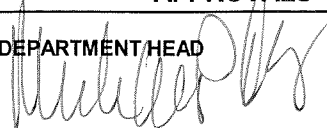
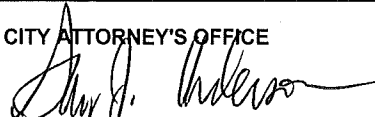
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: BOOKS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING		DEPARTMENT Annual Review	REC. CENTER	DESTROY Purge Annually
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The following are reference books used by the Traffic Section:</p> <ol style="list-style-type: none"> 1. Annual Traffic Count (for the State of California) 2. Bliss (for traffic signals) 3. Municipal Code of Long Beach (vol. 1 & 2) 4. Parking Survey & Program 5. Uniform Vehicle Code (Rules of the Road) <p>and various other materials</p> <p>Purge Annually</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: COMPUTERIZED ACCIDENT SUMMARIES			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING	Computer Printouts	10 Years		10 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The computer printouts consist of intersection and midblock collision summaries.</p> <p>The major purpose of these summaries is used for Traffic Engineering purposes relating to traffic control devices requests and statistical information.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: DRAWINGS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION TRAFFIC ENGINEERING	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Traffic Signals	Original (vellum)	Supersede or obsolete		Supersede or obsolete
Traffic Flow	Print Copies	As Required		As Required
Special Projects				


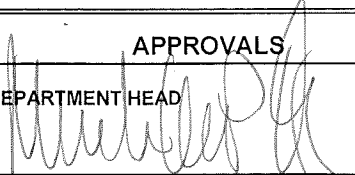
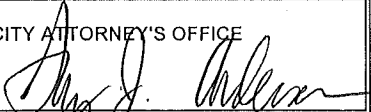
DESCRIPTION: (Purpose, Content, and Method of Filing)

File contains drawings of traffic signs, traffic studies street improvements and traffic controls. Three types of drawings are included:

1. Traffic Signs/Traffic Studies include drawings (15' x 3 1/2') for proposed freeway interchange i.e., Long Beach traffic study, crosstown freeway and proposed Alamitos Freeway; also the file includes drawings on the Queen Mary traffic patterns.
2. Street Signs and Improvements include drawings of street signs, etc.
3. Traffic Controls include drawings on various projects throughout the City i.e., traffic signals, traffic flow, striping, etc.


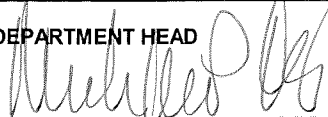
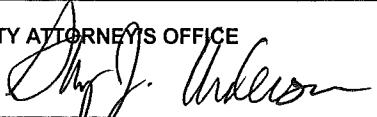
The drawings are located in two areas. The street improvement projects are retained in Engineering Records. The vellum drawings (reproducible masters) of the Traffic Signals, Traffic Flow and Special Projects are retained in the Traffic Section and are maintained as long as related traffic projects exist.

PREPARED BY: Amir Kasmai, Senior Transportation Engineer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


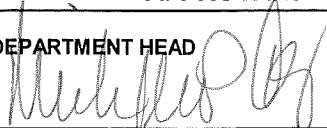

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENGINEERING	TITLE: SCHOOL ROUTE MAPS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING	Original	Annual Review/ Superseded		
	Copy	5 Years		5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>File contains school route maps for students throughout the City of Long Beach. The maps outline the safest routes to school. Once the maps are drawn, they are sent to a private printing company for reproduction. When completed, the maps are distributed to the schools within the City.</p> <p>These maps are maintained in a flat file and are reviewed on an annual basis.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


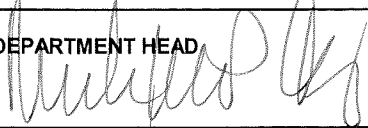
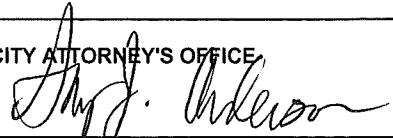
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: TRAFFIC CONTROL DEVICE INVENTORY			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING		DEPARTMENT Permanent	REC. CENTER N/A	DESTROY Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Traffic Control Device Inventory system is used to record, alter, sort, retrieve, manipulate and assess linked graphic and textual data pertaining to the installation, replacement, alteration, removal and incidental field verification of traffic control devices.</p> <p>It should be viewed primarily as a reference tool, rather than as any sort of definitive record.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 



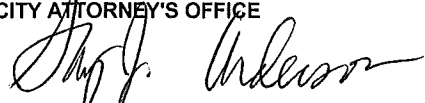
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: TRAFFIC CORRESPONDENCE			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING		DEPARTMENT 7 Years	REC. CENTER [Blank]	DESTROY 7 Years Review prior to destruction
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>These files consist of incoming and outgoing correspondence pertaining to traffic control, parking meters, curb stops, stop signs, dip markings, pedestrian crossing, school signs, pavement markings and various subjects related to traffic.</p> <p>A variety of filing systems have been used throughout the years, e.g., alphabetically, chronologically, etc.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


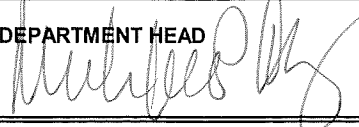
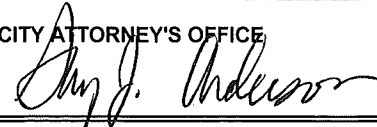
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: TRAFFIC COUNT REPORTS (AUTO)			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING		DEPARTMENT 10 Years	REC. CENTER	DESTROY 10 Years.
				Review prior to destruction.
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Files consist of traffic counts on streets throughout the City. By traffic count is meant the count of vehicles and/or pedestrians over a chosen time period at a specified location. These counts are used to evaluate the design of roadways and intersections in connection with the ability to handle the current flow of traffic.</p> <p>Traffic Count Report forms are a compilation of the statistical information of the 24 hours traffic counting machines. (8 1/2" x 11" form).</p> <p>The inclusive dates on the Traffic Count (Auto) Reports range from 1982 - present.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 



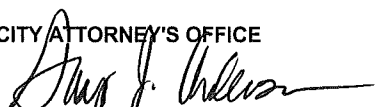
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENGINEERING	TITLE: TRAFFIC SIGNAL RECORDS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING	Working Files	Refer below Annual Review	DEPARTMENT REC. CENTER	DESTROY Annual Review
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>File contains information about the 400+ signal traffic lights located throughout the City. The technical data is divided into three categories (folders):</p> <ol style="list-style-type: none"> 1. Signal Light: drawing of installation; information as to operation and changes to traffic signals etc. 2. Traffic System: detailed drawings and information on a series of signal lights that compose a system i.e., traffic light system on Long Beach Blvd. 3. Time space diagram: chart that shows the signal timing of each signal fixture and the timing between signals. <p>The files are alphabetically arranged by traffic signal location.</p> <p>Files will be updated on an annual basis. Certain information will be retained for historical purposes.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


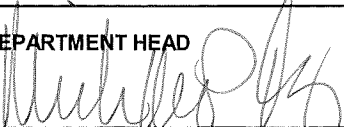
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ ENGINEERING	TITLE: VEHICLE ACCIDENT REPORTS			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TRAFFIC ENGINEERING	Copies	2 Years		2 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Police Department furnished copies of accident reports to the Traffic Engineering Section on a regular basis. The reports have been for informational purposes.</p> <p>The data on this report (which involves all types of accidents) includes date of accident, time, file number, location of accident, weather, name of witnesses if any, and name of officer taking the report.</p> <p>The major purpose of these reports is to supplement the master file of computerized accidents relating to the need for correction of a record.</p> <p>Duplicate to Police Department files.</p> <p>PREPARED BY: Amir Kasmai, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ENGINEERING	TITLE: VEHICLE ACCIDENT REPORTS - SPECIAL			DATE 5/17/11
COPIES FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
TRAFFIC ENGINEERING	Copies	10 Years		10 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Files contain vehicle accident reports only for Special Incidents that have occurred in the City of Long Beach. The data is provided by the Police Department on a daily basis for the Traffic Division of the Engineering Department. The volume of this report has been estimated at approximately 700 police reports per year.</p> <p>The statistics encompass those accidents involving fatalities, pedestrians, bicycles and some others. With these reports supplemental to the computer master files of accident reports, the major objective of the Traffic Section is to analyze the data and reach a possible solution on the prevention or reduction of these types of accidents.</p> <p>Files are arranged by accident report numbers, which are assigned by the Police department.</p> <p>This is duplicate to Police Records.</p> <p>PREPARED BY: Amir Kasmal, Senior Transportation Engineer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 