

CITY OF LONG BEACH

C-3

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

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July 13, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Approve a department name change on all applicable Records Retention Schedules from Planning and Building to Development Services; and approve the revisions to the Development Services Department Administration Section Records Retention Schedule (as shown in Exhibit A), and rescind all previously applicable Records Retention Titles for Development Services Department Administration Section.

DISCUSSION

In accordance with Section 1.28.010 of the Long Beach Municipal Code, it is hereby requested that the name change on all applicable Records Retention Schedules from Planning and Building to Development Services be approved by the City Council.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with Development Services to update the Department name and retention dates on all applicable Records Retention Evaluation Forms and Schedules.

CONCURRENCES

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

FISCAL IMPACT

Appropriations have been budgeted in FY 10 for operation of the City Records Center.

Respectfully submitted,

Larry G. Herrera
City Clerk

EXHIBIT “A”


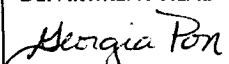
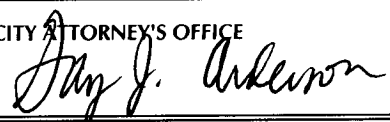
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AUDITOR'S COPIES CASHIERING	DATE July 13, 2010		
COPIES/FILES BY DEPT/SECTION ADMINISTRATION / CASHIERING	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Cashiering Receipts	Copies	-1 Year	-4 Years	-5 Years
Cashiering Receipts	Copies	1 Year	1 Years	2 Years

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


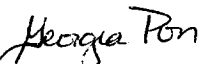
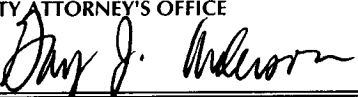
Files consist of Auditor's copies of individual transactions, file by date.

PREPARED BY: M. DeLaGarza

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEPOSIT RECEIPTS			DATE July 13, 2010
COPIES/FILES BY DEPT/SECTION ADMINISTRATION / CASHIERING	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		Copies	-3 Years	-2 Years -5 Years
		Copies	1 Years	1 Years 2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Deposits are made daily to the City Treasurer, deposits represent various types of collections i.e., permit fees, checking fees, renewal fees, house moving and posting fees, special inspection fees, appeal fees, etc. Deposit receipts are filed in folders by year and date of deposit.				
PREPARED BY: M. DeLaGarza				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MANAGEMENT POSITION RECRUITMENT PERSONNEL RECRUITMENT			DATE July 13, 2010
COPIES/FILES BY DEPT/SECTION ADMINISTRATION / PERSONNEL	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 Years	Permanent	Permanent
	Original	2 Years		2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Files consist of recruitment, selection and affirmative action flow charts for hiring in the Department of Development Services. Also includes original resumes, letters of application and all follow-up correspondence from and to applicants.</p> <p>Files are maintained for each separate position.</p>				
PREPARED BY: M. DeLaGarza				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 