



CITY OF LONG BEACH

C-5

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 15, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

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

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 Library Services to revise the Records Retention Schedule (Attachment I) last adopted on October 5, 1976.

CONCURRENCES

The City Attorney and Library Services concur in the above recommendation.

FISCAL IMPACT

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

Respectfully submitted,

Larry G. Herrera
City Clerk

Attachment I

**City of Long Beach
Records Retention Schedule**

| Item No. | Record Title | Retention Period | | | Remarks |
|----------|--|------------------|---------------|-------------|--|
| | | Department | Record Center | Destroy | |
| 1. | LIBRARY CARD APPLICATIONS: Adult | | | Immediately | Original – Application shredded immediately after processing, per City Attorney. |
| 2. | LIBRARY CARD APPLICATIONS: Youth | 5 Years | | 5 Years | Original – After 5 Years shred application per City Attorney. |
| 3. | CASH REPORTS: - Daily - Weekly | 6 Months | | 6 Months | Original |
| | | 2 Years | | 2 Years | Original |
| 4. | DISPUTE LETTERS/CORRESPONDENCE | 5 Years | | 5 Years | Original |
| 5. | FACILITY RENTAL DOCUMENTS - Support Services/Administration - Main Branch/Location | 1 Year | 4 Years | 5 Years | Original |
| | | 1 Year | | 1 Year | Working Copy |
| 6. | HISTORICAL RECORDS, PHOTOS OF SIGNIFICANCE, DIGITAL RECORDS INCIDENT REPORTS - Support Services/Administration | Permanent | | Permanent | Original & Copies |
| | | C+2 Years | 5 Years | C+7 Years | Original – Main/Branch Libraries forward to Administration. |
| 7. | - Main/Branch Library Services | 1 Year | 1 Year | 2 Years | Working Copy |

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| Department/Section LIBRARY SERVICES | Council Approval Meeting Date: October 5, 1976 Revised: February 15, 2011 | Page No. 1 OF 7 |
|--|--|--------------------|

**City of Long Beach
Records Retention Schedule**

| Item No. | Record Title | Retention Period | | | Remarks |
|----------|---|-----------------------|----------------------|-----------------------|---|
| | | Department | Record Center | Destroy | |
| 8. | LIBRARY ANNUAL REPORTS - Support Services/Administration - Main/Branch Library Services | 1 Year 5 Years | Permanent | Permanent 5 Years | Original Working Copy |
| 9. | LOST AND PAID RECEIPT BOOKS | 3 Years | 2 Years | 5 Years | Original |
| 10. | PERFORMANCE MANAGEMENT DOCUMENTS - Support Services/Administration - Main/Branch Library Services | 2 Years 5 Years | 3 Years | 5 Years 5 Years | Original Working Copy |
| 11. | PHOTO RELEASE FORMS - Staff Artist - Main/Branch Library Services | 2 Years 2 Years | Permanent 3 Years | Permanent 5 Years | Original Copy |
| 12. | SUPPORT AGENCY FILES | 2 Years | 5 Years | 7 Years | Original – Files pertaining to Friends of the Long Beach Public Library and the Long Beach Public Library Foundation. |
| 13. | VOLUNTEER WAIVERS - Support Services/Administration - Main/Branch Library Services | T+2 Years T+1 Year | | T+2 Years T+1 Year | Original – Forwarded to Volunteer Coordinator and then retained by Administration Working Copy – Kept On-site |
| 14. | A/R FORM LETTERS (CLOSED ACCOUNTS) | 2 Years | | 2 Years | Working Copy |

**City of Long Beach
Records Retention Schedule**

| Item No. | Record Title | Retention Period | | | Remarks |
|----------|--|------------------|---------------|---------|---|
| | | Department | Record Center | Destroy | |
| 15. | ACCOUNTS RECEIVABLE INVOICES | 2 Years | 3 Years | 5 Years | Original |
| 16. | ASSET FORMS | 2 Years | | 2 Years | Working Copy – Financial Management retain the Originals. |
| 17. | ACCOUNTING FILES – Branch Copies | 2 Years | | 2 Years | Working Copy |
| 18. | DEPOSIT RECEIPTS | 2 Years | 5 Years | 7 Years | Original |
| 19. | DIRECT PAYMENT | 2 Years | | 2 Years | Working Copy |
| 20. | IMPREST CHECKING | 2 Years | 5 Years | 7 Years | Original |
| 21. | INVOICES (VENDOR) | 2 Years | | 2 Years | Working Copy – Financial Management retain the Originals. |
| 22. | JOURNAL VOUCHERS | 2 Years | 5 Years | 7 Years | Original & Working Copy |
| 23. | MILEAGE REPORTS | 1 Year | 3 Years | 4 Years | Working Copy |
| 24. | MEMORANDA OF UNDERSTANDING (MOU) FILES | 2 Years | 3 Years | 5 Years | Working Copy |
| 25. | PURCHASE ORDERS | 2 Years | 1 Year | 3 Years | Working Copy |
| 26. | PURCHASING CARD ACCOUNTING FILES | 2 Years | 5 Years | 7 Years | Original |

**City of Long Beach
Records Retention Schedule**

| Item No. | Record Title | Retention Period | | | Remarks |
|----------|--|---|---|---|---|
| | | Department | Record Center | Destroy | |
| 27. | REPORTS - BILLING & COLLECTION SYS. - DELINQUENT - OUTSTANDING INVOICES - PAYROLL - REVENUE | 2 Years 2 Years C+2 Years 2 Years 2 Years | 2 Years 2 Years 2 Years 2 Years 2 Years | 4 Years 4 Years C+4 Years 2 Years 4 Years | Original Original Original Original Compact Disc (CD) Original |
| 28. | RETURNED CHECK FILE | 2 Years | 5 Years | 7 Years | Working Copy – Original check is surrendered to customer upon repayment. |
| 29. | ADA PROJECT FILES | C+1 Year | 6 Years | C+7 Years | Working Copy – Original files are kept with Public Works. C (Closed/Completed) represents completion of project. |
| 30. | ADMINISTRATION FILES | 5 Years | | 5 Years | Original & Working Copy |
| 31. | AGREEMENTS, CONTRACTS, CONCESSIONS & PERMITS | T+5 Years | | T+5 Years | Working Copy – Original contract files are kept City Clerk and Original permits are kept by Development Services. T (Termination) represents termination of contract and/or agreement. |
| 32. | ANNUAL FINANCIAL REPORTS | 2 Years | | 2 Years | Working Copy |
| 33. | BUDGET WORK FILES | 2 Years | 3 Years | 5 Years | Working Copy |
| 34. | WEEKLY NEWSLETTER 'CHECK IT OUT' | 1 Year | Permanent | Permanent | Original |

**City of Long Beach
Records Retention Schedule**

| Item No. | Record Title | Retention Period | | | Remarks |
|----------|---|------------------|--------------------|--------------------|--|
| | | Department | Record Center | Destroy | |
| 35. | CAPITAL IMPROVEMENT PROJECT FILES | C+1 Year | 6 Years | C+7 Years | Working Copy C (Closed/ Completed) represents completion of project. |
| 36. | CORRESPONDENCE | 2 Years | 5 Years | 7 Years | Working Copy |
| 37. | SAFETY & FIRE EXTINGUISHER INSPECTION CHECKLIST | 1 Year 1 Year | 2 Years 2 Years | 3 Years 3 Years | Original – Fire Extinguisher Inspection Checklist are submitted to Administration every month Working Copy – A copy of the Safety Inspection checklist is submitted to Human Resources every month. |
| 38. | GRANT ADMINISTRATION FILES | T+5 Years | 5 Years | T+10 Years | Original T (Termination) represents termination of grant. |
| 39. | GRANT SETTLEMENT REPORTS | T+5 Years | Permanent | Permanent | Working Copy – Originals are kept with Financial Management, Grants Accounting T (Termination) represents termination of grant. |
| 40. | MANAGEMENT RECRUITMENT | 3 Years | | 3 Years | Original |
| 41. | PATRON ACCIDENT/INCIDENT LOGS | 2 Years | | 2 Years | Original |

**City of Long Beach
Records Retention Schedule**

| Item No. | Record Title | Retention Period | | | Remarks |
|----------|---|------------------|---------------|------------|--|
| | | Department | Record Center | Destroy | |
| 42. | CITY SAFETY REPORTS | 1 Year | 2 Years | 3 Years | Working Copy – Original retained by Human Resources, Risk Management |
| 43. | LIBRARY SERVICES STATISTICS REPORTS | 5 Years | 10 Years | 15 Years | Electronic Original and handwritten sheets. Reports are kept at the Computer Operations desk. |
| 44. | MAINTENANCE WEEKLY REPORTS | 1 Year | 4 Years | 5 Years | Working Copy |
| 45. | MAINTENANCE WORK ORDERS | 1 Year | 4 Years | 5 Years | Electronic Working Copy |
| 46. | HUMAN RESOURCES REPORTS | 2 Years | | 2 Years | Working Copy |
| 47. | LABOR REPORTS | 2 Years | | 2 Years | Working Copy |
| 48. | PAYROLL REPORTS | 2 Years | | 2 Years | Working Copy |
| 49. | PAYROLL TIME SHEETS | 2 Years | | 2 Years | Original |
| 50. | PERSONNEL CONFIDENTIAL FILES | T+1 Year | | T+15 Years | Original & Working Copy After Termination send to Human Resources for placement in employee personnel file. |
| 51. | PERSONNEL REQUISITIONS | 2 Years | 3 Years | 5 Years | Original |
| 52. | COMMUNITY INFORMATION/ PRINTING/GRAPHICS | S+2 Years | 3 Years | S+5 Years | Original S (Supersede) represents a new to take the place of the old. |

**City of Long Beach
Records Retention Schedule**

| Item No. | Record Title | Retention Period | | | Remarks |
|----------|------------------------------------|------------------|---------------|---------|--------------------------|
| | | Department | Record Center | Destroy | |
| 53. | STAFF ARTIST RECEIPTS | 3 Years | | 3 Years | Working Copy |
| 54. | VENDOR/STAFF ARTIST CORRESPONDENCE | 3 Years | | 3 Years | Originals & Working Copy |

Department/Section
LIBRARY SERVICES

Council Approval Meeting Date: October 5, 1976
Revised: February 15, 2011

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




| | | | | |
|---|--|-------------------------|--------------------|---|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: LIBRARY CARD APPLICATIONS – ADULT | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Main/Branch Library Services | Original | DEPARTMENT | REC. CENTER | DESTROY Immediately destroyed as soon as processed. |
| | | | | |
| | | | | |

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

Applications for Adult library cards filled out and processed. Applications contain personal information about library patrons, and are destroyed immediately as soon as they are processed, per instruction from City Attorney's Office.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

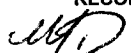


| | | | | |
|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: LIBRARY CARD APPLICATIONS – YOUTH | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Main/Branch Library Services | Original | 5 Years | | 5 Years |
| | | | | |
| | | | | |
| | | | | |

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

Applications for Youth library cards, filled out and processed. Applications contain personal information about youth library patrons, and are retained for proof of responsible adult party for five years, then destroyed immediately, per instruction from the City Attorney's Office. Applications are filed chronologically as received/input.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---------------------------------------|-------------------------|-------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: CASH REPORTS – DAILY | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Accounting | Original | DEPARTMENT 6 Months | REC. CENTER | DESTROY 6 Months |
| | | | | |
| | | | | |




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

Reports generated when counting Main Library cash registers. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: CASH REPORTS - WEEKLY | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | | 2 Years |
| | | | | |
| | | | | |
| | | | | |

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

Reports generated when counting Main Library and Branch library cash registers. Filed chronologically and by location.

PREPARED BY: Jeff Brown, Administrative Analyst III

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
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APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: DISPUTE LETTERS/CORRESPONDENCE | DATE 2/15/2011 |
|---|---|--------------------------|

| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
|-------------------------------|------------------|------------------|-------------|---------|
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 5 Years | | 5 Years |
| | | | | |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Letters/emails disputing charges for services or materials. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: FACILITY RENTAL DOCUMENTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Original | 1 Year | 4 Years | 5 Years |
| Main/Branch location | Working Copy | 1 Year | | 1 Year |
| | | | | |
| | | | | |

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

Original rental documents for Main and/or Branch library facility locations are kept at Library Administration Division/Bureau. Includes rental forms, insurance, back up, and Facility Rental Log. Filed chronologically.

Copies of rental documents for Main or Branch library facility locations are kept by Branch. Includes rental forms, insurance, back up, and Facility Rental Log. Copies retained at location. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: HISTORICAL RECORDS/PHOTOS OF SIGNIFICANCE /DIGITAL PHOTOS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Executive Office | Originals & Working Copy | Permanent | | Permanent |
| Staff Artist | Original | Permanent | | Permanent |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

VITAL/HISTORICAL/CONFIDENTIAL RECORDS SERIES: H

News clippings, articles, photos, photographs of events and facilities, programs, and other historical documentation pertaining to Long Beach Public Library history. Filed chronologically and by subject.

Files consist of, but not limited to, those listed.

Note: Files of digital photographs retained on CD-Rs. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
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APPROVALS

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|---|---|--|
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: INCIDENT REPORTS | | | DATE 2/15/2011 |
|---|-----------------------------------|------------------|-------------|--------------------------|
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services/Administration | Original | C+2 Years | 5 Years | C+7 Years |
| Main / Branch Library Services | Working Copy | 1 Year | 1 Year | 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)




Original Incident Reports completed at Library location, kept on file at Library Administration Division/Bureau and copied to City Attorney, when applicable. Filed chronologically and by location where incident occurred.

Copies of Incident Reports completed at library location, kept on file at location where incident occurred. Original forwarded to Administration. Filed chronologically.

Files consist of, but not limited to, those listed.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

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

| | | | | |
|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: LIBRARY ANNUAL REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services/Administration | Original | 1 Year | Permanent | Permanent |
| Main / Branch Library Services | Working Copy | 5 Years | | 5 Years |
| | | | | |
| | | | | |

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

Original Annual Reports, core statistics etc., retained by Library Administration. Filed chronologically and by location.

Copies of Annual Reports, core statistics, etc., retained at generating library location. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: LOST AND PAID RECEIPT BOOKS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 3 Years | 2 Years | 5 Years |
| | | | | |
| | | | | |
| | | | | |


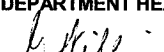

DESCRIPTION: (Purpose, Content, and Method of Filing)

Receipt books containing stubs from receipts given to customers when payments are made for lost materials. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
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APPROVALS

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

| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PERFORMANCE MANAGEMENT DOCUMENTS | | | DATE 2/15/2011 |
|---|---|------------------|-------------|--------------------------|
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services/Administration | Original | 2 Years | 3 Years | 5 Years |
| Main / Branch Library Services | Working Copy | 5 Years | | 5 Years |
| | | | | |
| | | | | |
| | | | | |

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

Working copies of Performance Management documents, core statistics, monthly/quarterly reports, etc., kept at location where generated. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential

APPROVALS

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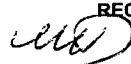


RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PHOTO RELEASE FORMS | | | DATE 2/15/2011 |
|---|--------------------------------------|------------------|-------------|--------------------------|
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Staff Artist | Original | 2 Years | Permanent | Permanent |
| Main / Branch Library Services | Copies | 2 Years | 3 Years | 5 Years |
| | | | | |
| | | | | |

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

Copies of signed release forms from subjects photographed, providing permission to use a person's image for Library promotional materials. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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|--|--|---|
| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: SUPPORT AGENCY FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Executive Office | Original | 2 Years | 5 Years | 7 Years |
| | | | | |
| | | | | |
| | | | | |


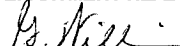
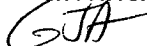
DESCRIPTION: (Purpose, Content, and Method of Filing)

Files pertaining to work/business conducted with Friends of the Long Beach Public Library and the Long Beach Public Library Foundation. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

| | | | | |
|---|------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: VOLUNTEER WAIVERS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services/Administration | Original | T + 2 Years | | T + 2 Years |
| Main / Branch Library Services | Working Copy | T + 1 Year | | T + 1 Year |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Original signed waiver form and background check documentation for all performing service in libraries, forwarded to and logged by Volunteer Coordinator for tracking purposes and then retained by Administration




Copies of signed waiver form and background check documentation for all volunteers performing service in libraries, kept on-site for reference by library where volunteer works.

Files consist of, but not limited to, those listed.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: A/R FORM LETTERS (CLOSED ACCOUNTS) | DATE 2/15/2011 |
|---|---|--------------------------|




| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
|-------------------------------|------------------|------------------|-------------|---------|
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Working Copy | 2 Years | | 2 Years |
| | | | | |
| | | | | |
| | | | | |

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

Copies of form letters sent to customers regarding closed accounts. Filed chronologically..

PREPARED BY: Jeff Brown, Administrative Analyst III

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

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




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: ACCOUNTS RECEIVABLE INVOICES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | 3 Years | 5 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Original invoices relating to Library business. Filed alphabetically & chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |


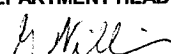

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: ASSET FORMS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Working Copy | 2 Years | | 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Working copies of asset forms; Originals on file with Department of Financial Management. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|--------------------------|--------------------|----------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: ACCOUNTING FILES - BRANCH COPIES | DATE 2/15/2011 | | |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Main / Branch Library Services | Working Copy | 2 Years | | 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Copies of Accounting files retained at specific library location. Filed alphabetically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




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|---|-----------------------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: DEPOSIT RECEIPTS | DATE 2/15/2011 |
|---|-----------------------------------|--------------------------|

| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
|-------------------------------------|-------------------------|-------------------------|--------------------|----------------|
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | 5 Years | 7 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Original Deposit Receipt forms, receipts, and back-up documentation. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: DIRECT PAYMENT | | | DATE 2/15/2011 |
|--|---------------------------------|------------------|-------------|-------------------|
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Working Copy | 2 Years | | 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Working copies of Direct Payment forms, FAMIS print screens, and back-up documentation. Filed chronologically. Originals kept by Financial Management, Central Accounts Payable.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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|--|-----------------------------------|------------------|-------------|-------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: IMPREST CHECKING | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | 5 Years | 7 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Bank statements, canceled checks and check registers documenting payments made out of Imprest checking account. Filed chronologically.

Contents: Bank Statements
 Canceled Checks
 Check Registers

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: INVOICES (VENDOR) | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Working Copy | 2 Years | | 2 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Working copies of invoices sent by vendors doing business with the Department, and payment forms/back-up materials. Filed chronologically and alphabetically. Originals kept by Financial Management, Central Accounts Payable.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|-----------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: JOURNAL VOUCHERS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original & Working Copy | 2 Years | 5 Years | 7 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Interdepartmental Journal Vouchers – Original Journal Voucher forms and back-up documentation are kept by Financial Management. Support Services/Accounting Bureau keeps working copies.

Intradepartmental Journal Vouchers – Original Journal Voucher forms and back-up documentation are kept by Support Services/Accounting Bureau.

PREPARED BY: Jeff Brown, Administrative Analyst III

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




APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|--|---|--------------------------|--------------------|----------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: MILEAGE REPORTS | DATE 2/15/2011 | | |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Working Copy | 1 Year | 3 Years | 4 Years |
| | | | | |
| | | | | |
| <p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Mileage Reports submitted for reimbursement of expenses. Filed chronologically.</p> | | | | |

PREPARED BY: Jeff Brown, Administrative Analyst III

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|---|---|--|
| <p>RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential</p> | | |
| APPROVALS | | |
| <p>RECORDS MANAGER </p> | <p>DEPARTMENT HEAD </p> | <p>CITY ATTORNEY'S OFFICE </p> |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: MEMORANDA OF UNDERSTANDING (MOU) FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Working Copy | 2 Years | 3 Years | 5 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Copies of Memoranda of Understanding between Library Services and other departments/agencies. Filed alphabetically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|----------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PURCHASE ORDERS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Working Copy | 2 Years | 1 Year | 3 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Working copies of Purchase Order requests, Purchase Order forms; ADPICS/FAMIS print screens and original Purchase requisition files. Filed chronologically. Original Purchase Orders are kept by Financial Management

Contents:

- Purchase Requisition forms
- Purchase descriptions and details
- Back up documentation

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PURCHASING CARD ACCOUNTING FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | 5 Years | 7 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Original Purchasing Card receipts and back-up documentation. Original Credit Card Statements on file with Financial Management. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: REPORTS – BILLING & COLLECTION SYSTEM | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | 2 Years | 4 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Monthly reports from the Billing & Collections system, detailing account balances and status. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




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|---|---------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: REPORTS - DELINQUENT | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | 2 Years | 4 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Reports detailing delinquent accounts. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

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| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: REPORTS – OUTSTANDING INVOICES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | C+2 Years | 2 Years | C+4 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

For this record series C (Closed/Completed) represents completion of the invoice.

FAMIS accounting system reports detailing outstanding invoices. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: REPORTS – PAYROLL | | | DATE 2/15/2011 |
|---|---|------------------|-------------|--------------------------|
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original CD | 2 Years | | 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Payroll reports detailing employee payments and deductions, retained in Compact Disc (CD) format. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: REPORTS - REVENUE | DATE 2/15/2011 |
|--|------------------------------------|-------------------|

| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
|-------------------------------|------------------|------------------|-------------|---------|
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Original | 2 Years | 2 Years | 4 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

FAMIS reports of department revenue. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: RETURNED CHECK FILE | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Accounting | Working Copy | 2 Years | 5 Years | 7 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Chronological file of checks returned by the bank. Originals surrendered to customer upon repayment.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




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|---|------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: ADA PROJECT FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Working Copy | C+1 Year | 6 Years | C+7 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

For this record series C (Closed/Completed) represents completion of project.

Files pertaining to Americans with Disabilities Act (ADA) projects at Library locations. Filed chronologically. Original ADA Project files are kept with Public Works.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---------------------------------------|-------------------------|-------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: ADMINISTRATION FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Administration | Original/Working Copy | DEPARTMENT 5 Years | REC. CENTER | DESTROY 5 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Administrative files consist of copies of daily correspondence; file on department policy; job opportunities; copies of requisitions; orders; copies of Economic Interest Form 700; Standing Committee Agendas (which are both on file in City Clerk Department); and copies of Equipment/Information Technology Advisory Committee (EITAC) proposals for Administrative Services. Filed by subject and chronologically.

Files consist of, but not limited to, those listed.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: AGREEMENTS, CONTRACTS, CONCESSIONS, PERMITS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Working Copy | T+5 Years | | T+5 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

For this record series T (Termination) represents termination of contract and/or agreement.

Working copies of agreements, contracts, concessions, and permits executed by the department are kept for business and operations. Filed chronologically and alphabetically.

City Clerk keeps original signed agreements and contracts. Development Services keeps original permits.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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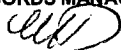


RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: ANNUAL FINANCIAL REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Working Copy | 2 Years | | 2 Years |
| | | | | |
| | | | | |
| | | | | |

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

Annual financial reports created as a result of operations for the department.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




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|---|------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: BUDGET WORK FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Working Copy | 2 Years | 3 Years | 5 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Preparation schedules, Budget reviews, Bureau Budgets, Budget Adjustments, Fixed costs, Worksheets, Draft Budget Narratives, Cash Flow Reports, Estimated Expenditures, Other backup documents

PREPARED BY: Jeff Brown, Administrative Analyst III

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

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: DEPARTMENT WEEKLY NEWSLETTER "CHECK IT OUT" | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Executive Office | Original | 1 Year | Permanent | Permanent |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: H

Original printed copy of weekly newsletter "Check It Out." Newsletter is produced weekly and distributed to all Library staff and interested public. File chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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|---|---|--|
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


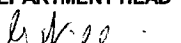

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: CAPITAL IMPROVEMENT (CIP) PROJECT FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Working Copy | C+1 Year | 6 Years | C+7 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

For this record series C (Closed/Completed) represents completion of project.

Files pertaining to Capital Improvement Projects (CIP) at Library locations. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---------------------------------|-------------------------|------------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: CORRESPONDENCE | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Administration | Working Copy | DEPARTMENT 2 Years | REC. CENTER 5 Years | DESTROY 7 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Copies of correspondence received by the department from vendors, customers, and citizens; correspondence and responses from the department to vendors, customers, and citizens. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: SAFETY & FIRE EXTINGUISHER INSPECTION CHECKLISTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Original | 1 Year | 2 Years | 3 Years |
| | Working Copy | 1 Year | 2 Years | 3 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Main Library/Branch submits the original Fire Extinguisher Inspection Checklists to Support Services/Administration each month and is retained for safety reporting purposes. Filed chronologically.

Copies of Safety Inspection Checklists filled out by branch and Main libraries on a monthly basis. Originals are submitted to the Human Resources, Risk Management Division each month. Filed chronologically and by location.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: GRANT ADMINISTRATION FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Originals | T+5 Years | 5 Years | T+10 Years |
| Automated Service Bureau | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

For this record series T (Termination) represents termination of grant.

Grant related files, including applications, regulations, contracts, correspondence, etc. Filed chronologically and alphabetically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: GRANT SETTLEMENT REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Administration | Working Copy | DEPARTMENT T+5 Years | REC. CENTER Permanent | DESTROY Permanent |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

For this record series T (Termination) represents termination of grant.
 Final reports detailing grant settlements. Filed chronologically and alphabetically.
 Original Grant Settlement Reports are kept with Financial Management, Grants Accounting.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|-------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: MANAGEMENT RECRUITMENT | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Personnel & Training | Original | DEPARTMENT 3 Years | REC. CENTER | DESTROY 3 Years |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Management recruitment flyers, brochures, documents, responses, resumes, letters, questions, notes, reports, pertaining executive recruitment. Filed alphabetically and chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PATRON ACCIDENT / INCIDENT LOGS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Original | 2 Years | | 2 Years |
| | | | | |
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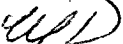


DESCRIPTION: (Purpose, Content, and Method of Filing)

Reports of patron accidents/incidents, retained by Administration. Copies forwarded to City Attorney. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--------------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: CITY SAFETY REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Administration | Working Copy | 1 Year | 2 Years | 3 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Copies of monthly/yearly Safety Reports from City Safety Office. Filed chronologically. Original kept by Human Resources, Risk Management.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: LIBRARY SERVICES STATISTICS REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Automated Services Bureau | Electronic Original | 5 Years | 10 Years | 15 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Automated Services Bureau (ASB) printed reports of Library statistics, including circulation, computer sessions, electronic database usage, and other ASB-related information for all LBPL libraries, and handwritten tally sheets at Computer Operator's desk. Filed chronologically.

All reports are stored on a server that is maintained by LBPL Services.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH



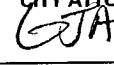
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|---|---|-------------------------|------------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: MAINTENANCE WEEKLY REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Facility Maintenance | Working Copy | DEPARTMENT 1 Year | REC. CENTER 4 Years | DESTROY 5 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Weekly reports of maintenance projects and status prepared and filed by Building Services Supervisor. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

| APPROVALS | | |
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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: MAINTENANCE WORK ORDERS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Facility Maintenance | Electronic Working Copy | 1 Year | 4 Years | 5 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Public Works generate work requests for maintenance work performed by Maintenance staff, employees, and/or Public Works. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS-MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: HUMAN RESOURCES REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Personnel & Training | Working Copy | 2 Years | | 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Reports of personnel inventory, sick leave usage, carry-over time, skills, pay, ethnic distribution, etc. Filed chronologically.




PREPARED BY: Jeff Brown, Administrative Analyst III

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|--|---|--|
| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---------------------------------------|--------------------------|--------------------|----------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: LABOR REPORTS | DATE 2/15/2011 | | |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Personnel & Training | Working Copy | 2 Years | | 2 Years |
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| | | | | |
| <p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Labor Distribution Reports, Employee By Program Reports, Insurance Charge Points, Position Control reports, employee address reports, EEOC reports, etc. Filed chronologically and alphabetically.</p> | | | | |

PREPARED BY: Jeff Brown, Administrative Analyst III

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|--|---|--|
| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|----------------------------------|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PAYROLL REPORTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Personnel & Training | Working Copy | 2 Years | | 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Time record reports, payroll registers, accrued hours reports, etc. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--------------------------------------|-------------------------|-------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PAYROLL TIME SHEETS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Personnel & Training | Original | DEPARTMENT 2 Years | REC. CENTER | DESTROY 2 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Original signed employee time sheets. Filed chronologically and alphabetically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|-------------|--------------------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PERSONNEL CONFIDENTIAL FILES | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| Support Services / Personnel & Training | Original/Working Copy | DEPARTMENT T+1 Year | REC. CENTER | DESTROY T+15 years (kept by H.R.) |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

For this record series T (Termination) represents once the employee status is terminated.

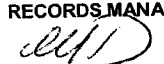


Recruitment files, background check information, etc. Filed chronologically and alphabetically.

Personnel Files, including applications, evaluations, grievances, tax forms, insurance designations, commendations, discipline records, personnel transactions, direct deposit information/records, payroll processing, etc. Filed alphabetically.

Personnel Medical Files, confidential medical records including pre-employment physical, subsequent physicals, Occupational Health reports, etc. Filed alphabetically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

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| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: PERSONNEL REQUISITIONS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Support Services / Personnel & Training | Original | 2 Years | 3 Years | 5 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Personnel requisitions provided by Human Resources / Civil Service. Filed chronologically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

APPROVALS

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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH



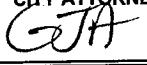
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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: COMMUNITY INFORMATION / PRINTING / GRAPHICS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Staff Artist | Original | S+2 Years | 3 Years | S+5 Years |
| | | | | |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Community Information brochures, documents, schedules, etc., that advertise services, programs, and facility regulations, etc.

PREPARED BY: Jeff Brown, Administrative Analyst III

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

| APPROVALS | | |
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| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|--|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: STAFF ARTIST RECEIPTS | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Staff Artist | Working Copy | 3 Years | | 3 Years |
| | | | | |
| | | | | |
| | | | | |

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

Copies of receipts of supplies purchased for the Staff Artists, retained for reference in providing future cost estimates. Filed alphabetically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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|--|--|---|
| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |


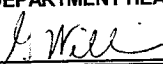

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

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|---|---|-------------------------|--------------------|--------------------------|
| ORIGINATING DEPARTMENT LIBRARY SERVICES | TITLE: VENDOR / STAFF ARTIST CORRESPONDENCE | | | DATE 2/15/2011 |
| COPIES/FILES BY DEPT/SECTION | COPY DESIGNATION | RETENTION PERIOD | | |
| | | DEPARTMENT | REC. CENTER | DESTROY |
| Staff Artist | Original/Working Copy | 3 Years | | 3 Years |
| | | | | |
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Originals and/or copies of correspondence with vendors, customers, etc., retained for reference and specifications for ordering replacements. Filed alphabetically.

PREPARED BY: Jeff Brown, Administrative Analyst III

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|--|---|--|
| RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential | | |
| APPROVALS | | |
| RECORDS MANAGER  | DEPARTMENT HEAD  | CITY ATTORNEY'S OFFICE  |