



# CITY OF LONG BEACH

**C-7**

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

November 8, 2011

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to adopt the revisions to Long Beach Gas & Oil Retention Schedule (as shown in Exhibit A), and rescind all previously applicable Records Retention Titles for Long Beach Gas & Oil.

## 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 Long Beach Gas & Oil to revise the Records Retention Schedule (Attachment I) last adopted on July 15, 1975.

## CONCURRENCES

The City Attorney and Public Works concurs in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 12 for operation of the City Records Center.

Respectfully submitted,

Larry G. Herrera  
City Clerk

11/08/2011 10:00 AM

# EXHIBIT A

**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	ACCOUNTS RECEIVABLE	3 Years	2 Years	5 Years	Working Copy
2.	AGREEMENTS/CONTRACTS	Life of Contract	5 Years	Life of Contract + 5 Years	Working Copy
3.	ALLOCATION REPORTS OIL/GAS	5 Years	5 Years	10 Years	Record Copy
4.	APPROVAL REQUEST	C	Life of Contract + 5 Years	C + Life of Contract + 5 Years	Original/Record Copy For this record series C (Closed/Completion) represents completion of action.
5.	AUDITS	5 Years		5 Years	Record Copy City Auditor maintains original City Audit therefore copies can be destroyed after 5 years.
6.	AUTHORIZED FUND EXPENDITURES	5 Years		5 Years	Record Copy
7.	BENCH MARKS	Permanent		Permanent	Departmental Copy
8.	BID RECORDS:	10 Years 5 Years		10 Years 5 Years	Record Copy Copy Administrative records – retain these records for 1 yr in the Administrative Section. Transfer remaining records to vault.

**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
9.	BOTTOM HOLE PRESSURE TEST	Permanent		Permanent	Record Copy filed in Well Records.
10.	BUDGET CONTROL FILES > Accounting Record > L.B. H.D. Fixed Assets Record	5 Years Permanent		5 Years Permanent	Working Copy
11.	BUDGETS	5 Years		5 Years	Working Copy
12.	CASH CALLS - THUMS	Life of Contract	5 Years	Life of Contract + 5 Years	Record Copy
13.	CASH RECEIPTS LEDGER	5 Years	5 Years	10 Years	Accounting Records – this record should be retained in this section.
14.	CHECK VOUCHERS	5 Years	5 Years	10 Years	Original
15.	CHECK VOUCHERS REGISTERS	5 Years		5 Years	Copy
16.	CONSTRUCTION & MAINTENANCE REPORT	2 Years		2 Years	Working Copy
17.	CORE ANALYSIS	Permanent		Permanent	Original/Electronic Copy
18.	CORE HOLE HISTORY	Permanent		Permanent	Original/Electronic Copy
19.	CORE HOLE LOGS	Permanent		Permanent	Original/Electronic Copy

**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
20.	CORRESPONDENCE FILE ➤ Interdepartmental ➤ Oil Companies ➤ State Land Commission, City Contractor	5 Years 10 Years Permanent 2 Years		5 Years 10 Years Permanent 2 Years	Original Original Original Copy
21.	COST & EXPENDITURE STATEMENTS	5 Years 5 Years	5 Years	10 Years 5 Years	Record Copy Working Copy
22.	CREDIT ALLOCATION, CLOSING ENTRIES & CROSS REFERENCE LEDGER	10 Years		10 Years	Original
23.	DEPOSIT ANALYSIS	5 Years		5 Years	Original
24.	DEPOSIT RECEIPTS	5 Years		5 Years	Original
25.	DETERMINATIONS	C 5 Years	5 Years	C + 5 Years 5 Years	Record Copy Working Copy For this records series C (Closed/Completion) represents Life of Contract.
26.	DEPRECIATION ACCOUNT – DISTRIBUTION LEDGER	10 Years		10 Years	Record Copy
27.	DIRECT PAYMENTS	3 Years		3 Years	Working Copy

<b>Department/Section</b> LONG BEACH GAS & OIL	<b>Council Approval Meeting Date</b> July 15, 1975 <b>Updated: November 8, 2011</b>
	<b>Page No.</b> 3 OF 9

**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
28.	EXPENDITURE & OPERATIONS SCHEDULE - THUMS	10 Years		10 Years	Record & Electronic Copy
29.	FINANCIAL STATEMENTS - Tidelands Trust	5 Years	5 Years	10 Years	Record Copy
30.	FIXED ASSET LISTING LEDGER	Permanent		Permanent	Record Copy
31.	FLUID ENTRY	Permanent		Permanent	Electronic Copy
32.	GENERAL LEDGER	10 Years		10 Years	Record Copy
33.	GEOLOGICAL WELL DATA	Permanent		Permanent	Electronic Copy
34.	H - 1 REPORTS	Permanent		Permanent	Electronic Copy
35.	H - 2 REPORTS	Permanent		Permanent	Electronic Copy
36.	H - 3 REPORTS	Permanent		Permanent	Electronic Copy
37.	INVENTORIES - ACTIVE OIL WELLS	5 Years	Permanent	Permanent	Electronic Copy
38.	JOURNAL VOUCHERS	5 Years	5 Years	10 Years	Electronic Copy
39.	JOURNAL VOUCHER LEDGER	5 Years	5 Years	10 Years	Record Copy
40.	LOGS- GEOLOGICAL	Permanent		Permanent	Electronic Copy
		Supersede or Obsolete		Supersede or Obsolete	Copy

Retain one copy for reference purposes

**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
41.	MAPS – GEOLOGICAL, LEASE, PRODUCTION-INJECTION	CURRENT		CURRENT	Working Copy
42.	METER CALIBRATIONS	2 Years		2 Years	Working Copy
43.	MILEAGE REPORTS	3 Years		3 Years	Working Copy
44.	MINUTES Record Copies of: Voting Party Committee, and Working Interest Owners Meetings Record Copies of: Engineering Committee	Permanent		Permanent	Record Copy
45.	NET PROFIT STATEMENTS	10 Years		10 Years	Record Copy
		5 Years	5 Years	10 Years	Electronic Copy
46.	OIL/GAS SCHEDULES	Life of Contract	5 Years	Life of Contract + 5 Years	Record Copy – Combine Vault and Accounting records.
47.	OIL RUN STATEMENTS	5 Years	5 Years	10 Years	Original/Electronic Copy
48.	OIL/SAND 110 AUDIT LISTINGS	2 Years		2 Years	Working Copy
49.	OPERATORS REPORT	Permanent		Permanent	Original/Electronic Copy
		Supersede or Obsolete		Supersede or Obsolete	Working Copy

Department/Section LONG BEACH GAS & OIL	Council Approval Meeting Date July 15, 1975 Updated: November 8, 2011	Page No. 5 OF 9
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**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
50.	OVERTIME REPORT	5 Years		5 Years	Record Copy
51.	PAYROLL DEDUCTION REGISTER	2 Years		2 Years	Working Copy
52.	PAYROLL DETAIL SHEETS	3 Years		3 Years	Working Copy
53.	PAYROLL RUN LEDGER	10 Years		10 Years	Electronic Copy
54.	PAYROLL TIME SHEETS	2 Years		2 Years	Working Copy
55.	PERMITS – APPLICATIONS FOR PERMITS REQUIRED UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970	5 Years	5 Years	10 Years	Original
56.	PERSONNEL FILES	T		T – Transfer to H.R. Department	Working Copy Transfer records to H.R. Department upon termination of employment.
57.	PETROLEUM LEDGER	10 Years		10 Years	Original
58.	PLAN OF DEVELOPMENT & OPERATIONS AND BUDGET	10 Years		10 Years	Original
		5 Years	5 Years	10 Years	Working Copy
59.	PRICE SCHEDULES	5 Years	5 Years	10 Years	Working Copy
60.	PRODUCTION LICENSE TAX REPORTS	5 Years	5 Years	10 Years	Working Copy



**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
61.	PRODUCTION REPORTS: > DAILY DRILLING & PRODUCTION REPORT > 10- DAY PRODUCTION REPORT > MONTHLY DRILLING & PRODUCTION REPORT > QUARTERLY PRODUCTION REPORT	1 Year	4 Years	5 Years	Electronic Copy
		1 Year	4 Years	5 Years	Electronic Copy
		5 Years	Permanent	Permanent	Electronic Copy
		5 Years	Permanent	Permanent	Electronic Copy
62.	PUMP WORK ORDERS	2 Years		2 Years	Working Copy
63.	PURCHASE ORDERS	5 Years		5 Years	Working Copy
64.	QUARTERLY PROFITABILITY REPORT	5 Years	5 Years	10 Years	Electronic Copy
65.	REPORTS & STUDIES	5 Years + Supersede or Obsolete		5 Years + Supersede or Obsolete	Original Reports & Studies are required to be maintained for a minimum of 5 years.
66.	REQUISITIONS	3 Years		3 Years	Working Copy
67.	ROYALTY STATEMENT	5 Years	5 Years	10 Years	Record Copy
68.	RUN TICKETS – CRUDE OIL	5 Years	5 Years	10 Years	Original
69.	S – 1 REPORTS	Permanent		Permanent	Electronic Copy

**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
70.	SINGLE SHOTS	Permanent		Permanent	Electronic Copy – Permanently Retain Core Hole Shots only.
71.	STATEMENT TO STATE	10 Years		10 Years	Electronic Copy Original hard copy filed with wire-transfer.
72.	SUMMARY OF POSTED CRUDE OIL PRICES AND OIL WELL DRILLING COSTS	10 Years		10 Years	Record Copy
73.	SURFACE PIPE PRESSURE	2 Years		2 Years	Working Copy
74.	SURPLUS SALES	5 Years	5 Years	10 Years	Record Copy
75.	SURVEYS	Permanent		Permanent	Electronic Copy
76.	TOUR REPORTS	Abandonment of Well	Life of Oil Field	Abandonment of Well + Life of Oil Field	Original/Electronic Copy
77.	TRIAL BALANCE LISTINGS	3 Years	2 Years	5 Years	Record Copy – Vault and Accounting record should be combined in order to eliminate duplication.
78.	VENDOR ANALYSIS SUMMARIES	5 Years	5 Years	10 Years	Electronic Copy

<b>Department/Section</b> LONG BEACH GAS & OIL	<b>Council Approval Meeting Date</b> July 15, 1975 <b>Updated: November 8, 2011</b>	<b>Page No.</b> 8 OF 9
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**City of Long Beach  
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
79.	WATER INJECTION REPORTS > DAILY INJECTION REPORT > WEEKLY INJECTION REPORT > 10- DAY INJECTION REPORT > MONTHLY INJECTION REPORT > QUARTERLY INJECTION REPORT > ANNUAL INJECTION REPORT	1 Year 1 Year 1 Year 5 Years 5 Years 10 Years	4 Years 4 Years 4 Years 5 Years 5 Years	5 Years 5 Years 5 Years 10 Years 10 Years 10 Years	Electronic Copy Electronic Copy Electronic Copy Electronic Copy Electronic Copy Electronic Copy
80.	WELL RECORDS	Permanent		Permanent	Original
81.	WELL SUMMARY REPORT (COMPLETED WELLS)	Permanent		Permanent	Electronic Copy
82.	WELL TIME MASTER FILE	2 Years		2 Years	Working Copy
83.	WELL WORK ANALYSIS	5 Years		5 Years	Record Copy
84.	WORK ORDERS	10 Years As needed		10 Years As needed	Record Copy Copy





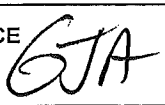
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>ACCOUNTS RECEIVABLE</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ACCOUNTING	WORKING COPY	DEPARTMENT  3 YEARS	REC. CENTER  2 YEARS	DESTROY  5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

11/08/11

APPROVALS

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>AGREEMENTS/CONTRACTS</b>	DATE  <b>11/08/2011</b>
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
VAULT	WORKING COPY	LIFE OF CONTRACT	5 YEARS	LIFE OF CONTRACT + 5 YEARS

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

NOTE: RETAIN ONE COPY OF EACH AGREEMENT/CONTRACT FOR THE SPECIFIED RETENTION PERIOD. AN ADDITIONAL 20 COPIES OF THE UNIT AGREEMENT AND UNITE OPERATING AGREEMENT PLUS 10 COPIES OF THE CONTRACTOR'S AGREEMENT SHOULD BE MAINTAINED IN THE RECORDS CENTER.

THE ORIGINALS TO THESE AGREEMENTS ARE MAINTAINED BY THE HARBOR DEPARTMENT (PRIOR TO 1965) AND THE CITY CLERK (1965 TO PRESENT)

PREPARED BY: Records Manager

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

**APPROVALS**

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE



**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>ALLOCATION REPORTS OIL/GAS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ACCOUNTING	RECORD COPY	DEPARTMENT  5 YEARS	REC. CENTER  5 YEARS	DESTROY  10 YEARS




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

MERGE VAULT AND ACCOUNTING RECORDS IN ORDER TO ELIMINATE DUPLICATION. RETAIN IN ACCOUNTING SECTION.

PREPARED BY: Records Manager

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

**APPROVALS**

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




<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>APPROVAL REQUEST</b>	<b>DATE</b>  <b>11/08/2011</b>		
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
<b>ADMINISTRATIVE</b>	<b>ORIGINAL/RECORD COPY</b>	<b>DEPARTMENT</b>  <b>C</b>	<b>REC. CENTER</b>  <b>LIFE OF CONTRACT + 5 YEARS</b>	<b>DESTROY</b>  <b>LIFE OF CONTRACT + 5 YEARS</b>

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

NOTE: FOR THIS RECORD SERIES C(CLOSED/COMPLETE) REPRESENTS COMPLETION OF ACTION.

PREPARED BY: Records Manager

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

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



**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <p style="text-align: center;"><b>AUDITS</b></p>	<b>DATE</b>  <p style="text-align: center;">11/08/2011</p>		
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
ACCOUNTING	RECORD COPY	5 YEARS		5 YEARS

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

NOTE: CITY AUDITOR MAINTAINS ORIGINAL CITY AUDIT THEREFORE COPIES CAN BE DESTROYED AFTER 5 YEARS.

PREPARED BY: Records Manager

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


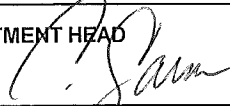
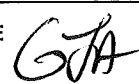
<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  LONG BEACH GAS & OIL	<b>TITLE:</b>  AUTHORIZED FUND EXPEDITURES	<b>DATE</b>  11/08/2011		
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
ADMINISTRATIVE	RECORD COPY	5 YEARS		5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: RETAIN RECORD COPY IN ADMINISTRATIVE OFFICES/COPIES CAN BE DESTROYED.</p>				
<p>PREPARED BY: Records Manager</p>				

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

**APPROVALS**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>BOTTOM HOLE PRESSURE TESTS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
VAULT	RECORD COPY	DEPARTMENT  PERMANENT	REC. CENTER	DESTROY  PERMANENT
	ELECTRONIC COPY	PERMANENT		PERMANENT
DESCRIPTION: (Purpose, Content, and Method of Filing)  NOTE: RECORD COPY IS FILED IN WELL RECORDS.				
PREPARED BY: Records Manager				

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination  
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APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>BUDGET CONTROL FILES</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	WORKING COPY	5 YEARS		5 YEARS
L.B. H.D. FIXED ASSETS		PERMANENT		PERMANENT


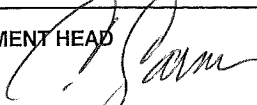

DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: ACCOUNTING RECORDS – RETAIN PERMANENTLY THE FILE ON THE L.B. H.D. TRANSFER OF FIXED ASSETS TO D.O.P.

PREPARED BY: Records Manager

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

**APPROVALS**

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

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>BUDGETS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
<b>GENERAL DEPARTMENTAL</b>	<b>WORKING COPY</b>	<b>DEPARTMENT</b> 5 YEARS	<b>REC. CENTER</b>	<b>DESTROY</b> 5 YEARS

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

PREPARED BY: Records Manager

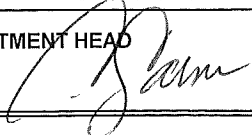
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination  
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**APPROVALS**

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE


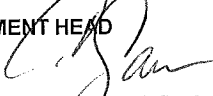



**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>CASH CALLS - THUMS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
<b>ACCOUNTING</b>	<b>RECORD COPY</b>	<b>DEPARTMENT</b>  <b>LIFE OF CONTRACT</b>	<b>REC. CENTER</b>  <b>5 YEARS</b>	<b>DESTROY</b>  <b>LIFE OF CONTRACT + 5 YEARS</b>
<b>DESCRIPTION: (Purpose, Content, and Method of Filing)</b>				
<b>NOTE: MERGE VAULT AND ACCOUNTING FILE AND RETAIN IN ACCOUNTING SECTION.</b>				
<b>PREPARED BY: Records Manager</b>				

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**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>CASH RECEIPTS LEDGER</b>	<b>DATE</b>  <b>11/08/2011</b>																
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>																
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align:center"><b>DEPARTMENT</b></td> <td style="width:33%; text-align:center"><b>REC. CENTER</b></td> <td style="width:34%; text-align:center"><b>DESTROY</b></td> </tr> <tr> <td style="text-align:center">ACCOUNTING</td> <td style="text-align:center">ORIGINAL</td> <td style="text-align:center">5 YEARS</td> </tr> <tr> <td style="text-align:center"> </td> <td style="text-align:center"> </td> <td style="text-align:center">5 YEARS</td> </tr> <tr> <td style="text-align:center"> </td> <td style="text-align:center"> </td> <td style="text-align:center">10 YEARS</td> </tr> <tr> <td style="text-align:center"> </td> <td style="text-align:center"> </td> <td style="text-align:center"> </td> </tr> <tr> <td style="text-align:center"> </td> <td style="text-align:center"> </td> <td style="text-align:center"> </td> </tr> </table>	<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>	ACCOUNTING	ORIGINAL	5 YEARS			5 YEARS			10 YEARS				
<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>																
ACCOUNTING	ORIGINAL	5 YEARS																
		5 YEARS																
		10 YEARS																
<p><b>DESCRIPTION: (Purpose, Content, and Method of Filing)</b></p> <p><b>NOTE: THIS RECORD SHOULD BE RETAINED IN ACCOUNTING SECTION.</b></p>																		
<p>PREPARED BY: Records Manager</p>																		

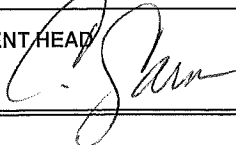
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination  
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential

**APPROVALS**

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE
















RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>CORE HOLE LOGS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
VAULT	ORIGINAL	PERMANENT		PERMANENT
	ELECTRONIC COPY	PERMANENT		PERMANENT
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				


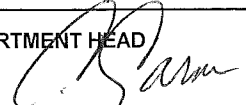

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential		
<b>APPROVALS</b>		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  LONG BEACH GAS & OIL	<b>TITLE:</b>  CORRESPONDENCE FILE	<b>DATE</b>  11/08/2011		
<b>COPIES/FILES BY DEPT/SECTION</b>  ADMINISTRATION	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
INTERDEPARTMENTAL	ORIGINAL	5 YEARS		5 YEARS
OIL COMPANIES	ORIGINAL	10 YEARS		10 YEARS
STATE LAND COMMISSION, CITY CONTRACTOR	ORIGINAL	PERMANENT		PERMANENT
	COPY	2 YEARS		2 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**

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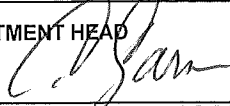



**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  LONG BEACH GAS & OIL	<b>TITLE:</b>  COST & EXPEDITURE STATEMENTS	<b>DATE</b>  11/08/2011		
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	RECORD COPY	5 YEARS	5 YEARS	10 YEARS
ENGINEERING	WORKING COPY	5 YEARS		5 YEARS
<p><b>DESCRIPTION: (Purpose, Content, and Method of Filing)</b></p> <p><b>CONTENTS:</b> CONTRACTOR'S STATEMENTS  NET PROFIT CALCULATIONS  PRODUCTION AND INJECTION DATA  STATEMENT OF COST INCURRED AND RECOVERIES  STATEMENT OF DELIVERIES  PRODUCTION AND DISTRIBUTION OF PROCEEDS  STATEMENT OF OPERATIONS  STATEMENT OF WORK IN PROGRESS AND DIRECT MOVEMENTS</p>				
<p>PREPARED BY: Records Manager</p>				

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

**APPROVALS**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>DEPOSIT ANALYSIS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ENGINEERING	ORIGINAL	5 YEARS		5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

APPROVALS

RECORDS MANAGER



DEPARTMENT HEAD






CITY ATTORNEY'S OFFICE



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>DEPOSIT RECEIPTS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ACCOUNTING	ORIGINAL	DEPARTMENT  5 YEARS	REC. CENTER	DESTROY  5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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




APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>DETERMINATIONS</b>			DATE  11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	RECORD COPY	C	5 YEARS	C + 5 YEARS
	WORKING COPY	5 YEARS		5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS LIFE OF CONTRACT.				
PREPARED BY: Records Manager				

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

APPROVALS

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>DIRECT PAYMENTS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ACCOUNTING	WORKING COPY	DEPARTMENT  3 YEARS	REC. CENTER	DESTROY  3 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**




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

ORIGINATING DEPARTMENT  LONG BEACH GAS & OIL	TITLE:  EXPENDITURE & OPERATIONS SCHEDULE - THUMS	DATE  11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
VAULT	RECORD COPY	10 YEARS		10 YEARS
	ELECTRONIC COPY	10 YEARS		10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

APPROVALS

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>GENERAL LEDGER</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
VAULT	RECORD COPY	DEPARTMENT  10 YEARS	REC. CENTER	DESTROY  10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

APPROVALS




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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>GEOLOGICAL – WELL DATA</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
GEOLOGICAL	ELECTRONIC COPY	DEPARTMENT  PERMANENT	REC. CENTER	DESTROY  PERMANENT
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**

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

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>H - 1 REPORTS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
<b>ENGINEERING</b>	<b>ELECTRONIC COPY</b>	<b>PERMANENT</b>		<b>PERMANENT</b>
<b>DESCRIPTION: (Purpose, Content, and Method of Filing)</b>				
<b>NOTE: RETAIN ONE COPY FOR REFERENCE PURPOSES.</b>				
<b>PREPARED BY: Records Manager</b>				

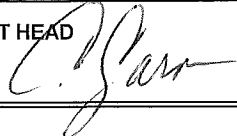
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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential

**APPROVALS**

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE



**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>H-2 REPORTS</b>	<b>DATE</b>  <b>11/08/2011</b>
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<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
<b>ENGINEERING</b>	<b>ELECTRONIC COPY</b>	<b>PERMANENT</b>		<b>PERMANENT</b>




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

NOTE: RETAIN ONE COPY FOR REFERENCE PURPOSES.

PREPARED BY: Records Manager

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

**APPROVALS**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>INVENTORIES – ACTIVE OIL WELLS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	ELECTRONIC COPY	5 YEARS	PERMANENT	PERMANENT
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

APPROVALS

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




<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>JOURNAL VOUCHERS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
<b>ACCOUNTING</b>	<b>ELECTRONIC COPY</b>	<b>DEPARTMENT</b>  <b>5 YEARS</b>	<b>REC. CENTER</b>  <b>5 YEARS</b>	<b>DESTROY</b>  <b>10 YEARS</b>

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

PREPARED BY: Records Manager

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

**APPROVALS**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  LONG BEACH GAS & OIL	<b>TITLE:</b>  JOURNAL VOUCHER LEDGER	<b>DATE</b>  11/08/2011															
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>															
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 5px;"><b>DEPARTMENT</b></td> <td style="width:33%; padding: 5px;"><b>REC. CENTER</b></td> <td style="width:34%; padding: 5px;"><b>DESTROY</b></td> </tr> <tr> <td style="padding: 5px; text-align: center;">5 YEARS</td> <td style="padding: 5px; text-align: center;">5 YEARS</td> <td style="padding: 5px; text-align: center;">10 YEARS</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>	<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>	5 YEARS	5 YEARS	10 YEARS									
<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>															
5 YEARS	5 YEARS	10 YEARS															
ACCOUNTING	RECORD COPY																
DESCRIPTION: (Purpose, Content, and Method of Filing)																	
PREPARED BY: Records Manager																	

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

**APPROVALS**

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>MAPS – GEOLOGICAL, LEASE, PRODUCTION-INJECTION</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ENGINEERING	WORKING COPY	CURRENT		CURRENT
DESCRIPTION: (Purpose, Content, and Method of Filing)  NOTE: OBSOLETE MAPS IN THE STORAGE AREA SHOULD BE DESTROYED				
PREPARED BY: Records Manager				

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

**APPROVALS**

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>MILEAGE REPORTS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	WORKING COPY	3 YEARS		3 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>NET PROFIT STATEMENTS</b>	DATE  <b>11/08/2011</b>		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	ELECTRONIC COPY	5 YEARS	5 YEARS	10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
NOTE: COMBINE VAULT AND ACCOUNTING RECORDS. MAINTAIN IN ACCOUNTING SECTION.				
PREPARED BY: Records Manager				

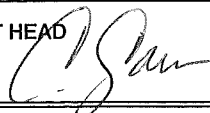
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination  
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential

**APPROVALS**

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE






**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  LONG BEACH GAS & OIL	<b>TITLE:</b>  OIL/GAS SCHEDULES	<b>DATE</b>  11/08/2011		
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
ACCOUNTING	RECORD COPY	LIFE OF CONTRACT	5 YEARS	LIFE OF CONTRACT + 5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
NOTE: COMBINE VAULT AND ACCOUNTING RECORDS. MAINTAIN RECORDS IN ACCOUNTING SECTION.				
PREPARED BY: Records Manager				

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>OIL RUN STATEMENTS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ACCOUNTING	ORIGINAL/ ELECTRONIC COPY	DEPARTMENT  5 YEARS	REC. CENTER  5 YEARS	DESTROY  10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>OIL/SAND 110 AUDIT LISTINGS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
<b>ENGINEERING</b>	<b>WORKING COPY</b>	<b>2 YEARS</b>		<b>2 YEARS</b>

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

PREPARED BY: Records Manager

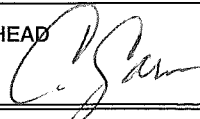
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination  
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V= Vital; H=Historical; C=Confidential

**APPROVALS**

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE












RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>PAYROLL DETAIL SHEETS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	WORKING COPY	3 YEARS		3 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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










**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>PERMITS – APPLICATIONS FOR PERMITS REQUIRED UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970</b>			DATE  11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
VAULT	ORIGINAL	DEPARTMENT  5 YEARS	REC. CENTER  5 YEARS	DESTROY  10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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








**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>PLAN OF DEVELOPMENT &amp; OPERATIONS AND BUDGET</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
<b>ADMINISTRATIVE</b>	<b>ORIGINAL</b>	<b>10 YEARS</b>		<b>10 YEARS</b>
	<b>WORKING COPY</b>	<b>5 YEARS</b>	<b>5 YEARS</b>	<b>10 YEARS</b>
<b>DESCRIPTION: (Purpose, Content, and Method of Filing)</b>				
<b>NOTE: ANNUAL PLAN TO BE MAINTAINED IN THE ADMINISTRATIVE OFFICE AFTER 5 YEARS THE WORKING PAPERS FOR THESE PLANS WILL BE TRANSFERRED TO THE RECORDS CENTER.</b>				
<b>PREPARED BY: Records Manager</b>				

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**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>PUMP WORK ORDERS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ENGINEERING	WORKING COPY	DEPARTMENT  2 YEARS	REC. CENTER	DESTROY  2 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**

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

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>REPORTS &amp; STUDIES</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
<b>ENGINEERING</b>	<b>ORIGINAL</b>	<b>5 YEARS + SUPERSEDE OR OBSOLETE</b>		<b>5 YEARS + SUPERSEDE OR OBSOLETE</b>
<p><b>DESCRIPTION: (Purpose, Content, and Method of Filing)</b></p> <p><b>NOTE: REPORTS &amp; STUDIES ARE REQUIRED TO BE MAINTAINED FOR A MINIMUM OF 5 YEARS. AFTER THE 5-YEAR PERIOD THE RECORDS SHOULD BE REVIEWED AND ALL SUPERSEDED AND OBSOLETE MATERIALS ELIMINATED.</b></p> <p><b>ALL RETAINED INFORMATION SHOULD BE FORWARDED TO THE REFERENCE LIBRARY.</b></p> <p><b>CONTENTS: DOCUMENTATION ON PRODUCTION INJECTION-WATERFLOODING, SUBSIDENCE, DRILLING, POLLUTION, ETC.</b></p> <p><b>PREPARED BY: Records Manager</b></p>				


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

**APPROVALS**

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE








**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>ROYALTY STATEMENT</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ACCOUNTING	RECORD COPY	DEPARTMENT  5 YEARS	REC. CENTER  5 YEARS	DESTROY  10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>S - 1 REPORT</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ENGINEERING	ELECTRONIC COPY	PERMANENT		PERMANENT

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

NOTE: S-1 REPORTS STORED IN THE STORAGE AREA SHOULD BE TRANSFERRED TO THE DEPARTMENT.

PREPARED BY: Records Manager




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

**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>SINGLE SHOTS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
<b>ENGINEERING</b>	<b>ELECTRONIC COPY</b>	<b>DEPARTMENT</b>  <b>PERMANENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>  <b>PERMANENT</b>
<b>DESCRIPTION: (Purpose, Content, and Method of Filing)</b>				
<b>NOTE: RETAIN CORE HOLE SINGLE SHOTS ONLY - PERMANENTLY</b>				
<b>PREPARED BY: Records Manager</b>				




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**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  LONG BEACH GAS & OIL	<b>TITLE:</b>  STATEMENT TO STATE	<b>DATE</b>  11/08/2011		
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
ACCOUNTING	ELECTRONIC COPY	DEPARTMENT  10 YEARS	REC. CENTER	DESTROY  10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: ORIGINAL (HARD) COPY FILED WITH WIRE-TRANSFER. WORKING FILES ARE MAINTAINED SEPARATELY.</p> <p>DUPLICATION OF THIS RECORD HAS BEEN NOTED IN THE ACCOUNTING SECTION.</p> <p>PREPARED BY: Records Manager</p>				




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

**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>SUMMARY OF POSTED CRUDE OIL PRICES AND OIL WELL DRILLING COSTS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
VAULT	RECORD COPY	DEPARTMENT  10 YEARS	REC. CENTER	DESTROY  10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**

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

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>SURFACE PIPE PRESSURE</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
<b>ENGINEERING</b>	<b>WORKING COPY</b>	<b>DEPARTMENT</b> 2 YEARS	<b>REC. CENTER</b>	<b>DESTROY</b> 2 YEARS

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

PREPARED BY: Records Manager

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

**APPROVALS**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>SURPLUS SALES</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ACCOUNTING	RECORD COPY	5 YEARS	5 YEARS	10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
PREPARED BY: Records Manager				

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

**APPROVALS**

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

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>SURVEYS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
VAULT	ELECTRONIC COPY	PERMANENT		PERMANENT




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

NOTE: VAULT RECORD CONTAINED IN INDIVIDUAL WELL RECORD.

PREPARED BY: Records Manager

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

**APPROVALS**

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




ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>TOUR REPORTS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ENGINEERING	ORIGINAL	DEPARTMENT	REC. CENTER	DESTROY
	ELECTRONIC COPY	ABONDONMENT OF WELL	LIFE OF OIL FIELD	ABONDONMENT OF WELL + LIFE OF OIL FIELD

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

PREPARED BY: Records Manager

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




**APPROVALS**

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

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>TRIAL BALANCE LISTINGS</b>	<b>DATE</b>  <b>11/08/2011</b>													
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>													
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align:center"><b>DEPARTMENT</b></td> <td style="width:33%; text-align:center"><b>REC. CENTER</b></td> <td style="width:34%; text-align:center"><b>DESTROY</b></td> </tr> <tr> <td style="text-align:center">ACCOUNTING</td> <td style="text-align:center">RECORD COPY</td> <td style="text-align:center">3 YEARS      2 YEARS      5 YEARS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>	ACCOUNTING	RECORD COPY	3 YEARS      2 YEARS      5 YEARS							
<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>													
ACCOUNTING	RECORD COPY	3 YEARS      2 YEARS      5 YEARS													
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: VAULT AND ACCOUNTING RECORD SHOULD BE COMBINED IN ORDER TO ELIMINATE DUPLICATION.</p>															
<p>PREPARED BY: Records Manager</p>															

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

**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>VENDOR ANALYSIS SUMMARIES</b>	<b>DATE</b>  <b>11/08/2011</b>
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
VAULT	ELECTRONIC COPY	5 YEARS	5 YEARS	10 YEARS

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

PREPARED BY: Records Manager

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

**APPROVALS**

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

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>WATER INJECTION REPORTS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>  <b>ENGINEERING</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
DAILY INJECTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5 YEARS
WEEKLY INJECTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5 YEARS
10-DAY INJECTION REPORT	ELECTRONIC COPY	1 YEAR	4 YEARS	5 YEARS
MONTHLY INJECTION REPORT	ELECTRONIC COPY	5 YEARS	5 YEARS	10 YEARS
QUARTERLY INJECTION REPORT	ELECTRONIC COPY	5 YEARS	5 YEARS	10 YEARS
ANNUAL INJECTION REPORT	ELECTRONIC COPY	10 YEARS		10 YEARS




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

NOTE: RECORDS ARE TO BE MAINTAINED IN THE ENGINEERING SECTION OF THE DEPARTMENT.

PREPARED BY: Records Manager

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

**APPROVALS**

<b>RECORDS MANAGER</b> 	<b>DEPARTMENT HEAD</b> 	<b>CITY ATTORNEY'S OFFICE</b> 
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

ORIGINATING DEPARTMENT  <b>LONG BEACH GAS &amp; OIL</b>	TITLE:  <b>WELL RECORDS</b>			DATE  <b>11/08/2011</b>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
VAULT	ORIGINAL	DEPARTMENT  PERMANENT	REC. CENTER	DESTROY  PERMANENT




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

NOTE: INDIVIDUAL PROVIDES A COMPLETE HISTORY OF THE WORK DONE ON EACH WELL IN THE WILMINGTON OIL FIELD.

PREPARED BY: Records Manager

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

**APPROVALS**

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

<p>ORIGINATING DEPARTMENT <b>LONG BEACH GAS &amp; OIL</b></p>	<p>TITLE: <b>WELL SUMMARY REPORT (COMPLETED WELLS)</b></p>			<p>DATE <b>11/08/2011</b></p>
<p>COPIES/FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
<p>VAULT</p>	<p>ELECTRONIC COPY</p>	<p>PERMANENT</p>	<p>REC. CENTER</p>	<p>DESTROY  PERMANENT</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: RECORD SHOULD BE MERGED WITH WELL RECORDS IN THE VAULT. DUPLICATION SHOULD BE DESTROYED.</p> <p>PREPARED BY: Records Manager</p>				

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

**APPROVALS**

<p>RECORDS MANAGER <i>M. De Guia</i></p>	<p>DEPARTMENT HEAD <i>C. San</i></p>	<p>CITY ATTORNEY'S OFFICE <i>GJA</i></p>
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**RECORDS RETENTION EVALUATION/CITY OF LONG BEACH**

<b>ORIGINATING DEPARTMENT</b>  <b>LONG BEACH GAS &amp; OIL</b>	<b>TITLE:</b>  <b>WORK ORDERS</b>			<b>DATE</b>  <b>11/08/2011</b>
<b>COPIES/FILES BY DEPT/SECTION</b>	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
<b>ACCOUNTING</b>	<b>RECORD COPY</b>	<b>10 YEARS</b>		<b>10 YEARS</b>
<b>ADMINISTRATIVE</b>	<b>COPY</b>	<b>AS NEEDED</b>		<b>AS NEEDED</b>

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

PREPARED BY: Records Manager

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

**APPROVALS**

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