



CITY OF LONG BEACH

C-6

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

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February 21, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the additions to the Development Services Department, Neighborhood Services Bureau, Records Retention Schedule (as shown in Attachment I).

DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department.

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with the Development Services Department to revise the Records Retention Schedule (Attachment I) last adopted on February 15, 2011.

CONCURRENCES

The City Attorney and the Development Services Department concur 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

Attachment I

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
	HOUSING REHABILITATION				
1.	Deferred Payment Loans (DPL) – Canceled Loan Files	C + 3 Years		C + 3 Years	Original C (Closed/Completed represent cancellation of loan application.
2.	Deferred Payment Loans (DPL) – Canceled Loan Log	S		S	Original
3.	Deferred Payment Loans (DPL) – Contractor Payment Records	3 Years		3 Years	Duplicate/Copy Official copy is in Financial Management, Grants Accounting.
4.	Deferred Payment Loans (DPL) – Loan Files	C + 3 Years		C + 3 Years	Original C (Closed/Completed represents two Events: 1) Full Payment of loan by the borrower, and 2) The final financial closeout of the grant year (audit and acceptance by Hud) during which the loan was funded. Both events must occur before the additional 3-Year retention period can begin.
5.	Deferred Payment Loans (DPL) – Program Administration Files	3 Years		3 Years	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
6.	Deferred Payment Loans (DPL) – Program Financial Audits	7 Years		7 Years	Original
7.	Deferred Payment Loans (DPL) – Program Rules, Regulations & Guidelines	S		S	Original
8.	Escrow Company Activity/Progress Reports	2 Years		2 Years	Original
9.	Grants Accounting Reports	2 Years		2 Years	Duplicate/Copy Official copy is in Financial Management, Grants Accounting.
10.	Housing Rehabilitation Contractor Files	T + 2 Years		T + 2 Years	Original T (Termination) represents termination of Bureau's use of a contractor's services.
11.	Rental Housing Rehabilitation Program (RRP) – Canceled/Withdrawn Projects	C + 3 Years		C + 3 Years	Original C (Closed/Completed represent cancellation, withdrawal or denial of loan.
12.	Rental Housing Rehabilitation Program (RRP) – Canceled/Withdrawn Projects Log	S		S	Original
13.	Rental Housing Rehabilitation Program (RRP) – Program Administration Files	3 Years		3 Years	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
14.	Rental Housing Rehabilitation Program (RRP) – Program Financial Audit	7 Years		7 Years	Original
15.	Rental Housing Rehabilitation Program (RRP) – Program Rules, Regulations & Guidelines	S		S	Original
16.	Rental Housing Rehabilitation Program (RRP) – Project Files	C + 3 Years		C + 3 Years	Original C (Closed/Completed represents two Events: 1) Full Payment of loan by property owner, and 2) The final financial closeout of the grant year (audit and acceptance by Hud) during which the loan was funded. Both events must occur before the additional 3-Year retention period can begin.
17.	Reports to Loan Committee	2 Years		2 Years	Original
18.	Loan Committee Minutes & Agendas	Permanent		Permanent	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
	NEIGHBORHOOD IMPROVEMENT				
19.	Community Development Advisory Committee (CDAC) Minutes	Permanent		Permanent	Original
20.	Community Development Advisory Committee (CDAC) Agenda Packages	2 Years		2 Years	Original
21.	Grant Administration Files	C + 5 Years	5 Years	C + 10 Years	Original This record series is for documentation and records of grants from agencies other than HUD (Housing & Urban Development).
22.	Grant (HUD) Administration Files	C + 5 Years	5 Years	C + 10 Years	Original C (Closed/Completion) represents the submission of the Community Development Block Grant (CDBG) final statement for the program year following the program year of the subject records.
23.	Grant HUD Administration – Reports to HUD	C + 10 Years		C + 10 Years	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
24.	Neighborhood Improvement/Home Improvement Programs – Program Administration Files	C + 5 Years	5 Years	C + 10 Years	Original C (Closed/Completion) represents the submission of the Community Development Block Grant (CDBG) final statement for the program year following the program year of the subject records.
25.	Neighborhood Improvement/Home Improvement Programs – Project Files	C + 1 Years	2 Years	C + 3 Years	Original
26.	Nonprofit Assistance Program (NAP) Loan Files	C +5 Years		C + 5 Years	Original C (Closed/Completion) represents the date of reconveyance.
27.	Commercial Improvement Program – Project Files	C +5 Years		C + 5 Years	Original C (Closed/Completion) represents the submission of the consolidated annual performance and evaluation report (CAPER).
28	Business Investment Program – Project Files	C +5 Years		C + 5 Years	Original C (Closed/Completion) represents the submission of the consolidated annual performance and evaluation report (CAPER)

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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: NONPROFIT ASSISTANCE PROGRAM (NAP) LOAN FILES			DATE 2/21/12
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD DEPARTMENT REC. CENTER DESTROY		
NEIGHBORHOOD IMPROVEMENT DIVISION	Original	C + 5 YEARS		C + 5 YEARS

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

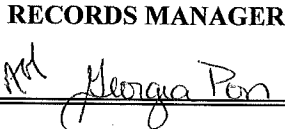

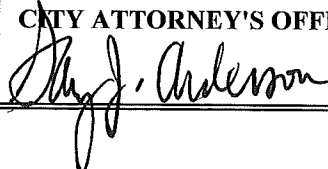
FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE DATE OF RECONVEYANCE. RECONVEYANCE OCCURS ONCE THE LOAN HAS BEEN FORGIVEN (SEVEN YEARS AFTER CONSTRUCTION HAS BEEN COMPLETED).

CONTENTS:

APPLICATION
SUPPORTING DOCUMENTATION AND REPORTS
COORESPONDANCE
RECORDS OF PAYMENT

PREPARED BY: Wendy Andersen, Neighborhood Services Bureau Secretary

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 
		2/8/12

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: COMMERCIAL IMPROVEMENT PROGRAM – PROJECT FILES			DATE 2/21/12
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD DEPARTMENT REC. CENTER DESTROY		
NEIGHBORHOOD IMPROVEMENT DIVISION	ORIGINAL	C + 5 YEARS		C + 5 YEARS

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


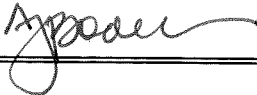
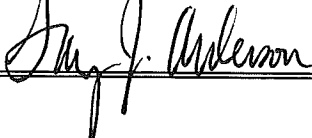
FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SUBMISSION OF THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE PROGRAM YEAR FOLLOWING THE PROGRAM YEAR OF THE SUBJECT RECORDS.

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE  2/8/12

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUSINESS INVESTMENT PROGRAM – PROJECT FILES			DATE 2/21/12
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT DIVISION	ORIGINAL	C + 5 YEARS	REC. CENTER	DESTROY C + 5 YEARS

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



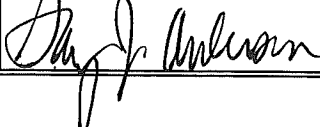
FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SUBMISSION OF THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE PROGRAM YEAR FOLLOWING THE PROGRAM YEAR OF THE SUBJECT RECORDS.

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
		2/8/12