

CITY OF LONG BEACH

C-8

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

DISCUSSION

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

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with Public Works to revise the Records Retention Schedule (Attachment I) last adopted on October 18, 1994.


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

Attachment I

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	ACQUISITIONS/DISPOSITIONS (CITY OWNED PROPERTY) - AGREEMENTS: - ACQUISITION AGREEMENTS - DISPOSITION AGREEMENTS	T + 1 Year	5 Years	T + 6 Years	Duplicate Series – Official is in City Clerk Dept. For this record series T (Termination) represents sale/disposition of property.
2.	ACQUISITIONS/DISPOSITIONS (CITY OWNED PROPERTY) – CITY COUNCIL LETTERS	T + 1 Year	5 Years	T + 6 Years	Duplicate Series – Official is in City Manager's Office. For this record series T (Termination) represents sale/disposition of property.
3.	ACQUISITIONS/DISPOSITIONS (CITY OWNED PROPERTY) – CONDEMNATION RECORDS: - COUNSEL LETTERS - CORRESPONDENCE - COURT TRANSCRIPTIONS (IF LITIGATED)	T + 1 Year	5 Years	T + 6 Years	Original For this record series T (Termination) represents sale/disposition of property.
4.	ACQUISITIONS/DISPOSITIONS (CITY OWNED PROPERTY) – TITLE OWNERSHIP RECORDS: - GRANT DEEDS - QUITCLAIMS - EASEMENTS	T + 1 Year	5 Years	T + 6 Years	Duplicate Series – Official is in City Clerk Dept. For this record series T (Termination) represents sale/disposition of property.

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
5.	ACQUISITIONS/DISPOSITIONS (CITY OWNED PROPERTY) – WORK FILES: - TITLE REPORTS - TITLE POLICIES - APPRAISALS - OFFER LETTERS - CORRESPONDENCE, NOTES & MEMOS - ESCROW DOCUMENTS - FIXTURES & EQUIPMENT LISTS	T + 1 Year	5 Years	T + 6 Years	Original For this record series T (Termination) represents sale/disposition of property.
6.	ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY – OWNED PROPERTY) – ACQUISITION AGREEMENTS	T + 1 Year	5 Years	T + 6 Years	Duplicate Series – Official is in City Clerk Dept. (City Clerk began maintaining all agreements and contracts for the Redevelopment Agency in August 1989) For this record series T (Termination) represents conveyance of property to the developer.
7.	ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY – OWNED PROPERTY) – REDEVELOPMENT AGENCY BOARD LETTERS	T + 1 Year	5 Years	T + 6 Years	Duplicate Series – Official is in Redevelopment Agency. For this record series T (Termination) represents conveyance of property to the developer.

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
8.	ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY – OWNED PROPERTY) – DEVELOPMENT & DISPOSITION AGREEMENTS (DDA)	T + 1 Year	5 Years	T + 6 Years	Duplicate Series – Official is in City Clerk Dept. (City Clerk began maintaining all agreements and contracts for the Redevelopment Agency in August 1989) For this record series T (Termination) represents conveyance of property to the developer.
9.	ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY – OWNED PROPERTY) – CONDEMNATION RECORDS: - COUNSEL LETTERS - CORRESPONDENCE - COURT TRANSCRIPTIONS (IF LITIGATED)	T + 1 Year	5 Years	T + 6 Years	Original For this record series T (Termination) represents conveyance of property to the developer.
10.	ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY – OWNED PROPERTY) – TITLE OWNERSHIP RECORDS: - GRANT DEEDS - QUITCLAIMS - EASEMENTS	T + 1 Year	Permanent	Permanent	Original For this record series T (Termination) represents conveyance of property to the developer.

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
11.	ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY – OWNED PROPERTY) – WORK FILES: - TITLE REPORTS - TITLE POLICIES - APPRAISALS - OFFER LETTERS - CORRESPONDENCE, NOTES & MEMOS - ESCROW DOCUMENTS - FIXTURES & EQUIPMENT LISTS	T + 1 Year	5 Years	T + 6 Years	Original For this record series T (Termination) represents conveyance of property to the developer.
12.	ANNEXATIONS – CERTIFICATES OF COMPLETION	5 Years	Permanent	Permanent	Original copy is in Local Agency Formation Commission (LAFCO). Asset Management has the Official Copy for the City of Long Beach.
13.	ANNEXATIONS – CITY COUNCIL RESOLUTIONS	5 Years	5 Years	10 Years	Duplicate series: Official is in City Clerk Dept.
14.	ANNEXATIONS FILES - APPLICATIONS & FILING DOCUMENTS - CORRESPONDENCE & MEMOS - BACKUP DATA	5 Years	Permanent	Permanent	Original
15.	ANNEXATIONS – LEGAL DESCRIPTIONS	5 Years	5 Years	10 Years	Duplicate series: Official is in City Clerk Dept.
16.	ANNEXATIONS – MAPS OF ANNEXATION AREAS	5 Years	5 Years	10 Years	Duplicate series: Official is in Engineering Dept.

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
17.	BOARDS & COMMISSIONS MEMBERS RECORDS <ul style="list-style-type: none"> - BIOGRAPHICAL DATA - APPOINTMENT RECORDS - ATTENDANCE & PAYMENT RECORDS - CORRESPONDENCE & BACK UP DATA 	T + 2 Years		T + 2 Years	Original For this record series T (Termination) represents termination of participation by a board or commission member.
18.	BUDGET FILES (BUREAU FILES) <ul style="list-style-type: none"> - ANNUAL BUDGET - WORK PAPERS -- NOTES, CALCULATIONS AND MEMOS 	2 Years		2 Years	Duplicate series: Public Works Administration maintains official departmental budget records: See record series ' Budget Files and Budget Work Files (Public Works)'. Duplicate series: Originals are kept with City Clerk and Airport Administration.
19.	CONCESSION AGREEMENTS FILES (AIRPORT) <ul style="list-style-type: none"> - AGREEMENTS (REFERENCE COPIES) - CORRESPONDENCE & NOTES 	E		E	
20.	CORRESPONDENCE CHRONOLOGICAL FILES	2 Years		3 Years	Original
21.	LITIGATION FILES <ul style="list-style-type: none"> - TRANSCRIPTS & EXHIBITS - JUDGEMENTS & RULINGS - CORRESPONDENCE - BACKUP DATA 	C + 2 Years		C + 2 Years	Original

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
22.	MANUALS, POLICIES, PROCEDURES & BULLETINS - ORIGINAL - DUPLICATE	S + 2 Years S		S + 2 Years S	This Record Series is for all manuals, procedures, policies and bulletins originating in and produced by Public Works Dept. and/or its Bureau. Duplicate Series: Official is in originating City Department.
23.	MAPS (REFERENCE) - HOUSE NUMBERING MAPS - AERIAL MAPS & INDEXES - ANNEXATION MAPS - PROJECT AREA MAPS - RELOCATION SITE MAPS	S		S	Original
24.	PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – LEASES AND AGREEMENTS	E + 2 Years	8 Years	E + 10 Years	Duplicate Series: Official is in City Clerk Department For this record series E (Expired) represents expiration of the lease or agreement.
25.	PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – TENANT INSURANCE DOCUMENTATION	E + 2 Years	8 Years	E + 10 Years	Duplicate Series: Official is in City Clerk Department For this record series E (Expired) represents expiration of tenant's lease agreement.

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
26.	PROPERTY MANAGEMENT (CITY OWNED PROPERTY) – WORK FILES - CORRESPONDENCE - RENT COLLECTION DOCUMENTATION - MAPS, PLANS & DRAWINGS	E + 2 Years	8 Years	E + 10 Years	Original For this record series E (Expired) represents expiration of tenant's lease agreement.
27.	PROPERTY MANAGEMENT FILES (REDEVELOPMENT AGENCY – OWNED PROPERTY) - TENANT INSURANCE DOCUMENTS - CORRESPONDENCE - RENT COLLECTION DOCUMENTATION - MAPS, PLANS & DRAWINGS	E + 2 Years	8 Years	E + 10 Years	Original For this record series E (Expired) represents expiration of tenant's lease agreement.
28.	PROPERTY MANAGEMENT (REDEVELOPMENT AGENCY - OWNED PROPERTY) – LEASES AND AGREEMENTS	E + 2 Years	8 Years	E + 10 Years	Duplicate Series: Official is in City Clerk Department For this record series E (Expired) represents expiration of the lease or agreement.
29.	PROPOSALS & LETTERS OF INTEREST ADDRESS FILES - ACQUISITION/DISPOSITION OFFERS - DEVELOPMENT PROPOSALS	AR		AR	Original For this record series only include proposals and letters of interest received but not acted upon. If accepted, documents become part of acquisitions/dispositions or property management.

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
30.	PURCHASING BIDS, PROPOSALS, & QUOTES (UNSUCCESSFUL) - REQUEST FOR PROPOSAL (RFP) & RESPONSES - REQUEST FOR QUOTE (RFQ) & RESPONSES - INVITATIONS TO BID & RESPONSES - CORRESPONDENCE & BACKUP DATA	2 Years	3 Years	5 Years	Original This record series is for unsuccessful responses only. Retention for successful bids, proposals and quotes is addressed in the record series 'Purchasing Records (Vendors, Contractors & Consultant Files)'
31.	PURCHASING RECORDS (VENDORS, CONTRACTORS AND CONSULTANT FILES) - PURCHASE ORDERS - PURCHASE REQUISITIONS - AGREEMENTS & CONTRACTS (COPIES) - INVOICES & PAYMENT DOCUMENTATION (COPIES) - CORRESPONDENCE, MEMOS & BACKUP DATA - TIME SHEETS (COPIES) - DIRECT PAYMENT FORMS (COPIES)	C + 2 Years		C + 2 Years	Duplicate series: Official copies of Purchasing documentation are in Public Works/Administration and or the Purchasing Department. Official copies of Agreements and Contracts are in City Clerk Dept. For this record series, C (Closed/Completion) represents completion of contract terms with contractors and consultants, or completion of Purchase Order terms with vendors.
32.	RELOCATION CASE FILES - COMMENTS (CHRONOLOGICAL) SHEETS - REFERRAL DOCUMENTATION - ACQUISITION DATA - CLAIM DOCUMENTATION - SITE OCCUPANT RECORDS	C + 3 Years	2 Years	C + 5 Years	Original For this record series, C (Closed/Completion) represents date of final relocation payment.

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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
33.	RELOCATION PROJECT FILES - RELOCATION PLANS & SUMMARIES - REPORTS & SURVEYS - CORRESPONDENCE - DISPLACEMENT NOTICES - INFORMATION STATEMENTS - FINANCIAL DATA	C + 1 Year	5 Years	C + 6 Years	Original For this record series, C (Closed/Completion) represents completion of relocation activities outlined in the Relocation Plan, as determined by the date of the final relocation payment made under the plan.
34.	SPECIAL PROJECT FILES - RESEARCH DATA - CORRESPONDENCE & MEMOS - STUDIES & REPORTS - CONSULTANT RECORDS - PURCHASING DATA - ANALYSES & WORK - PLANS/PROGRAMS - MAPS & DRAWINGS	C + 2 Years		C + 2 Years	Original Contents listed are representative and may vary from project to project.
35.	SUBJECT & REFERENCE FILES - MAGAZINES, ARTICLES & NEWSCLIPPINGS - REPORTS & STUDIES - NEWSLETTERS - BROCHURES - OTHER PUBLICATIONS	AR		AR	Original This series includes files compiled on various topics for reference and informational purposes. It does not include files that contain documentation of business transactions.

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**City of Long Beach
Records Retention Schedule**



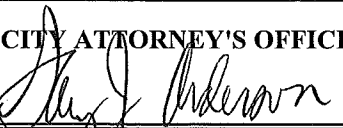
Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
36.	TRAVEL & EXPENSE RECORDS - REQUEST MEMOS - REQUEST FOR TRAVEL AUTHORIZATION FORMS - DIRECT PAYMENT FORMS - PAYMENT CHECKS - BILLS (COPIES) - EXPENSE REPORTS (COPIES)	2 Years		2 Years	Duplicate series: Public Works Administration maintains the Official Departmental copies of these records (See record series 'Direct Payments' in Public Works Administration). Official City Copies are in Financial Management Department.

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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (CITY-OWNED PROPERTY) - AGREEMENTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	T + 1 YEAR	5 YEARS	T + 6 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT.</p> <p>NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS SALE/DISPOSITION OF PROPERTY.</p> <p>CONTENTS: ACQUISITION AGREEMENTS DISPOSITION AGREEMENTS</p> <p>PREPARED BY: City Clerk, 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

<p>ORIGINATING DEPARTMENT PUBLIC WORKS</p>	<p>TITLE: ACQUISITIONS/DISPOSITIONS (CITY-OWNED PROPERTY) – CITY COUNCIL LETTERS</p>			<p>DATE 11/08/2011</p>
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	T + 1 YEAR	5 YEARS	T + 6 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN CITY MANAGER’S OFFICE.</p> <p>NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS SALE/DISPOSITION OF PROPERTY.</p> <p>CONTENTS:</p> <p>PREPARED BY: City Clerk, 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 G...</i></p>	<p>DEPARTMENT HEAD <i>[Signature]</i></p>	<p>CITY ATTORNEY'S OFFICE <i>[Signature]</i></p>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (CITY-OWNED PROPERTY) – CONDEMNATION RECORDS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 1 YEAR	5 YEARS	T + 6 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS SALE/DISPOSITION OF PROPERTY.				
CONTENTS: COUNSEL LETTERS CORRESPONDENCE COURT TRANSCRIPTIONS (IF LITIGATED)				
PREPARED BY: City Clerk, Records Manager				

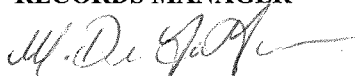


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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (CITY-OWNED PROPERTY) – TITLE OWNERSHIP RECORDS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION Duplicate	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		T + 1 YEAR	5 YEARS	T + 6 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT.</p> <p>NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS SALE/DISPOSITION OF PROPERTY.</p> <p>CONTENTS: GRANT DEEDS QUITCLAIMS EASEMENTS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				




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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (CITY-OWNED PROPERTY) – WORK FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 1 YEAR	5 YEARS	T + 6 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS SALE/DISPOSITION OF PROPERTY.</p> <p>CONTENTS: TITLE REPORTS TITLE POLICIES APPRAISALS OFFER LETTERS CORRESPONDENCE, NOTES & MEMOS ESCROW DOCUMENTS FIXTURES & EQUIPMENT LISTS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

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

<p>ORIGINATING DEPARTMENT PUBLIC WORKS</p>	<p>TITLE: ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY-OWNED PROPERTY) – ACQUISITION AGREEMENTS</p>	<p>DATE 11/08/2011</p>		
<p>COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
	<p>Duplicate</p>	<p>T + 1 YEAR</p>	<p>5 YEARS</p>	<p>T + 6 YEARS</p>

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


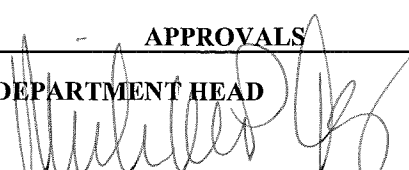

DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK. (CITY CLERK BEGAN MAINTAINING ALL AGREEMENTS AND CONTRACTS FOR THE REDEVELOPMENT AGENCY IN AUGUST 1989.)

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS CONVEYANCE OF PROPERTY TO THE DEVELOPER.

CONTENTS:

PREPARED BY: City Clerk, 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

<p align="center">APPROVALS</p>		
<p>RECORDS MANAGER </p>	<p>DEPARTMENT HEAD </p>	<p>CITY ATTORNEY'S OFFICE </p>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY-OWNED PROPERTY) – REDEVELOPMENT AGENCY BOARD LETTERS	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ASSET MANAGEMENT	Duplicate	T + 1 YEAR	5 YEARS	T + 6 YEARS

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


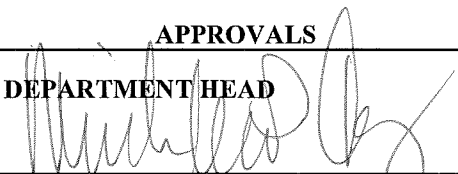

DUPLICATE SERIES. OFFICIAL IS REDEVELOPMENT AGENCY.

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS CONVEYANCE OF PROPERTY TO THE DEVELOPER.

CONTENTS:

PREPARED BY: City Clerk, Records Manager

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY-OWNED PROPERTY) – DEVELOPMENT & DISPOSITION AGREEMENTS (DDA)	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	T + 1 YEAR	5 YEARS	T + 6 YEARS

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




DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK. (CITY CLERK BEGAN MAINTAINING ALL AGREEMENTS AND CONTRACTS FOR THE REDEVELOPMENT AGENCY IN AUGUST 1989.)

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS CONVEYANCE OF PROPERTY TO THE DEVELOPER.

CONTENTS:

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY-OWNED PROPERTY) – CONDEMNATION RECORDS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 1 YEAR	5 YEARS	T + 6 YEARS

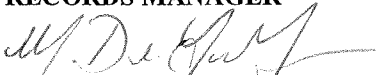


DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS CONVEYANCE OF PROPERTY TO THE DEVELOPER.

CONTENTS: COUNSEL LETTERS
CORRESPONDENCE
COURT DOCUMENTATION (IF LITIGATED)

PREPARED BY: City Clerk, Records Manager

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY-OWNED PROPERTY) – TITLE OWNERSHIP RECORDS	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 1 YEAR	PERMANENT	PERMANENT

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




VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: V, H

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS CONVEYANCE OF PROPERTY TO THE DEVELOPER.

CONTENTS: GRANT DEEDS
QUITCLAIMS
EASEMENTS

PREPARED BY: City Clerk, Records Manager


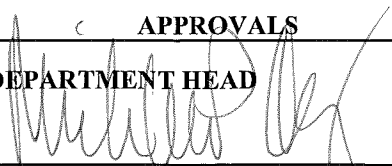

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ACQUISITIONS/DISPOSITIONS (REDEVELOPMENT AGENCY-OWNED PROPERTY) – WORK FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 1 YEAR	5 YEARS	T + 6 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS CONVEYANCE OF PROPERTY TO THE DEVELOPER.</p> <p>CONTENTS: TITLE REPORTS TITLE POLICIES APPRAISALS OFFER LETTERS CORRESPONDENCE, NOTES & MEMOS ESCROW DOCUMENTS FIXTURES & EQUIPMENT LISTS</p> <p>PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: ANNEXATIONS – CERTIFICATE OF COMPLETION			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	5 YEARS	PERMANENT	PERMANENT
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: ORIGINAL COPY IS IN LOCAL AGENCY FORMATION COMMISSION (LAFCO). PROPERTY SERVICES HAS THE OFFICIAL COPY FOR THE CITY OF LONG BEACH.</p> <p>*Property Services is now Asset Management Bureau.</p> <p>PREPARED BY: City Clerk, Records Manager</p>				




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 PUBLIC WORKS	TITLE: ANNEXATIONS – CITY COUNCIL RESOLUTIONS			DATE 11/08/2011																								
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION Duplicate	RETENTION PERIOD <table border="1"> <thead> <tr> <th data-bbox="755 327 980 415">DEPARTMENT</th> <th data-bbox="980 327 1230 415">REC. CENTER</th> <th colspan="2" data-bbox="1230 327 1583 415">DESTROY</th> </tr> </thead> <tbody> <tr> <td data-bbox="755 415 980 470">5 YEARS</td> <td data-bbox="980 415 1230 470">5 YEARS</td> <td colspan="2" data-bbox="1230 415 1583 470">10 YEARS</td> </tr> <tr> <td> </td> <td> </td> <td colspan="2"> </td> </tr> <tr> <td> </td> <td> </td> <td colspan="2"> </td> </tr> <tr> <td> </td> <td> </td> <td colspan="2"> </td> </tr> <tr> <td> </td> <td> </td> <td colspan="2"> </td> </tr> </tbody> </table>			DEPARTMENT	REC. CENTER	DESTROY		5 YEARS	5 YEARS	10 YEARS																	
DEPARTMENT	REC. CENTER	DESTROY																										
5 YEARS	5 YEARS	10 YEARS																										
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT.</p> <p>PREPARED BY: City Clerk, Records Manager</p>																												


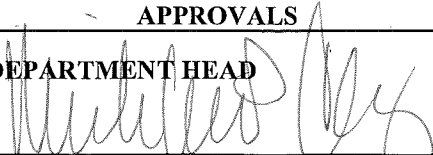

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ANNEXATIONS FILES	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	5 YEARS	PERMANENT	PERMANENT
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: H</p> <p>CONTENTS: APPLICATIONS & FILING DOCUMENTS CORRESPONDENCE & MEMOS BACKUP DATA</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


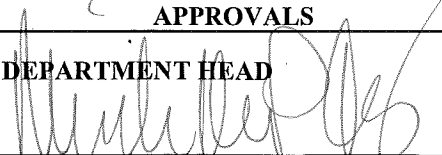

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: ANNEXATIONS – LEGAL DESCRIPTIONS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	5 YEARS	5 YEARS	10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: DUPLICATE SERIES – OFFICIAL IS IN CITY CLERK DEPARTMENT.</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				



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 PUBLIC WORKS	TITLE: ANNEXATIONS – MAPS OF ANNEXATION AREAS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	5 YEARS	5 YEARS	10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: DUPLICATE SERIES – OFFICIAL IS IN ENGINEERING DEPARTMENT.</p> <p>PREPARED BY: City Clerk, 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 GJA

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: BOARDS & COMMISSIONS MEMBERS RECORDS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 2 YEARS		T + 2 YEARS

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




NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS TERMINATION OF PARTICIPATION BY A BOARD OR COMMISSION MEMBER. INCLUDES THE REDEVELOPMENT AGENCY BAORD, HOUSING AUTHORITY COMMISSION, ECONOMIC DEVELOPMENT COMMISSION (AND SUBCOMMITTEES), AND OTHER BOARDS, COMMISSIONS, AND COMMITTEES.

EVALUATE MATERIALS FOR INCLUSION IN THE RECORD SERIES 'HISTORY FILES' BEFORE DESTRUCTION OCCURS.

CONTENTS: BIOGRAPHICAL DATA
 APPOINTMENT RECORDS
 ATTENDANCE & PAYMENT RECORDS
 CORRESPONDENCE & BACK UP DATA

PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: BUDGET FILES (BUREAU FILES)			DATE
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	2 YEARS		2 YEARS


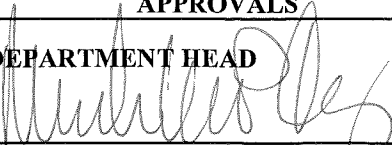

DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: DUPLICATE SERIES – PUBLIC WORKS ADMINISTRATION MAINTAINS OFFICIAL DEPARTMENTAL BUDGET RECORDS; SEE THE RECORD SERIES “BUDGET FILES AND BUDGET WORK FILES (PUBLIC WORKS)”.

CONTENTS: ANNUAL BUDGET
WORKPAPERS – NOTES, CALCULATIONS, MEMOS

PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: CONCESSION AGREEMENTS FILES (AIRPORT)			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ASSET MANAGEMENT		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	E		E




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

NOTE: DUPLICATE SERIES – CITY CLERK AND AIRPORT ADMINISTRATION KEEP ORIGINAL AGREEMENTS.

CONTENTS: AGREEMENTS (REFERENCE COPIES)
CORRESPONDENCE & MEMOS

PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: LITIGATION FILES	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 2 YEARS		C + 2 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>CONTENTS: TRANSCRIPTS & EXHIBITS JUDGEMENTS & RULINGS CORRESPONDENCE BACKUP DATA</p>				
PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: MANUALS, POLICIES, PROCEDURES & BULLETINS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S + 2 YEARS		S + 2 YEARS
	Duplicate	S		S
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES IS FOR ALL MANUALS, PROCEDURES, POLICIES AND BULLETINS ORIGINATING IN AND PRODUCED BY PUBLIC WORKS DEPARTMENT AND/OR ITS BUREAUS.</p> <p>DUPLICATE SERIES: OFFICIAL IS IN ORIGINATING CITY DEPARTMENT.</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: MAPS (REFERENCE)			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S		S

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

- CONTENTS: HOUSE NUMBERING MAPS
 AERIAL MAPS & INDEXES
 ANNEXATION MAPS
 PROJECT AREA MAPS
 RELOCATION SITE MAPS

PREPARED BY: City Clerk, Records Manager

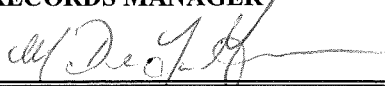
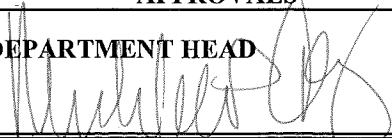

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PROPERTY MANAGEMENT (CITY-OWNED PROPERTY) – LEASES & AGREEMENTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	E + 2 YEARS	8 YEARS	E + 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT.</p> <p>NOTE: FOR THIS RECORD SERIES E (EXPIRED) REPRESENTS EXPIRATION OF THE LEASE OR AGREEMENT.</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				


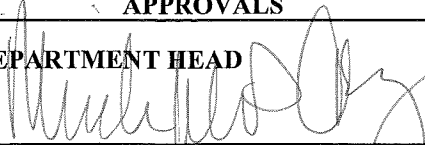

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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PROPERTY MANAGEMENT (CITY-OWNED PROPERTY) TENANT INSURANCE DOCUMENTATION			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ASSET MANAGEMENT		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	E + 2 YEARS	8 YEARS	E + 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: DUPLICATE SERIES – OFFICIAL IS IN CITY CLERK DEPARTMENT.</p> <p>NOTE: FOR THIS RECORD SERIES, E (EXPIRED) REPRESENTS EXPIRATION OF TENANT’S LEASE AGREEMENT.</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


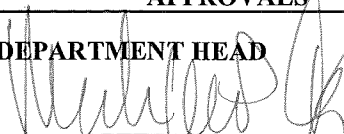

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PROPERTY MANAGEMENT (CITY-OWNED PROPERTY) WORK FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	E + 2 YEARS	8 YEARS	E + 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, E (EXPIRED) REPRESENTS EXPIRATION OF TENANT'S LEASE AGREEMENT.</p> <p>CONTENTS: CORRESPONDENCE RENT COLLECTION DOCUMENTATION MAPS, PLANS & DRAWINGS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


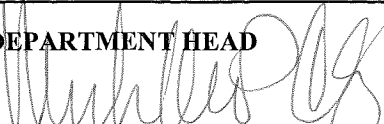

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PROPERTY MANAGEMENT FILES (REDEVELOPMENT AGENCY – OWNED PROPERTY)			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	E + 2 YEARS	8 YEARS	E + 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, E (EXPIRED) REPRESENTS EXPIRATION OF TENANT'S LEASE AGREEMENT.</p> <p>CONTENTS: TENANT INSURANCE DOCUMENTS CORRESPONDENCE RENT COLLECTION DOCUMENTATION MAPS, PLANS & DRAWINGS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PROPERTY MANAGEMENT FILES (REDEVELOPMENT AGENCY – OWNED PROPERTY) LEASE & AGREEMENTS	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	E + 2 YEARS	8 YEARS	E + 10 YEARS


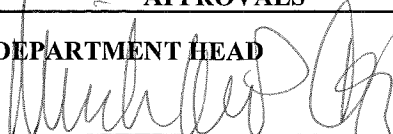

DESCRIPTION: (Purpose, Content, and Method of Filing)

DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT.

NOTE: FOR THIS RECORD SERIES, E (EXPIRED) REPRESENTS EXPIRATION OF TENANT'S LEASE AGREEMENT.

PREPARED BY: City Clerk, Records Manager


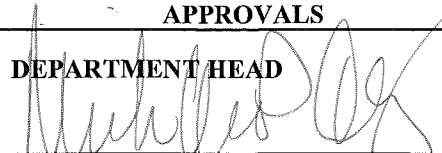
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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PROPOSALS & LETTERS OF INTEREST ADDRESS FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR		AR
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, ONLY INCLUDE PROPOSALS AND LETTERS OF INTEREST RECEIVED BUT NOT ACTED UPON. IF ACCEPTED, DOCUMENTS BECOME PART OF ACQUISITIONS/DISPOSITIONS OR PROPERTY MANAGEMENT FILES.</p> <p>CONTENTS: ACQUISITION/DISPOSITION OFFERS DEVELOPMENT PROPOSALS</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				


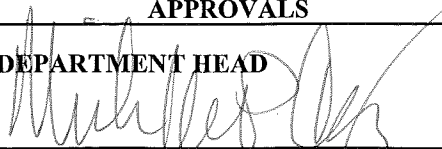

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE GJA

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PURCHASING BIDS, PROPOSALS, QUOTES (UNSUCCESSFUL)	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION Original	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		2 YEARS	3 YEARS	5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES IS FOR UNSUCCESSFUL RESPONSES ONLY. RETENTION OF SUCCESSFUL BIDS, PROPOSALS, AND QUOTES IS ADDRESSED IN THE RECORD SERIES 'PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULTANTS FILES)'</p> <p>CONTENTS: REQUEST FOR PROPOSAL (RFP) & RESPONSES REQUEST FOR QUOTE (RFQ) & RESPONSES INVITATIONS TO BID & RESPONSES CORRESPONDENCE & BACKUP DATA</p>				
PREPARED BY: City Clerk, Records Manager				


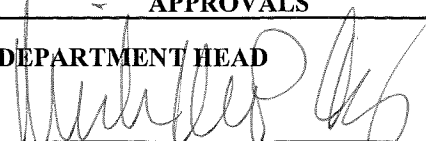

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APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULTANT FILES)			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	C + 2 YEARS		C + 2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES: OFFICIAL COPIES OF PURCHASING DOCUMENTATION ARE IN PUBLIC WORKS ADMINISTRATION AND/OR THE PURCHASING DEPARTMENT. OFFICIAL COPIES OF AGREEMENTS AND CONTRACTS ARE IN CITY CLERK DEPARTMENT.</p> <p>NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS COMPLETION OF CONTRACT TERMS WITH CONTRACTORS AND CONSULTANTS, OR COMPLETION OF PURCHASE ORDER TERMS WITH VENDORS.</p> <p>CONTENTS: PURCHASE ORDERS (COPIES) PURCHASE REQUISITIONS AGREEMENTS & CONTRACTS (COPIES) INVOICES & PAYMENT DOCUMENTATION (COPIES) CORRESPONDENCE, MEMOS & BACKUP DATA TIME SHEETS (COPIES) DIRECT PAYMENTS FORMS (COPIES)</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


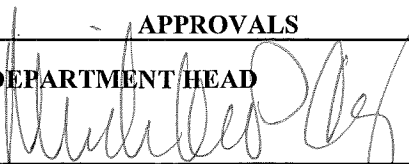

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: RELOCATIONS CASE FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 3 YEARS	2 YEARS	C + 5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES, C (CLOSED)/COMPLETED) REPRESENTS DATE OF FINAL RELOCATION PAYMENT.</p> <p>CONTENTS: COMMENTS (CHRONOLOGICAL) SHEETS REFERRALS DOCUMENTATION ACQUISITION DATA CLAIMS DOCUMENTATION SITE OCCUPANT RECORDS</p>				
<p>PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: RELOCATION PROJECT FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 1 YEAR	5 YEARS	C + 6 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS COMPLETION OF RELOCATION ACTIVITIES OUTLINED IN THE RELOCATION PLAN, AS DETERMINED BY THE DATE OF THE FINAL RELOCATION PAYMENT MADE UNDER THE PLAN.</p> <p>CONTENTS: RELOCATION PLANS & SUMMARIES REPORTS & SURVEYS CORRESPONDENCE DISPLACEMENT NOTICES INFORMATION STATEMENTS FINANCIAL DATA</p>				
<p>PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: SPECIAL PROJECT FILES	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 2 YEARS		C + 2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: CONTENTS LISTED ARE REPRESENTATIVE; CONTENTS WILL VARY FROM PROJECT TO PROJECT.</p> <p>CONTENTS: RESEARCH DATA CORRESPONDENCE & MEMOS STUDIES & REPORTS CONSULTANT RECORDS PURCHASING DATA ANALYSES & WORK PLANS/PROGRAMS MAPS & DRAWINGS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


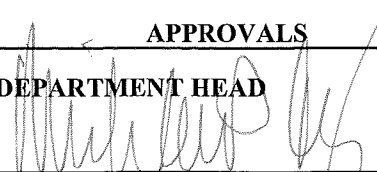

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	TITLE: SUBJECT & REFERENCE FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR		AR
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS SERIES INCLUDES FILES COMPILED ON VARIOUS TOPICS FOR REFERENCE AND INFORMATIONAL PURPOSES. IT DOES NOT INCLUDE FILES THAT CONTAIN DOCUMENTATION OF BUSINESS TRANSACTIONS. EXAMPLES ARE FILES ON ORGANIZATIONS, CONFERENCES, COMMITTEES, LEGISLATION & REGULATION, POTENTIAL CONSULTANTS, CONTRACTORS OR DEVELOPERS, DEMOGRAPHICS, BUSINESS TRENDS, ETC.</p> <p>CONTENTS: MAGAZINES, ARTICLES & NEWSCLIPPINGS REPORTS & STUDIES NEWSLETTERS BROCHURES OTHER PUBLICATIONS</p> <p>PREPARED BY: City Clerk, 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 PUBLIC WORKS	TITLE: TRAVEL & EXPENSE RECORDS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION ASSET MANAGEMENT	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES: PUBLIC WORKS ADMINISTRATION MAINTAINS THE OFFICIAL DEPARTMENTAL COPIES OF THESE RECORDS (SEE THE RECORD SERIES "PURCHASING -DIRECT PAYMENTS").</p> <p>OFFICIAL CITY COPIES ARE IN FINANCIAL MANAGEMENT DEPARTMENT.</p> <p>CONTENTS: REQUEST MEMOS REQUEST FOR TRAVEL AUTHORIZATION FORMS DIRECT PAYMENT FORMS PAYMENT CHECKS BILLS (COPIES) EXPENSE REPORTS (COPIES)</p>				
<p>PREPARED BY: City Clerk, 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 

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Approved Requisitions	2 Years + current year		2 Years + current year	Original
2.	Discipline / EEO Files	Permanent		Permanent	Original
3.	Driver License Record & CA DMV Pull Notice Information	2 Years		2 Years	Original
4.	Employee Timecards	5 Years		5 Years	Original
5.	Hiring & Recruitment Files	3 Years		3 Years	Original
6.	HRMS Reports	2 Years		2 Years	Department Files
7.	Medical Files	Termination of Employment		T + 15 Years	Original After Termination send to Human Resources for placement in employee personnel file.
8.	Personnel Files	Termination of Employment		T + 15 Years	Original After Termination send to Human Resources for placement in employee personnel file.

Department/Section PUBLIC WORKS/ PERSONNEL SERVICES DIVISION	Council Approval Meeting Date: October 18, 1998 Revised: February 16, 1999 and November 8, 2011
	Page No. 1 of 1

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




ORIGINATING DEPARTMENT PUBLIC WORKS / ADMINISTRATION BUREAU	TITLE: APPROVED REQUISITIONS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Originals	2 Years + current year		2 Years + current year

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

Records consist of Requisition documentation, Hiring Freeze Exception Forms, Unbudgeted Request Forms, and Certified List of Eligible Candidates. Once requisitions have been fulfilled with the requested amount of vacancies filled, notations are made for the hired applicants and the requisition documentation is filed by requisition number, by year.

Requisition documentation is stored in Personnel Division filing cabinets and are to be retained for two years in addition to the current year.

PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




ORIGINATING DEPARTMENT PUBLIC WORKS / ADMINISTRATION BUREAU	TITLE: DISCIPLINE / EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES		DATE 11/08/2011	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Originals	Permanent		Permanent

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

Discipline files consist of discipline investigation documentation, supporting documentation, and signed correspondence. EEO files contain harassment/discrimination files and investigation documentation.


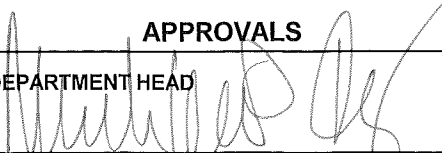

Discipline and EEO files are stored in Department Files by employee name and incident.

PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / ADMINISTRATION BUREAU	TITLE: DRIVER LICENSE RECORD & CA DMV PULL NOTICE INFORMATION			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Original	2 Years		2 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Records for employee's California Department of Motor Vehicles driver license. These records provide information including license validity, endorsement information and expiration, license restrictions, license and medical card expiration dates, and any conditions thereof.</p> <p>These records contain confidential information and are stored in a secure location in the Personnel Division offices. They are filed in alphabetical order and will be discarded based on CA DMV guidelines.</p> <p>PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


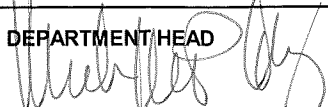

ORIGINATING DEPARTMENT PUBLIC WORKS / ADMINISTRATION BUREAU	TITLE: EMPLOYEE TIMECARDS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Originals	5 Years		5 Years

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

Records consist of weekly employee time records. These records include recorded time for scheduled hours, vacation/sick/executive/holiday leave, overtime hours, skill pay, and charge point information.

Employee timecards are stored in the Personnel Division office. They are stored and filed by Bureau and by week.

PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


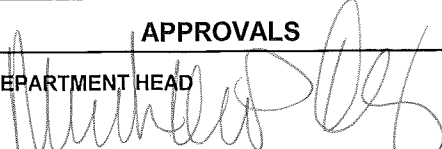

ORIGINATING DEPARTMENT PUBLIC WORKS / ADMINISTRATION BUREAU	TITLE: HIRING & RECRUITMENT FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Original	3 Years		3 Years

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

Files consist of documentation relevant to hiring processes for specific vacant positions. Documentation includes applications, interview notes and rating sheets, reference check notations, and Requests for Authorization to Make Job Offers.

Files contain confidential hiring information and are stored in secured filing cabinets in the Personnel Division office. Hiring Files are filed by position name and requisition number.

PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




ORIGINATING DEPARTMENT PUBLIC WORKS / PERSONNEL SERVICES DIVISON	TITLE: HRMS REPORTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Department Files	2 Years		2 Years

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

Files consist of monthly downloaded HRMS reports with customized notations, which explain certain inaccuracies of report, reference pending requisitions for given positions, and provide more accurate information than static report that is printed at the beginning of the month.

Monthly customized HRMS reports are filed in Department Files at the beginning of the following month of its publication and organized by year and month.

PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / ADMINISTRATION BUREAU	TITLE: MEDICAL FILES	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Original	Termination of Employment		T + 15 Yrs

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

Files consist of health and dental forms, FMLA documentation, Worker's Compensation records, marriage/birth/divorce certificates, catastrophic leave documents, medical clearance forms, and non-industrial doctor's notes.


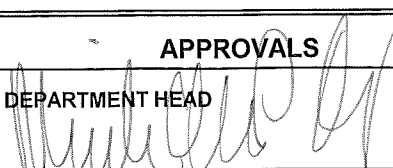

Files are to be retained for the duration of employee's employment with this Department. File is to be forwarded to HR upon separation of employment or transferred to another Department.

PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / ADMINISTRATION BUREAU	TITLE: PERSONNEL FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
PERSONNEL DIVISION	Original	Termination of Employment		Termination of Employment. Transfer to H.R. (Retained there for 15 years.)
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Record consists of initial hiring forms, HR-1 forms, employee signed correspondence/policies/memoranda, State/Federal withholding certificate modifications, employee performance appraisals, direct deposit and payroll deduction forms, training certificates, commendations and awards, higher class pay authorizations, City ID forms, formal disciplines, reprimands, and supervisor's reports of incidents.</p> <p>Personnel files are stored by employee name and are to be retained in their entirety for the duration of the employee's employment in this given department. Upon separation of employment or transfer to another department, said Personnel file will be transferred to HR for storage or transferred to the appropriate Department, accordingly.</p> <p>PREPARED BY: Sandra Aguilar, Asst. Administrative Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Budget Transfers/Budget Adjustments	2 Years	Permanent	Permanent	Original
2.	Budget Preparation Working Papers	5 Years		5 Years	Department File
3.	Deposit Receipts	2 Years	Permanent	Permanent	Original
4.	Direct Payments	2 Years		2 Years	Working Copy
5.	Fixed Asset Forms	4 Years		4 Years	Working Copy
6.	Imprest Cash Account Bank Reconciliation	2 Years	5 Years	7 Years	Original
7.	Incoming and Outgoing Correspondence	Permanent		Permanent	Original
8.	Journal Vouchers	2 Years	5 Years	7 Years	Working Copy
9.	PMTS Work Order Request	2 Years	5 Years	7 Years	Original
10.	Proposed and Adopted CIP Books	Permanent		Permanent	Original
11.	Subsidiary Ledgers	Permanent		Permanent	Original

Department/Section PUBLIC WORKS/ Budget Services Division	Council Approval Meeting Date: October 18, 1998 Revised: February 16, 1999 and November 8, 2011
Page No. 1 of 1	

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PUBLIC WORKS/BUSINESS OPERATIONS BUREAU</p>	<p>TITLE: BUDGET TRANSFERS / BUDGET ADJUSTMENTS</p>	<p>DATE 11/08/2011</p>
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Department Files	2 Years	Permanent	Permanent

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

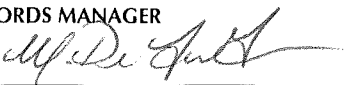
File consists of Budget Transfers and Budget Adjustments, including Budget Adjustment Forms, BPREP print screens, and miscellaneous supporting documents initiated by the Budget Services Division. Those initiated by the other Bureaus and by the Department of Financial Management will be maintained and filed in their respective offices.

Method of filing is by category (Budget Transfers and Budget Adjustments) and by BT or BA numbers, which are computer generated.

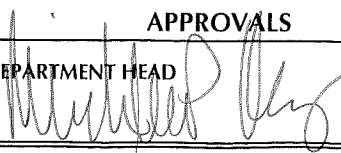
PREPARED BY: Bonnie Fong, Administrative Analyst

APPROVALS

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/BUSINESS OPERATIONS BUREAU	TITLE: BUDGET PREPARATION WORKING PAPERS	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Department Files	5 Years		5 Years


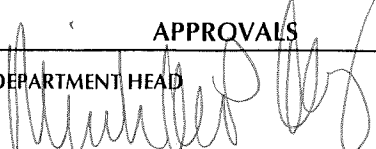

DESCRIPTION: (Purpose, Content, and Method of Filing)

During the annual budget preparation process, various information is gathered and filed as supporting documentation. The budget preparation files include the following items:

- 1) ETCs: Files consist of monthly ETCs calculations and BPREP print screens
- 2) BPREP: Files consist of BPREP print screens, spreadsheets, and email conversations, etc.
- 3) BPS Reports: Files consist of Public Works employees' total salary and fringe costs/FTE listings
- 4) Budget Transmittal: Files consist of budget requests/forms and miscellaneous supporting documents
- 5) Expense / Revenue Reports: Files consist of expense and revenue reports by Fund and Index
- 6) Base Budget Clean-up: Files consist of BPS print screens and spreadsheets
- 7) MOU: Files consist of copies of MOUs signed between Public Works and departments receiving and providing services
- 8) FOR Long Beach: Files consist of guidelines and implementation of the program, meeting agenda, Strategic Business Plans, and monthly and quarterly performance reports
- 9) CPREP: Files consist of CIP Funding memo from Financial Management Department, funding summary spreadsheet showing the funding requested and funding approved by City Manager, individual project request sheets submitted by Departments, email correspondence to support changes in funding requests, access data base reports showing Program historical information, etc. and drafts of the Proposed and Adopted CIP Book.


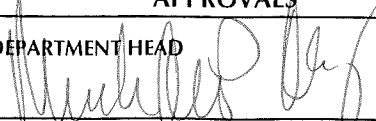

Method of filing is by category and by fiscal year.

PREPARED BY: Bonnie Fong, Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ BUSINESS OPERATIONS BUREAU	TITLE: <p style="text-align: center;">DEPOSIT RECEIPTS</p>			DATE <p style="text-align: center;">11/08/2011</p>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	ORIGINAL	2 Years	Permanent	Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing)				
This division processes the Deposit Receipts (DR) for the Engineering Bureau and Public Services Bureau in FAMIS. The original copy of the DR and the corresponding supporting documents are filed by this Division. The DR shows where program/object code the funds were deposited. The copies are filed numerically by DR number, which is computer generated.				
PREPARED BY: Vilma Mendoza, Accounting Clerk III REVIEWED BY: Gilda Lim, Senior Accountant				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/BUDGET SERVICES DIVISION	TITLE: DIRECT PAYMENTS	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Working Copies	2 Years		2 Years


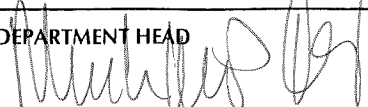

DESCRIPTION: (Purpose, Content, and Method of Filing)

The Direct Payment form is used as follows:

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

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

PREPARED BY: Bonnie Fong, Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/BUDGET SERVICES DIVISION	TITLE: FIXED ASSET FORMS	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Working Copies	4 Years		4 Years

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

Fixed Assets are specific items of City property that are tangible in nature, have a life longer than one year and have a significant value. When a department purchases such property, a Fixed Asset form must be completed. Information on this form includes the numerical City Fixed Asset number, date of purchase, vendor purchased from, item description and cost.

The original and a copy are forwarded to Financial Management while the department keeps a copy.

PREPARED BY: Bonnie Fong, Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ BUSINESS OPERATIONS BUREAU	TITLE: IMPREST CASH ACCOUNT BANK RECONCILIATION			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	ORIGINAL	2 Years	5 Years	7 Years


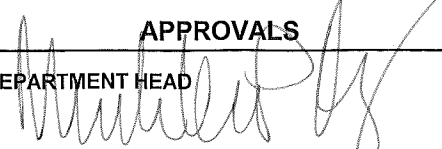

DESCRIPTION: (Purpose, Content, and Method of Filing)

The Imprest Cash Account Bank Reconciliation reconciles the department's checking account bank statements to the department's check register balance in Quicken and to the authorized balance per FAMIS. This is required in accordance with AR 23-4 and to be submitted to Financial Management, General Accounting, Tidelands & Compliance Section monthly. The file consists of original bank statement, copies of cancelled checks, Quicken reports and the Bank Reconciliation Statement. The balance of the Imprest Checking Fund per Quicken should equal the balance per bank statement after adjustments are made for deposits in transit or outstanding checks.

The method of filing is by month.


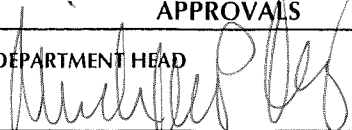

PREPARED BY: Vilma Mendoza, Accounting Clerk III

REVIEWED BY: Gilda Lim, Senior Accountant

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


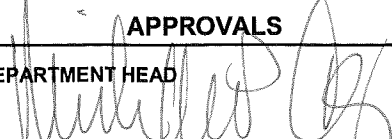

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ BUSINESS OPERATIONS BUREAU	TITLE: INCOMING AND OUTGOING CORRESPONDENCE			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Original	Permanent		Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing) <p>Files contain copies of correspondence signed by the Division Manager to the Director, other Bureaus, Departments, and outside contacts with back up.</p> <p>The method of filing is by subject and by date.</p> <p>PREPARED BY: Gilda Lim, Senior Accountant</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ BUSINESS OPERATIONS BUREAU	TITLE: <p style="text-align: center;">JOURNAL VOUCHERS</p>			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Working Copy	2 Years	5 Years	7 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>A Journal Voucher (JV) is a document to effect adjusting and reclassifying entries and is the medium to journalize non-cash transactions such as accruals and deferrals and allocation of expenditures and revenues to appropriate charge points.</p> <p>If transfers are between departments, JVs are manually prepared and submitted to the Financial Management, General Accounting Section (FM) with the original supporting documents for final input and the JV package is retained by FM. It is filed by JV number which is computer generated.</p> <p>If transfers are within the same department, Public Works/Business Services Division prepares the JV in FAMIS and retains the original and supporting documents. JVs have the Transaction Code, Sub-object Code, Index Code and in some cases, User Code, Grant, Grant Detail, Project and Detail. The original JV package is filed by JV number, which is computer generated and maintained at PW/Business Services Division.</p> <p>PREPARED BY: Vilma Mendoza, Accounting Clerk III REVIEWED BY: Gilda Lim, Senior Accountant</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

ORIGINATING DEPARTMENT PUBLIC WORKS/BUSINESS OPERATIONS BUREAU	TITLE: PMTS WORK ORDER REQUESTS	DATE 11/08/2011
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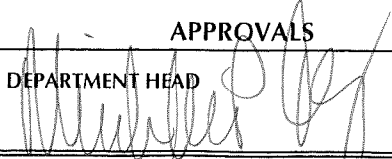

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Department Files	2 Years	5 Years	7 Years

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

File consists of Work Order Request Forms, Account Code Request Forms, and email conversations recording the service request number, title of project, requestor and client information, and charge point and job status, for the purpose of creating Account Codes in the Project Management Tracking System (PMTS) for interdepartmental billings. Engineering Bureau Analysts assign a new Account Code and put in a request in the Work Order Request Form or via email to request for a new Account Code be set up for a new project by the Budget Services Division. The Budget Services Division is responsible for creating and entering Account Codes in the PMTS, an Access Database, on the shared drive, and generating monthly billings.

The method of filing is by date; however, old files (prior to FY09) are filed by Account Codes category. Files from Engineering Bureau and Budget Services Division will be merged upon completion of current records retention exercise.

PREPARED BY: Bonnie Fong, Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/BUSINESS OPERATIONS BUREAU	TITLE: PROPOSED and ADOPTED CIP BOOKS	DATE 11/08/2011
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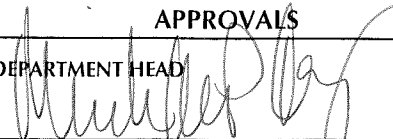

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Department Files	Permanent		Permanent

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

The Division retains copies of the published Proposed and Adopted CIP Books for reference purposes. Copies of the CIP books are distributed to all Departments by the Financial Management Department together with the City's Budget Book (RAP). The CIP Book is also available in the Public Works Dept's website.

Method of filing is by fiscal year.

PREPARED BY: Bonnie Fong, Administrative Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/ BUSINESS OPERATIONS BUREAU	TITLE: <p style="text-align: center;">SUBSIDIARY LEDGERS</p>	DATE <p style="text-align: center;">11/08/2011</p>
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
BUDGET SERVICES DIVISION	Original	Permanent		Permanent

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


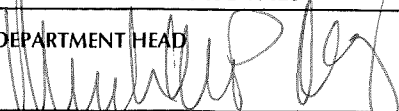

Subsidiary ledgers are maintained to back up the balance of a general ledger such as receivables, payables and collections held in trust (security deposit).

Files contain spreadsheets listing the detailed transactions and document reference by company/name to determine the breakdown of the general ledger balance at any given month.

The method of filing is by general ledger account by fiscal year.

PREPARED BY: Gilda Lim, Senior Accountant

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
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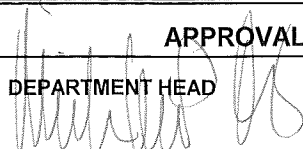

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Departmental Billing -- CityWorks System	3 Years		3 Years	Record Copy
2.	Bills and Wage Reports: SCE	5 Years		5 Years	Original
3.	Administration: Deposit Receipts	Permanent		Permanent	Record Copy
4.	Budget Reports	3 Years		3 Years	Record Copy
5.	Journal Vouchers	5 Years		5 Years	Record Copy
6.	Budget Adjustments & Transfers	5 Years		5 Years	Record Copy
7.	Vendor Files	5 Years		5 Years	Copy
8.	Purchase Orders	5 Years		5 Years	Copy
9.	Fixed Assets	2 Years		2 Years	Record Copy

Department/Section PUBLIC WORKS/ PUBLIC SERVICE/ Administration	Council Approval Meeting Date: August 15 1995 Revised: November 8, 2011	Page No. 1 of 1
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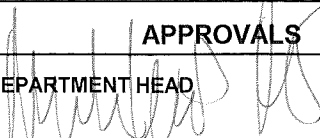

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU/ ADMINISTRATION	TITLE: DEPARTMENTAL BILLING - CITYWORKS SYSTEM			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ADMINISTRATION	RECORD COPY	3 YEARS	REC. CENTER	DESTROY 3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILES CONSIST OF CITYWORKS2FAMIS UPLOAD REPORT (INCLUDED ARE SUMMARY, LABOR AND MATERIAL COSTS) AND CRYSTAL REPORT OF MONTHLY WORK ORDERS INITIATED BY VARIOUS CITY DEPARTMENTS AND WORK COMPLETED BY PUBLIC WORKS FACILITIES DIVISION AND BILLED TO CITY DEPARTMENTS.</p> <p>INCLUDED FOR BILLING ARE WORK ORDERS, CORRESPONDENCES, DAILY AND WEEKLY JOB TIME RECORDS, AND RELATED INVOICES KEPT IN SEPARATE FILE (FACILITIES DIVISION).</p> <p>FILES ARE MAINTAINED IN CHRONOLOGICAL ORDER BY FISCAL YEAR.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU/ ADMINISTRATION	TITLE: BILLS & WAGE REPORT - (SCE)			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	ORIGINALS	5 YEARS		5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILES CONTAIN BILLING DOCUMENTATION PERTAINING TO ELECTRICAL USAGE BY CITY FACILITIES THROUGH THE COMPANY (SOUTHERN CALIFORNIA EDISON) BY METERS READ. RECORDS INCLUDE ENERGY COST REPORTS WHICH ITEMIZES THE ELECTRICAL USAGE AND EXPENSES OF THE CITY.</p> <p>RECORDS FOR FACILITIES DIVISION INCLUDE ELECTRICAL USAGE AT CITY FACILITIES.</p> <p>RECORDS FOR TRAFFIC OPERATIONS INCLUDE STREET LIGHTING, TRAFFIC SIGNALS, AND PARKING LOTS.</p> <p>FILES ARE MAINTAINED IN CHRONOLOGICAL ORDER.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


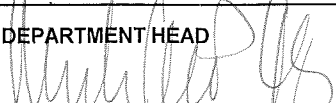

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / ADMINISTRATION	TITLE: DEPOSIT RECEIPTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
	RECORD COPY	DEPARTMENT PERMANENT	REC. CENTER	DESTROY PERMANENT
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILES CONTAIN COPIES OF DEPOSIT RECEIPTS, WHICH HAVE BEEN INITIATED BY VARIOUS DIVISIONS WITHIN THE DEPARTMENT OF PUBLIC SERVICE, THE RECEIPTS DESIGNATE THE CONTRIBUTING DIVISION, DESCRIPTION OF DEPOSIT, REVENUE ACCOUNT NUMBER AND AMOUNT.</p> <p>FILES INCLUDE PARKING METER COLLECTIONS, PAYMENTS RECEIVED FROM THE PUBLIC TO PUBLIC SERVICE IN REFERENCE TO DAMAGE TO CITY PROPERTIES AND/OR ON WORK ORDER CHARGES, COURT ORDER AND POLICE REPORTS; NOT LIMITED TO.</p> <p>FILES ARE ARRANGED IN CHRONOLOGICAL ORDER BY FISCAL YEAR.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


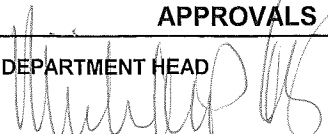

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / ADMINISTRATION	TITLE: <p style="text-align: center;">BUDGET REPORTS</p>			DATE <p style="text-align: center;">11/08/2011</p>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ADMINISTRATION	RECORD COPY	3 YEARS	REC. CENTER	DESTROY 3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILES CONSIST OF FINANCIAL REPORTS (COPIES), PROPOSED BUDGETS AND CORRESPONDENCES PERTAINING TO BUDGET ALLOCATIONS. FILES INCLUDE BUDGET REQUESTS; BUDGET SUMMARIES, DEPARTMENT PERSONNEL SUMMARIES, ACCOUNT DETAILS, MONTHLY EXPENDITURE/REVENUES AND APPROPRIATION/EXPENDITUE REPORTS. THESE REPORTS ARE USED IN DETERMINING PRELIMINARY AND FINAL BUDGET PROPOSALS FOR EACH DIVISION WITHIN THE PUBLIC SERVICE BUREAU.</p> <p>FILES ARE ARRANGED IN CHRONOLOGICAL ORDER BY FISCAL YEAR.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / ADMINISTRATION	TITLE: JOURNAL VOUCHERS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
ADMINISTRATION	RECORD COPY	5 YEARS	REC. CENTER	DESTROY 5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>JOURNAL VOUCHERS INITIATED BY VARIOUS DEPARTMENTS ARE PROCESSED DUE TO MONTHLY/QUARTERLY PAYMENTS THROUGH MEMORANDUM OF UNDERSTANDING (MOU) AND INCLUDES OTHER CHARGES, TRANSFERRING OF FUNDS DUE TO CITY COUNCIL APPROVAL AND OTHER TRANSACTIONS BETWEEN PUBLIC SERVICE BUREAU AND OTHER CITY DEPARTMENTS.</p> <p>FILES ARE ARRANGED IN CHRONOLOGICAL ORDER BY FISCAL YEAR.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / ADMINISTRATION	TITLE: BUDGET ADJUSTMENTS AND TRANSFERS	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	RECORD COPY	5 YEARS		5 YEARS

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

BUDGET ADJUSTMENTS AND TRANSFERS INITIATED BY VARIOUS DEPARTMENTS ARE PROCESSED AND INCLUDES DOCUMENT REFERENCE NUMBER, SUPPORTING DOCUMENTS, ALLOCATION INDEX TO/FROM FUNDS, AND AMOUNT.




FILES ARE ARRANGED IN CHRONOLOGICAL ORDER BY FISCAL YEAR.

PREPARED BY: Pat Hachtel, Asst Admin Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


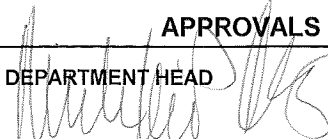

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / ADMINISTRATION	TITLE: VENDOR FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	COPIES	5 YEARS		5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>VENDOR FILES CONTAIN INFORMATION ON COMPANIES IN ASSOCIATION WITH PRODUCTS AND SERVICES RENDERED BY PUBLIC SERVICE BUREAU. FILES INCLUDE COPIES OF INVOICES RECEIVED FROM THE COMPANY. THE FILES ALSO INCLUDES PURCHASE ORDERS, RELEASES FROM THE CITYWIDE BLANKET PURCHASE ORDERS, REQUISITIONS, EXEMPTION FORMS, CITY MANAGER APPROVAL FORMS (IF APPLICABLE), APPROVED LIABILITY INSURANCE (IF APPLICABLE) AND HISTORY OF PURCHASES FROM THE COMPANIES.</p> <p>FILES ARE ALSO MAINTAINED BY THE CITY PURCHASING DEPARTMENT.</p> <p>VENDOR RECORDS ARE ARRANGED IN ALPHABETICAL ORDER.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / ADMINISTRATION	TITLE: PURCHASE ORDERS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	COPIES	5 YEARS		5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILES CONSIST OF DEPARTMENT PURCHASE ORDERS AND BLANKET PURCHASE ORDERS - CITYWIDE RELEASES THROUGH THE CITY PURCHASING DEPARTMENT. PURCHASE ORDERS DESIGNATES WHERE MATERIALS ARE TO BE SHIPPED, BID NUMBER, VENDOR INFORMATION, DELIVERY DATE, AMOUNT REQUESTED, ITEM DESCRIPTION, AND UNIT PRICE. INCLUDED ARE COPIES OF INVOICES, RECEIVING TICKETS, AND PURCHASE REQUISITIONS.</p> <p>FILES ARE ALSO MAINTAINED BY THE CITY PURCHASING DEPARTMENT.</p> <p>RECORDS ARE MAINTAINED IN CHRONOLOGICAL ORDER AND ALSO FILED WITH VENDOR FILES.</p>				
PREPARED BY: Pat Hachtel, Asst Admin Analyst				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / ADMINISTRATION	TITLE: FIXED ASSETS – INVENTORY REPORTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	RECORD COPY	2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILES CONTAIN COMPUTER GENERATED CITY INVENTORY ANNUAL DEPARTMENT REPORTS REGARDING PUBLIC SERVICE BUREAU. REPORT INCLUDES EQUIPMENT NUMBER, DIVISION, LOCATION, CLASS, PURCHASE ORDER DATE, COST, FUND AND NOMENCLATURE.</p> <p>REPORTS ARE INITIATED ANNUALLY.</p> <p>FILES INCLUDE PROPERTY MANIFEST, TRANSFERS, ADDED ITEMS, ITEM RETIREMENT AND SALVAGE INFORMATION.</p> <p>FILES ARE ARRANGED IN CHRONOLOGICAL ORDER BY FISCAL YEAR.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


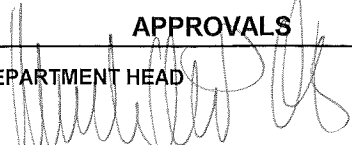

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Correspondence Files	Permanent		Permanent	Original & Record Copy
2.	SCE Vouchers - Traffic Operations	5 Years		5 Years	Original
3.	SCE Vouchers - Traffic Signals	2 Years		2 Years	Copy
4.	Daily Performance Reports	2 Years		2 Years	Original
5.	Old Intersection Files	Permanent		Permanent	Original
6.	Traffic Signal Maintenance Records - Intersections - Traffic Operations	5 Years		5 Years	Record Copy
7.	Traffic Signal Maintenance Records - Intersections - Traffic Signals	10 Years		10 Years	Electronic Copy
8.	Work Requests (Signs & Striping) – Traffic Operations	5 Years		5 Years	Original
9.	Work Requests (Signs & Striping) – Traffic Signs and Striping	10 Years		10 Years	Electronic Copy

Department/Section PUBLIC WORKS/ PUBLIC SERVICE/ Traffic Operations - Signals	Council Approval Meeting Date: August 15 1995 Revised: November 8, 2011	Page No. 1 of 1
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / TRAFFIC OPERATIONS	TITLE: CORRESPONDENCE FILES	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TRAFFIC OPERATIONS	ORIGINALS & RECORD COPY	PERMANENT		PERMANENT
TRAFFIC SIGNALS				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONSISTS OF LETTERS, MEMORANDUMS, AND OTHER DOCUMENTATION FROM TRAFFIC ENGINEERING, THE CITY ATTORNEY'S OFFICE, OUTSIDE AGENCIES, VENDORS, METROPOLITAN TRANSPORTATION AUTHORITY (MTA), AND CITIZENS. ISSUES ADDRESSED IN THE FILES ARE TRAFFIC SIGNAL MAINTENANCE, INSTALLATION, CONSTRUCTION, DAMAGE, INNOVATIONS OR LITIGATION.</p> <p>ALL FILES ARE MAINTAINED IN CHRONOLOGICAL ORDER.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / TRAFFIC OPERATIONS	TITLE: SCE VOUCHERS	DATE 11/08/2011
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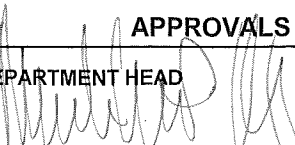

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TRAFFIC OPERATIONS	ORIGINAL	5 YEARS		5 YEARS
TRAFFIC SIGNALS	COpy	2 YEARS		2 YEARS

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

FILE CONTAINS BILLING DOCUMENTATION AND PAID VOUCHERS FOR EACH INTERSECTON FOR WHICH PUBLIC SERVICE BUREAU IS BILLED ON A MONTHLY BASIS. SOUTHERN CALIFORNIA EDISON (SCE) BILLS THROUGH METERS READ. RECORDS INCLUDE ENERGY COST REPORTS WHICH ITEMIZES THE ELECTRICAL USAGE AND EXPENSES.

FILES ARE MAINTAINED MONTHLY IN CHRONOLOGICAL ORDER.

PREPARED BY: Pat Hachtel, Asst Admin Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / TRAFFIC OPERATIONS	TITLE: DAILY PERFORMANCE REPORTS	DATE 11/08/2011
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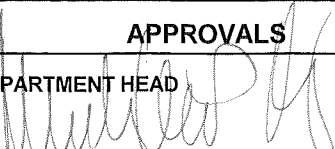

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TRAFFIC OPERATIONS	ORIGINAL	2 YEARS		2 YEARS
TRAFFIC SIGNALS				

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

FILE CONSISTS OF DAILY PERFORMANCE SHEETS AND TRAFFIC SIGNAL WORKSHEETS, WHICH PROVIDES A DETAILED DESCRIPTION OF WORK COMPLETED AT SPECIFIC INTERSECTIONS, NUMBER OF EMPLOYEES, LABOR HOURS, AND VEHICLES USED.




FILES ARE ARRANGED IN CHRONOLOGICAL ORDER MONTHLY.

PREPARED BY: Pat Hachtel, Asst Admin Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / TRAFFIC OPERATIONS	TITLE: OLD INTERSECTION FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TRAFFIC OPERATIONS	ORIGINAL	PERMANENT		PERMANENT
TRAFFIC SIGNALS				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONSISTS OF OLD TIMING SHEETS, OLD INTERSECTION MAINTENANCE RECORDS, WORK ORDER AND POLICE REPORTS FOR DAMAGED SIGNALS AT SPECIFIC INTERSECTION. IT INCLUDES COURT CASE INFORMATION ON THAT SPECIFIC INTERSECTION, CORRESPONDENCES AND ENGINEERING ORDERS FOR THE INTERSECTION.</p> <p>FILES ARE ARRANGED ALPHABETICAL ORDER BY INTERSECTION BY NORTH/SOUTH STREETS.</p> <p>FILES ARE KEPT INDEFINITELY FOR LITIGATION PURPOSES AT THE REQUEST OF THE CITY ATTORNEY'S OFFICE.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / TRAFFIC OPERATIONS	TITLE: TRAFFIC SIGNAL MAINTENANCE RECORDS-INTERSECTIONS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TRAFFIC OPERATIONS	RECORD COPY	5 YEARS		5 YEARS
TRAFFIC SIGNALS	ELECTRONIC COPY	10 YEARS		10 YEARS


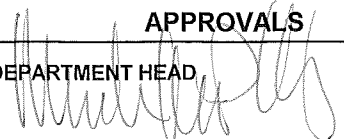

DESCRIPTION: (Purpose, Content, and Method of Filing)

FILE CONTAINS MAINTENANCE RECORDS REGARDING TRAFFIC SIGNALS FOR ALL INTERSECTIONS IN THE CITY AND CONTRACT SIGNALS.

FILES ARE ARRANGED IN ALPHABETICAL ORDER BY INTERSECTION.

*PURPOSE FOR RETENTION OF TRAFFIC SIGNAL RECORDS IS DESIGN IMMUNITY IN A COURT OF LAW AS WELL AS PROVIDING EVIDENCE AS TO THE CONDITION OF THE INTERSECTION AT THE TIME OF AN EVENT.

PREPARED BY: Pat Hachtel, Asst Admin Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

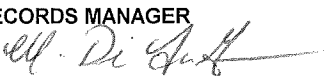
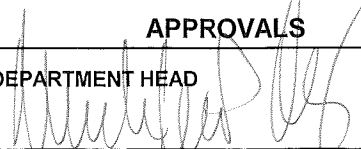
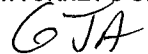
ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / TRAFFIC OPERATIONS	TITLE: WORK REQUEST (SIGNS AND STRIPING)	DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD
		DEPARTMENT REC. CENTER DESTROY
TRAFFIC OPERATIONS	ORIGINAL	5 YEARS
TRAFFIC SIGNS AND STRIPING	ELECTRONIC COPY	10 YEARS

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

FILE CONTAINS TRAFFIC ENGINEERING WORK REQUESTS FOR SIGNS AND STRIPING.

FILES ARE ARRANGED IN CHRONOLOGICAL ORDER.

PREPARED BY: Pat Hachtel, Asst Admin Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Work Order Files	5 Years		5 Years	Record Copy
2.	Daily / Weekly Report	2 Years		2 Years	Working Copy
3.	Special Projects – C.I.P.	Completion of Project + 5 Yrs.		Completion of Project + 5 Yrs.	Record Copy
4.	Elevator Maintenance Record	2 Years		2 Years	Record Copy
5.	HVAC Vendor Files	5 Years		5 Years	Record Copy
6.	HVAC Job Files	10 Years		10 Years	Working Copy

Department/Section PUBLIC WORKS/ PUBLIC SERVICE/ Facilities	Council Approval Meeting Date: August 15 1995 Revised: November 8, 2011
Page No. 1 of 1	


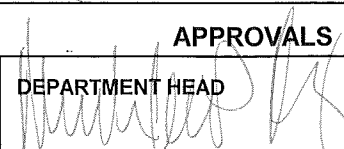

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / FACILITIES	TITLE: <p style="text-align: center;">WORK ORDER FILES</p>			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FACILITIES	RECORD COPY	5 YEARS		5 YEARS
STRUCTURAL SVCS				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONSISTS OF WORK ORDERS INITIATED BY CITY DEPARTMENTS FOR REQUEST TO CORRECT PROBLEMS THROUGH FACILITIES TRADESMAN SPECIALIZING IN CARPENTRY, ELECTRICAL, HVAC, LOCKSMITH, PAINTING, PLUMBING, MASONRY, AND CUSTODIAL SERVICES.</p> <p>WORK ORDER FILES INCLUDE ESTIMATES, DEPARTMENT BILLING INFORMATION, LABOR DISTRIBUTION, MATERIALS USED, AND OTHER DOCUMENT THAT MAY PERTAIN TO WORK ORDERS SUCH AS POLICE MSR NUMBERS, AND/OR POLICE REPORTS.</p> <p>WORK ORDER FILES ARE MAINTAINED IN CHRONOLOGICAL ORDER BY FISCAL YEAR.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


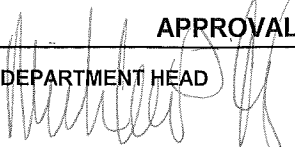

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / FACILITIES	TITLE: <p style="text-align: center;">DAILY / WEEKLY REPORT</p>	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FACILITIES	WORKING COPY	2 YEARS		2 YEARS
STRUCTURAL SVCS				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONTAINS DAILY REPORT LOG OF JOB LOCATIONS TURNED INTO SUPERVISORS DAILY AND/OR WEEKLY. REPORT STIPULATES DATE, CREW, WORK ORDER NUMBER, AND LOCATION OF JOB. REPORT INCLUDES SUMMARY OF MATERIALS AND STATUS OF JOB.</p> <p>FILES ARE KEPT IN THE DIVISION BY ALPHABETICAL ORDER BY FISCAL YEAR.</p>				
<p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

ORIGINATING DEPARTMENT	TITLE:	DATE
APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


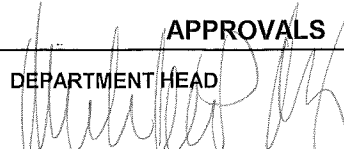
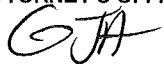
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / FACILITIES	TITLE: SPECIAL PROJECTS – C.I.P.			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
FACILITIES	RECORD COPY	DEPARTMENT COMPLETION OF PROJECT + 5 YEARS	REC. CENTER	DESTROY COMPLETION OF PROJECT + 5 YEARS
STRUCTURAL SVCS				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONTAINS RECORDS ON THE SPECIAL PROJECTS ASSIGNED TO PUBLIC SERVICE BUREAU-FACILITIES DIVISION. PROJECTS FOR AREAS SUCH AS ART MUSEUM, FIRE STATIONS, POLICE HELICOPTER, PARKS, ETC., ARE MAINTAINED SEPARATELY BECAUSE THEY ARE FUNDED FROM THE GENERAL CAPITAL IMPROVEMENT FUND. FILES INCLUDE COPIES OF ALLOTMENT AUTHORIZATIONS, REQUISITION FOR SUPPLIES AND EQUIPMENT, INVOICES, AND CORRESPONDENCES. SPECIAL REQUISITION NUMBERS HAVE BEEN ASSIGNED TO THESE PROJECTS.</p> <p>FILES ARE ARRANGED IN ALPHABETICAL ORDER BY PROJECT TITLE.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / FACILITIES	TITLE: <p style="text-align: center;">ELEVATOR MAINTENANCE RECORD</p>	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FACILITIES	RECORD COPY	2 YEARS		2 YEARS
STRUCTURAL SVCS				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONTAINS COPIES OF MAINTENANCE TIME TICKETS FOR WORK COMPLETED BY ELEVATOR COMPANIES ON CITY ELEVATORS. ELEVATOR WORK ORDERS ARE TRACKED IN THE CITYWORKS WORK ORDER SYSTEM. REQUEST FOR ELEVATOR WORK ORDERS INCLUDES NAME OF CALLER, CONTACT AND PROBLEM ASSOCIATED WITH THE ELEVATORS. THE TICKET INCLUDES THE NAME OF TECHNICIAN AND HOURS AND/OR MATERIALS USED.</p> <p>FILE ALSO CONTAINS THE INVOICE FROM VENDOR, LOG OF MONTHLY ELEVATOR MAINTENANCE, AND/OR CORRESPONDENCES ASSOCIATED WITH WORK ORDERS.</p> <p>FILES ARE ARRANGED WORK ORDER NUMBER AND LOCATION OF CITY ELEVATORS.</p>				
<p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / FACILITIES	TITLE: HVAC VENDOR FILES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
FACILITIES	RECORD COPY	DEPARTMENT 5 YEARS	REC. CENTER	DESTROY 5 YEARS
HVAC				
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONTAINS VARIOUS VENDOR FOLDERS FOR EQUIPMENT, SUPPLIES, PARTS, ETC., WHICH HAS BEEN PURCHASED BY THE AIR CONDITIONING SHOP. FOLDERS INCLUDE COPIES OF PURCHASE REQUISITIONS, PURCHASE ORDER INVOICES AND OTHER DOCUMENTATION PERTAINING TO THE MATERIALS UTILIZED. RECORDS ARE USED FOR REFERENCE PURPOSES.</p> <p>RECORDS KEPT IN DEPARTMENT FOR ONE YEAR THEN ARCHIVED ONSITE FOR FOUR YEARS.</p> <p>FILES ARE ARRANGED IN ALPHABETICAL ORDER BY VENDOR NAME.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH



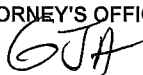
ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / FACILITIES	TITLE: <p style="text-align: center;">HVAC JOB FILES</p>	DATE <p style="text-align: center;">11/08/2011</p>		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FACILITIES	WORKING COPY	10 YEARS		10 YEARS
HVAC				

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

FILE CONTAINS JOB FOLDERS REGARDING VARIOUS CITY FACILITIES E.G. FIRE STATIONS, LIBRARIES, POLICE STATIONS, HEALTH DEPARTMENTS, ETC., MAINTAINED BY THE AIR CONDITIONING SHOP. FOLDERS CONTAIN PREVENTIVE, CORRECTIVE MAINTENANCE AND REPAIR.

FILES ARE ARRANGED IN CHRONOLOGICAL ORDER.

PREPARED BY: Pat Hachtel, Asst Admin Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


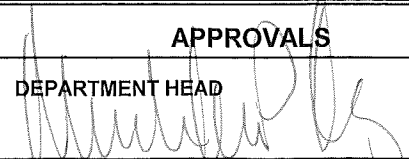

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Service Request / Work Order Files	5 Years		5 Years	Record Copy
2.	Graffiti Billing Reports	5 Years		5 Years	Record Copy
3.	Contracts	Expiration + 3 Years		Expiration + 3 Years	Copy
4.	Graffiti Consent Liability Forms	*Permanent		*Permanent	Original * Subsequent to 2006 the Department of Public Works no longer uses these forms as a result of the City using a contractor to perform this service. Department will permanently store consent forms prior to 2006.

Department/Section PUBLIC WORKS/ PUBLIC SERVICE/ Street Maintenance	Council Approval Meeting Date: August 15 1995 Revised: November 8, 2011	Page No. 1 of 1
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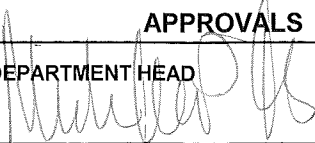

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / STREET MAINTENANCE	TITLE: SERVICE REQUEST / WORK ORDER FILES	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET MAINTENANCE	RECORD COPY	5 YEARS		5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONSISTS OF SERVICE REQUESTS AND WORK ORDERS INITIATED BY THE PUBLIC AND CITY DEPARTMENTS FOR JOBS RELATED TO CITY TREES, SIDEWALKS, POTHOLES, ALLEYS, AND GRAFFITI. WORK ORDERS ARE CREATED AND TRACKED THROUGH CITYWORKS CITRIX SYSTEM. GRAFFITI WORK ORDERS ARE CREATED THROUGH ACCESS DATABASE.</p> <p>FILES INCLUDE DEPARTMENT BILLING INFORMATION, LABOR DISTRIBUTION, MATERIALS USED, AND OTHER DOCUMENT THAT MAY PERTAIN TO WORK ORDERS SUCH AS CORRESPONDENCES, POLICE MSR NUMBERS, AND/OR POLICE REPORTS.</p> <p>WORK ORDER FILES ARE MAINTAINED IN CHRONOLOGICAL ORDER.</p>				
PREPARED BY: Pat Hachtel, Asst Admin Analyst				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


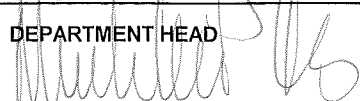

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / STREET MAINTENANCE	TITLE: GRAFFITI BILLING REPORTS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET MAINTENANCE	RECORD COPY	5 YEARS		5 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONSISTS OF WORK ORDERS INITIATED BY THE PUBLIC AND CITY DEPARTMENTS FOR GRAFFITI JOBS ON PUBLIC PROPERTY. FILE INCLUDES GRAFFITI JOB LOCATIONS AND COPIES OF BILLING FOR CONTRACTOR AND SUPPLIES AND MATERIALS FOR THE WORK ORDERS.</p> <p>FILES ARE MAINTAINED MONTHLY IN CHRONOLOGICAL ORDER.</p>				
<p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / STREET MAINTENANCE	TITLE: GRAFFITI CONSENT/LIABILITY FORMS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET MAINTENANCE	ORIGINALS	PERMANENT		PERMANENT
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONSISTS OF CONSENT FORMS FOR REMOVAL OF GRAFFITI FROM PRIVATE PROPERTY AND SIGNED BY PROPERTY OWNER.</p> <p>FILES ARE ARRANGED IN ALPHABETICAL ORDER BY STREET ADDRESS.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / PUBLIC SERVICE BUREAU / STREET MAINTENANCE	TITLE: <p style="text-align: center;">CONTRACTS</p>			DATE <p style="text-align: center;">11/08/2011</p>
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET MAINTENANCE	COPY	EXPIRATION + 3 YEARS		EXPIRATION + 3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FILE CONTAINS COPIES OF CONTRACTS WHICH INVOLVE THE PUBLIC SERVICE BUREAU (CITY OF LONG BEACH) AND OTHER CITIES, COMPANIES, AND GOVERNMENT AGENCIES. THESE AGREEMENTS ARE MAINLY FOR THE FURNISHING AND DELIVERY OF SUPPLIES AND MATERIALS, SERVICES, AND MAINTENANCE CONTRACTS. FILES ALSO INCLUDE COPIES OF EXPIRED LEASE AGREEMENTS, STREET CONTRACTS AND PERMITS.</p> <p>FILES ARE MAINTAINED IN CHRONOLOGICAL ORDER BY VENDOR NAME.</p> <p>PREPARED BY: Pat Hachtel, Asst Admin Analyst</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Appropriation & Expenditure Reports	Permanent		Permanent	Electronic Storage – EZ FAMIS
2.	General Ledger	Permanent		Permanent	Electronic Storage – EZ FAMIS
3.	Journal Entry Ledger	Permanent		Permanent	Electronic Storage – EZ FAMIS
4.	Voucher Register	Permanent		Permanent	Electronic Storage – EZ FAMIS/ADPICS
5.	Automotive Batch Additions & Corrections <ul style="list-style-type: none"> ➢ Fleet Services Operation ➢ Bi-Annual Inspection Terminal ➢ Opacity Testing ➢ Bucket Aerial Lift Trucks 	Permanent 2 Years Disposition of Vehicle Disposition of Vehicle		Permanent 2 Years Disposition of Vehicle Disposition of Vehicle	Department/Bureau File
6.	Closing Reports	Permanent		Permanent	Electronic Storage – EZ FAMIS
7.	Contracts	3 Years After Termination		3 Years After Termination	Department/Bureau File
8.	Deposit Receipts	5 Years		5 Years	E Storage – Fleet E Filing System

Department/Section PUBLIC WORKS/ FLEET SERVICES	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011
Page No. 1 of 5	

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
9.	Cost Analysis Reports	Permanent		Permanent	Electronic Storage – M4 System
10.	Equipment Ledger	Permanent		Permanent	Electronic Storage – M4 System
11.	Journal Vouchers	3 Years		3 Years	E Storage – Fleet E Filing System
12.	Gasoline Tickets	Permanent		Permanent	Electronic Storage – EJ Ward System
13.	Dispatch Car Requisitions	2 Years		2 Years	Electronic Storage – M4 System
14.	Gasoline Summary	Permanent		Permanent	Electronic Storage – EJ Ward System
15.	Job Number Register	Permanent		Permanent	Electronic Storage – M4 System
16.	Labor Tickets	Permanent		Permanent	Electronic Storage – M4 System
17.	Tire Change Tickets	Permanent		Permanent	Electronic Storage – M4 System
18.	Tire Log	Permanent		Permanent	Electronic Storage – M4 System
19.	Vehicle Assignments	Permanent		Permanent	Electronic Storage – M4 System

Department/Section PUBLIC WORKS/ FLEET SERVICES	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011 Page No. 2 of 5
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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
20.	Body Shop Record	Disposition of Vehicle		Disposition of Vehicle	Department/Bureau File
21.	Underground Storage Tank (UST) Documentation <ul style="list-style-type: none"> ➤ Permits (SCAQMD, CUPA) ➤ UST Operating Permit Application – Facility Information ➤ UST Operating Permit Application – Tank Information ➤ Plot Plan ➤ Monitoring Plan ➤ Emergency Response Plan ➤ Unauthorized Release Record ➤ Semi-Weekly Inspection Checklist (Completed) ➤ Semi-Weekly Inspection Checklist (Log) 	Until Renewed		Until Renewed	Department/Bureau File
		5 Years from Site Closure		5 Years from Site Closure	
		3 Months		3 Months	
		3 Years		3 Years	

Department/Section PUBLIC WORKS/ FLEET SERVICES	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011
	Page No. 3 of 5

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
21. Cont'd	Underground Storage Tank (UST) Documentation (Cont'd)	Until Updated		Until Updated	Department/Bureau File
	➤ Emergency Phone Numbers	5 Years from Site Closure		5 Years from Site Closure	
	➤ Designated UST Operator Agreement	Until Updated	Or	5 Years from Site Closure	
	➤ Financial Responsibility Documentation	1 Year	Or	5 Years from Site Closure	
	➤ Monthly Designated UST Operator Inspection Reports	5 Years from Site Closure		5 Years from Site Closure	
	➤ Annual CUPA Inspection Reports				
	➤ Annual Monitoring System Certification and Spill Containment Test Results				
➤ Secondary Containment Test Results					
➤ Facility Employee Training Log					

Department/Section PUBLIC WORKS/ FLEET SERVICES	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011
	Page No. 4 of 5


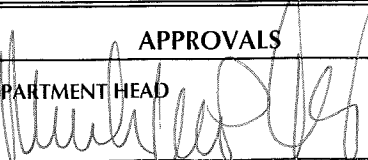

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
21. Cont'd	Underground Storage Tank (UST) Documentation (Cont'd) <ul style="list-style-type: none"> ➤ UST Construction, Upgrade & Repair Records ➤ Maintenance and Monitoring Records 	5 Years from Site Closure		5 Years from Site Closure	
22.	Vehicle Record	Disposition of Vehicle		Disposition of Vehicle	Department/Bureau File
23.	Journal Entries	5 Years		5 Years	Department/Bureau File

Department/Section PUBLIC WORKS/ FLEET SERVICES	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011 Page No. 5 of 5
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: APPROPRIATION & EXPENDITURE REPORTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage – EZ FAMIS	Permanent		Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>The Appropriation and Expenditure Report contains Fleet Services Bureau's appropriation and expenditure financial information by fund/subfund, index code, object/subobject and is being run on a monthly basis to accurately track and monitor the bureau's performance by comparing budgeted information to actual information.</p> <p>Paper reports are no longer required since information can be easily retrieved and reports can be run in EZFAMIS, a web-based management information system.</p> <p>PREPARED BY: Paulina Flores, Superintendent of Fleet Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


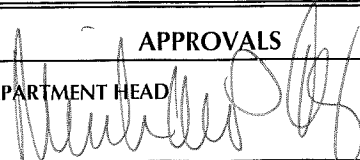

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: GENERAL LEDGER			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - EZ FAMIS	Permanent		Permanent

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

The General Ledger report contains Fleet Services Bureau's financial transactions divided into assets, liabilities, fund balance, income and expenses. The report is being run on a monthly basis to accurately track and monitor the bureau's performance by comparing budgeted information to actual information and to ensure presence of reasonable Fleet and Towing fund balance.

Paper reports are no longer required since information can be easily retrieved and reports can be run in EZFAMIS, a web-based management information system.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


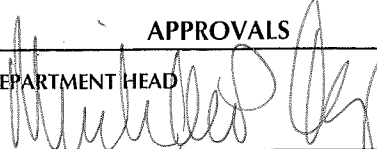

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: JOURNAL ENTRY LEDGER			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - EZ FAMIS	Permanent		Permanent

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

The journal entry ledger is a detail transaction register of all revenue, expense and balance sheet related transactions for a specific accounting period use in reconciling general ledger accounts to ensure accuracy of financial reports.


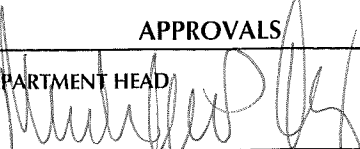

Paper reports are no longer required since information can be easily retrieved and reports can be run in EZFAMIS, a web-based management information system.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: VOUCHER REGISTER			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - ADPICS	Permanent		Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing) Voucher Register lists all vouchers processed for a specific accounting period and are being reviewed on a regular basis to ensure accuracy and completeness of all invoices being processed for payment. Paper reports are no longer required since information can be easily retrieved and reports can be run in ADPICS system.				
PREPARED BY: Paulina Flores, Superintendent of Fleet Operations				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: AUTOMOTIVE BATCH ADDITIONS AND CORRECTIONS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	M4 System	Permanent		Permanent
Bi-annual Inspection Terminal	Department/Bureau File	2 Yrs		2 Yrs
Opacity Testing	Department/Bureau File	Disposition of Vehicle		Disposition of Vehicle
Bucket Aerial Lift Trucks	Department/Bureau File	Disposition of Vehicle		Disposition of Vehicle

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

Fleet Services Bureau (FSB) uses AssetWorks M4 system to store all vehicle information. Some paper reports are no longer required since information can be easily retrieved and reports can be run in M4 system. However, FSB still maintains paper records including bi-annual inspection terminal (BIT) - a State mandated 90-day California Highway Patrol (CHP) brake inspection for heavy vehicles, opacity or smoke testing and records of bucket aerial lift trucks and are being disposed upon sale of the vehicle.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


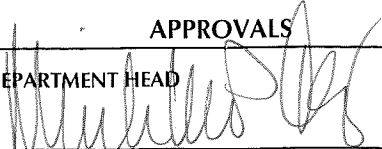

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: CLOSING REPORTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - EZ FAMIS	Permanent		Permanent

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

The Closing Report consist of financial entries year-end closing transactions and is being run on an annual basis to ensure accuracy and completeness of data prior to Financial Management preparation of the annual Comprehensive Annual Financial Report (CAFR).

Paper reports are no longer required since information can be easily retrieved and reports can be run in EZFAMIS, a web-based management information system.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: CONTRACTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Department/Bureau File	3 Yrs After Termination		3 Yrs After Termination


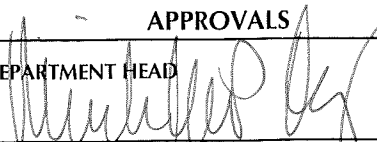

DESCRIPTION: (Purpose, Content, and Method of Filing)

Fleet Services Bureau maintains files on information related to the selection of consultants such as the fuel monitoring and Underground Storage Tank (UST) program designated operator, monitoring, maintenance and training. The information includes reports for proposals submitted by vendors selected to perform services, consultant interview questionnaires and rating forms. It also includes consultant contracts (copies) as well as purchase order requisitions.

The City Clerk is maintaining the original contracts.

Individual files may be retained beyond the 3-yr retention period if a complaint has been lodged.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: DEPOSIT RECEIPTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage – Fleet Services Electronic Filing System	5 Years		5 Years


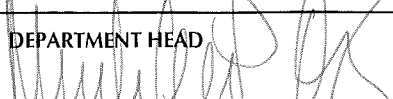

DESCRIPTION: (Purpose, Content, and Method of Filing)

The Deposit Receipts (DR) serve as a proof that money is deposited in the bank and posted in the City's accounting system. It includes a copy of check, deposit ticket, deposit receipt and FAMIS DR document.

The DR is being scanned and maintained in the Fleet Services Bureau electronic filing system by fiscal month and year for retrievability.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
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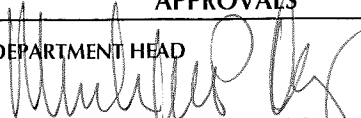

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: COST ANALYSIS REPORTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	Permanent		Permanent

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

The Cost Analysis Reports provides a cumulative life history of vehicle expenses. Fleet Services Bureau uses AssetWorks M4 system to store all vehicle information.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: EQUIPMENT LEDGER			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	Permanent		Permanent

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


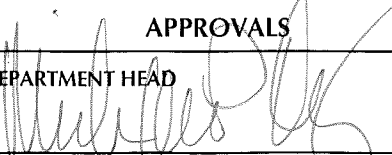

The Equipment Ledger lists all the vehicle information such as unit number, vehicle year/model/description and date place in service. Fleet Services Bureau uses AssetWorks M4 system to store all vehicle information.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: JOURNAL VOUCHERS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage – Fleet Services Electronic Files	3 Years		3 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Voucher (VC) is a Payable voucher, which consists of invoice, purchase order requisition and proof of receipt of materials and services. Fleet Services Bureau (FSB) certifies the invoices and submits them to Financial Management/Central Payables to be vouchered. Voucher documents are kept at Central Payables. Invoice copies are being scanned and maintained in the Fleet Services Bureau.				
PREPARED BY: Paulina Flores, Superintendent of Fleet Operations				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: GASOLINE TICKETS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - EJ Ward System	Permanent		Permanent

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



Fleet Services Bureau uses EJ Ward computerized fuel system to record all sites fuel transactions. Site 13 located at 2475 Adriatic Avenue and is currently not set up with EJ Ward. Gasoline Tickets are being collected for this site and is manually entered in the EJ Ward system. Motorcycle and propane fuel are also manually entered in the EJ Ward system. All other gasoline transactions are electronically recorded in the EJ Ward system.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: DISPATCH CAR REQUISITIONS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	2 Years		2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Fleet Services Bureau has loaner vehicles available for department users and a logbook is being maintained for all requisitions by date and unit number. The Bureau uses AssetWorks M4 system to store all vehicle information including loaner vehicles.				
PREPARED BY: Paulina Flores, Superintendent of Fleet Operations				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE GJA

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH




ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: GASOLINE SUMMARY			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - EJ Ward System	Permanent		Permanent

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

Fleet Services Bureau uses EJ Ward computerized fuel system to record all sites fuel transactions. Site 13 located at 2475 Adriatic Avenue and is currently not set up with EJ Ward. However, gasoline usage for this site is manually entered in the EJ Ward system.

Gasoline Summary can be easily run from the EJ Ward system.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 



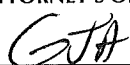
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: JOB NUMBER REGISTER			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	Permanent		Permanent

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

The Job Number Register list work performed on each vehicle. Fleet Services Bureau uses AssetWorks M4 system to store all vehicle information including work order information.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: LABOR TICKETS			DATE 11/08/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	Permanent		Permanent

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

The Labor Tickets contains record of labor hour perform for a particular vehicle and is use to calculate repair and maintenance costs. Fleet Services Bureau uses AssetWorks M4 system to store all vehicle information including labor cost information per work order.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 



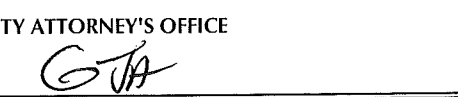
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: TIRE CHANGE TICKETS			DATE 11/08/11
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	Permanent		Permanent

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

The Tire Change Tickets record the services perform for a particular vehicle and is use in calculating the chargeable cost associated with the materials and services. Fleet Services Bureau uses AssetWorks M4 system to store all vehicle information including material cost information per work order.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: TIRE LOG			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	Permanent		Permanent

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

The Tire Log is a listing of Tire Change Tickets use in calculating chargeable costs associated with materials and services. Fleet Services Bureau uses AssetWorks M4 system to store all vehicle information including material cost information per work order.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


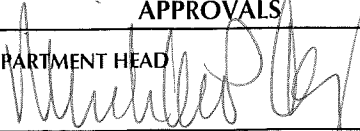

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: VEHICLE ASSIGNMENTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Electronic Storage - M4 System	Permanent		Permanent

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

The Vehicle Assignments report is a list of units and their assigned work order. Fleet Services Bureau uses AssetWorks M4 system to store all vehicle information including labor and material cost information per work order

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


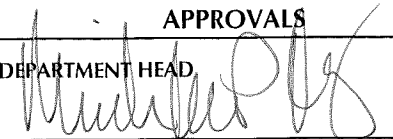

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: BODY SHOP RECORD			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Department/Bureau File	Disposition of Vehicle		Disposition of Vehicle

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


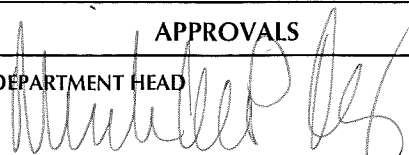
Fleet Services Bureau, Acquisition Division maintains Body Shop Record. The file includes record of vehicle being sent to outside contractors for repair. It contains record of vehicle repair, pictures, property damages and invoices. The recommended retention period is upon sale of the vehicle.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


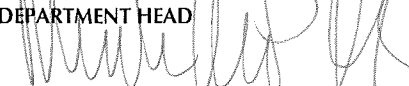

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: UNDERGROUND STORAGE TANK (UST) DOCUMENTATION			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Department/Bureau File	See Attachment A	See Attachment A	See Attachment A
DESCRIPTION: (Purpose, Content, and Method of Filing) Fleet Services Bureau maintains the Long Beach UST Compliance Program to ensure compliance with federal regulations set standards for UST design, construction, installation, upgrade, general operating requirements, release detection, reporting and investigation, and corrective action. The file includes fuel site permits, permit applications, plot plan, monitoring plan, emergency response plan, test results, alarm history log, inspection checklist and logs, contractor agreements and training logs. See Attachment A for UST Documentation Retention Schedule.				
PREPARED BY: Paulina Flores, Superintendent of Fleet Operations				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE GJA

UST Documentation Retention Schedule

UST documents shall be retained at the Fleet Services Bureau in accordance with the following schedule:

<u>Document</u>	<u>Retain</u>
Permits (SCAQMD, CUPA)	Until renewed or five years after the site is permanently closed
UST Operating Permit Application-Facility Information	Five years after the site is permanently closed
UST Operating Permit Application-Tank Information	Five years after the site is permanently closed
Plot Plan	Five years after the site is permanently closed
Monitoring Plan	Five years after the site is permanently closed
Emergency Response Plan	Five years after the site is permanently closed
Unauthorized Release Record	Five years after the site is permanently closed
Semi-weekly Inspection Checklist (completed)	Three Months
Semi-weekly Inspection Checklist (Log)	Three Years
Emergency Phone Numbers	Until updated
Designated UST Operator Agreement	Five years after the site is permanently closed
Financial Responsibility Documentation	Until updated or five years after the site is permanently closed
Monthly Designated UST Operator Inspection Reports	One year, or if the site closes, retain the final 12 reports for five years from the closure date


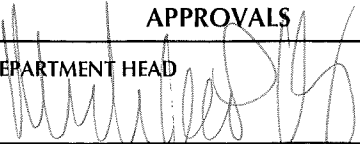

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

UST Documentation Retention Schedule

UST documents shall be retained at the Fleet Services Bureau in accordance with the following schedule:


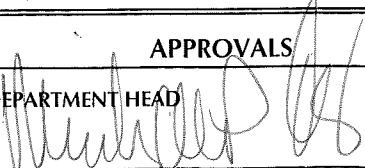

<u>Document</u>	<u>Retain</u>
Annual CUPA Inspection Reports	Five years after the site is permanently closed
Annual Monitoring System	Five years after the site is permanently closed
Certification and Spill Containment Test Results	Five years, or if the site closes, retain the final test results for five years after the closure date
Secondary Containment Test Results	Five years, or if the site closes, retain the final test result for five years after the closure date
Facility Employee Training Log	Five years after the site is permanently closed.
UST Construction, Upgrade, and Repair Records	Five years after the site is permanently closed.
Maintenance and Monitoring Records	Five years after the site is permanently closed.

APPROVALS

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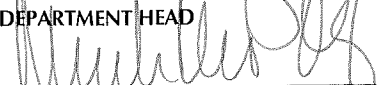

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: VEHICLE RECORD			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Department/Bureau File	Disposition of Vehicle		Disposition of Vehicle
DESCRIPTION: (Purpose, Content, and Method of Filing) Fleet Services Bureau, Acquisition Division maintains Vehicle Record. The file includes vehicle renewal, registration and warranty records. The recommended retention period is upon sale of the vehicle.				
PREPARED BY: Paulina Flores, Superintendent of Fleet Operations				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: JOURNAL ENTRIES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
FLEET SERVICES OPERATION	Department/Bureau File	5 yrs		5 Yrs
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Journal Entry Voucher (JV) is a list of transaction entries for a specific accounting period that consists of interdepartmental charge, reclassification and adjusting entries.</p> <p>The JVs are being scanned and maintained in the Fleet Services Bureau electronic filing system by fiscal month and year for retrievability.</p> <p>PREPARED BY: Paulina Flores, Superintendent of Fleet Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Towing Drawer Reconciliation Log Book	5 Years		5 Year	Original
2.	Lien Sales Drawer Reconciliation Log Book	5 Years		5 Year	Original
3.	Towing Deposit Receipts	5 Years		5 Year	Original
4.	Lien Sales Deposit Receipts	5 Years		5 Year	Original
5.	Direct Payments	2 Years		2 Years	Working Copy
6.	Towing Deposit Reconciliation Forms	5 Years	5 Years	10 Years	
7.	Lien Sales Deposit Reconciliation Forms	5 Years	5 Years	10 Years	
8.	Imprest Cash Account Bank Reconciliation	2 Years	5 Years	7 Years	Original
9.	Towing Journal Vouchers	2 Years		2 Years	Original
10.	Lien Sales Journal Vouchers	2 Years		2 Years	Original

Department/Section PUBLIC WORKS/ FLEET SERVICES/Towing Operation	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011
Page No. 1 of 2	


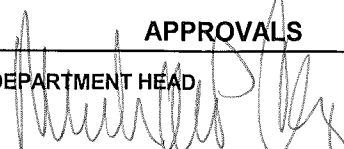

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
11.	Towing Invoices	5 Years	Permanent	Permanent	Original
12.	Vehicle Damage Claims	5 Years	Permanent	Permanent	Original

Department/Section PUBLIC WORKS/ FLEET SERVICES/Towing Operation	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011
Page No.	2 of 2


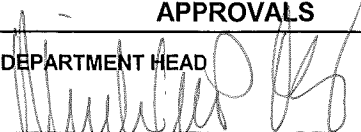

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: TOWING DRAWER RECONCILIATION LOG BOOK			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/Division File	5 Years		5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Drawer Reconciliation Logs consist of a book of entries by the clerk working at release Windows, A, B, C. When a clerk intends to release vehicles from one of the release windows, it is required that they count the drawer using the electronic cash scanner. Upon completion and the balance equaling the required drawer amount. A supervisor or approved witness signs off the log entry as being valid.</p> <p>PREPARED BY: Dan Ramos, Superintendent of Towing Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


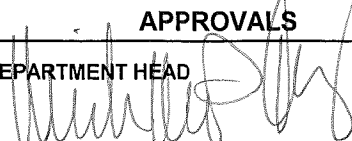

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: LIEN SALES DRAWER RECONCILIATION LOG BOOK			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
LIEN SALES OPERATION	Department/Bureau/ Division File	5 Years		5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Drawer Reconciliation Logs consist of a book of entries by the clerk working at release Windows, A, B, C. When a clerk intends to release vehicles from one of the release windows, it is required that they count the drawer using the electronic cash scanner. Upon completion and the balance equaling the required drawer amount. A supervisor or approved witness signs off the log entry as being valid.</p> <p>PREPARED BY: Dan Ramos, Superintendent of Towing Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: TOWING DEPOSIT RECEIPTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/Division File	5 Years		5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Deposit Receipts (DR) serves as a proof that money is deposited in the bank and posted in the City's accounting system. It includes a copy of check, deposit ticket, deposit receipt and FAMIS DR document.</p> <p>The DR is maintained in the Fleet Services Bureau/Towing filing system by fiscal month and year for retrievability.</p> <p>PREPARED BY: Dan Ramos, Superintendent of Towing Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


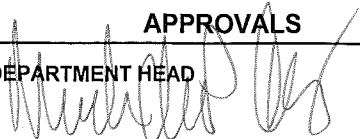

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: LIEN SALES DEPOSIT RECEIPTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
LIEN SALES OPERATION	Department/Bureau/ Division File	5 Years		5 Years

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

The Deposit Receipts (DR) serves as a proof that money is deposited in the bank and posted in the City's accounting system. It includes a copy of check, deposit ticket, deposit receipt and FAMIS DR document.

The DR is maintained in the Fleet Services Bureau/Towing filing system by fiscal month and year for retrievability.

PREPARED BY: Dan Ramos, Superintendent of Towing Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / FLEET SERVICES	TITLE: DIRECT PAYMENTS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/ Division File	2 Years		2 Years


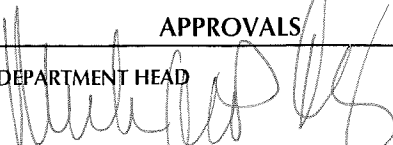

DESCRIPTION: (Purpose, Content, and Method of Filing)

Direct Payment (DP) package include copies of receipts and or related supporting document related to the disbursements. Towing Division's DPs are usually payment to Department of Motor Vehicle (DMV) to remit excess fess on lien sold vehicles and a copy of DMV Reg168A (Certification of Lien Sale for Vehicle Valued \$4000 Or Greater).

The original DP is being sent to Public Works Admin for payment processing and a copy of the DP package is being filed by fiscal year and maintained in the Fleet Services Bureau.

PREPARED BY: Dan Ramos, Superintendent of Towing Operations

APPROVALS

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




ORIGINATING DEPARTMENT PUBLIC WORKS / FLEET SERVICES	TITLE: TOWING DEPOSIT RECONCILIATION FORMS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/ Division File	5 Years	5 Years	10 Years

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

Towing Deposit Reconciliation Form consists of copies of checks, credit card receipts, credit card batch report, copy of bank deposits, daily sales reconciliation worksheet and a copy of armored consignment log sheet. These records are maintained for audit purposes as well as possible future disputes. The form shows fund distribution and specific charge points where funds are being distributed. Towing Deposit Reconciliation Form is being prepared on a daily basis. The form is being kept in the filing cabinet in the server room, which is always locked.

PREPARED BY: Dan Ramos, Superintendent of Towing Operations

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
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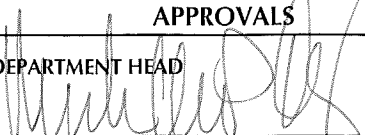

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / FLEET SERVICES	TITLE: LIEN SALES DEPOSIT RECONCILIATION FORMS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/ Division File	5 Years	5 Years	10 Years

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


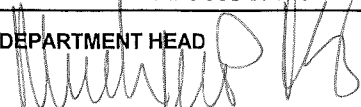

Lien Sales Deposit Reconciliation Form consists of copies of checks, credit card receipts, credit card batch report, copy of bank deposits, daily sales reconciliation worksheet and a copy of armored consignment log sheet. These records are maintained for audit purposes as well as possible future disputes. The form shows fund distribution and specific charge points where funds are being distributed. Lien Sales Deposit Reconciliation Form is being prepared on a weekly basis (every Tuesday). The form is being kept in the filing cabinet in the server room, which is always locked.

PREPARED BY: Dan Ramos, Superintendent of Towing Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


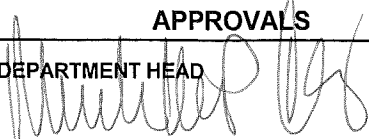

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES	TITLE: IMPREST CASH ACCOUNT BANK RECONCILIATION			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING & LIEN SALES OPERATION	Department/Bureau/Division File	2 Years	5 Years	7 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>The Imprest Cash Account Reports are being maintained in the Fleet Services Bureau/Towing Division filing system by fiscal month and year for retrievability</p> <p>PREPARED BY: Dan Ramos, Superintendent of Towing Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


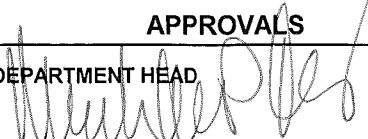

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES/TOWING	TITLE: TOWING JOURNAL VOUCHERS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/Division File	2 Years		2 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Journal Entry Voucher (JV) is a list of transaction entries for a specific accounting period that consists of interdepartmental charge, reclassification and adjusting entries.</p> <p>The JVs are being maintained in the Fleet Services Bureau/Towing Division filing system by fiscal month and year for retrievability.</p> <p>PREPARED BY: Dan Ramos, Superintendent of Towing Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES/TOWING	TITLE: LIEN SALES JOURNAL VOUCHERS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
LIEN SALES OPERATION	Department/Bureau/Division File	2 Years		2 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Journal Entry Voucher (JV) is a list of transaction entries for a specific accounting period that consists of interdepartmental charge, reclassification and adjusting entries.</p> <p>The JVs are being maintained in the Fleet Services Bureau/Towing Division filing system by fiscal month and year for retrievability.</p> <p>PREPARED BY: Dan Ramos, Superintendent of Towing Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES/TOWING	TITLE: TOWING INVOICES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/Division File	5 Years	Permanent	Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Vehicle towing invoices are created at the time of a vehicles impound. Included with in the towing impound invoice is usually the PD Towing Sheet, Vehicle Property Release forms, copies of the registered owner drivers license and where pertinent, letters of authorizations..</p> <p>The Towing invoices are being maintained in the Fleet Services Bureau/Towing Division filing system by invoice number for easy retrieval.</p> <p>PREPARED BY: Dan Ramos, Superintendent of Towing Operations</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES/TOWING	TITLE: VEHICLE DAMAGE CLAIMS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/ Division File	5 Years	Permanent	Permanent


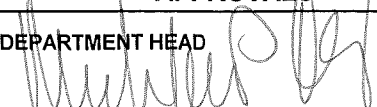

DESCRIPTION: (Purpose, Content, and Method of Filing)

Vehicle Damage Clams are a result of a citizen claiming that damage to their vehicle was the result of improper towing. Included with the damage claim form are written description of the damage, repair quotation from the citizen, pictures of the damage and a letter to the City Attorney Investigator of the reason for the affirmation or denial of a damage claim.

The Damage Claim Form, written description, repair quotations, pictures of the damage and letter the City Attorney Investigator are maintained in electronic format on the Towing Division Hard Disk Drive

PREPARED BY: Dan Ramos, Superintendent of Towing Operations

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Administrative Files	3 Years		3 Years	Copy
2.	Daily Assignment Sheet	3 Years		3 Years	Original
3.	Daily Personnel Status	2 Years		2 Years	Copy
4.	Driver's License	3 Years		3 Years	Copy
5.	Emergency Contact	2 Years		2 Years	Copy
6.	Employee Time Record	3 Years		3 Years	
7.	Medical Cards	3 Years		3 Years	Working Copies
8.	Missed Refuse Orders	2 Years		2 Years	Working Copies
9.	Recycling Logs	2 Years		2 Years	
10.	Refuse Investigator Report	3 Years		3 Years	Original
11.	Safety (Tailgate Meeting) Minutes	3 Years		3 Years	
12.	Special Collection Orders	3 Years		3 Years	Original

Department/Section PUBLIC WORKS/ ENVIRONMENTAL SERVICES/ REFUSE COLLECTION	Council Approval Meeting Date: October 18, 1994 Revised: November 8, 2011	Page No. 1 of 2
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**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
13.	Tonnage Reports	5 Years		5 Years	Original
14.	Work Orders	3 Years Inactivity + 1 Yr.		3 Years Inactivity + 1 Yr.	Original Copy

Department/Section PUBLIC WORKS/ ENVIRONMENTAL SERVICES/ REFUSE COLLECTION	Council Approval Meeting Date: October 18, 1994 Revised: November 8, 2011	Page No. 2 of 2
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU</p>	<p>TITLE: DAILY ASSIGNMENT SHEET</p>			<p>DATE 11/08/2011</p>
<p>COPIES/FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
<p>REFUSE COLLECTION</p>	<p>Original</p>	<p>3 Years</p>		<p>3 Years</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Records consist of daily logs listing employee name, equipment used, and name of co-worker.</p> <p>Files are arranged chronologically.</p> <p>PREPARED BY:</p>				

<p>APPROVALS</p>		
<p>RECORDS MANAGER <i>M. De Santis</i></p>	<p>DEPARTMENT HEAD <i>[Signature]</i></p>	<p>CITY ATTORNEY'S OFFICE <i>GJA</i></p>


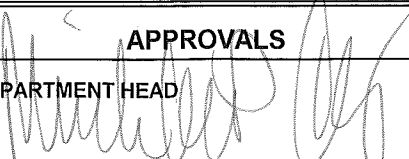
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: DAILY PERSONNEL STATUS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Copy	2 Years		2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Shows status of employees off work everyday. Filed chronologically.				
PREPARED BY:				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: DRIVERS LICENSE			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Copy	3 Years		3 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Keep record of Driver License from all filed employees. Make sure all are up to date.</p> <ul style="list-style-type: none"> - Street Sweepers - Parking Control - Refuse - Refuse Field Investigator - Refuse Supervisor <p>PREPARED BY:</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 67A

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


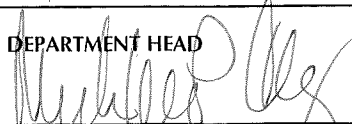

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: EMERGENCY CONTACT			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Copy	2 Years		2 Years

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

Keep records of all ESB employee emergency contact information. Update between 6 month to 1 year.

Filed chronologically.

PREPARED BY:

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU</p>	<p>TITLE: EMPLOYEE TIME RECORD</p>			<p>DATE 11/08/2011</p>
<p>COPIES/FILES BY DEPT/SECTION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
<p>REFUSE COLLECTION</p>		<p>3 Years</p>		<p>3 Years</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Annual employee record of hours worked.</p> <p>Filed alphabetical by year.</p> <p>PREPARED BY:</p>				

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

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH



ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: MEDICAL CARDS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Working Copies	3 Years		3 Years

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

Keep record of all medical cards for those field employees that have a class A or B drivers license. Make sure they are all up to date.


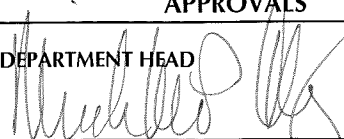

Filed chronologically.

PREPARED BY:

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE GJA


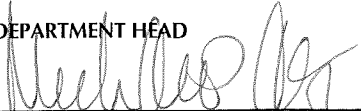
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: MISSED REFUSE ORDERS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Working Copies	2 Years		2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Orders to collect refuse that was missed (961s) Filed chronologically				
PREPARED BY:				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: RECYCLING LOGS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION		2 Years		2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Orders for recycling requests. Filed chronologically.				
PREPARED BY:				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE GTA

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


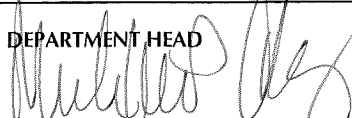

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: REFUSE INVESTIGATOR REPORT			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Original	3 Years		3 Years

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

These are a daily log of addresses investigated for various reasons.

Filed chronologically.

PREPARED BY:

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


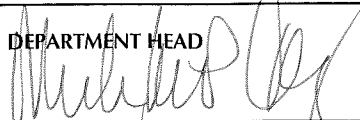

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: SAFETY (TAILGATE MEETING) MINUTES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION		3 Years		3 Years

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

Minutes of monthly Safety Meetings for all employees. List items issued.

Filed chronologically.

PREPARED BY:

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: SPECIAL COLLECTION ORDERS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
REFUSE COLLECTION	Original	DEPARTMENT 3 Years	REC. CENTER	DESTROY 3 Years

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

A record of items collected by refuse in a "Special Collection". It shows account number, caller, phone items collected, amount charged, date picked up and method of payment.

Includes free pickups, charged pickups and auto cart orders.

Filed by address.

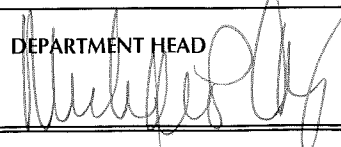
PREPARED BY:

APPROVALS

RECORDS MANAGER



DEPARTMENT HEAD



CITY ATTORNEY'S OFFICE



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


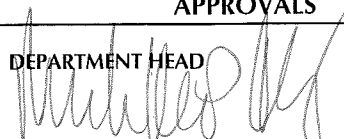
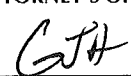
ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: TONNAGE REPORTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Original	5 Years		5 Years

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

Weekly, daily and annual reports reflect refuse tonnage dumped and personnel figures.

Filed chronologically and monthly.

PREPARED BY:

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

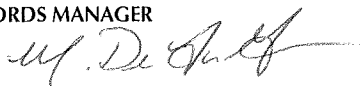
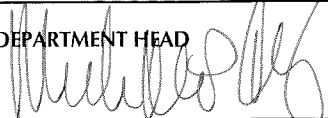

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: WORK ORDERS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
REFUSE COLLECTION	Original	3 Years		3 Years
	Copies	Inactivity + 1 Year		Inactivity + 1 Year

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

A record showing complaint by customer such as missed trash collection for a specific address.

Filed by address.

PREPARED BY:

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


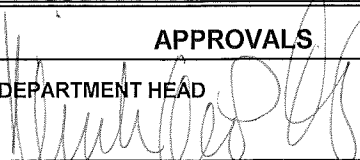

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Deposit Receipts	5 Years		5 Years	Working Copy
2.	Imprest Cash (Disbursement Sheets, Logs, Bank Statements Reconciliations)	2 Years	5 Years	7 Years	Original
3.	Invoices	3 Years		3 Years	
4.	Journal Vouchers	2 Years	5 Years	7 Years	Working Copy

Department/Section PUBLIC WORKS/ ENVIRONMENTAL SERVICES/ Administration	Council Approval Meeting Date: October 18, 1994 Revised: November 8, 2011	Page No. 1 of 1
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: DEPOSIT RECEIPTS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Working Copy	5 Years		5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
ESB handles all deposits for checks and/or cash received by the Bureau. Transaction is entered in FAMIS where it is assigned a computer-generated number. It goes into an approval path and the final posting will be by financial management. Each deposit has an Index Code, Subobject Code or a General Ledger or Subsidiary number if it has one.				
Deposit are filed by Deposit Receipt Number the by Bureau.				
PREPARED BY: Amy Zeidler, Special Projects Officer				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: IMPREST CASH (DISBURSEMENT SHEETS, LOGS, BANK STATEMENTS, RECONCILIATIONS)			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Originals	2 Years	5 Years	7 Years




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

Spreadsheet – Used to record all Imprest Cash transactions. It has columns for date, Check No., Vendor, Employee Name, Description of Transaction, Index Code, Sub-object, Cash Transactions, Check transactions, Amount, and Balance.

Direct Payment form – Used when reimbursement is processed. Original copies of expenses are entered with amount, Index Code and Sub-object Code. The Bureau Manager approves the form before it is sent to Accounts Payable at Financial Management. Check is made payable to the Director of Public Works.

Bank Statement Reconciliation – Original bank statement and cancelled checks are reconciled on the Imprest Cash Reconciliation Report monthly. It lists the bank balance, deposits, cancelled and paid checks, bank charges, cash on hand and bank charges, if any. Balance per bank statement and per books should reconcile after adjustments and/or corrections are taken.

PREPARED BY: Amy Zeidler, Special Projects Officer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


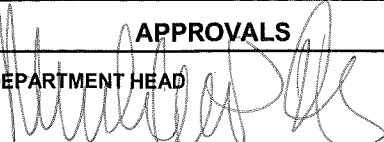

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: JOURNAL VOUCHERS			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Working Copy	2 Years	5 Years	7 Years

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

A Journal Voucher is a document which transfers debit and credit balances from different charge points.

Between Departments – if transfers are between different departments, Journal Vouchers are entered by Financial Management, General Accounting Section. Original documents are retained by Financial Management. It is filed by JV Number which is computer generated.

Within Department – ESB process in FAMIS. It has transaction code, Index code, Sub-object number and in some cases, user code, grant and grant detail, and Project Name & Detail. Originals are filed by computer generated JV number and maintained at ESB.

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: INVOICES			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION		3 Years		3 Years

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

Original of invoices certified by ESB are processed at Accounts Payable section and filled by computer generated voucher number. ESB retains copy of the invoices with the back-up and filed by vendor name and voucher number.

PREPARED BY: Amy Zeidler, Special Projects Officer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


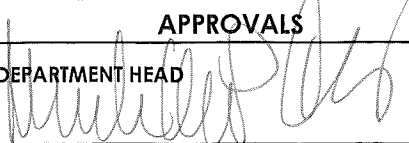

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Abandoned Vehicle Form	2 Years		2 Years	Copy – Original is filed with Police Department.
2.	Daily Assignment Sheet	3 Years		3 Years	Original
3.	Employee Attendance Record	3 Years		3 Years	
4.	Monthly Citation Report	7 Years		7 Years	Working Copy
5.	Monthly Tow Report	7 Years		7 Years	Working Copy
6.	Safety (Tailgate Meeting) Minutes	3 Years		3 Years	
7.	Vehicle Mileage Report	5 Years		5 Years	
8.	Weekly Summary Reports	5 Years		5 Years	

Department/Section PUBLIC WORKS/ ENVIRONMENTAL SERVICES/ Street Sweeping	Council Approval Meeting Date: October 18, 1994 Revised: November 8, 2011 Page No. 1 of 1
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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: ABANDONED VEHICLE FORM			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING/ PARKING CONTROL	Copy	2 Years		2 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>An Abandoned vehicle form is a request to have a vehicle towed if it has been parked more than 72 hours in one location. A copy is filed. The original is filed with the Police Department.</p> <p>Filed in chronological order.</p> <p>PREPARED BY: Amy Zeidler, Special Projects Officer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: EMPLOYEE ATTENDANCE RECORD			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING/ PARKING CONTROL	Working Copies	3 Years		3 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Daily record of employee attendance.</p> <p>Filed chronologically.</p> <p>PREPARED BY: Amy Zeidler, Special Projects Officer</p>				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


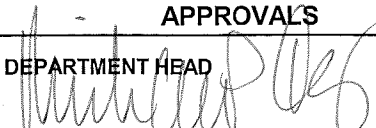

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: MONTHLY CITATION REPORT	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING/ PARKING CONTROL	Working Copies	7 Years		7 Years

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




Lists total citations issued during the month. Includes a total of citations processed, paid and excused.

PREPARED BY: Amy Zeidler, Special Projects Officer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: MONTHLY TOW REPORT			DATE 11/08/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING/ PARKING CONTROL	Working Copies	7 Years		7 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Monthly report listing all action taken on all towing activities.				
PREPARED BY: Amy Zeidler, Special Projects Officer				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


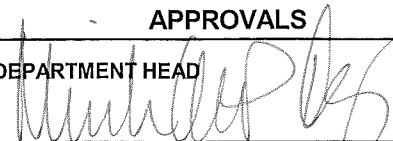

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: SAFETY (TAILGATE MEETING) MINUTES	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING/ PARKING CONTROL		3 Years		3 Years

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

Minutes of bi-monthly Safety Meetings for all employees; Street Sweeping and Parking Enforcement employees. Lists topics covered in the meeting.




Filed chronologically.

PREPARED BY: Amy Zeidler, Special Projects Officer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: VEHICLE MILEAGE REPORT	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING/ PARKING CONTROL		5 Years		5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Equipment mileage is logged on a daily basis and totaled monthly.				
PREPARED BY: Amy Zeidler, Special Projects Officer				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: WEEKLY SUMMARY REPORTS	DATE 11/08/2011		
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING / PARKING CONTROL	Original	5 Years		5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) Weekly summary of personnel hours, vehicle usage, debris tonnage, miles driven, citations issued, etc.				
PREPARED BY: Amy Zeidler, Special Projects Officer				

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


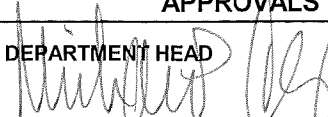
ORIGINATING DEPARTMENT PW/ENVIRONMENTAL SERVICES BUREAU	TITLE: DAILY ASSIGNMENT SHEET	DATE 11/08/2011
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
STREET SWEEPING/ PARKING CONTROL	Original	3 Years		3 Years

DESCRIPTION: (Purpose, Content, and Method of Filing)
 A daily schedule listing employee names and route assignment.

 Filed chronologically.

PREPARED BY: Amy Zeidler, Special Projects Officer

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 