

CITY OF LONG BEACH

DEPARTMENT OF CITY CLERK

C-4

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 15, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the revisions to the Development Services Department Administration Bureau, Housing Services, Neighborhood Services and Redevelopment Agency Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Development Services Department Administration Bureau, Housing Services, Neighborhood Services and Redevelopment Agency.

DISCUSSION

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

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with the Development Services Department to revise the Records Retention Schedule (Attachment I) last adopted on May 10, 1994 and July 13, 2010.

CONCURRENCES

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

FISCAL IMPACT

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

Respectfully submitted,

Larry G. Herrera
City Clerk

Attachment I

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1.	Agency Annual Reports of Financial Transactions to State Controller	10 Years	50 Years	60 Years	Original
2.	Agency Insurance Policies	E + 3 Years		E + 3 Years	Original
3.	Agreements & Contracts (Reference Copies)	AR		AR	Duplicate/Copy City Clerk is the Office of Record.
4.	Auditor's Copies Cashiering	1 Year	1 Year	2 Years	Duplicate/Copy
5.	Audit Reports	20 Years		20 Years	Duplicate/Copy City Auditor is the Office of Record.
6.	Boards & Commissions Members Records	T + 2 Years		T + 2 Years	Original T (Termination) represents termination of participation by a board or commission member.
7.	Bond Administration Files – Agency Bonds	C + 2 Years	5 Years	C + 7 Years	Original C (Closed/Completion) represents final payment & closure of Bond Issue.
8.	Budget Work Files (Bureau Files)	2 Years		2 Years	Original
9.	Budget Work Files (Development Services Department Files)	3 Years		3 Years	Original

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 1
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
10.	Budget Files (Development Services Department Files)	20 Years		20 Years	Original
11.	Bureau Monitoring – Program Administrative Records (Reference Copies)	AR		AR	Duplicate/Copy Development Services is Office of Record.
12.	Bureau Monitoring – Project Files (Reference Copies)	AR		AR	Duplicate/Copy Development Services is Office of Record.
13.	City Council Agendas, Letters & Minutes	2 Years		2 Years	Duplicate/Copy City Clerk is the Office of Record.
14.	Correspondence and/or Chronological Files	2 Years	3 Years	5 Years	Original
15.	Development Services Department History Files	AR	Permanent	Permanent	Original This record series is for documents and materials, which show the History and Development of the Development Services Department.
16.	Direct Payment (Request for)	2 Years		2 Years	Duplicate/Copy Financial Management is the Office of Record.

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 2
--	--	---------------------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
17.	Employee Personnel Files	Until Termination		15 Years	Duplicate/Copy Official is in Human Resources and Payroll Departments. Upon Termination of an employee (Termination, Transfer or Retirement), the Development Services Department Personnel File is turned over to Human Resources Department for 15 Year retention.
18.	Equipment & Property Inventories	S		S	Original
19.	Litigation Files	C + 2 Years		C + 2 Years	Original
20.	Manuals, Policies, Procedures & Bulletins	S + 2 Years		S + 2 Years	Original
21.	Manuals, Policies, Procedures & Bulletin	S		S	Duplicate/Copy Official copy is in originating City Department

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 3
--	--	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
22.	Minority Business Enterprise (MBE) Reports	AR		AR	Duplicate/Copy Purchasing Department is the Office of Record.
23.	Minority Business Enterprise (MBE) Reports – Work Files	2 Years		2 Years	Original
24.	Payroll Disbursement Records	2 Years		2 Years	Original
25.	Payroll Reports	2 Years		2 Years	Duplicate/Copy Payroll Department is the Office of Record.
26.	Personnel Administrative Files	S		S	Original This record series is for general administrative materials (not Employee-Specific), which are maintained for reference and informational purposes.
27.	Personnel – Affirmative Action Statistics Reports	AR		AR	Duplicate/Copy Human Resources is the Office of Record.

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 4
--	---	-----------------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
28.	Personnel Recruitment Files	C + 2 Years		C + 2 Years	Original C (Closed/Completion) represents the selection of a person to fill a vacant position.
29.	Petty Cash Files (Imprest Funds)	2 Years		2 Years	Original
30.	Public Records Act Requests	2 Years		2 Years	Original
31.	Purchasing – Bids, Proposals, Quotes (Unsuccessful)	2 Years		2 Years	Original This record series is for unsuccessful responses only.
32.	Purchasing – Journal Vouchers (Department Copies)	2 Years		2 Years	Duplicate/Copy Financial Management is the Office of Record.
33.	Purchasing – Purchase Requisition Logs	S		S	

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011
	Page No. 5

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
34.	Purchasing – Vendors, Contractors & Consultant Files	C + 2 Years	3 Years	C + 5 Years	Duplicate/Copy Official Copies of Agreements and Contracts are in City Clerk Department. Official Copies of Purchasing documents are in Purchasing Department. Official Copies of Payment records are in Financial Management Department.
35.	Purchasing – Vendors, Contractors & Consultant Files - Tidelands	Permanent		Permanent	Duplicate/Copy Official Copies of Agreements and Contracts are in City Clerk Department. Official Copies of Purchasing documents are in Purchasing Department. Official Copies of Payment records are in Financial Management Department.
36.	Records Management Files	S		S	Original

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 6
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
37.	Special Projects	Inactivity + 1 Year	4 Years	5 Years	Original
38.	Special Project Files – Tidelands	Permanent		Permanent	Original
39.	Statements of Indebtedness (SOI's)	20 Years		20 Years	Original
40.	Statements of Indebtedness (SOI's) – Work Files	3 Years		3 Years	Original
41.	Subject & Reference Files	AR		AR	Original This series includes files compiled on various topics for reference and informational purposes.
42.	Time Sheets	3 Years		3 Years	Original
43.	Travel & Expense Records	2 Years		2 Years	Duplicate/Copy Development Services maintains the official departmental copies of these records (see record series 'Direct Payments'. Official city copies are in Financial Management Department.

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 7
--	---	----------------------

**City of Long Beach
Records Retention Schedule**


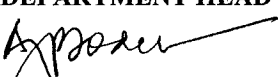

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
44.	Worker's Compensation - California Occupational Safety & Health (CAL/OSHA) Logs	5 Years		5 Years	Duplicate/Copy Worker's Compensation is the Office of Record.
45.	Workplace Safety Annual Reports	3 Years	2 Years	5 Years	Duplicate/Copy Risk Management is the Office of Record.
46.	Workplace Safety Inspections	3 Years	2 Years	5 Years	Original

Department/Section DEVELOPMENT SERVICES/ Administration	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 8
--	---	----------------------

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENCY ANNUAL REPORTS OF FINANCIAL TRANSACTIONS TO STATE CONTROLLER			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
	Original	DEPARTMENT 10 YEARS	REC. CENTER 50 YEARS	DESTROY 60 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
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


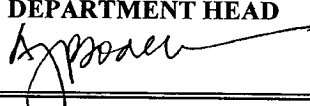
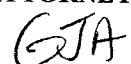
ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGREEMENTS & CONTRACTS (REFERENCE COPIES)	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	AR		AR
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT</p> <p>CONTENTS: INTER – DEPARTMENTAL AGREEMENTS & CONTRACTS (COPIES) REDEVELOPMENT AGENCY AGREEMENTS WITH CITY (COPIES) OTHER DEVELOPMENT SERVICES AGREEMENTS & CONTRACTS (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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AUDITOR'S COPIES CASHIERING			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION/ CASHIERING	COPY DESIGNATION	RETENTION PERIOD		
Cashiering Receipts	Copies	1 YEAR	4 YEARS	5 YEARS
Cashiering Receipts	Copies	1 YEAR	1 YEAR	2 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
NOTES: FILES CONSIST OF AUDITOR'S COPIES OF INDIVIDUAL TRANSACTIONS, FILE BY DATE.				
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 DEVELOPMENT SERVICES	TITLE: AUDIT REPORTS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	20 YEARS		20 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN CITY AUDITOR DEPARTMENT.</p> <p>CONTENTS: REDEVELOPMENT AGENCY AUDIT REPORTS DEVELOPMENT SERVICES DEPARTMENT AUDIT REPORTS BUREAU AUDIT REPORTS</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 <i>APR</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOARDS & COMMISSIONS MEMBERS RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T + 2 YEARS		T + 2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS TERMINATION OF PARTICIPATION BY A BOARD OR COMMISSION MEMBER. INCLUDES THE REDEVELOPMENT AGENCY BOARD, ECONOMIC DEVELOPMENT COMMISSION (AND SUBCOMMITTEES), AND OTHER DEVELOPMENT SERVICES BOARDS, COMMISSIONS, AND COMMITTEES. EVALUATE MATERIALS FOR INCLUSION IN THE RECORD SERIES "DEVELOPMENT SERVICES DEPARTMENT HISTORY FILES" BEFORE DESTRUCTION OCCURS.</p> <p>CONTENTS: BIOGRAPHICAL DATA APPOINTMENT RECORDS ATTENDANCE & PAYMENT RECORDS CORRESPONDENCE & BACKUP 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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOND ADMINISTRATION FILES – AGENCY BONDS	DATE 2/15/2011
--	--	---------------------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Original	C + 2 YEARS	5 YEARS	C + 7 YEARS

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

NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS FINAL PAYMENT & CLOSURE OF BOND ISSUE. ORIGINAL BOND DOCUMENTS & CONTRACTS ARE IN FINANCIAL MANAGEMENT DEPARTMENT, CITY TREASURER.

CONTENTS: BOND DOCUMENTS (COPIES/CONFORMED COPIES)
 CONTRACTS WITH BOND ADMINISTRATORS/TRUSTEES (COPIES/CONFORMED COPIES)
 REPORTS FROM BOND ADMINISTORS/TRUSTEES
 CORRESPONDENCE & BACKUP DATA

PREPARED BY: City Clerk, Records Manager

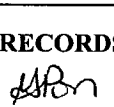
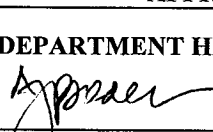
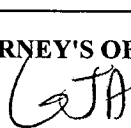
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APB</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUDGET WORK FILES (BUREAU FILES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS		2 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
NOTE: DEVELOPMENT SERVICES ADMINISTRATION MAINTAINS OFFICIAL DEPARTMENTAL BUDGET RECORDS; SEE THE RECORD SERIES "BUDGET FILES (DEVELOPMENT SERVICES DEPARTMENT FILES)" AND BUDGET WORK FILES (DEVELOPMENT SERVICES DEPARTMENT FILES)".				
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 DEVELOPMENT SERVICES	TITLE: BUDGET WORK FILES (DEVELOPMENT SERVICES DEPARTMENT FILES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	3 YEARS		3 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
CONTENTS: PREPARATION SCHEDULES BUDGET REVIEW BUREAU BUDGETS ADJUSTMENTS FIXED COSTS WORKSHEETS DRAFT BUDGET NARRATIVES CASH FLOW REPORTS ESTIMATED EXPENDITURES OTHER BACKUP MATERIALS				
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 <i>APB</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUDGET FILES (DEVELOPMENT SERVICES DEPARTMENT FILES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	20 YEARS		20 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: FINAL BUDGET DOCUMENTS – DEVELOPMENT SERVICES DEPARTMENT FINAL BUDGET DOCUMENTS – REDEVELOPMENT AGENCY</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


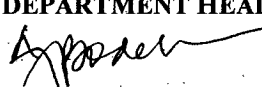

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: <p style="text-align: center;">BUREAU MONITORING – PROGRAM ADMINISTRATIVE RECORDS (REFERENCE COPIES)</p>	DATE 2/15/2011																		
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION Duplicate	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">RETENTION PERIOD</th> </tr> <tr> <th style="width:33%;">DEPARTMENT</th> <th style="width:33%;">REC. CENTER</th> <th style="width:33%;">DESTROY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">AR</td> <td></td> <td style="text-align: center;">AR</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	RETENTION PERIOD			DEPARTMENT	REC. CENTER	DESTROY	AR		AR									
RETENTION PERIOD																				
DEPARTMENT	REC. CENTER	DESTROY																		
AR		AR																		
DESCRIPTION: (Purpose, Content, and Method of Filing) DUPLICATE SERIES. OFFICIAL IS IN THE DEVELOPMENT SERVICES DEPARTMENT BUREAU RESPONSIBLE FOR THE PROGRAM. ADMINISTRATION RECEIVES INFORMATIONAL COPIES OF PROGRAM ADMINISTRATIVE RECORDS FROM THE BUREAUS AS PART OF ITS BUREAU MONITORING FUNCTION. CONTENTS: PROGRAM RULES, REGULATIONS & GUIDELINES PROGRAM AUDITS & BACKUP DATA GRANT APPLICATIONS & AGREEMENTS PROGRAM BUDGET RECORDS PERFORMANCE, PROGRESS & STATUS REPORTS FINANCIAL DATA & ANALYSES PROGRAM – RELATED CORRESPONDENCE																				
PREPARED BY: City Clerk, Records Manager																				


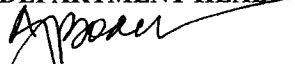

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUREAU MONITORING – PROJECT FILES (REFERENCE COPIES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
	Duplicate	DEPARTMENT AR	REC. CENTER	DESTROY AR
DESCRIPTION: (Purpose, Content, and Method of Filing)				
DUPLICATE SERIES. OFFICIAL IS IN THE DEVELOPMENT SERVICES DEPARTMENT BUREAU RESPONSIBLE FOR THE PROJECT. ADMINISTRATION RECIEVES INFORMATIONAL COPIES OF PROJECT RECORDS FROM THE BUREAUS AS PART OF ITS BUREAU MONITORING FUNCTION. NOTE THAT THE LIST OF CONTENTS IS REPRESENTATIVE; CONTENTS WILL VARY FROM PROJECT TO PROJECT.				
CONTENTS: <ul style="list-style-type: none"> APPLICATIONS AGREEMENTS FINANCIAL DATA & ANALYSES REPORTS & STUDIES CORRESPONDENCE & MEMOS MAPS, DRAWINGS & PHOTOGRAPHS 				
PREPARED BY: City Clerk, Records Manager				


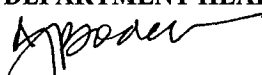

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: CITY COUNCIL AGENDAS, LETTERS & MINUTES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	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. OFFICIAL IS IN CITY CLERK DEPARTMENT.</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

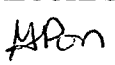
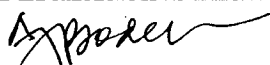

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: CORRESPONDENCE AND/OR CHRONOLOGICAL FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS	3 YEARS	5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
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 DEVELOPMENT SERVICES	TITLE: DEVELOPMENT SERVICES DEPARTMENT HISTORY FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR	PERMANENT	PERMANENT
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES IS FOR DOCUMENTS AND MATERIALS WHICH SHOW THE HISTORY AND DEVELOPMENT OF THE DEVELOPMENT SERVICES DEPARTMENT, ITS EMPLOYEES, ACTIVITIES AND ACCOMPLISHMENTS.</p> <p>VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: H</p> <p>CONTENTS: NEWSCLIPPINGS & PRESS RELEASES PUBLICATIONS, BROCHURES, ETC. PHOTOGRAPHS, SLIDES & GRAPHICS AUDIO & VIDEO TAPES HISTORICAL DOCUMENTS</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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DIRECT PAYMENT (REQUEST FOR)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION/ GENERAL ADMIN	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Copies	2 YEARS		2 YEARS
	Duplicate	2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: FILES CONSIST OF DEPARTMENTAL COPIES OF REQUESTS FOR DIRECT PAYMENT. EACH REQUEST IS ACCOMPANIED BY A RECEIPT.</p> <p>REQUESTS ARE FILED CHRONOLOGICALLY.</p> <p>DUPLICATE SERIES. OFFICIAL IS IN FINANCIAL MANAGEMENT DEPARTMENT.</p> <p>SCOPE NOTE: INCLUDES GRANT PROGRAM DIRECT PAYMENTS RECORDS, TRAVEL & EXPENSE PAYMENTS RECORDS, AND GENERAL DEPARTMENTAL DIRECT PAYMENTS RECORDS.</p> <p>CONTENTS: INVOICES DIRECT PAYMENTS DOCUMENTS (DEPARTMENT COPIES) VOUCHERS (DEPARTMENT COPIES) CHECKS (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 DEVELOPMENT SERVICES	TITLE: EMPLOYEE PERSONNEL FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION / PERSONNEL	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		Until Termination of employment		Upon termination of employment records are to be transferred to Human Resources where they are retained for 15 years. Duplicate records are to be destroyed
	Duplicate	T		T

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

NOTE: PERSONNEL FILES CONTAIN ALL DATA RELATING TO ANY PERSONNEL ACTION. RECORDS INCLUDE PERSONNEL TRANSACTION FORMS, REQUESTS FOR VACATION OR TIME OFF, NOTICE OF CHANGE OF ADDRESS, EFFICIENCY RATINGS, CORRESPONDENCE, ETC.

INACTIVE FILES SHOULD BE PURGED AND SENT TO HUMAN RESOURCES.
DUPLICATE RECORDS SHOULD BE DESTROYED.

DUPLICATE SERIES. OFFICIAL IS IN HUMAN RESOURCES AND PAYROLL DEPARTMENTS. UPON TERMINATION OF AN EMPLOYEE (TERMINATION, TRANSFER OR RETIREMENT), THE DEVELOPMENT SERVICES DEPARTMENT PERSONNEL FILE IS TURNED OVER TO HUMAN RESOURCES DEPARTMENT.

VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: C

CONTENTS: PERSONNEL PAYROLL TRANSACTION FORMS (P-1)
PERSONNEL DATA
CORRESPONDENCE & MEMOS
CIVIL SERVICE DOCUMENTATION
INSURANCE DOCUMENTATION
REQUESTS FOR VACATION/TIME OFF
PERSONNEL REQUISITIONS (COPIES)
CONFLICT OF INTEREST RECORDS
COLLATERAL EMPLOYMENT RECORDS
PERFORMANCE EVALUATION REVIEWS (COPIES)
WORKERS COMPENSATION CLAIMS

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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MANUALS, POLICIES, PROCEDURES & BULLETINS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S + 2 YEARS		S + 2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>THIS RECORD SERIES IS FOR ALL MANUALS, PROCEDURES, POLICIES AND BULLETINS ORIGINATING IN AND PRODUCED BY DEVELOPMENT SERVICES DEPARTMENT AND/OR ITS BUREAUS.</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 <i>HPon</i>	DEPARTMENT HEAD <i>Agarwal</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


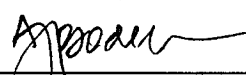

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MANUALS, POLICIES, PROCEDURES & BULLETINS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	S		S

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

DUPLICATE SERIES. OFFICIAL IS IN ORIGINATING CITY DEPARTMENT.

PREPARED BY: City Clerk, Records Manager


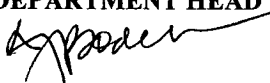
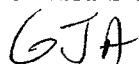
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MINORITY BUSINESS ENTERPRISE (MBE) REPORTS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	AR		AR
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN PURCHASING.</p> <p>CONTENTS: REPORTS – ANNUAL & QUARTERLY</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 DEVELOPMENT SERVICES	TITLE: MINORITY BUSINESS ENTERPRISE (MBE) REPORTS – WORK FILES	DATE 2/15/2011
---	--	--------------------------


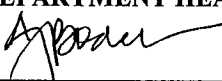

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Original	2 YEARS		2 YEARS

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

CONTENTS: DRAFT REPORTS
BACKUP DATA

PREPARED BY: City Clerk, Records Manager


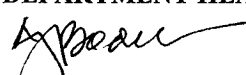

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PAYROLL DISBURSEMENT RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: DISBURSEMENT LOGS DISBURSEMENT AUTHORIZATION MEMOS</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


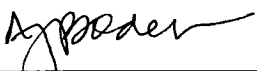

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PAYROLL REPORTS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION Duplicate	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN PAYROLL DEPARTMENT</p> <p>CONTENTS: ACCRUED HOURS REPORTS TERMINATION REPORTS LANGUAGE SKILLS REPORTS PAYROLL REGISTERS TIME RECORDS REPORTS</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 DEVELOPMENT SERVICES	TITLE: PERSONNEL ADMINISTRATIVE FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	S		S

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

NOTE: THIS RECORD SERIES IS FOR GENERAL ADMINISTRATIVE MATERIALS (NOT EMPLOYEE-SPECIFIC), WHICH ARE MAINTAINED FOR REFERENCE AND INFORMATIONAL PURPOSES. SEE THE RECORD SERIES 'PERSONNEL FILES' FOR RETENTION OF EMPLOYEE-SPECIFIC RECORDS.

CONTENTS: POLICIES & PROCEDURES
 TRAINING INFORMATION
 AFFIRMATIVE ACTION PROGRAM MATERIALS
 PERSONNEL INVENTORIES & STATUS REPORTS
 PERSONNEL REQUISITIONS (DEPARTMENT COPIES)
 EXECUTIVE LEAVE LOGS

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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PERSONNEL RECRUITMENT FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	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>FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SELECTION OF A PERSON TO FILL A VACANT POSITION.</p> <p>CONTENTS: RESUMES JOB DESCRIPTIONS EVALUATIONS NOTIFICATION LETTERS CORRESPONDENCE</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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PETTY CASH FILES (IMPREST FUNDS)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS		2 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: PAYMENT RECORDS CHECK COPIES MEMOS BACK UP 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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT DEVELOPMENT SERVICES</p>	<p>TITLE: PUBLIC RECORDS ACT REQUESTS</p>			<p>DATE 2/15/2011</p>
<p>COPIES/FILES BY DEPT/SECTION ADMINISTRATION</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
	<p>Original</p>	<p>2 YEARS</p>		<p>2 YEARS</p>
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: Public Records Act requests Subpoenas Transmittal documents Deposit Receipt Requests</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

<p>APPROVALS</p>		
<p>RECORDS MANAGER <i>[Signature]</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


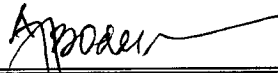

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING – BIDS, PROPOSALS, QUOTES (UNSUCCESSFUL)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 YEARS		2 YEARS

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

THIS RECORD SERIES IS FOR UNSUCCESSFUL RESPONSES ONLY. RETENTION OF SUCCESSFUL BIDS, PROPOSALS AND QUOTES IS ADDRESSED IN THE RECORD SERIES "PURCHASING – VENDORS, CONTRACTORS & CONSULTANTS FILES" HELD BY DEVELOPMENT SERVICES ADMINISTRATION.

PREPARED BY: City Clerk, Records Manager


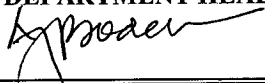

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING – JOURNAL VOUCHERS (DEPARTMENT COPIES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	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. OFFICIAL IS IN FINANCIAL MANAGEMENT.</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 DEVELOPMENT SERVICES	TITLE: PURCHASING – PURCHASE REQUISITION LOGS	DATE 2/15/2011
---	---	--------------------------

COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
ADMINISTRATION	Original	S		S

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

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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING – VENDORS, CONTRACTORS & CONSULTANT FILES	DATE 2/15/2011
---	--	--------------------------

COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 2 YEARS	3 YEARS	C + 5 YEARS


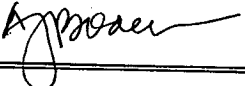

DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: OFFICIAL COPIES OF PURCHASING DOCUMENTS ARE IN PURCHASING DEPARTMENT. OFFICIAL COPIES OF PAYMENT RECORDS ARE IN FINANCIAL MANAGEMENT DEPARTMENT. ORIGINAL CONTRACTS AND AGREEMENTS ARE IN THE CITY CLERK DEPARTMENT.

CONTENTS: PURCHASE ORDERS (DEPARTMENT COPIES)
 CONTRACTS/AGREEMENTS (COPIES)
 INVOICES & PAYMENTS DOCUMENTATION (COPIES)
 PURCHASE REQUISITIONS (DEPARTMENT COPIES)
 VOUCHERS (DEPARTMENT COPIES)
 PROPOSALS, BIDS, QUOTES
 CORRESPONDENCE & BACKUP 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
 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 DEVELOPMENT SERVICES	TITLE: PURCHASING – VENDORS, CONTRACTORS & CONSULTANT FILES - TIDELANDS	DATE 2/15/2011
--	--	---------------------------------

COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	PERMANENT	PERMANENT	PERMANENT

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


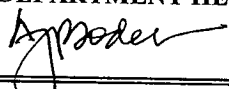

NOTE: OFFICIAL COPIES OF PURCHASING DOCUMENTS ARE IN PURCHASING DEPARTMENT. OFFICIAL COPIES OF PAYMENT RECORDS ARE IN FINANCIAL MANAGEMENT DEPARTMENT. ORIGINAL CONTRACTS AND AGREEMENTS ARE IN THE CITY CLERK DEPARTMENT.

CONTENTS: PURCHASE ORDERS (DEPARTMENT COPIES)
 CONTRACTS/AGREEMENTS (COPIES)
 INVOICES & PAYMENTS DOCUMENTATION (COPIES)
 PURCHASE REQUISITIONS (DEPARTMENT COPIES)
 VOUCHERS (DEPARTMENT COPIES)
 PROPOSALS, BIDS, QUOTES
 CORRESPONDENCE & BACKUP DATA

ALL RELATING TO TIDELANDS.

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 DEVELOPMENT SERVICES	TITLE: RECORDS MANAGEMENT FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION Original	RETENTION PERIOD		
		DEPARTMENT S	REC. CENTER	DESTROY S
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>CONTENTS: RETENTION SCHEDULES STORED RECORDS LISTS DESTROYED RECORDS LISTS</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
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SPECIAL PROJECTS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		Inactivity + 1 YEAR	4 YEARS	5 YEARS

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

FILES CONSIST OF CORRESPONDENCE, MEMOS, AND REPORTS PERTAINING TO SPECIAL PROJECTS INVOLVING THE DEPARTMENT OF DEVELOPMENT SERVICES. SUCH AS LARGE DEVELOPMENT PROJECTS INVOLVING THE DIRECTOR, SPECIAL STUDIES OF FINANCIAL OR ADMINISTRATIVE INFORMATION, COMMITTEE ASSIGNMENTS OR PUBLIC CITIZEN OUTREACH PROJECTS, ET CETERA.

FILES ARE MAINTAINED FOR EACH SEPARATE PROJECT FOR THE DURATION OF THE LIFE OF THE PROJECT.

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 <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SPECIAL PROJECT FILES - TIDELANDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	PERMANENT	PERMANENT	PERMANENT
<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 CONSULTING RECORDS PURCHASING DATA ANALYSES & WORK PLANS/PROGRAMS MAPS & DRAWINGS</p> <p>ALL RELATING TO TIDELANDS</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 DEVELOPMENT SERVICES	TITLE: STATEMENTS OF INDEBTEDNESS (SOIs) – WORK FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION Original	RETENTION PERIOD		
		DEPARTMENT 3 YEARS	REC. CENTER	DESTROY 3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: WORKPAPERS & BACKUP DATA CORRESPONDENCE & MEMOS RESPONSES TO LOS ANGELES COUNTY</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


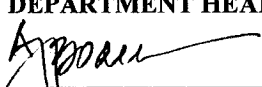

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SUBJECT & REFERENCE FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR		AR
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>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 & REGULATIONS, 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>				


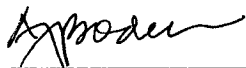

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: WORKERS COMPENSATION – CALIFORNIA OCCUPATIONAL SAFETY & HEALTH (CAL/OSHA) LOGS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION	RETENTION PERIOD		
	Duplicate	DEPARTMENT 5 YEARS	REC. CENTER	DESTROY 5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
DUPLICATE SERIES. OFFICIAL IS IN WORKER'S COMPENSATION				
CONTENTS:				
PREPARED BY: City Clerk, Records Manager				


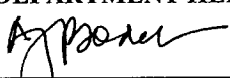

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: WORKPLACE SAFETY INSPECTIONS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION ADMINISTRATION	COPY DESIGNATION Original	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		3 YEARS	2 YEARS	5 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
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

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	
	HOUSING DEVELOPMENT				
1.	Bond Administration Files	C + 2 Years	5 Years	C + 7 Years	Original C (Closed/Completed represent final payments and closure of a Bond issue.
2.	Project Files	C + 3 Years		C + 3 Years	Original C (Closed/Completed) represents completion of contract and loan terms, and completion of monitoring activities (for those projects where compliance monitoring is required).
3.	Long Beach Housing Development Co – Corporate Records	T		T	Original T (Termination) represents life of the Long Beach Housing Development Co. Records is to be maintained as long as the organization is in existence.
4.	Long Beach Housing Development Co – Financial Records	7 Years		7 Years	Original

Department/Section DEVELOPMENT SERVICES/ Housing Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 1
--	---	----------------------

**City of Long Beach
Records Retention Schedule**


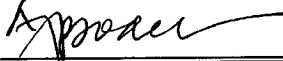

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
5.	Program Administration Records	3 Years		3 Years	Copy Original Contracts are in the City Clerk department.
6.	Program Financial Audits	7 Years		7 Years	Original
7.	Program Rules, Regulations & Guidelines	S		S	Original

Department/Section DEVELOPMENT SERVICES/ Housing Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 2
--	---	----------------------

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOND ADMINISTRATION FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	C + 2 YEARS	5 YEARS	C + 7 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS FINAL PAYMENTS AND CLOSURE OF A BOND ISSUE. ORIGINAL BOND DOCUMENTS & CONTRACTS ARE IN FINANCIAL MANAGEMENT DEPARTMENT, CITY TREASURER.				
CONTENTS: BOND DOCUMENTS (COPIES/COMFORMED COPIES) CONTRACTS WITH BOND ADMINISTRATORS (COPIES/CONFORMED COPIES) REPORTS FROM BOND ADMINISTRATORS/TRUSTEES CORRESPONDENCE & BACKUP DATA				
PREPARED BY: City Clerk, Records Manager				



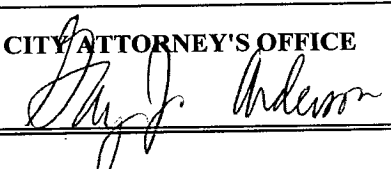
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: <p style="text-align: center;">PROJECT FILES</p>			DATE <p style="text-align: center;">2/15/2011</p>
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
HOUSING DEVELOPMENT	Original	C+3 Years		C+3 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>NOTES: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS COMPLETION OF CONTRACT AND LOAN TERMS, AND COMPLETION OF MONITORING ACTIVITIES (FOR THOSE PROJECTS WHERE COMPLIANCE MONITORING IS REQUIRED).</p>				
<p>CONTENTS: CONTRACTS LOAN DOCUMENTS REPORTS & STUDIES CORRESPONDENCE & BACK UP DATA PROJECT MONITORING 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 DEVELOPMENT SERVICES	TITLE: LONG BEACH HOUSING DEVELOPMENT CO. - CORPORATE RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
HOUSING DEVELOPMENT	Original	T		T

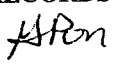
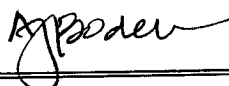
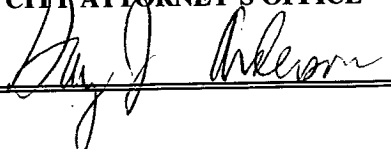
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS LIFE OF THE LONG BEACH HOUSING DEVELOPMENT CO. RECORDS ARE TO BE MAINTAINED AS LONG AS THE ORGANIZATION IS IN EXISTENCE. RECORDS SHOULD BE EVALUATED FOR INCLUSION IN THE RECORD SERIES "COMMUNITY DEVELOPMENT DEPARTMENT HISTORY FILES" BEFORE DESTRUCTION OCCURS.

CONTENTS: ARTICLES OF INCORPORATION
 BYLAWS & AMENDMENTS
 MINUTES & AGENDAS
 IRS RECORDS

PREPARED BY: City Clerk, Records Manager


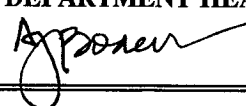
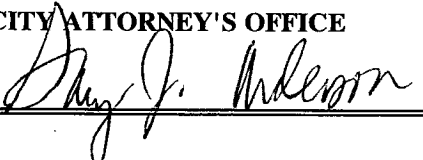
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded;
T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: LONG BEACH HOUSING DEVELOPMENT CO. - FINANCIAL RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	7 YEARS		7 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
CONTENTS: AUDITS & BACKUP DATA BANK RECORDS				
PREPARED BY: City Clerk, Records Manager				


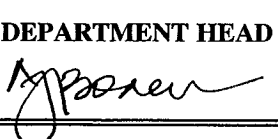
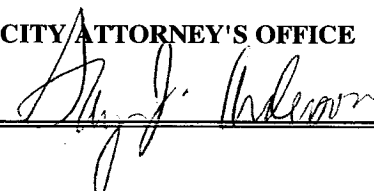
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROGRAM ADMINISTRATION RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	3 YEARS		3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: ORIGINAL CONTRACTS ARE IN CITY CLERK DEPARTMENT</p> <p>CONTENTS: CONTRACTS (COPIES) PROGRAM AUDITS & BACKUP DATA PROGRAM SUMMARY REPORTS PROGRAM-RELATED CORRESPONDENCE</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


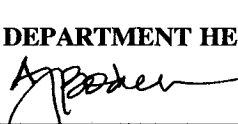
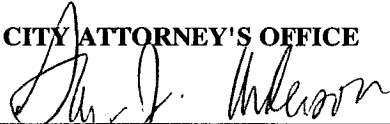
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROGRAM FINANCIAL AUDITS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	DEPARTMENT 7 YEARS	REC. CENTER	DESTROY 7 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: AUDIT REPORTS CORRESPONDENCE & BACKUP DATA</p> <p>PREPARED BY: City Clerk, Records Manager</p>				



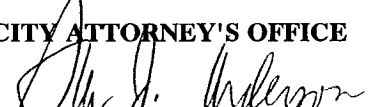
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROGRAM RULES, REGULATIONS & GUIDELINES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING DEVELOPMENT	Original	S	REC. CENTER	DESTROY S
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</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		
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	
	HOUSING REHABILITATION				
1.	Deferred Payment Loans (DPL) – Canceled Loan Files	C + 3 Years		C + 3 Years	Original C (Closed/Completed represent cancellation of loan application.
2.	Deferred Payment Loans (DPL) – Canceled Loan Log	S		S	Original
3.	Deferred Payment Loans (DPL) – Contractor Payment Records	3 Years		3 Years	Duplicate/Copy Official copy is in Financial Management, Grants Accounting.
4.	Deferred Payment Loans (DPL) – Loan Files	C + 3 Years		C + 3 Years	Original C (Closed/Completed represents two Events: 1) Full Payment of loan by the borrower, and 2) The final financial closeout of the grant year (audit and acceptance by Hud) during which the loan was funded. Both events must occur before the additional 3-Year retention period can begin.
5.	Deferred Payment Loans (DPL) – Program Administration Files	3 Years		3 Years	Original

Department/Section DEVELOPMENT SERVICES/ Neighborhood Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 1
---	---	----------------------

**City of Long Beach
Records Retention Schedule**

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

Department/Section DEVELOPMENT SERVICES/ Neighborhood Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 2
---	---	----------------------

**City of Long Beach
Records Retention Schedule**

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

Department/Section DEVELOPMENT SERVICES/ Neighborhood Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 3
---	---	----------------------

**City of Long Beach
Records Retention Schedule**

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

Department/Section DEVELOPMENT SERVICES/ Neighborhood Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011
	Page No. 4

**City of Long Beach
Records Retention Schedule**


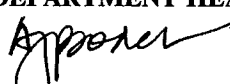
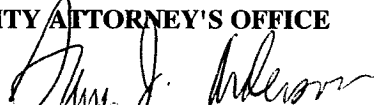
Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
24.	Neighborhood Improvement/Home Improvement Programs – Program Administration Files	C + 5 Years	5 Years	C + 10 Years	Original C (Closed/Completion) represents the submission of the Community Development Block Grant (CDBG) final statement for the program year following the program year of the subject records.
25.	Neighborhood Improvement/Home Improvement Programs – Project Files	C + 1 Year	2 Years	C + 3 Years	Original

Department/Section DEVELOPMENT SERVICES/ Neighborhood Services	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 5
---	---	----------------------

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - CANCELED LOAN FILES			2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	C+3	REC. CENTER	DESTROY C+3
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS CANCELLATION OF LOAN APPLICATION. CONTENTS WILL VARY FROM FILE TO FILE DEPENDING ON STATUS OF LOAN AT THE TIME OF CANCELLATION.</p> <p>CONTENTS: APPLICATIONS CORRESPONDENCE SEE CONTENTS, "DEFERRED PAYMENT LOANS" - LOAN FILES</p> <p>Vital/Historical/Confidential Record Series:</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 


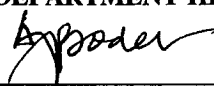
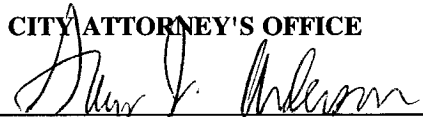
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - CANCELED LOAN LOG			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	S		S

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

PREPARED BY: City Clerk, Records Manager


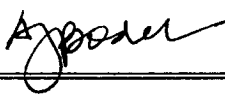
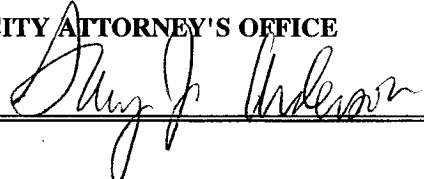
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - CONTRACTOR PAYMENT RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Duplicate	3 YEARS	REC. CENTER	DESTROY 3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>DUPLICATE SERIES. OFFICIAL IS IN GRANTS ACCOUNTING.</p> <p>CONTENTS: INVOICES DIRECT PAYMENT 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 DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - LOAN FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	C+3		C+3



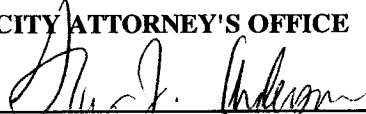
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS TWO EVENTS. C REPRESENTS: 1) FULL PAYMENT OF LOAN BY THE BORROWER, AND 2) THE FINAL FINANCIAL CLOSEOUT OF THE GRANT YEAR (AUDIT AND ACCEPTANCE BY HUD) DURING WHICH THE LOAN WAS FUNDED. BOTH EVENTS MUST OCCUR BEFORE THE ADDITIONAL 3-YEAR RETENTION PERIOD CAN BEGIN. TRUST DEEDS AND PROMISSORY NOTES ARE HELD BY BUREAU UNTIL PAYMENT OF LOAN. WHEN LOAN IS FULLY PAID, THEY ARE RETURNED TO THE PROPERTY OWNER. ORIGINALS OF THESE DOCUMENTS WILL NOT BE INCLUDED IN FINAL LOAN FILE, ALTHOUGH COPIES MAY BE RETAINED.

- CONTENTS:**
- APPLICATIONS
 - DISCLOSURE STATEMENTS
 - WORK WRITE-UPS
 - NOTICES OF COMPLETION
 - CONTRACTOR AGREEMENTS
 - INSURANCE DOCUMENTS
 - TRUST DEEDS
 - PROMISSORY NOTES
 - CLOSE-OUT REPORTS
 - CREDIT REPORTS
 - TERMITE REPORTS
 - TITLE REPORTS
 - LEDGER COPIES
 - INVOICE COPIES
 - CORRESPONDENCE
 - CHANGE ORDERS

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


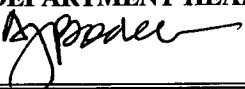
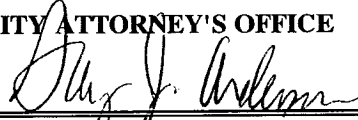
ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - PROGRAM ADMINISTRATION FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
HOUSING REHABILITATION	Original	3 YEARS		3 YEARS

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

CONTENTS: PROGRAM AUDITS & BACK UP DATA
 PROGRAM SUMMARY REPORTS
 PROGRAM BUDGET RECORDS
 PROGRAM-RELATED CORRESPONDENCE

PREPARED BY: City Clerk, Records Manager


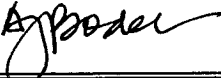

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination **VITAL/HISTORICAL/CONFIDENTIAL CODES:** V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - PROGRAM FINANCIAL AUDITS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	7 YEARS		7 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: AUDIT REPORTS CORRESPONDENCE & BACKUP DATA</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


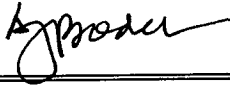
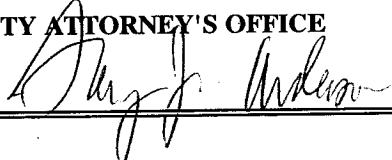
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEFERRED PAYMENT LOANS (DPL) - PROGRAM RULES, REGULATIONS & GUIDELINES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	S	REC. CENTER	DESTROY S
DESCRIPTION: (Purpose, Content, and Method of Filing)				
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

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: GRANTS ACCOUNTING REPORTS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Duplicate	2 YEARS		2 YEARS

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


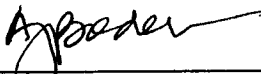

DUPLICATE SERIES: OFFICIAL IS IN FINANCIAL MANAGEMENT, GRANTS ACCOUNTING.

NOTE: REPORTS FROM GRANTS ACCOUNTING DEPARTMENT ON STATUS OF INDIVIDUAL LOANS AND/OR SUMMARY PROGRAM DATA.

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

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: HOUSING REHABILITATION CONTRACTORS FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	T+ 2 YEAR	REC. CENTER	DESTROY T+ 2 YEARS


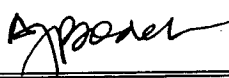
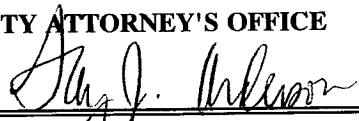
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTES: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS TERMINATION OF BUREAU'S USE OF A CONTRACTOR'S SERVICES. THIS RECORD SERIES IS FOR FILES ON CONSTRUCTION CONTRACTORS SELECTED AND APPROVED TO PERFORM WORK FOR HOUSING REHABILITATION PROJECTS.

CONTENTS: APPLICATIONS
 INSURANCE DOCUMENTS
 LETTERS OF QUALIFICATION/APPROVAL
 CORRESPONDENCE

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 DEVELOPMENT SERVICES	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP) CANCELED/WITHDRAWN PROJECTS	DATE 2/15/2011															
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">DEPARTMENT</td> <td style="width:33%;">REC. CENTER</td> <td style="width:34%;">DESTROY</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	DEPARTMENT	REC. CENTER	DESTROY												
DEPARTMENT	REC. CENTER	DESTROY															
HOUSING REHABILITATION	Original	C+ 3 YEARS 															
		C+ 3 YEARS															
DESCRIPTION: (Purpose, Content, and Method of Filing)																	
NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS CANCELLATION, WITHDRAWAL OR DENIAL OF LOAN. THE CONTENTS WILL VARY FROM PROJECT TO PROJECT DEPENDING ON STATUS OF THE LOAN AT TIME OF CANCELLATION/WITHDRAWAL.																	
CONTENTS: APPLICATIONS CORRESPONDENCE SEE CONTENTS, "RENTAL HOUSING REHABILITATION PROGRAM (RRP) - PROJECT FILES"																	
PREPARED BY: City Clerk, Records Manager																	

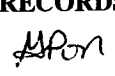
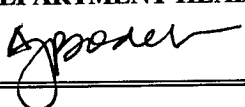
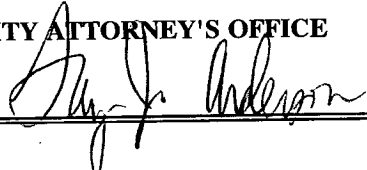
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APem</i> <i>WD</i>	DEPARTMENT HEAD <i>Agooder</i>	CITY ATTORNEY'S OFFICE <i>Aug J. Anderson</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP) CANCELED/WITHDRAWN PROJECTS LOG			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION		DEPARTMENT	REC. CENTER	DESTROY
	Original	S		S
DESCRIPTION: (Purpose, Content, and Method of Filing) CONTENTS: -				
PREPARED BY: City Clerk, Records Manager				

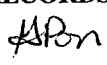
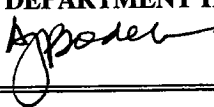
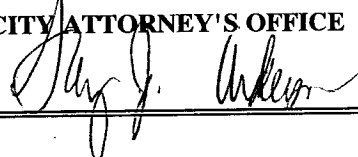
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP) PROGRAM ADMINISTRATION FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	3 YEARS	DESTROY	3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: PROGRAM AUDITS & BACKUP DATA PROGRAM SUMMARY REPORTS PROGRAM BUDGET RECORDS PROGRAM -RELATED CORRESPONDENCE</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


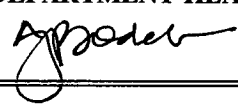
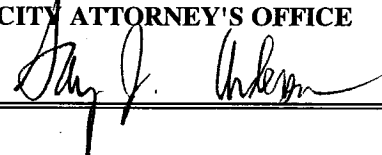
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP) PROGRAM FINANCIAL AUDITS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	7 YEARS		7 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>CONTENTS: AUDIT REPORTS CORRESPONDENCE & BACKUP 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 DEVELOPMENT SERVICES	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP) PROJECT FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION Original	RETENTION PERIOD		
HOUSING REHABILITATION		DEPARTMENT C+3 YEARS	REC. CENTER	DESTROY C+3 YEARS


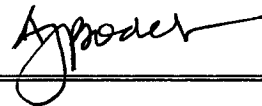
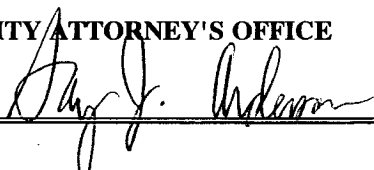
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS TWO EVENTS. C REPRESENTS: 1) FULL PAYMENT OF LOAN BY PROPERTY OWNER, AND 2) THE FINAL FINANCIAL CLOSEOUT OF THE GRANT YEAR (AUDIT AND ACCEPTANCE BY HUD) DURING WHICH THE LOAN WAS FUNDED. BOTH EVENTS MUST OCCUR BEFORE THE ADDITIONAL 3-YEAR RETENTION PERIOD CAN BEGIN. TRUST DEEDS AND PROMISSORY NOTES ARE HELD BY THE BUREAU UNTIL LOAN IS PAID THEN RETURNED TO THE OWNER. FINAL PROJECT FILE WILL NOT CONTAIN ORIGINALS OF THESE DOCUMENTS, ALTHOUGH COPIES MAY BE RETAINED.

- CONTENTS:**
- APPLICATIONS
 - INSPECTION RECORDS
 - BID WRITE-UPS
 - TITLE REPORTS
 - CREDIT REPORTS
 - ENVIRONMENTAL REPORTS
 - CONTRACTOR VERIFICATIONS
 - LOAN COMMITTEE RECOMMEDATIONS
 - LOAN DOCUMENTS
 - TENANT CONTACT INFORMATION
 - HUD-REQUIRED PROGRESS & COMPLETION REPORTS
 - TRUST DEEDS
 - PROMISSORY NOTES
 - TENANT RELOCATION DOCUMENTATION (IF RELOCATION OCCURS)
 - CONTRACTOR PAYMENT DOCUMENTATION
 - ESCROW DOCUMENTATION
 - NOTICES OF COMPLETION
 - OWNER COMPLIANCE DATA
 - DAVIS -BACON RECORDS (IF DAVIS-BACON RULES APPLY)
 - BLUE PRINTS, DRAWINGS, PHOTOS
 - APPRAISALS

PREPARED BY: City Clerk, Records Manager

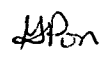
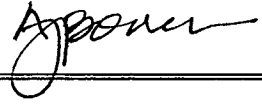
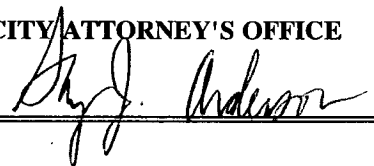
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination **VITAL/HISTORICAL/CONFIDENTIAL CODES:** V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: REPORTS TO LOAN COMMITTEE			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
HOUSING REHABILITATION	Original	2 YEARS		2 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing) CONTENTS: -				
PREPARED BY: City Clerk, Records Manager				



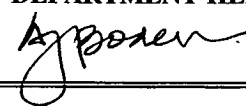
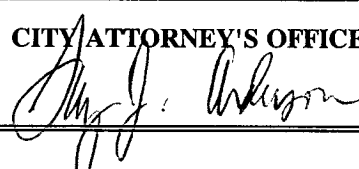
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MINUTES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	DEPARTMENT PERMANENT	REC. CENTER	DESTROY PERMANENT
DESCRIPTION: (Purpose, Content, and Method of Filing) VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: H 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

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

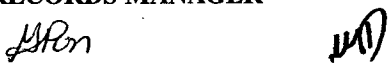
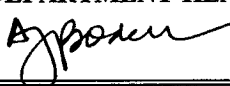
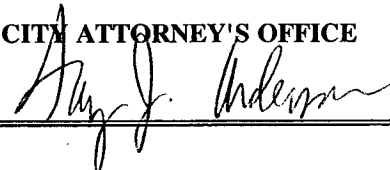
ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) AGENDA PACKAGES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	2 YEARS	REC. CENTER	DESTROY 2 YEARS

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

CONTENTS: AGENDAS & BACK UP DATA

PREPARED BY: City Clerk, Records Manager


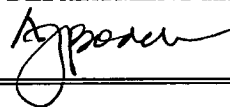
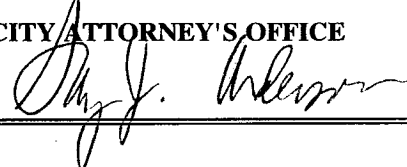
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: GRANT ADMINISTRATION FILES-			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	DEPARTMENT C + 5 YEARS	REC. CENTER 5 YEARS	DESTROY C + 10 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>NOTE: THIS RECORD SERIES IS FOR DOCUMENTATION AND RECORDS OF GRANTS FROM AGENCIES OTHER THAN HUD (HOUSING & URBAN DEVELOPMENT)</p> <p>CONTENTS: REGULATIONS, PROCEDURES & GUIDELINES AUDIT REPORTS, RESPONSES & BACKUP DATA MONITORING REPORTS, RESPONSES & BACKUP DATA PROGRAM SUMMARY REPORTS & BACKUP 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 DEVELOPMENT SERVICES	TITLE: GRANT (HUD) ADMINISTRATION FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	DEPARTMENT C+5 YEARS	REC. CENTER 5 YEARS	DESTROY C+ 10 YEARS



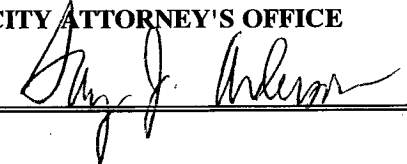
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SUBMISSION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FINAL STATEMENT FOR THE PROGRAM YEAR FOLLOWING THE PROGRAM YEAR OF THE SUBJECT RECORDS. WHEN THE STATEMENT FOR THE FOLLOWING PROGRAM YEAR IS SUBMITTED, THE ADDITIONAL RETENTION PERIOD (5 + 5 YEARS) BEGINS

CONTENTS: REGULATIONS, PROCEDURES & GUIDELINES
 AUDIT REPORTS, RESPONSES & BACKUP DATA
 MONITORING REPORTS, RESPONSES & BACKUP DATA
 PROGRAM SUMMARY REPORTS & BACKUP DATA

PREPARED BY: City Clerk, Records Manager




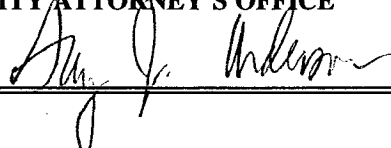
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination **VITAL/HISTORICAL/CONFIDENTIAL CODES:** V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: GRANT HUD ADMINISTRATION - REPORTS TO HUD			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	C + 10 YEARS	REC. CENTER	DESTROY C + 10 YEARS
DESCRIPTION: (Purpose, Content, and Method of Filing)				
CONTENTS: GRANTEE PERFORMANCE REPORT & BACKUP DATA ANNUAL STATEMENT OF OBJECTIVES, AMENDMENTS & BACKUP 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 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 DEVELOPMENT SERVICES	TITLE: NEIGHBORHOOD IMPROVEMENT/HOME IMPROVEMENT PROGRAMS - PROGRAM ADMINISTRATION FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	C + 5 YEARS	5 YEARS	C + 10 YEARS



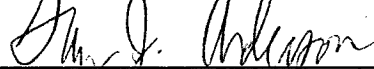
DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, C (CLOSED/COMPLETED) REPRESENTS THE SUBMISSION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FINAL STATEMENT FOR THE PROGRAM YEAR FOLLOWING THE PROGRAM YEAR OF THE SUBJECT RECORDS. WHEN THE STATEMENT FOR THE FOLLOWING PROGRAM YEAR IS SUBMITTED, THE ADDITIONAL RETENTION PERIOD (5 + 5 YEARS) BEGINS

CONTENTS: REGULATIONS, PROCEDURES & GUIDELINES
 AUDIT REPORTS, RESPONSES & BACKUP DATA
 PROGRAM SUMMARY REPORTS

PREPARED BY: City Clerk, Records Manager


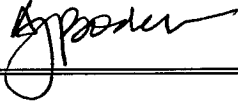
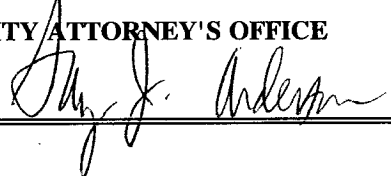
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: NEIGHBORHOOD IMPROVEMENT/HOME IMPROVEMENT PROGRAMS - PROJECT FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION NEIGHBORHOOD SERVICES	COPY DESIGNATION	RETENTION PERIOD		
NEIGHBORHOOD IMPROVEMENT	Original	C + 1 YEAR	2 YEARS	C + 3 YEARS
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>INCLUDES: HOME IMPROVEMENT REBATE PROGRAM, PAINT REBATE PROGRAM, TOOL RENTAL PROGRAM, NEIGHBORHOOD SPONSORED DUMPSTER PROGRAM, GRAFFITI REMOVAL AND GRAFFITI PREVENTION LANDSCAPE PROGRAMS.</p> <p>CONTENTS: APPLICATIONS QUALIFICATION DOCUMENTATION RECEIPTS PAYMENT RECORDS PHOTOGRAPHS CORRESPONDENCE</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.	Agency Articles of Incorporation, Bylaws & Amendments	Permanent		Permanent	Original
2.	Agency Bi-Weekly Reports	2 Years		2 Years	Original
3.	Agency Board Meeting Files	5 Years	5 Years	10 Years	Original
4.	Agency Board Minutes, Resolutions & Ordinances (Dated August 1989 and later)	Permanent		Permanent	Original City Clerk is the Office of Record for this record series since August 1989.
5.	Agency Board Minutes, Resolutions & Ordinances (Dated July 1989 and earlier)	Permanent		Permanent	Original Redevelopment Agency is the Office of Record for all Agency Board minutes, resolutions & ordinances dated July 1989 and earlier.
6.	Agency Financial Reports	5 Years	5 Years	10 Years	Original
7.	Agency History Files	AR	Permanent	Permanent	Original
8.	Agency Insurance Policies	E + 3 Years		E + 3 Years	Original
9.	Agency Reports to City Council	5 Years		5 Years	Duplicate/Copy City Clerk is the Office of Record.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 1
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
10.	Agreements, Contracts, Leases & Amendments (Dated August 1989 and later)	C + 2 Years	3 Years	C + 5 Years	Duplicate/Copy City Clerk is the Office of Record for this record series since August 1989.
11.	Agreements, Contracts, Leases & Amendments (Dated July 1989 and earlier)	C + 5 Years		C + 5 Years	Original Redevelopment Agency is the Office of Record for all agreements, contracts, leases and amendments dated July 1989 and earlier.
12.	Boards & Commissions Members Records	T + 2 Years		T + 2 Years	Original T (Termination) represents termination of participation by a board or commission member.
13.	Budget Files (Redevelopment Agency) - Administration - Redevelopment Agency	5 Years		5 Years	Original
		5 Years	5 Years	10 Years	Duplicate/Copy
14.	Correspondence Chronological Files	2 Years	3 Years	5 Years	Original

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 2
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
15.	Development & Disposition Agreements (DDA) (dated August 1989 and later)	C + 2 Years	3 Years	C + 5 Years	Duplicate/Copy City Clerk is the Office of Record for this record series since August 1989.
16.	Development & Disposition Agreements (DDA) (dated July 1989 and earlier)	C + 5 Years		C + 5 Years	Original Redevelopment Agency is the Office of Record for all DDA's dated July 1989 and earlier.
17.	Litigation Files	C + 2 Years		C + 2 Years	Original
18.	Manuals, Policies, Procedures & Bulletins	S + 2 Years		S + 2 Years	Original
19.	Manuals, Policies, Procedures & Bulletin	S		S	Duplicate/Copy Official copy is in originating City Department
20.	Owner/Participation Agreements (OPA) (dated August 1989 and later)	C + 2 Years	3 Years	C + 5 Years	Duplicate/Copy City Clerk is the Office of Record for this record series since August 1989. C (Closed/Completion) represents completion of all obligations of all parties to the agreement.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 3
--	--	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
21.	Owner/Participation Agreements (OPA) (dated July 1989 and earlier)	C + 5 Years		C + 5 Years	Original Redevelopment Agency is the Office of Record for all OPA's dated July 1989 and earlier. C (Closed/Completion) represents completion of all obligations of all parties to the agreement.
22.	Project Acquisitions/Dispositions – Title Ownership Records	T+ 1 Year	5 Years	T + 6 Years	Duplicate/Copy Official is in Asset Management. T (Termination) represents conveyance of property to the developer.
23.	Project Acquisitions/Dispositions – Work Files	T+ 1 Year	5 Years	T + 6 Years	Duplicate/Copy Official is in Asset Management. T (Termination) represents conveyance of property to the developer.
24.	Project Area Adoption Records	C + 5 Years		C + 5 Years	Original C (Closed/Completion) represents final financial close-out of the project.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 4
--	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
25.	Project Area Adoption – Work Files	C	2 Years	C + 2 Years	Original C (Closed/Completion) represents completion and adoption by City Council of the project area redevelopment plan.
26.	Project Area Programs/Plans	C	2 Years	C + 2 Years	Original C (Closed/Completion) represents completion of implementation of the program/plan.
27.	Project Area Programs/Plans – Work Files	2 Years		2 Years	Original
28.	Projects – Advisory Committees Communications/Work Files	5 Years		5 Years	Original
29.	Projects – Agreements, Contracts, Leases & Amendments (Reference Copies)	C		C	Duplicate/Copy This series is maintained for reference until completion (C) of the project.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 5
---	---	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
30.	Projects – Bond Administration Files	C + 2 Years	5 Years	C + 7 Years	Duplicate/Copy C (Closed/Completion) represents final payments and closure of a bond issue. Council of the project area redevelopment plan. Original Bond documents & contracts are in Financial Management.
31.	Projects – Community Relations Files	2 Years		2 Years	Original
32.	Projects – Construction Management Work Files	C	2 Years	C + 2 Years	Original C (Closed/Completion) represents completion of construction.
33.	Projects – Design & Review Files	AR		AR	Original
34.	Projects – Developer Selection Files	1 Year	4 Years	5 Years	Original
35.	Projects – Environmental Impact Documents	C + 5 Years		C + 5 Years	Original C (Closed/Completion) represents completion of the subject project.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 6
--	--	----------------------

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
36.	Projects – Environmental Impact Documents (Work Files)	C	2 Years	C + 2 Years	Original C (Closed/Completion) represents the adoption and approval of a Final Environmental Impact Report (EIR).
37.	Project Files – Projects Abandoned	T	2 Years	T + 2 Years	Original T (Termination) represents the date of termination or dissolution of a project development deal.
38.	Projects – Maps, Plans, Drawings & Photographs	C + 5 Years	5 Years	C + 10 Years	Original C (Closed/Completion) represents completion of all obligations of all parties to the development agreement.
39.	Projects – Owner Participation Contacts	C	2 Years	C + 2 Years	Original C (Closed/Completion) represents completion of all work and completion of all agreements & contracts for the pertinent project.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011
	Page No. 7

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
40.	Projects – Redevelopment Agency Board Actions Files (Reference Copies)	C		C	Duplicate/Copy This record series is maintained for reference during the life of a project. Official Copies are in 'Agency Board Meeting' and/or 'Agency Board Minutes, Resolutions & Ordinances' record series.
41.	Projects – Relocations Case Files	C	3 Years	C + 3 Years	Duplicate/Copy Asset Management is the Office of Record. C (Closed/Completed) represents date of final relocation payment.
42.	Purchasing – Bids, Proposals, Quotes (Unsuccessful)	2 Years	3 Years	5 Years	Original This record series is for unsuccessful responses only.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011
	Page No. 8

**City of Long Beach
Records Retention Schedule**


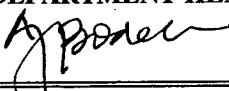

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
43.	Purchasing Records (Vendors, Contractors & Consultants Files)	C + 2 Years		C + 2 Years	Duplicate/Copy Official Copies of Agreements and Contracts are in City Clerk Department. C (Closed/Completed) represents completion of contract terms with contractors and consultants, or completion of purchase order terms with vendors.
44.	Special Project Files (Tidelands)	Permanent		Permanent	Original
45.	Special Project Files	C + 2 Years		C + 2 years	Original
46.	Subject & Reference Files	AR		AR	Original
47.	Travel & Expense Records	2 Years		2 Years	Duplicate/Copy Development Services maintains the official departmental copies of these records (see record series 'Direct Payments'. Official city copies are in Financial Management Department.

Department/Section DEVELOPMENT SERVICES/ Redevelopment Agency	Council Approval Meeting Date: March 16, 1993 Revised: May 10, 1994 Revised: February 15, 2011	Page No. 9
--	---	----------------------

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENCY BOARD MINUTES, RESOLUTIONS & ORDINANCES (dated August 1989 and later)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	Permanent		Permanent
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Duplicate Series. City Clerk is the Office of Record for this series since August 1989. Redevelopment Agency is the Office of Record for all previous years.</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 DEVELOPMENT SERVICES	TITLE: AGENCY BOARD MINUTES, RESOLUTIONS & ORDINANCES (dated July 1989 and earlier)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	Permanent		Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Redevelopment Agency is the Office of Record for all Agency Board minutes, resolutions & ordinances dated July 1989 and earlier. City Clerk is the Office of Record for this series from August 1989 and later.</p> <p>Vital/Historical/Confidential Record Series: V, H</p>				
PREPARED BY: City Clerk, Records Manager				


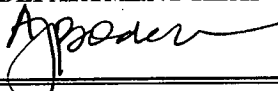

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENCY FINANCIAL REPORTS			DATE 2/15/2011																								
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION Original	RETENTION PERIOD <table border="1"> <thead> <tr> <th data-bbox="734 283 987 378">DEPARTMENT</th> <th data-bbox="987 283 1240 378">REC. CENTER</th> <th colspan="2" data-bbox="1240 283 1588 378">DESTROY</th> </tr> </thead> <tbody> <tr> <td data-bbox="734 378 987 441">5 Years</td> <td data-bbox="987 378 1240 441">5 Years</td> <td colspan="2" data-bbox="1240 378 1588 441">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>Annual Financial Highlights report Housing & Community Development (HCD) report Statement of Indebtedness (SOI) Financial Statements</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 DEVELOPMENT SERVICES	TITLE: AGENCY HISTORY FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR	Permanent	Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Note: This record series is for documents and materials, which show the history and development of the Redevelopment Agency, its employees, activities and accomplishments.</p> <p>Vital/Historical/Confidential Record Series: H</p> <p>CONTENTS: News clippings & press releases Publications, brochures, etc. Photographs, slides, graphics Historical documents</p>				
PREPARED BY: City Clerk, Records Manager				


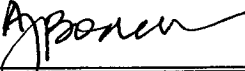

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>HPon</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENCY REPORTS TO CITY COUNCIL			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
	Duplicate	5 Years	REC. CENTER	DESTROY 5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
Duplicate Series. City Clerk is the Office of Record.				
PREPARED BY: City Clerk, Records Manager				


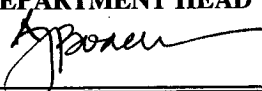
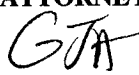
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGREEMENTS, CONTRACTS, LEASES & AMENDMENTS (dated August 1989 and later)			DATE 2/15/2011																				
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION Duplicate	RETENTION PERIOD <table border="1"> <thead> <tr> <th data-bbox="735 296 987 394">DEPARTMENT</th> <th data-bbox="987 296 1239 394">REC. CENTER</th> <th colspan="2" data-bbox="1239 296 1589 394">DESTROY</th> </tr> </thead> <tbody> <tr> <td data-bbox="735 394 987 447">C+2</td> <td data-bbox="987 394 1239 447">3</td> <td colspan="2" data-bbox="1239 394 1589 447">C+5</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		C+2	3	C+5													
DEPARTMENT	REC. CENTER	DESTROY																						
C+2	3	C+5																						
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Duplicate Series. City Clerk is the Office of Record for this series since August 1989. Redevelopment Agency is the Office of Record for all previous years.</p> <p>See also the record series "Development & Disposition Agreements (DDA)" and the record series "Owner Participation Agreements (OPA)".</p> <p>Scope Notes:</p> <p>Administrative-related documents include (but are not limited to): Board members agreements Consultant contracts Personnel contracts Special Events Revocable Permits and Agreements Vendor contracts</p> <p>Project-related documents include (but are not limited to): Acquisition/Purchase agreements Reimbursement agreements with the City Property leases Exclusive Negotiation agreements Certificates of Completion Early Entry agreements Consultants contracts</p> <p>CONTENTS: Final, conformed/executed documents & exhibits supporting documentation</p> <p>PREPARED BY: City Clerk, Records Manager</p>																								

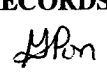
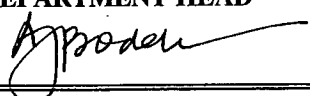

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGREEMENTS, CONTRACTS, LEASES & AMENDMENTS (dated July 1989 and earlier)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C+5 Years		C+5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Redevelopment Agency is the Office of Record for all agreements, contracts, leases and amendments dated July 1989 and earlier. City Clerk is the Office of Record for this series from August 1989 and later.</p> <p>See also the record series "Development & Disposition Agreements (DDA)" and the record series "Owner Participation Agreements (OPA)".</p> <p>Scope Notes: Administrative-related documents include (but are not limited to): Board members agreements Consultant contracts Personnel contracts Special Events Revocable Permits and Agreements Vendor contracts</p> <p>Project-related documents include (but are not limited to): Acquisition/Purchase agreements Reimbursement agreements with the City Property leases Exclusive Negotiation agreements Certificates of Completion Early Entry agreements Consultants contracts</p> <p>Vital/Historical/Confidential Record Series: V</p> <p>CONTENTS: Final, conformed/executed documents & exhibits Supporting documentation</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 DEVELOPMENT SERVICES	TITLE: BOARDS & COMMISSIONS MEMBERS RECORDS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	T+2		T+2
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Note: For this record series, T (Termination) represents termination of participation by a board or commission member.</p> <p>CONTENTS: Biographical data Appointment records Attendance & payment records Correspondence & backup 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 <i>APR</i>	DEPARTMENT HEAD <i>Approver</i>	CITY ATTORNEY'S OFFICE <i>GTA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUDGET FILES (REDEVELOPMENT AGENCY)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Administration	Original	5 Years		5 Years
Redevelopment Agency	Duplicate	5 Years	5 Years	10 Years

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


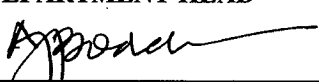
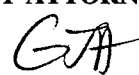
Original Series
 Note: Development Services Administration maintains official departmental budget records; see the record series "Appropriation/Expenditures (Development Services Administration).

CONTENTS: Annual budget
 Workpapers - notes, calculations, memos

Duplicate Series. Official is in Development Services Administration.
CONTENTS: Final budget documents

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 DEVELOPMENT SERVICES	TITLE: DEVELOPMENT & DISPOSITION AGREEMENTS (DDA) (dated August 1989 and later)	DATE 2/15/2011
---	---	--------------------------

COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	C+2 Years	3 Years	C+5 Years

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



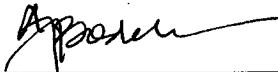

Duplicate Series. City Clerk is the Office of Record for this series since August 1989. Redevelopment Agency is the Office of Record for all previous years.

For this record series, C (Closed/Completed) represents completion of all obligations of all parties to the agreement.

CONTENTS: Final, conformed/executed documents & exhibits
 Reuse Analysis & section 33433 report
 Fiscal Impact report

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 DEVELOPMENT SERVICES	TITLE: DEVELOPMENT & DISPOSITION AGREEMENTS (DDA) (dated July 1989 and earlier)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C+5 Years		C+5 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Redevelopment Agency is the Office of Record for all DDAs dated July 1989 and earlier. City Clerk is the Office of Record for this series from August 1989 and later.</p> <p>For this record series, C (Closed/Completed) represents completion of all obligations of all parties to the agreement.</p> <p>CONTENTS: Final, conformed/executed documents & exhibits Reuse Analysis & section 33433 report Fiscal Impact report</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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>MP</i> <i>MD</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: OWNER/PARTICIPATION AGREEMENTS (OPA) (dated August 1989 and later)			DATE 2/15/2011																				
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION Duplicate	RETENTION PERIOD <table border="1"> <tr> <td data-bbox="719 300 971 394">DEPARTMENT</td> <td data-bbox="971 300 1222 394">REC. CENTER</td> <td colspan="2" data-bbox="1222 300 1575 394">DESTROY</td> </tr> <tr> <td data-bbox="719 394 971 457">C+2 Years</td> <td data-bbox="971 394 1222 457">3 Years</td> <td colspan="2" data-bbox="1222 394 1575 457">C+5 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> </table>			DEPARTMENT	REC. CENTER	DESTROY		C+2 Years	3 Years	C+5 Years													
DEPARTMENT	REC. CENTER	DESTROY																						
C+2 Years	3 Years	C+5 Years																						

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


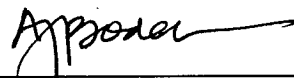

Duplicate Series. City Clerk is the Office of Record for this series since August 1989. Redevelopment Agency is the Office of Record for all previous years.

For this record series, C (Closed/Completed) represents completion of all obligations of all parties to the agreement.

CONTENTS: Final, conformed/executed documents & exhibits
 Reuse Analysis & section 33433 report
 Fiscal Impact report

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>		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: OWNER/PARTICIPATION AGREEMENTS (OPA) (dated July 1989 and earlier)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C+5 Years		C+5 Years

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

Redevelopment Agency is the Office of Record for all OPA's dated July 1989 and earlier. City Clerk is the Office of Record for this series from August 1989 and later.


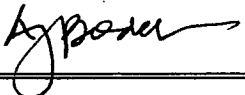

For this record series, C (Closed/Completed) represents completion of all obligations of all parties to the agreement.

Vital/Historical/Confidential Record Series: V

CONTENTS: Final, conformed/executed documents & exhibits
 Reuse Analysis & section 33433 report
 Fiscal Impact report

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 DEVELOPMENT SERVICES	TITLE: PROJECT ACQUISITIONS/DISPOSITIONS- TITLE OWNERSHIP RECORDS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	T+1 Years	5 Years	T+ 6 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Duplicate Series. Official is in Property Services Bureau. Informational copies only of these documents are maintained in project files. For this record series, T (Termination) represents conveyance of property to the developer.</p> <p>CONTENTS: Grant deeds Quitclaims Easements Vacations Dedications Condemnation documentation Offer letters Title reports Appraisals Fixtures & equipment (F&E) lists</p> <p>*PROPERTY SERVICES BUREAU NOW ASSET MANAGEMENT.</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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>MD</i>	DEPARTMENT HEAD <i>Appone</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECT ACQUISITIONS/DISPOSITIONS- WORK FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	T+1 Years	5 Years	T+6 Years

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

Duplicate Series. Official is in Property services Bureau. Informational copies only of these documents are maintained in project files.

Note: For this record series, T (Termination) represents conveyance of property to the developer.


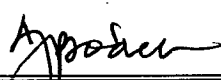
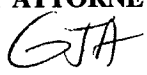
CONTENTS: Title policies
 Correspondence, notes & memos
 Escrow documents

***PROPERTY SERVICES BUREAU NOW ASSET MANAGEMENT.**

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 DEVELOPMENT SERVICES	TITLE: PROJECT AREA ADOPTION RECORDS			DATE 2/15/2011															
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION Original	RETENTION PERIOD <table border="1"> <thead> <tr> <th data-bbox="732 296 980 390">DEPARTMENT</th> <th data-bbox="980 296 1230 390">REC. CENTER</th> <th data-bbox="1230 296 1578 390">DESTROY</th> </tr> </thead> <tbody> <tr> <td data-bbox="732 390 980 449">C+5 Years</td> <td data-bbox="980 390 1230 449"></td> <td data-bbox="1230 390 1578 449">C+5 Years</td> </tr> <tr> <td data-bbox="732 449 980 508"></td> <td data-bbox="980 449 1230 508"></td> <td data-bbox="1230 449 1578 508"></td> </tr> <tr> <td data-bbox="732 508 980 567"></td> <td data-bbox="980 508 1230 567"></td> <td data-bbox="1230 508 1578 567"></td> </tr> <tr> <td data-bbox="732 567 980 625"></td> <td data-bbox="980 567 1230 625"></td> <td data-bbox="1230 567 1578 625"></td> </tr> </tbody> </table>			DEPARTMENT	REC. CENTER	DESTROY	C+5 Years		C+5 Years									
DEPARTMENT	REC. CENTER	DESTROY																	
C+5 Years		C+5 Years																	

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

Note: For this series, C (Closed/Completed) represents final financial close-out of the project.

- CONTENTS:**
- Redevelopment plans
 - Owner participation rules
 - Owner participation statements of interest
 - Certified Mail receipts (Owner participation contacts)
 - Project Area Committee (PAC) formation records
 - Fiscal review agreements & backup data
 - Environmental Impact Reports (EIR)
 - Relocation Plans

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 DEVELOPMENT SERVICES	TITLE: PROJECT AREA ADOPTION - WORK FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C	2 Years	C+2 Years


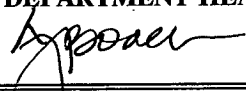
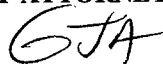
DESCRIPTION: (Purpose, Content, and Method of Filing)

Note: For this record series, C (Closed/Completed) represents completion and adoption by city council of the project area Redevelopment Plan.

- CONTENTS:**
- Preliminary Redevelopment plan
 - Preliminary and final report to Council
 - Planning Commission reports & correspondence
 - Fiscal Review Committee reports & correspondence
 - Owner participation correspondence
 - Public hearings documentation
 - Draft Relocation plans
 - Mailing & notification lists
 - 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 **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 DEVELOPMENT SERVICES	TITLE: PROJECT AREA PROGRAMS/ PLANS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	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: For this record series, C (Closed/Completed) represents completion of implementation of the program/plan.</p> <p>Scope note: This record series includes programs and planning activities such as capital improvements, parking plans, revitalization, signage, marketing and promotion, maintenance, and public art.</p> <p>CONTENTS: Reports & studies Plans & specifications</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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER MPon WD	DEPARTMENT HEAD Agooder	CITY ATTORNEY'S OFFICE GJA

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECT AREA PROGRAMS/ PLANS - WORK FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 Years		2 Years

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

Note: Official copies of Board authorizations are in "Agency Board Minutes, Resolutions & Ordinances". The Purchasing department is the Office of Record for purchase orders.

CONTENTS: Evaluations & inspections documentation
 Correspondence, memos & notes
 Board authorizations (copies)
 Contractors purchase orders (copies)

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 DEVELOPMENT SERVICES	TITLE: PROJECTS - ADVISORY COMMITTEES COMMUNICATIONS/WORK FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	5 Years		5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: Includes Project Area committees (PAC), Citizens Advisory Committee (CAC), and other project committee communications.</p> <p>CONTENTS: Correspondence, memos & notes Budget data & requests</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 DEVELOPMENT SERVICES	TITLE: PROJECTS - AGREEMENTS, CONTRACTS, LEASES & AMENDMENTS (REFERENCE COPIES)	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION Duplicate	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		C		C
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: Official signed copies of all agreements; contracts and leases are in the record series "Agreements, Contracts, Leases & Amendments". This series is maintained for reference until completion (C) of the project.</p> <p>Scope Note: This series includes (but is not limited to) copies of: Acquisition/Purchase agreements Development & Disposition agreements (DDA) Owner/Participation agreements (OPA) Exclusive Negotiation agreements Property leases Consultants contracts Reimbursement agreements with the City Early Entry agreements Certificates of Completion</p> <p>CONTENTS: Copies of conformed, executed documents Supporting documentation Correspondence & memos</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


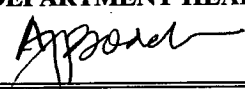

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: <p style="text-align: center;">PROJECTS - BOND ADMINISTRATION FILES</p>	DATE <p style="text-align: center;">2/15/2011</p>															
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION <p style="text-align: center;">Original</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left;">RETENTION PERIOD</th> </tr> <tr> <th style="width:33%;">DEPARTMENT</th> <th style="width:33%;">REC. CENTER</th> <th style="width:33%;">DESTROY</th> </tr> <tr> <td style="text-align: center;">C + 2 Years</td> <td style="text-align: center;">5 Years</td> <td style="text-align: center;">C + 7 Years</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	RETENTION PERIOD			DEPARTMENT	REC. CENTER	DESTROY	C + 2 Years	5 Years	C + 7 Years						
RETENTION PERIOD																	
DEPARTMENT	REC. CENTER	DESTROY															
C + 2 Years	5 Years	C + 7 Years															
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: For this record series, C (Closed/Completed) represents final payments and closure of a bond issue. Original bond documents & contracts are in Financial Management Department, City Treasurer. Development Services also maintains bond records for Agency bond issues (see the record series "Bond Administration Files - Agency Bonds").</p> <p>CONTENTS: Bond documents (copies/conformed copies) Contracts with bond administrators/trustees (copies/conformed copies) Reports from bond administrators/trustees Correspondence & backup 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 DEVELOPMENT SERVICES	TITLE: PROJECTS - COMMUNITY RELATIONS FILES	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	2 Years		2 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: Items should be evaluated for inclusion in Agency history files prior to destruction.</p> <p>CONTENTS: Press releases & News Clippings Speeches & presentations Information requests & correspondence Complaints, protestations & correspondence Exhibits, films, brochures & publications</p>				
<p>PREPARED BY: City Clerk, Records Manager</p>				


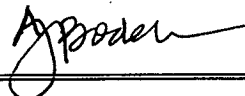

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS - CONSTRUCTION MANAGEMENT WORK FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	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: For this record series, C (Closed/Completed) represents completion of construction.</p> <p>CONTENTS: Demolition documentation Truck routing data Staging & scheduling data Groundbreaking documentation Correspondence, memos & notes</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 DEVELOPMENT SERVICES	TITLE: PROJECTS - DESIGN & REVIEW FILES	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR		AR
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Note: Final design and construction drawings and plans are in the record series "Projects - Maps, Plans, Drawings & Photographs". Official copies of certificates of occupancy are in the Development Services Department.</p> <p>CONTENTS: Architects correspondence Draft plans & schematics Site plan review documentation Draft design & construct drawings Certificates of occupancy (copies)</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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>Hfan</i> <i>MD</i>	DEPARTMENT HEAD <i>Agooder</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS - ENVIRONMENTAL IMPACT DOCUMENTS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 5 Years		C + 5 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: If an EIR is not required for a project, the certified final EIR will not be present. If an EIR is required, the Negative Declaration and/or Categorical Exemption will not be present. For this record series, (Closed/Completion) represents completion of the subject project.</p> <p>CONTENTS: Notice of Determination Negative Declaration (or) Categorical Exemption Certified final report (EIR)</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 DEVELOPMENT SERVICES	TITLE: PROJECTS - ENVIRONMENTAL IMPACT DOCUMENTS (WORKFILES)	DATE 2/15/2011																		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION Originals	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left;">RETENTION PERIOD</th> </tr> <tr> <th style="width:33%;">DEPARTMENT</th> <th style="width:33%;">REC. CENTER</th> <th style="width:34%;">DESTROY</th> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">2 Years</td> <td style="text-align: center;">C+2 Years</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	RETENTION PERIOD			DEPARTMENT	REC. CENTER	DESTROY	C	2 Years	C+2 Years									
RETENTION PERIOD																				
DEPARTMENT	REC. CENTER	DESTROY																		
C	2 Years	C+2 Years																		
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: For this record series, C (Closed/Completed) represents the adoption and approval of a final Environmental Impact Report (EIR), or the issuance of a Negative Declaration or Categorical Exemption if it is determined that an EIR is not required for a project.</p> <p>CONTENTS: Initial study & correspondence Notice of Preparation Notice of Circulation List of receivers Draft EIR Comments & responses received Public hearing notice Public hearing documentation</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 DEVELOPMENT SERVICES	TITLE: PROJECTS FILES - PROJECTS ABANDONED	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Originals	T	2 Years	T + 2 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: This record series is for project files where a development deal was entered into but the project was not completed. T(Termination) represents the date of termination or dissolution of a project development deal.</p> <p>CONTENTS: Correspondence Plans, specifications, drawings Reports & studies Proposals & backup data</p> <p>PREPARED BY: City Clerk, Records Manager</p>				


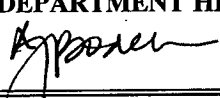

RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER HAn	DEPARTMENT HEAD Appoden	CITY ATTORNEY'S OFFICE GJA

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS - MAPS, PLANS, DRAWINGS & PHOTOGRAPHS			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 5 Years	5 Years	C + 10 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Note: For this record series, C (Closed/Completed) represents completion of all obligations of all parties to the development agreement.</p> <p>CONTENTS: Final approved versions</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 DEVELOPMENT SERVICES	TITLE: PROJECTS - OWNER PARTICIPATION CONTACTS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	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: For this record series, C (Closed/Completed) represents completion of all work and completion of all agreements & contracts for the pertinent project.</p> <p>Scope Note: This record series contains owner participation files for a site-specific project within a project area. See the record series "Project Area Adoption Records" and "Project Area Adoption - Work Files" for owner participation files related to project area adoption.</p> <p>CONTENTS: Original letter to owners Mailing lists Return receipts Owner responses & correspondence Background data</p> <p>PREPARED BY: City Clerk, Records Manager</p>				

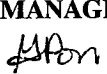
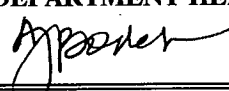
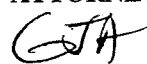
RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>ASpan</i> <i>MD</i>	DEPARTMENT HEAD <i>Agosian</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS - REDEVELOPMENT AGENCY BOARD ACTIONS FILES (Reference Copies)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	C		C
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Duplicate Series. Official copies are in the "Agency Board Meetings" and/or "Agency Board Minutes, Resolutions & Ordinances" record series. This record series is maintained for reference during the life of a project.</p> <p>Note: For this series, C (Closed/Completed) represents completion of the project.</p> <p>CONTENTS: Agency Board authorizations (copies) Agency Board reports (copies) Agency Board requests (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 DEVELOPMENT SERVICES	TITLE: PROJECTS - RELOCATIONS CASE FILES			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	C	3 Years	C + 3 Years
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Duplicate Series. Property Services is the Office of Record.</p> <p>Note: For 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 Consultants correspondence & documentation</p> <p>*PROPERTY SERVICES BUREAU IS NOW ASSET MANAGEMENT.</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 <i>AFon</i> <i>WD</i>	DEPARTMENT HEAD <i>Ag...</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING - BIDS, PROPOSALS, QUOTES (Unsuccessful)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	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 - Vendors, contractors & Consultants Files" held by Development Services Department.</p> <p>CONTENTS: Requests for proposal (RFP) & responses Requests for quote (RFQ) & responses Invitations to bid & responses Correspondence & backup 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 APM <i>WD</i>	DEPARTMENT HEAD <i>A. B...</i>	CITY ATTORNEY'S OFFICE <i>GTA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULTANTS FILES)			DATE 2/15/2011
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Duplicate	C + 2 Years		C + 2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Duplicate Series. Official copies of purchasing documentation are in Development Services Department 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 (copies) Agreements & contracts (copies) Invoices & payment documentation (copies) Correspondence, memos & backup data Time sheets (copies) Direct payments forms (copies)</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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APM</i>	DEPARTMENT HEAD <i>APM</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SPECIAL PROJECTS FILES - TIDELANDS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	Permanent		Permanent
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Note: Contents listed are representative; content will vary from project to project.</p> <p>CONTENTS: Research data Correspondence & memos Studies & reports Consulting records Purchasing data Analyses & work plans/programs Maps & drawings</p> <p>All relating to Tidelands</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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER HBN <i>[Signature]</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE GJA

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SPECIAL PROJECTS FILES	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	C + 2 Years		C + 2 Years
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>Note: Contents listed are representative; content will vary from project to project.</p> <p>CONTENTS: Research data Correspondence & memos Studies & reports Consulting records Purchasing data Analyses & work plans/programs Maps & drawings</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
 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>APB</i>	DEPARTMENT HEAD <i>[Signature]</i>	CITY ATTORNEY'S OFFICE <i>[Signature]</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SUBJECT & REFERENCE FILES	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	AR		AR
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<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 & regulations, potential consultants, contractors or developers, demographics, business trends, etc.</p> <p>CONTENTS: Magazines, articles & news clippings Reports & studies Newsletters Brochures Other publications</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 VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

APPROVALS		
RECORDS MANAGER <i>HP</i>	DEPARTMENT HEAD <i>Ag...</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: TRAVEL & EXPENSE RECORDS	DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	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. Development Services Department maintains the official departmental copies of these records (see the record series "Purchasing Direct Payments Records"). Official city copies are in Financial Management Department.</p> <p>CONTENTS: Request memos Request for Travel Authorization forms Direct payment forms Payment checks (copies) 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 <i>LPon</i> <i>ms</i>	DEPARTMENT HEAD <i>Appoden</i>	CITY ATTORNEY'S OFFICE <i>GJA</i>