

### **CITY OF LONG BEACH**

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

February 15, 2011

HONORABLE MAYOR AND CITY COUNCIL City of Long Beach California

### **RECOMMENDATION:**

Recommendation to adopt the revisions to the 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 Herrera

City Clerk

### **Attachment I**

Item		œ	Retention Period	þ	
No.	Record Title	Department	Record Center	Destroy	Remarks
<del>.</del>	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.
9.	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
<u>ه</u>	Budget Work Files (Development Services Department Files)	3 Years		3 Years	Original

Department/Section	Council Approval Meeting Date: March 16, 1993	Page No.
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DEVELOPMENT SERVICES/ Administration	Revised: February 15, 2011	<b>~</b>

Item			Retention Period	7	
2	Necord Title	Department	Record Center	Destroy	Kemarks
10.	Budget Files (Development Services Department Files)	20 Years		20 Years	Original
7	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	Council Approval Meeting Date: March 16, 1993	Page No.
	Revised: May 10, 1994	1
DEVELOPMENT SERVICES/ Administration	Revised: February 15, 2011	7

Item					
Š	Record Title	2	Retention Period	5	Remarks
		Department	Record Center	Destroy	
17.	Employee Personnel Files	Until		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

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DEVELOPMENT SERVICES/ Administration	Revised: February 15, 2011	က

Item		Re	Retention Period	þ	
No.	Record Title	Department	Record Center	Destroy	Remarks
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	Ø		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.

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DEVELOPMENT SERVICES/ Administration	Revised: February 15, 2011	4

Item		Re	Retention Period	þ	
No.	Record Title	Department	Record Center	Destroy	Remarks
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	ဟ		တ	

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DEVELOPMENT SERVICES/ Administration	Revised: February 15, 2011	2

Item	Record Title	Re	Retention Period	Þ	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	Council Approval Meeting Date: March 16, 1993	Page No.
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Item	Record Title	Re	Retention Period	Q	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	Council Approval Meeting Date: March 16, 1993	Page No.
DEVELOPMENT SERVICES/ Administration	Revised: May 10, 1994 Revised: February 15, 2011	7

Item	Record Title	Re	Retention Period	þ	Remarks
<u> </u>		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.		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
		-			

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

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENC TRANS	DATE 2/15/2011		
COPIES/FILES BY	СОРУ		RETENTION PERIO	D
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		APPROVALS	
RECORDS MANAGER	Ohi;	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT		GENCY INSURANC	E POLICIES	DATE 2/15/201
DEVELOPMENT SERVICES			RETENTION PERI	IOD
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CONTENTS: POLICIES DOCU	JMENTS & BACKUP DAT	A		

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT	TITLE:	AGREEMENTS & O	'ONTP A CTS		DATE
DEVELOPMENT SERVICES		(REFERENCE (			2/15/2011
COPIES/FILES BY DEPT/SECTION	COPY	RETENTION PERIO	)D		
ADMINISTRATION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
	Duplicate	AR			AR
DESCRIPTION: (Purpose, Content,	and Method of Filing	)			

DUPLICATE SERIES. OFFICIAL IS IN CITY CLERK DEPARTMENT

CONTENTS:

INTER - DEPARTMENTAL AGREEMENTS & CONTRACTS (COPIES) REDEVELOPMENT AGENCY AGREEMENTS WITH CITY (COPIES)

OTHER DEVELOPMENT SERVICES AGREEMENTS & CONTRACTS (COPIES)

PREPARED BY: City Clerk, Records Manager

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

APPROVALS			
RECORDS MANAGER	Mic.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	AUDITOR'S COPIES CASHIERING  2/15					
COPIES/FILES BY DEPT/SECTION	COPY		RETENTION PERIOR	OD			
ADMINISTRATION/ CASHIERING	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY			
Cashiering Receipts	Copies	<del>1 YEAR</del>	4 YEARS	5 YEARS			
Cashiering Receipts	Copies	1 YEAR	1 YEAR	2 YEARS			
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PREPARED BY: City Clerk, Records Manager

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	AUDIT REPO	PRTS		DATE 2/15/2011	
COPIES/FILES BY	СОРУ		RETENTION PE	NOD		
DEPT/SECTION  ADMINISTRATION	DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY	
	Duplicate	20 YEARS		20	YEARS	
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DESCRIPTION: (Purpose, Content, and Method of Filing)

DUPLICATE SERIES. OFFICIAL IS IN CITY AUDITOR DEPARTMENT.

CONTENTS: REDEVELOPMENT AGENCY AUDIT REPORTS

DEVELOPMENT SERVICES DEPARTMENT AUDIT REPORTS

**BUREAU AUDIT REPORTS** 

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	uP	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOARDS & COMMISSIONS MEMBERS RECORDS				DATE 2/15/2011
COPIES/FILES BY	СОРУ		RETENTION PER	RIOD	
DEPT/SECTION  ADMINISTRATION	DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
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DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FOR THIS RECORD SERIES, T (TERMINATION) REPRESENTS TERMINATION OF PARTICIPATION BY A BOARD OR COMMISION 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.

CONTENTS:

BIOGRAPHICAL DATA

APPOINTMENT RECORDS

ATTENDANCE & PAYMENT RECORDS CORRESPONDENCE & BACKUP DATA

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	in	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOND ADM	DATE 2/15/2011			
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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

		APPROVALS	
RECORDS MANAGER	Mi	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  BUDGET WORK FILES  (BUREAU FILES)				DATE 2/15/2011
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DESCRIPTION: (Purpose, Content,	and Method of Filing)				
NOTE: DEVELOPMENT SERVICE THE RECORD SERIES "BUDGET (DEVELOPMENT SERVICES DEF	FILES (DEVELOPMEN	MAINTAINS OFFICIA T SERVICES DEPAR	AL DEPARTMENTAL B TMENT FILES)" AND B	UDGET RE BUDGET W	ECORDS; SEE ORK FILES

CONTENTS: ANNUAL BUDGET

WORKPAPERS – NOTES, CALCULATIONS, MEMOS

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	ŮØ ————————————————————————————————————	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

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BUREAU BUDO ADJUSTMENTS FIXED COSTS WORKSHEETS	GETS			

PREPARED BY: City Clerk, Records Manager

CASH FLOW REPORTS ESTIMATED EXPENDITURES OTHER BACKUP MATERIALS

		APPROVALS	
RECORDS MANAGER	Mic	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: City Clerk, Records Manager

ORIGINATING DEPARTMEN DEVELOPME		TITLE:  BUDGET FILES  (DEVELOPMENT SERVICES DEPARTMENT FILES)			DATE 2/15/2011
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RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

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DUPLICATE SERIES. OFFICIAL IS IN THE DEVELOPMENT SERVICES DEPARTMENT BUREAU RESPONSIBLE FOR THE PROGRAM. ADMINISTRATION RECIEVES INFORMATIONAL COPIES OF PROGRAM ADMINISTRATIVE RECORDS FROM THE BUREAUS AS PART OF ITS BUREAU MONITORING FUNCTION.

CONTENTS: PR

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

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BUREA	TITLE: BUREAU MONITORING – PROJECT FILES (REFERENCE COPIES)			DATE 2/15/2011
COPIES/FILES BY	СОРУ		RETENTION PER	RIOD	
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CONTENTS:

APPLICATIONS

**AGREEMENTS** 

FINANCIAL DATA & ANALYSES

**REPORTS & STUDIES** 

CORRESPONDENCE & MEMOS MAPS, DRAWINGS & PHOTOGRAPHS

PREPARED BY: City Clerk, Records Manager

	APPROVALS	
RECORDS MANAGER W	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT	TITLE: CITY COUNCIL AGENDAS, LETTERS & MINUTES				E )11
DEVELOPMENT SERVICES					
COPIES/FILES BY	COPY				
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ADMINISTRATION					<del></del>
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DUPLICATE SERIES. OFFICIAL	IS IN CITY CLERK DEP	PARTMENT.			
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PREPARED BY: City Clerk, Recor	ds Manager				

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: CORRESPONDENCE AND/OR CHRONOLOGICAL FILES				DATE 2/15/2011
COPIES/FILES BY	СОРУ	RETENTION PERIO	OD		
DEPT/SECTION DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY		
	Original	2 YEARS	3 YEARS	5	YEARS
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DESCRIPTION: (Purpose, Content, and Method of Filing)

PREPARED BY: City Clerk, Records Manager

APPROVALS		·
RECORDS MANAGER    APA   APA    APA	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DEVELOPMENT SERVICES DEPARTMENT HISTORY FILES				DATE 2/15/2011
COPIES/FILES BY	СОРУ	COPY RETENTION PERIOD			
DEPT/SECTION  ADMINISTRATION	DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
	Original	AR	PERMANENT	PER	MANENT

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

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.

VITAL/HISTORICAL/CONFIDENTIAL RECORD SERIES: H

CONTENTS:

NEWSCLIPPINGS & PRESS RELEASES PUBLICATIONS, BROCHURES, ETC. PHOTOGRAPHS, SLIDES & GRAPHICS

AUDIO & VIDEO TAPES HISTORICAL DOCUMENTS

PREPARED BY: City Clerk, Records Manager

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  DIRECT PAYMENT (REQUEST FOR)			DATE 2/15/2011	
COPIES/FILES BY			RETENTION PE	RIOD	
DEPT/SECTION  ADMINISTRATION/ GENERAL ADMIN	COPY DESIGNATION	DEPARTMENT	REC. CENTER	DE	STROY
	Copies	2 YEARS		2	YEARS
	Duplicate	2 YEARS		2	YEARS
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DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: FILES CONSIST OF DEPARTMENTAL COPIES OF REQUESTS FOR DIRECT PAYMENT. EACH REQUEST IS ACCOMPANIED BY A RECEIPT.

REQUESTS ARE FILED CHRONOLOGICALLY.

DUPLICATE SERIES. OFFICIAL IS IN FINANCIAL MANAGEMENT DEPARTMENT.

SCOPE NOTE: INCLUDES GRANT PROGRAM DIRECT PAYMENTS RECORDS, TRAVEL & EXPENSE PAYMENTS RECORDS, AND GENERAL DEPARTMENTAL DIRECT PAYMENTS RECORDS.

CONTENTS:

**INVOICES** 

DIRECT PAYMENTS DOCUMENTS (DEPARTMENT COPIES)

**VOUCHERS (DEPARTMENT COPIES)** 

CHECKS (COPIES)

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	alie	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  EMPLOYEE PERSONNEL FILES				DATE 2/15/2011
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	Duplicate	Т			Т

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 EVAULATION REVIEWS (COPIES)

WORKERS COMPENSATION CLAIMS

PREPARED BY: City Clerk, Records Manager

·	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT	TITLE: EQUIP	DATE 2/15/2011			
DEVELOPMENT SERVICES					
COPIES/FILES BY	СОРУ		RETENTION PE	RIOD	
DEPT/SECTION  ADMINISTRATION	DESIGNATION	DEPARTMENT	REC. CENTER	DE	STROY
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CONTENTS: DEPARTMENTA INVENTORY REI FIXED ASSETS L	PORTS				
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PREPARED BY: City Clerk Record	ds Manager				

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  LITIGATION FILES			DATE 2/15/2011	
COPIES/FILES BY	COPY	RETENTION PERIOD			
DEPT/SECTION  ADMINISTRATION	DESIGNATION	DEPARTMENT	REC. CENTER	DE	ESTROY
	Original	C+2 YEARS		C +	2 YEARS
	110				
DESCRIPTION: (Purpose, Content,	and Method of Filing)				

CONTENTS:

TRANSCRIPTS & EXHIBITS

JUDGEMENTS & RULINGS

CORRESPONDENCE BACKUP DATA

PREPARED BY: City Clerk, Records Manager

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT	TITLE: MANUALS, POLICIES, PROCEDURES & BULLETINS				DATE 2/15/2011	
DEVELOPMENT SERVICES						
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION		RETENTION PERIO	OD		
ADMINISTRATION		DEPARTMENT	REC. CENTER	DE	STROY	
	Original	S+2 YEARS		S + 2	2 YEARS	
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DESCRIPTION: (Purpose, Content,	and Method of Filing)		·			
THIS RECORD SERIES IS FOR ALL MANUALS, PROCEDURES, POLICIES AND BULLETINS ORIGINATING IN AND PRODUCED BY DEVELOPMENT SERVICES DEPARTMENT AND/OR ITS BUREAUS.						
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**POLICIES & PROCEDURES** 

TRAINING INFORMATION

AFFIRMATIVE ACTION PROGRAM MATERIALS PERSONNEL INVENTORIES & STATUS REPORTS PERSONNEL REQUISITIONS (DEPARTMENT COPIES)

EXECUTIVE LEAVE LOGS

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NOTIFICATION LETTERS CORRESPONDENCE

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**VOUCHERS (DEPARTMENT COPIES)** 

PROPOSALS, BIDS, QUOTES

CORRESPONDENCE & BACKUP DATA

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CORRESPONDENCE & BACKUP DATA

ALL RELATING TO TIDELANDS.

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STUDIES & REPORTS CONSULTING RECORDS PURCHASING DATA

ANALYSES & WORK PLANS/PROGRAMS

MAPS & DRAWINGS

ALL RELATING TO TIDELANDS

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CONTENTS:

MAGAZINES, ARTICLES & NEWSCLIPPINGS

REPORTS & STUDIES NEWSLETTERS BROCHURES

OTHER PUBLICATIONS

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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  TRAVEL & EXPENSE RECORDS			DATE 2/15/2011	
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REQUEST FOR TRAVEL AUTHORIZATION

DIRECT PAYMENT FORMS PAYMENT CHECKS (COPIES)

BILLS (COPIES)

**EXPENSE REPORTS (COPIES)** 

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7.	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).
က်	Long Beach Housing Development Co – Corporate Records	L		⊢	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	Council Approval Meeting Date: March 16, 1993	Page No.
•	Revised: May 10, 1994	,
DEVELOPMENT SERVICES/ Housing Services	Revised: February 15, 2011	<b>.</b>

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þ	Destroy	3 Years	7 Years	တ			
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THE TOTAL CO.	Record little	Program Administration Records	Program Financial Audits	Program Rules, Regulations & Guidelines			
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Department/Section	Council Approval Meeting Date: March 16, 1993	Page No.
	Revised: May 10, 1994	
DEVELOPMENT SERVICES/ Housing Services	Revised: February 15, 2011	2

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	BOND ADMINISTRA	DATE 2/15/2011		
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CONTENTS:

BOND DOCUMENTS (COPIES/COMFORMED COPIES)

CONTRACTS WITH BOND ADMINISTRATORS (COPIES/CONFORMED COPIES)

REPORTS FROM BOND ADMINISTRATORS/TRUSTEES

CORRESPONDENCE & BACKUP DATA

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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECT FILES				DATE 2/15/2011
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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).

CONTENTS: CONTRACTS

LOAN DOCUMENTS REPORTS & STUDIES

CORRESPONDENCE & BACK UP DATA PROJECT MONITORING RECORDS

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RECORDS MANAGER	w	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  LONG BEACH HOUSING DEVELOPMENT CO  CORPORATE RECORDS				<b>DATE</b> 2/15/2011
COPIES/FILES BY DEPT/SECTION HOUSING SERVICES	COPY DESIGNATION	RETENTION PERIODEPARTMENT	REC. CENTER	DESTROY	
HOUSING DEVELOPMENT	Original	T	·	Т	

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

AP	PROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CIFY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT	TITLE:				DATE
	LONG	BEACH HOUSING I	DEVELOPMENT CO	. –	DATE
DEVELOPMENT SERVICES		FINANCIAL R	ECORDS		2/15/2011
COPIES/FILES BY DEPT/SECTION	COPY	RETENTION PERI	IOD		
HOUSING SERVICES	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
HOUSING DEVELOPMENT	Original	7 YEARS		7 YEARS	<del></del>
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DESCRIPTION: (Purpose, Con	tent, and Method of Filing	g) .			
CONTENTS: AUDITS & B. BANK RECO	ACKUP DATA RDS		٠.		
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

PREPARED BY: City Clerk, Records Manager

AP	PROVALS		
RECORDS MANAGER  Alon	au	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	OGRAM ADMINISTR	RATION RECORDS		DATE 2/15/2011
COPIES/FILES BY	COPY	RETENTION PERI	OD		
DEPT/SECTION HOUSING SERVICES	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
HOUSING DEVELOPMENT	Original	3 YEARS		3 YEARS	
			,		

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

NOTE: ORIGINAL CONTRACTS ARE IN CITY CLERK DEPARTMENT

CONTENTS:

CONTRACTS (COPIES)

PROGRAM AUDITS & BACKUP DATA PROGRAM SUMMARY REPORTS

PROGRAM-RELATED CORRESPONDENCE

PREPARED BY: City Clerk, Records Manager

AI	PPROVALS		
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	PROGRAM FINAN	CIAL AUDITS		DATE - 2/15/2011
COPIES/FILES BY	СОРУ	RETENTION PER	IOD		
DEPT/SECTION HOUSING SERVICES	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
HOUSING DEVELOPMENT	Original	7 YEARS		7 YEARS	
CONTENTS: AUDIT REPORT CORRESPONDE	'S INCE & BACKUP DA	ΔTA	·		
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PREPARED BY: City Clerk, Reco	anda Managa				

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RECORDS MANAGER	w()	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE  Munn
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROGRA	AM RULES, REGULA	ATIONS & GUIDELII	NES	DATE 2/15/2011
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DEPT/SECTION HOUSING SERVICES	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
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	AP	PROVALS	
July. Million	#Pon	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

Item		Ŗ	Retention Period	þ	
No.	Record Title	Department	Record Center	Destroy	Remarks
	HOUSING REHABILITATION				
<del>.</del>	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
e.	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	Council Approval Meeting Date: March 16, 1993	Page No.
DEVELOPMENT SERVICES/ Neighborhood Services	Revised: February 15, 2011	_

Item		ă L	Retention Period	0	
No.	Kecord litle	Department	Record Center	Destroy	Remarks
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
	Escrow Company Activity/Progress Reports	2 Years		2 Years	Original
6	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	Council Approval Meeting Date: March 16, 1993	Page No.
	Revised: May 10, 1994	1
DEVELOPMENT SERVICES/ Neighborhood Services	Revised: February 15, 2011	7

Item No	Option Decoration	Ä	Retention Period	ָסַ	o Associated
		Department	Record Center	Destroy	Neillains
41	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	Council Approval Meeting Date: March 16, 1993	Page No.
	Revised: May 10, 1994	1
DEVELOPMENT SERVICES/ Neighborhood Services	Revised: February 15, 2011	က

Item		Re	Retention Period	od	
o Z	Record Title	Department	Record Center	Destroy	Remarks
	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	Council Approval Meeting Date: March 16, 1993	Page No
	Revised: May 10, 1994	
DEVELOPMENT SERVICES/ Neighborhood Services	Revised: February 15, 2011	4

Item		Re	Retention Period	þ	
<b>N</b> 0.	Record Title	Department	Record Center	Destroy	Remarks
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 subject records.
25.	Neighborhood Improvement/Home Improvement Programs – Project Files	C + 1 Year	2 Years	C + 3 Years	Original

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

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DE	EFERRED PAYMENT CANCELED LO			2/15/2011
COPIES/FILES BY	СОРУ	RETENTION PERIO	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
NEIGHBORHOOD SERVICES					
HOUSING REHABILITATION	Original	C+3	<u>.</u>	C+3	
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DESCRIPTION: (Purpose, Content, and Method of Filing)

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.

CONTENTS: APPLICATIONS

**CORRESPONDENCE** 

SEE CONTENTS, "DEFERRED PAYMENT LOANS" - LOAN FILES

Vital/Historical/Confidential Record Series:

PREPARED BY: City Clerk, Records Manager

APPROVALS			
RECORDS MANAGER	wD	DEPARTMENT HEAD	CITY AFTORNEY'S OFFICE
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PREPARED BY: City Clerk, Records Manager

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	DEFERRED PAYMEN CANCELED L		·	<b>DATE</b> 2/15/2011
COPIES/FILES BY	СОРУ	RETENTION PER	IOD		
DEPT/SECTION  NEIGHBORHOOD SERVICES	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
HOUSING REHABILITATION	Original	· s		S	
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RECORDS MANAGER	(المالي	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT	TITLE:	TITLE:  DEFERRED PAYMENT LOANS (DPL) -			DATE
DEVELOPMENT SERVICES		ONTRACTOR PAYM			2/15/2011
COPIES/FILES BY	СОРУ	COPY RETENTION PERIOD			
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
NEIGHBORHOOD SERVICES					
HOUSING REHABILITATION	Duplicate	3 YEARS		3 YEARS	
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DESCRIPTION: (Purpose, Content, and Method of Filing)					

DUPLICATE SERIES. OFFICIAL IS IN GRANTS ACCOUNTING.

CONTENTS: I

**INVOICES** 

**DIRECT PAYMENT RECORDS** 

PREPARED BY: City Clerk, Records Manager

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RECORDS MANAGER	m()	DEPARTMENT HEAD	CITY APTORNEY'S OFFICE
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DE	DEFERRED PAYMENT LOANS (DPL) – LOAN FILES			DATE 2/15/2011
COPIES/FILES BY	СОРУ	COPY RETENTION PERIOD			
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
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HOUSING REHABILITATION	Original	C+3		C+3	
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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

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RECORDS MANAGER	OM	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

CECORDS RETENTION EVALUATION CITY OF BONG BENCH							
ORIGINATING DEPARTMENT	TITLE:  DEFERRED PAYMENT LOANS (DPL) -				DATE		
DEVELOPMENT SERVICES	PF	PROGRAM ADMINISTRATION FILES					
COPIES/FILES BY	COPY	RETENTION PERIOD					
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PREPARED BY: City Clerk, Records Manager

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RECORDS MANAGER	m	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  DEFERRED PAYMENT LOANS (DPL) -  PROGRAM FINANCIAL AUDITS				<b>DATE</b> 2/15/2011	
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DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY		
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PREPARED BY: City Clerk, Records Manager

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PREPARED BY: City Clerk, Records Manager

DRIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: DI PROGRA	TITLE:  DEFERRED PAYMENT LOANS (DPL) - PROGRAM RULES, REGULATIONS & GUIDELINES				
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PREPARED BY: City Clerk, Records Manager

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: ESCROW	TITLE: ESCROW COMPANY ACTIVITY/PROGRESS REPORTS					
COPIES/FILES BY	СОРУ	RETENTION PER	IOD				
DEPT/SECTION  NEIGHBORHOOD SERVICES	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	·		
HOUSING REHABILITATION	Original	2 YEARS		2 YEARS			
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  GRANTS ACCOUNTING REPORTS				DATE 2/15/2011
COPIES/FILES BY	СОРУ	RETENTION PERIO	OD		
DEPT/SECTION  NEIGHBORHOOD SERVICES	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
HOUSING REHABILITATION	Duplicate	2 YEARS		2 YEARS	
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DUPLICATE SERIES: OFFICIAL	IS IN FINANCIAL M	IANAGEMENT, GRA	NTS ACCOUNTING.		
NOTE: REPORTS FROM GRANT SUMMARY PROGRAM DATA.	'S ACCOUNTING DE	PARTMENT ON STA	TUS OF INDIVIDUA	L LOANS AN	D/OR
CONTENTS: -					
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DDEDARED RV. City Clerk Reco	ords Manager				

Al	PPROVALS		
RECORDS MANAGER	W	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

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

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

AP	PROVALS		
RECORDS MANAGER	μO	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP) CANCELED/WITHDRAWN PROJECTS			DATE 2/15/2011	
COPIES/FILES BY	COPY	RETENTION PERIO	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
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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

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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  RENTAL HOUSING REHABILITATION PROGRAM (RRP)  CANCELED/WITHDRAWN PROJECTS LOG			(RRP)	<b>DATE</b> 2/15/2011
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PREPARED BY: City Clerk, Rec	1 Managan				

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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP) PROGRAM ADMINISTRATION FILES			DATE 2/15/2011	
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NEIGHBORHOOD SERVICES				-	
HOUSING REHABILITATION	Original	3 YEARS		3 YEARS	
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PREPARED BY: City Clerk, Records Manager

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DEVELOPMENT SERVICES	i i i i i i i i i i i i i i i i i i i	RENTAL HOUSING REHABILITATION PROGRAM (RRP) PROGRAM FINANCIAL AUDITS			
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NEIGHBORHOOD SERVICES					
HOUSING REHABILITATION	Original	7 YEARS		7 YEARS	
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CORRESPONDE	NCE & BACKUP DA	.IA			

PREPARED BY: City Clerk, Records Manager

AP	PROVALS		
RECORDS MANAGER	Du	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT	TITLE:	TITLE: RENTAL HOUSING REHABILITATION PROGRAM (RRP)					
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COPIES/FILES BY	СОРУ	RETENTION PER	IOD				
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NEIGHBORHOOD SERVICES					
HOUSING REHABILITATION	Original	C+3 YEARS		C+3 YEAR	RS
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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

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RECORDS MANAGER	OUL	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
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RECORDS MANAGER  DEPARTMENT HEAD  CITY ATTORNEY'S OFFICE  Malino	

PREPARED BY: City Clerk, Records Manager

COPY DESIGNATION  NEIGHBORHOOD SERVICES  HOUSING REHABILITATION  DESCRIPTION: (Purpose, Content, and Method of Filing)  Vital/Historical/Confidential Record Series: H		CODY	TITLE:  LOAN COMMITTEE MINUTES & AGENDAS				
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MINUTES				<b>DATE</b> 2/15/2011		
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PREPARED BY: City Clerk, Recor	rds Manager						

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PREPARED BY: City Clerk, Records Manager

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) AGENDA PACKAGES				DATE 2/15/2011
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DESCRIPTION: (Purpose, Content, and Method of Filing)

NOTE: THIS RECORD SERIES IS FOR DOCUMENTATION AND RECORDS OF GRANTS FROM AGENCIES OTHER THAN HUD (HOUSING & URBAN DEVELOPMENT)

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

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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

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PREPARED BY: City Clerk, Records Manager

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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

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

INCLUDES: HOME IMPROVEMENT REBATE PROGRAM, PAINT REBATE PROGRAM, TOOL RENTAL PROGRAM, NEIGHBORHOOD SPONSORED DUMPSTER PROGRAM, GRAFFITI REMOVAL AND GRAFFITI PREVENTION LANDSCAPE PROGRAMS.

CONTENTS:

**APPLICATIONS** 

**QUALIFICATION DOCUMENTATION** 

RECEIPTS

PAYMENT RECORDS PHOTOGRAPHS CORRESPONDENCE

PREPARED BY: City Clerk, Records Manager

APPROVALS			
RECORDS MANAG	er JJ()	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE  My Muly

Item		R	Retention Period	d	
o N	Record Title	Department	Record Center	Destroy	Remarks
7	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
ထ	Agency Insurance Policies	E + 3 Years		E + 3 Years	Original
တ်	Agency Reports to City Council	5 Years		5 Years	Duplicate/Copy City Clerk is the Office of Record.

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

Item	17. F	Ä	Retention Period	þ	Domorke
o Z	Kecord Little	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.
<u> </u>	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	5 Years	5 Years 10 Years	Original Duplicate/Copy
14.	Correspondence Chronological Files	2 Years	3 Years	5 Years	Original

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

Item		Ä	Retention Period	7	
o Z	Kecord litte	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
9.	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	Council Approval Meeting Date: March 16, 1993	Page No.
-	Revised: May 10, 1994	
DEVELOPMENT SERVICES/ Redevelopment Agency	Revised: February 15, 2011	က

Item		Re	Retention Period	þ	
O	Record Title	Department	Record Center	Destroy	Remarks
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	Council Approval Meeting Date: March 16, 1993	Page No.
DEVELOPMENT SERVICES/ Redevelopment Agency	Revised: May 10, 1994 Revised: February 15, 2011	4

Item		Re	Retention Period	þ	
S.	Record Title	Department	Record Center	Destroy	Remarks
25.	Project Area Adoption – Work Files	ပ	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	ပ	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)	ပ		ပ	Duplicate/Copy This series is maintained for reference until completion (C) of the project.

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

ltem	oltiT brood	Re	Retention Period	þ	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	O	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	Council Approval Meeting Date: March 16, 1993	Page No.
	Revised: May 10, 1994	
<b>DEVELOPMENT SERVICES/ Redevelopment Agency</b>	Revised: February 15, 2011	9

Item		Re	Retention Period	ğ	Remarks
o Z	Record Litle	Department	Record	Destroy	
36.	Projects – Environmental Impact Documents (Work Files)	U	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	F	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	O	2 Years	C + 2 Years	Original C (Closed/Completion) represents completion of all work and completion of all agreements & completion of the pertinent project.

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

Item	OHIL PROCE	Re	Retention Period	ğ	Remarks
2		Department	Record Center	Destroy	
40.	Projects – Redevelopment Agency Board Actions Files (Reference Copies)	U		O	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.
4	Projects – Relocations Case Files	O	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	Council Approval Meeting Date: March 16, 1993	Page No.
	Revised: May 10, 1994	•
DEVELOPMENT SERVICES/ Redevelopment Agency	Revised: February 15, 2011	ω

Remarks		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.	Original	Original	Original	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.
þo	Destroy	C + 2 Years	Permanent	C + 2 years	AR	2 Years
Retention Period	Record					
R	Department	C + 2 Years	Permanent	C + 2 Years	AR	2 Years
Record Title		Purchasing Records (Vendors, Contractors & Consultants Files)	Special Project Files (Tidelands)	Special Project Files	Subject & Reference Files	Travel & Expense Records
Item	<u>.</u>	43.	44.	45.	46.	47.

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

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:		DATE 2/15/2011		
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Vital/Historical/Confidential Recor					
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RECORDS MANAGER	M)	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: City Clerk, Records Manager

DEVELOPMENT SERVICES	TITLE:	AGENCY BIWEEK	LY REPORTS		DATE 2/15/2011
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PREPARED BY: City Clerk, Records Manager

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  AGENCY BOARD MEETING FILES				
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENCY BOA	ARD MINUTES, RESO (dated August 198	OLUTIONS & ORDING and later)	NANCES	DATE 2/15/2011
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PREPARED BY: City Clerk, Rec	ords Manager		· · · · · · · · · · · · · · · · · · ·		·

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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGENCY BOA	DATE 2/15/2011			
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City Clerk is the Office of Record to	for this series from Au	gency Board minutes, regust 1989 and later.	esolutions & ordinances	s dated July 198	39 and earlier.

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PREPARED BY: City Clerk, Records Manager

DEPT/SECTION REDEVELOPMENT AGENCY  Original  5 Years  5 Years  10 Years  DESCRIPTION: (Purpose, Content, and Method of Filing)  Annual Financial Highlights report Housing & Community Development (HCD) report Statement of Indebtedness (SOI)	DEPT/SECTION  REDEVELOPMENT AGENCY  Original  S Years  S Years  10 Years  DESCRIPTION: (Purpose, Content, and Method of Filing)  Annual Financial Highlights report Housing & Community Development (HCD) report	TITLE:  AGENCY FINANCIAL REPORTS  PMENT SERVICES				
DEPT/SECTION REDEVELOPMENT AGENCY  Original  5 Years  5 Years  10 Years  DESCRIPTION: (Purpose, Content, and Method of Filing)  Annual Financial Highlights report Housing & Community Development (HCD) report Statement of Indebtedness (SOI)	DEPT/SECTION  REDEVELOPMENT AGENCY  Original  5 Years  5 Years  10 Years  DESCRIPTION: (Purpose, Content, and Method of Filing)  Annual Financial Highlights report Housing & Community Development (HCD) report	СОРУ	RETENT	ION PERIOD		
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DESCRIPTION: (Purpose, Content, and Method of Filing)  Annual Financial Highlights report Housing & Community Development (HCD) report Statement of Indebtedness (SOI)	DESCRIPTION: (Purpose, Content, and Method of Filing)  Annual Financial Highlights report Housing & Community Development (HCD) report	Original	5 Years	5 Years	10 Years	
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RECORDS MANAGER	na)	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	AGENCY HISTO	ORY FILES		DATE 2/15/2011
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REDEVELOPMENT AGENCY	Original	AR	Permanent	Permanent	
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Note: This record series is for documents and materials, which show the history and development of the Redevelopment Agency, its employees, activities and accomplishments.

Vital/Historical/Confidential Record Series: H

CONTENTS: News clippings & press releases
Publications, brochures, etc.
Photographs, slides, graphics

Historical documents

PREPARED BY: City Clerk, Records Manager

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

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	AGENCY INSURAN	ICE POLICIES		DATE 2/15/2011
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	ou.	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:		DATE 2/15/2011		
COPIES/FILES BY	СОРУ	RETENTION PERI	IOD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCT	Duplicate	5 Years		5 Years	
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RECORDS MANAGER  DEPARTMENT HEAD  CITY ATTORNEY'S OFFICE		APPROVALS	
Shon W Apponen GTA	(Nu	, ·	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: AGREEMEN	NTS, CONTRACTS, I (dated August 198	LEASES & AMENDM 89 and later)	1ENTS	DATE 2/15/2011
COPIES/FILES BY	СОРҮ	RETENTION PERI	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY					
	Duplicate	C+2	3	C+5	
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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.

See also the record series "Development & Disposition Agreements (DDA)" and the record series "Owner Participation Agreements (OPA)".

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

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

CONTENTS: Final, conformed/executed documents & exhibits supporting documentation

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	الس	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

TITLE: AGREEMENTS, CONTRACTS, LEASES & AMENDMENTS (dated July 1989 and earlier)			2/15/2011	
Ϋ́	RETENTION PERI	OD		
IGNATION	DEPARTMENT	REC. CENTER	DESTROY	
				<u> </u>
inal	C+5 Years		C+5 Years	
-		AGREEMENTS, CONTRACTS, I (dated July 1989 a  PY RETENTION PERIOR DEPARTMENT	AGREEMENTS, CONTRACTS, LEASES & AMENDM (dated July 1989 and earlier)  PY SIGNATION  DEPARTMENT REC. CENTER	AGREEMENTS, CONTRACTS, LEASES & AMENDMENTS (dated July 1989 and earlier)  PY RETENTION PERIOD DEPARTMENT REC. CENTER DESTROY

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

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.

See also the record series "Development & Disposition Agreements (DDA)" and the record series "Owner Participation Agreements (OPA)".

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

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

Vital/Historical/Confidential Record Series: V

CONTENTS: Final, conformed/executed documents & exhibits Supporting documentation

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	()بو	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: City Clerk, Records Manager

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: BOARDS & COMMISSIONS MEMBERS RECORDS				DATE 2/15/2011	
COPIES/FILES BY	СОРУ		RETENTION PERIO	D		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DI	ESTROY	
NEDEVELOT MENT MODING!	Original	T+2			T+2	
				-11		
Note: For this record series, T (Term CONTENTS: Biographical data Appointment records Attendance & payment records Correspondence & backup data	nination) represents tern	nination of participation	by a board or commission	member.		

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

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

RECORDS MANAGER  DEPARTMENT HEAD  CITY ATTORNEY'S OFFICE			APPROVALS	
GAT	RECORDS MANAGER  ∠PO	m	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

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ORIGINATING DEPARTMENT	TITLE:	ESPONDENCE CHRO	ONOLOGICAL FILE	S	DATE
DEVELOPMENT SERVICES					
COPIES/FILES BY	СОРУ	RETENTION PERI	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY					
	Original	2 Years	3 Years	5 Years	
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DESCRIPTION: (Purpose, Content	, and Method of Filing	) .			
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PREPARED BY: City Clerk, Reco	rds Manager				

		APPROVALS	
RECORDS MANAGER	UNI)	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  DEVELOPMENT & DISPOSITION AGREEMENTS (DDA)  (dated August 1989 and later)			DATE 2/15/2011	
COPIES/FILES BY	СОРУ	RETENTION PERIO	OD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	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

		APPROVALS	
RECORDS MANAGER	UU	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  DEVELOPMENT & DISPOSITION AGREEMENTS (DDA)  (dated July 1989 and earlier)			DATE 2/15/2011	
COPIES/FILES BY	СОРҮ	RETENTION PERI	OD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
	Original	C+5 Years		C+5 Years	
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DESCRIPTION: (Purpose, Content, and Method of Filing)

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.

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

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEVELOPME	EPARTMENT NT SERVICES	TITLE:	LITIGATION FILES			DATE 2/15/2011
COPIES/FILES	BY	СОРҮ	RETENTION PERIO	OD		
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		Original	C+2 Years		C+2 Years	
DESCRIPTION	: (Purpose, Content	, and Method of Filing)	)			eres ( )
CONTENTS:	Transcripts & exhi Judgments & rulin Correspondence Backup data	ibits gs				
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RETENTION CODES: AR=Annual Review; A=Audit; C=Closed/Completed; E=Expiration P=Permanent; S=Superseded; T=Termination VITAL/HISTORICAL/CONFIDENTIAL CODES: V=Vital; H=Historical; C=Confidential

PREPARED BY: City Clerk, Records Manager

	APPROVALS	
RECORDS MANAGER	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  MANUALS	TITLE:  MANUALS, POLICIES, PROCEDURES & BULLETINS			
		T			
COPIES/FILES BY	COPY	RETENTION PERIO	OD .	т	
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY					
·	Original	S+2 Years		S+2 Years	
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DESCRIPTION: (Purpose, Content	and Method of Filing	<u> </u>			
DESCRI HOW. (1 urpose, content	, and wichlou of I ming	,			
Note: This record series is for all m Department and/or its Bureaus.	anuals, procedures, po	licies and bulletins orig	inating in and produced	l by Developm	ent Services
	•		•	•	
PREPARED BY: City Clerk, Reco	rds Manager				
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		APPROVALS	
RECORDS MANAGER	(me	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE
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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: MANUAL	TITLE:  MANUALS, POLICIES, PROCEDURES & BULLETIN			
COPIES/FILES BY	COPY	RETENTION PERI	IOD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
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DESCRIPTION: (Purpose, Content	, and Method of Filing	g)	<u> </u>	,L_ <u>,,,</u> ,,	
Duplicate Series. Official is in origi	nating city departmen	t.	· · · .		
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	* .				
PREPARED BY: City Clerk, Reco	ords Manager				

		APPROVALS	
RECORDS MANAGER	(الملا	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: OWNER/PARTICIPATION AGREEMENTS (OPA) (dated August 1989 and later)			DATE 2/15/2011	
COPIES/FILES BY	СОРУ	RETENTION PERI	OD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
	Duplicate	C+2 Years	3 Years	C+5 Years	
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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

		APPROVALS	
RECORDS MANAGER	(Nu	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

TITLE:  OWNER/PARTICIPATION AGREEMENTS (OPA)  (dated July 1989 and earlier)			DATE 2/15/2011	
COPY	COPY RETENTION PERIOD			
DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
Original	C+5 Years		C+5 Years	
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	COPY DESIGNATION	COPY RETENTION PERIODESIGNATION  Original  C+5 Years	OWNER/PARTICIPATION AGREEMENTS (OPA (dated July 1989 and earlier)  COPY	COPY DESIGNATION 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

		APPROVALS	
RECORDS MANAGER	W	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  PROJECT ACQUISITIONS/DISPOSITIONS- TITLE OWNERSHIP RECORDS			DATE 2/15/2011	
COPIES/FILES BY	СОРУ	RETENTION PERI	OD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
	Duplicate	T+1 Years	5 Years	T+ 6 Years	
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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. For this record series, T (Termination) represents conveyance of property to the developer.

CONTENTS:

Grant deeds

Quitclaims
Easements
Vacations
Dedications

Condemnation documentation

Offer letters Title reports Appraisals

Fixtures & equipment (F&E) lists

\*PROPERTY SERVICES BUREAU NOW ASSET MANAGEMENT.

PREPARED BY: City Clerk, Records Manager

	,	APPROVALS	
RECORDS MANAGER	M)	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

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

APPROVALS					
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

Fiscal review agreements & backup data Environmental Impact Reports (EIR)

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECT AREA ADOPTION RECORDS				DATE 2/15/2011
COPIES/FILES BY	СОРУ	RETENTION PERI	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY				<u>-</u>	
	Original	C+5 Years		C+5 Years	
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DESCRIPTION: (Purpose, Conten	t, and Method of Filing	(;)			
Note: For this series, C (Closed/Co	ompleted) represents fir	nal financial close-out o	of the project.		
Certified Mail rec		tion contacts)			

PREPARED BY: City Clerk, Records Manager

Relocation Plans

APPROVALS					
RECORDS MANAGER	W	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

TITLE: PROJECT AREA ADOPTION - WORK FILES			DATE 2/15/2011	
COPY	RETENTION PERI	OD		
DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
Original	C	2 Years	C+2 Years	
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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

APPROVALS					
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECT AREA PROGRAMS/ PLANS			DATE 2/15/2011	
COPIES/FILES BY	COPY DESIGNATION	RETENTION PERIO	DD	T	
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Note: For this record series, C (Closed/Completed) represents completion of implementation of the program/plan.

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.

CONTENTS:

Reports & studies

Plans & specifications

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	w	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECT AREA PROGRAMS/ PLANS – WORK FILES			DATE 2/15/2011	
COPIES/FILES BY	СОРУ	RETENTION PERI	OD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
ALDEV BEOTHER STATE OF THE STAT	Original	2 Years		2 Years	
DESCRIPTION: (Purpose, Content	t, and Method of Filing	g)			

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

		APPROVALS	
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: City Clerk, Records Manager

DRIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS – ADVISORY COMMITTEES COMMUNICATIONS/WORK FILES				DATE 2/15/2011	
COPIES/FILES BY	COPY RETENTION PERIOD					
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY		
REDEVELOPMENT AGENCY						
	Original	5 Years		5 Years		
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Note: Includes Project Area commi	ittees (PAC), Citizens	Advisory Committee (	CAC), and other projec	et committee cor	nmunications.	
	memos & notes	Advisory Committee (	CAC), and other projec	et committee cor	mmunications.	
CONTENTS: Correspondence,	memos & notes	Advisory Committee (	CAC), and other projec	et committee cor	nmunications.	
CONTENTS: Correspondence,	memos & notes	Advisory Committee (	CAC), and other projec	et committee cor	nmunications.	
CONTENTS: Correspondence,	memos & notes	Advisory Committee (	CAC), and other projec	et committee cor	nmunications.	
CONTENTS: Correspondence,	memos & notes	Advisory Committee (	CAC), and other project	et committee cor	mmunications.	
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CONTENTS: Correspondence,	memos & notes	Advisory Committee (	CAC), and other projec	et committee cor	mmunications.	
CONTENTS: Correspondence, Budget data & red	memos & notes quests	Advisory Committee (	CAC), and other projec	et committee cor	mmunications.	
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APPROVALS					
RECORDS MANAGER	اکملا	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS AM	PROJECTS - AGREEMENTS, CONTRACTS, LEASES &		DATE 2/15/2011	
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIC	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY	Duplicate	С		С	

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

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.

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

CONTENTS:

Copies of conformed, executed documents

Supporting documentation Correspondence & memos

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJE	PROJECTS – BOND ADMINISTRATION FILES  2/15/20			DATE 2/15/2011
COPIES/FILES BY	СОРУ	RETENTION PERIC	)D		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY					
	Original	C + 2 Years	5 Years	C + 7 Year	rs
	<u> </u>				

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. Development Services also maintains bond records for Agency bond issues (see the record series "Bond Administration Files - Agency Bonds").

CONTENTS:

Bond documents (copies/conformed copies)

Contracts with bond administrators/trustees (copies/conformed copies)

Reports from bond administrators/trustees

Correspondence & backup data

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	m	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

TITLE: PROJECTS – COMMUNITY RELATIONS FILES			DATE 2/15/2011	
СОРҮ	RETENTION PERI	OD		
DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
Original	2 Years		2 Years	
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	COPY DESIGNATION	PROJECTS – COMMUNITY  COPY RETENTION PERIODEPARTMENT  Original 2 Years	PROJECTS - COMMUNITY RELATIONS FILE  COPY DESIGNATION  DEPARTMENT  REC. CENTER  Original  2 Years	PROJECTS - COMMUNITY RELATIONS FILES  COPY DESIGNATION  DEPARTMENT REC. CENTER DESTROY  Original 2 Years 2 Years

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

Note: Items should be evaluated for inclusion in Agency history files prior to destruction.

CONTENTS:

Press releases & News Clippings

Speeches & presentations

Information requests & correspondence Complaints, protestations & correspondence Exhibits, films, brochures & publications

PREPARED BY: City Clerk, Records Manager

	•	APPROVALS	
RECORDS MANAGER	Ou	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS - CONSTRUCTION MANAGEMENT WORK FILES			DATE 2/15/2011	
COPIES/FILES BY	СОРҮ	RETENTION PERI	OD		
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
	Original	С	2 Years	C + 2 Year	rs
DESCRIPTION: (Purpose, Content	and Method of Filing	g)			

Note: For this record series, C (Closed/Completed) represents completion of construction.

CONTENTS:

Demolition documentation

Truck routing data

Staging & scheduling data Groundbreaking documentation Correspondence, memos & notes

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	PROJECTS – DESIGN & REVIEW FILES  DATE 2/15/2		DATE 2/15/2011	
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIODEPARTMENT	REC. CENTER	DESTROY	
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DESCRIPTION: (Purpose, Content, and Method of Filing)

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.

CONTENTS:

Architects correspondence
Draft plans & schematics
Site plan review documentation
Draft design & construct drawings
Certificates of occupancy (copies)

PREPARED BY: City Clerk, Records Manager

		APPROVALS	
RECORDS MANAGER	mo	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

PREPARED BY: City Clerk, Records Manager

ORIGINATING DE DEVELOPMEN	EPARTMENT NT SERVICES	TITLE: PROJ	DATE 2/15/2011			
COPIES/FILES BY	СОРУ	RETENTION PERI	IOD			
DEPT/SECTION		DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOFN	MENT AGENCI	Original	1 Years	4 Years	5 Years	
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CONTENTS:	Mailing lists Evaluation criteric Evaluations & sel	a ection documentation onses & correspondence	Request for Qualificat	ions (RFQ)		
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		APPROVALS	
RECORDS MANAGER	W)	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS - ENVIRONMENTAL IMPACT DOCUMENTS			ENTS	DATE 2/15/2011
COPIES/FILES BY	COPY	RETENTION PERI	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY				<u> </u>	
-	Original	C + 5 Years		C + 5 Year	rs
·	0118				
DESCRIPTION: (Purpose, Content Note: If an EIR is not required for and/or Categorical Exemption will project.	a project, the certified	final EIR will not be p	resent. If an EIR is requ d/Completion) represen	nired, the Negats completion	ative Declaration of the subject

CONTENTS:

Notice of Determination

Negative Declaration (or) Categorical Exemption

Certified final report (EIR)

PREPARED BY: City Clerk, Records Manager

APPROVALS				
RECORDS MANAGER	pa	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

TITLE: PROJECTS - ENVIRONMENTAL IMPACT DOCUMENTS (WORKFILES)			DATE 2/15/2011	
COPY	RETENTION PERIO	)D		
DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
Originals	С	2 Years	C+2 Years	
	· .			
	COPY DESIGNATION	PROJECTS - ENVIRONMENTAL (WORKFILE  COPY RETENTION PERIODESIGNATION  DEPARTMENT  Originals  C	PROJECTS - ENVIRONMENTAL IMPACT DOCUME (WORKFILES)  COPY DESIGNATION DEPARTMENT REC. CENTER  Originals C 2 Years	PROJECTS - ENVIRONMENTAL IMPACT DOCUMENTS (WORKFILES)  COPY

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

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.

CONTENTS:

Initial study & correspondence Notice of Preparation Notice of Circulation

List of receivers

Draft EIR

Comments & responses received

Public hearing notice

Public hearing documentation

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APPROVALS				
RECORDS MANAGER	ull)	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS FILES – PROJECTS ABANDONED			DATE 2/15/2011	
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIODEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCI	Originals	Т	2 Years	T + 2 Year	TS .
			<u> </u>		

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

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.

CONTENTS:

Correspondence

Plans, specifications, drawings

Reports & studies Proposals & backup data

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APPROVALS				
RECORDS MANAGER	Ruy	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS -	GRAPHS	DATE 2/15/2011		
COPIES/FILES BY	COPY RETENTION PERIOD				
DEPT/SECTION  REDEVELOPMENT AGENCY	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	?
REDEVELOPMENT AGENCY	Original	C + 5 Years	5 Years	C + 10 Ye	ears
·	- Original				
DESCRIPTION: (Purpose, Content	t, and Method of Filin	g)			
Note: For this record series, C (Clo		esents completion of all	obligations of all partic	es to the develo	opment agreement
Note: For this record series, C (Clo CONTENTS: Final approved version		esents completion of all	obligations of all partic	es to the develo	opment agreement
		esents completion of all	obligations of all partic	es to the develo	opment agreement
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APPROVALS				
RECORDS MANAGER	JUN)	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	PROJECTS - OWNER PARTICIPATION CONTACTS		DATE 2/15/2011		
COPIES/FILES BY DEPT/SECTION REDEVELOPMENT AGENCY	COPY DESIGNATION	RETENTION PERIO	REC. CENTER	DESTROY	
REDEVELOTIVE AT AGENCY	Original	С	2 Years	C + 2 Year	rs
		·			

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

Note: For this record series, C (Closed/Completed) represents completion of all work and completion of all agreements & contracts for the pertinent project.

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.

**CONTENTS:** 

Original letter to owners

Mailing lists
Return receipts

Owner responses & correspondence

Background data

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APPROVALS				
RECORDS MANAGER	m0	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

Agency Board authorizations (copies)
Agency Board reports (copies)
Agency Board requests (copies)

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: PROJECTS - REDEVELOPMENT AGENCY BOARD ACTIONS FILES (Reference Copies)			DATE 2/15/2011	
COPIES/FILES BY	COPY	RETENTION PERIO	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY				С	
	Duplicate	С			
DESCRIPTION: (Purpose, Content Duplicate Series. Official copies are record series. This record series is Note: For this series, C (Closed/Co	e in the "Agency Board maintained for reference	I Meetings" and/or "Age during the life of a p	roject.	esolutions & (	Ordinances"

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CONTENTS:

APPROVALS					
RECORDS MANAGER	Jup	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  PROJECTS – RELOCATIONS CASE FILES			DATE 2/15/2011	
COPIES/FILES BY	СОРУ	RETENTION PERIO	)D		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	t.
REDEVELOPMENT AGENCY					
	Duplicate	С	3 Years	C + 3 Year	rs
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DESCRIPTION: (Purpose, Content, and Method of Filing)

Duplicate Series. Property Services is the Office of Record.

Note: For this record series, C (Closed/Completed) represents date of final relocation payment.

CONTENTS:

Comments (chronological) sheets

Referrals documentation

Acquisition data Claims documentation Site occupant records

Consultants correspondence & documentation

\*PROPERTY SERVICES BUREAU IS NOW ASSET MANAGEMENT.

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	,	APPROVALS	
RECORDS MANAGER	(Du	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:  PURCHASING - BIDS, PROPOSALS, QUOTES  (Unsuccessful)			DATE 2/15/2011	
COPIES/FILES BY	СОРУ	RETENTION PERIO	OD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY			<del></del>		<u> </u>
	Original	2 Years	3 Years	5 Years	- <u>-</u>
·					
		· .			
DESCRIPTION: (Purpose Content	and Method of Filing	)			

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.

CONTENTS:

Requests for proposal (RFP) & responses

Requests for quote (RFQ) & responses

Invitations to bid & responses Correspondence & backup data

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ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: (VENDORS	PURCHASING RECORDS (VENDORS, CONTRACTORS & CONSULTANTS FILES)			
COPIES/FILES BY	СОРУ	RETENTION PERIO	DD		
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY				ļ	
	Duplicate	C + 2 Years		C + 2 Year	rs
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DESCRIPTION: (Purpose, Content, and Method of Filing)

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.

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.

**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)

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RECORDS MANAGER	uk!	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

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ORIGINATING DI	EPARTMENT NT SERVICES	SPECIAL PROJECTS FILES - TIDELANDS				DATE 2/15/2011
COPIES/FILES	BY	COPY RETENTION PERIOD				
DEPT/SECTIO		DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOP	MENT AGENCY					
		Original	Permanent		Permanent	
						<u>.                                    </u>
		t, and Method of Filin	g) y from project to proje	ct.		
Note: Contents	s listed are represent	cative; content will var & memos ds plans/programs		ct.		
Note: Contents	Research data Correspondence & Studies & reports Consulting record Purchasing data Analyses & work Maps & drawings	cative; content will var & memos ds plans/programs		ct.		
Note: Contents CONTENTS:	Research data Correspondence & Studies & reports Consulting record Purchasing data Analyses & work Maps & drawings	cative; content will var & memos ds plans/programs		ct.		
Note: Contents CONTENTS:	Research data Correspondence & Studies & reports Consulting record Purchasing data Analyses & work Maps & drawings	cative; content will var & memos ds plans/programs	y from project to proje			
Note: Contents CONTENTS:	Research data Correspondence & Studies & reports Consulting record Purchasing data Analyses & work Maps & drawings	cative; content will var & memos ds plans/programs	y from project to proje			

APPROVALS					
RECORDS MANAGER	wa?	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

RECORDS RETENTION EVALUATION		_		
ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE:	SPECIAL PROJECTS FILES		DATE 2/15/2011
COPIES/FILES BY	COPY		RETENTION PERIC	)D
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY
REDEVELOPMENT AGENCY				
	Original	C+2 Years		C + 2 Years
·				
	·			
DESCRIPTION: (Purpose, Content	, and Method of Filing)			
Note: Contents listed are representate  CONTENTS: Research data Correspondence & Studies & reports Consulting record Purchasing data Analyses & work Maps & drawings	& memos Is plans/programs	from project to project.		

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APPROVALS					
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE		

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: SUBJECT & REFERENCE FILES			DATE 2/15/2011	
COPIES/FILES BY	СОРУ	RETENTION PERIO	)D	,	
DEPT/SECTION	DESIGNATION	DEPARTMENT	REC. CENTER	DESTROY	
REDEVELOPMENT AGENCY				<u> </u>	
	Original	AR		AR	
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DESCRIPTION: (Purpose, Content, and Method of Filing)

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.

CONTENTS:

Magazines, articles & news clippings

Reports & studies Newsletters Brochures

Other publications

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APPROVALS				
RECORDS MANAGER	an	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE	

ORIGINATING DEPARTMENT DEVELOPMENT SERVICES	TITLE: TRAVEL & EXPENSE RECORDS				DATE 2/15/2011		
COPIES/FILES BY	COPY DESIGNATION	RETENTION PERIOD					
DEPT/SECTION		DEPARTMENT	REC. CENTER	DESTROY			
REDEVELOPMENT AGENCY							
	Duplicate	2 Years		2 Years			
					1		
DESCRIPTION: (Purpose, Content, and Method of Filing)  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.							
CONTENTS: Request memos		•					

Request for Travel Authorization forms

Direct payment forms
Payment checks (copies)

Bills (copies)

Expense reports (copies)

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		APPROVALS	
RECORDS MANAGER	M	DEPARTMENT HEAD	CITY ATTORNEY'S OFFICE