



CITY OF LONG BEACH

C-10

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

FAX 562/570-6789

April 17, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

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

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 June 11, 1995.

CONCURRENCES

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

FISCAL IMPACT

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

Respectfully submitted,

Larry G. Herrera
City Clerk

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT Development Services	TITLE: Construction and Demolition Recycling Program			DATE
COPIES/FILES BY DEPT/SECTION Building & Safety	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	1 year	4 years	5 years


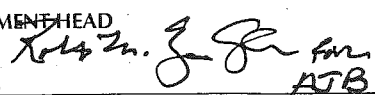

DESCRIPTION: (Purpose, Content, and Method of Filing)

Projects Completed and Deposits Returned
 Reports are filed by street address.

PREPARED BY:

M. DeLaGarza & L. Hodges

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD  RKB	CITY ATTORNEY'S OFFICE 
--	--	---

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Cntr	Destroy	
1.	Accident Review Meetings Copies	2 Years		2 Years	Reference Files
2.	Address - Change of Original	2 Years		2 Years	Form BL-125
3.	Administrative Files	Inactivity + 3 Years	2 Years	5 Years	
4.	Applications for Journeymen Examination - Electrical Original	2 Years		2 Years	Form BL-503
5.	Applications for Journeymen Examinations - Plumbers Originals	2 Years		2 Years	Form BL-503
6.	Applications for Renewal of Journeymen Certificates Originals	2 Years		2 Years	Note: Renewal receipts are on computer in the Planning and Building Department.
7.	Applications for Special Building Inspection Originals	2 Years	3 Years	5 Years	Form BL-62
8.	Billings - Lot Cleaning Record Copy	12 Years		12 Years	
9.	Board of Examiners, Appeals and Condemnations - Meetings and Case Files Case Files - Original Minutes	Final Action + 2 Years 2 Years	8 Years Permanent	10 Years Permanent	

Department/Section	Council Approval Meeting Date	Page No.
DEVELOPMENT SERVICES/ BUILDING & SAFETY BUREAU	JUNE 11, 1995 REVISED: APRIL 17, 2012	1

**City of Long Beach
Records Retention Schedule**

10.	<p>Building Plans-Drawings & Specifications</p> <p>--Major Buildings as defined in Section 19850 of the Health and Safety Code, State of California.</p> <p>Microfilm (Department Copy)</p> <p>Microfilm (Security Vault Copy)*</p> <p>--Single or Multiple Dwellings not more than two stories and a basement in height.</p>	<p>Life of Building</p> <p>Permanent</p> <p>C of Bldg. + 1 Year**</p>	<p>Permanent</p> <p>*</p> <p>4 Years</p>	<p>L of Bldg. + 2 Years.</p> <p>Permanent</p> <p>Permanent</p> <p>C of Bldg. + 5 Years</p>	<p>*Security copy of microfilm is stored with Garstow, Inc. in the City of Carson by the City Clerk Department.</p> <p>**Completion of Building.</p>
11.	<p>Building Statistics Originals</p>	<p>On Computer since 1987</p>	<p>Permanent</p>	<p>Permanent</p>	<p>Note: Building Statistics are developed from information in the Planning & Building Departments Computer.</p>
12.	<p>Certificate Record Cards - Journeymen Electricians Record Copy</p>	<p>Expiration + 2 Years</p>	<p>3 Years</p>	<p>Expiration + 5 Years</p>	<p>Form BL-92</p>
13.	<p>Certificate Record Cards - Journeymen Plumbers Record Copy</p>	<p>Expiration + 2 Years</p>		<p>Expiration + 2 Years</p>	
14.	<p>Condemnation Records Record Copy</p>	<p>2 Years</p>	<p>Permanent</p>	<p>Permanent</p>	<p>Condemnation Records are any actions in which the City paid for the repair or demolition.</p>
15.	<p>Direct Payment (Request For) Copies</p>	<p>2 Years</p>		<p>2 Years</p>	<p>Form SF-239</p>
16.	<p>Disabled Access Appeals Board Original Microfilm*</p>	<p>4 Years</p>		<p>4 Years</p>	<p>*Microfilm Hearing Applications and attachments as necessary.</p>

<p>Department/Section DEVELOPMENT SERVICES/ BUILDING & SAFETY BUREAU</p>	<p>Council Approval Meeting Date JUNE 11, 1995 REVISED: APRIL 17, 2012</p>	<p>Page No. 2</p>
--	--	-----------------------

**City of Long Beach
Records Retention Schedule**

17.	Earthquake Records - Originals Reports and Studies on the 1933 Earthquake		Permanent	Permanent	
18.	History File/ Annex, Zone, Area of Interest Dept. File Copy	Annual Review No less than 2 Years	Annual Review No less than 2 Years	Permanent	
19.	House Moving Denials, Cancellations Record Copy	2 Years	2 Years	2 Years	
20.	House Moving Notices File Copy	2 Years	2 Years	2 Years	Form BL-70
21.	House Moving and Relocation Files Record File Application Copy	2 Years	2 Years	3 Years	Building Permits for relocation houses are filed with the building permit files for the life of the building. Form BL-56
22.	Inspection Activity Reports-Daily Working Copy	2 Years	2 Years	2 Years	Form BL-136
23.	Inspection Referrals-Complaints Record Copy	2 Years	2 Years	3 Years	Form BL-33
24.	Inspection Reports-Registered Record Copy --Concrete, Steel Soils, Filings, Casions (Certificate of Compliance)	Permanent	Permanent	Permanent	Form BL-368
25.	Inspection Test Reports-Ground and Foundation Test Reports Original	Permanent	Permanent	Permanent	

Department/Section DEVELOPMENT SERVICES/ BUILDING & SAFETY BUREAU	Council Approval Meeting Date JUNE 11, 1995 REVISED: APRIL 17, 2012	Page No. 3
---	---	---------------

**City of Long Beach
Records Retention Schedule**

26.	International Conference of Building Officials (ICBO) - Evaluation Reports	Expiration & no less than 2 Yrs	Expiration & no less than 2 Yrs.	
27.	Ledger - Weed Cleaning Assessment Record Copy	12 Years	12 Years	
28.	Manuals and Handbooks - Trade Reference Files	No less than 2 Years & superseded or obsolete	No less than 2 Years & superseded or obsolete	
29.	Permit Control Records --These records have action pending before building permits can be issued. Working Copy	Retain Until Officially Abandoned	Retain Until Officially Abandoned	Form BL-376
30.	Permit Files - Oil Wells Original	Permanent	Permanent	Form 6F4
31.	Permits - Building Construction Original Microfilm (Departmental Copy) Microfilm (Security Vault Copy) Auditor's Copy	C of Bldg & C of Audit Life of Building &/or improvement ** Completion of Audit	Perm.* Permanent Permanent Completion of Audit + 2 Years	Computerized. *Completion of Building Original documentation will be destroyed when the department accepts the microfilmed documents. **Security Copy of Microfilm is stored with Garstow, Inc. in the City of Carson by the City Clerk Dept. Permits that expire under the provisions of LBMC Sec. 18.12.100 are destroyed after one year.

Department/Section DEVELOPMENT SERVICES/ BUILDING & SAFETY BUREAU	Council Approval Meeting Date JUNE 11, 1995 REVISED: APRIL 17, 2012	Page No. 4
--	---	---------------

**City of Long Beach
Records Retention Schedule**

	Inspector's Copy	Completion of Inspection	C of I + 2 Years	
32.	Permits - Electrical Original Auditor's Copy	5 Years from last entry *C of Audit	5 Years from last entry *C of Audit	Computerized. Original documentation will be destroyed when the department accepts the microfilmed documents. *Completion of Audit Permits that expire under the provisions of LBMC Sec. 18.12.100 are destroyed after one year. **Completion of Inspection
33.	Permits - Plumbing Original Auditor's Copy Inspector's Copy	5 Years from last entry *C of Audit **C of I	5 Years from last entry *C of A + 2 Years **C of I + 2 Years	Computerized. Original documentation will be destroyed when the department accepts the microfilmed documents. *Completion of Audit Permits that expire under the provisions of LBMC Sec. 18.12.100 are destroyed after one year. **Completion of Inspection
34.	Permits & Reports - Encroachments Record Copy	2 Years	2 Years after removal of encroachments.	

Department/Section DEVELOPMENT SERVICES/ BUILDING & SAFETY BUREAU	Council Approval Meeting Date JUNE 11, 1995 REVISED: APRIL 17, 2012	Page No. 5
--	---	-------------------

**City of Long Beach
Records Retention Schedule**

35.	Permits - Special Non-Conforming Use Permits Originals Copies	Permanent C of I*	Permanent C of I*	Permanent	Record Files retained by the Planning Department. *Completion of Improvement Form PL-8
36.	Plan Check Logs Working File	No less than 2 Years & as required	No less than 2 Years & as required	No less than 2 Years & as required	Note: Plan check logs are maintained in the Hewlett Packard Computer.
37.	Plan Check Records - Plumbing Record Copy	No less than 2 Years & as required	No less than 2 Years & as required	No less than 2 Years & as required	On Computer.
38.	Plan Correction Lists and Correspondence Originals	Permanent until Superseded	Permanent until Superseded	Permanent* until Superseded	*Documentation should be retained as long as the related drawings. Form BL-207
39.	Plot Plans - Plumbing Copies	2 Years or Completion of Building		*	*Note: Field inspectors to record changes in on-lot sewers on Plumbing Plot Plans. Supervisor to transfer to Water Department for updating sewer cards.
40.	Queen Mary Progress File Record Copy		Permanent	Permanent	
41.	Statistical Information/Department Activities - Daily, Weekly and Monthly Workloads Originals	2 Years		2 Years	
42.	Vacation/Street, Alleys Copies	2 Years		2 Years	Public Works Department File Copy.

Department/Section DEVELOPMENT SERVICES/ BUILDING & SAFETY BUREAU	Council Approval Meeting Date JUNE 11, 1995 REVISED: APRIL 17, 2012	Page No. 6
--	---	---------------

**City of Long Beach
Records Retention Schedule**

43.	<p>Violation Notices Files consist of notices of Long Beach Municipal Code violations and complaints, correspondence, memorandums, inspectors reports and orders to comply with building codes.</p> <p align="center">Record Copy</p>	2 Years	5 Years	7 Years	
44.	<p>Weed Abatement Records Record Copy</p>	2 Years	5 Years	7 Years	
45.	<p>Construction and Demolition Recycling Program Projects Completed and Deposits Returned</p>	1 Year	4 Years	5 Years	

<p>Department/Section DEVELOPMENT SERVICES/ BUILDING & SAFETY BUREAU</p>	<p>Council Approval Meeting Date JUNE 11, 1995 REVISED: APRIL 17, 2012</p>	<p>Page No. 7</p>
--	--	-----------------------