

CITY OF LONG BEACH

C-6

DEPARTMENT OF CITY CLERK

333 West Ocean Boulevard

Long Beach, CA 90802

562/570-6101

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October 2, 2012

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the revisions to the Public Works, Fleet Services, Towing Operation Records Retention Schedule (as shown in Attachment I), and rescind all previously applicable Records Retention Titles for Public Works, Fleet Services, Towing Operation.

DISCUSSION

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

In its capacity as responsible agent for operation of the Records Center, the City Clerk Department has worked with Public Works, Fleet Services, Towing Operation to revise the Records Retention Schedule (Attachment I) last adopted on November 8, 2011.

CONCURRENCES

The City Attorney and Public Works, Fleet Services, Towing Operation concurs in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 13 for operation of the City Records Center.

Respectfully submitted,

Larry G. Herrera
City Clerk

Attachment I

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH


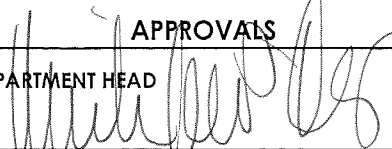

ORIGINATING DEPARTMENT PUBLIC WORKS/FLEET SERVICES/TOWING	TITLE: TOWING INVOICES			DATE 10/2/12
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/ Division File	5 Years		5 Years

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

Vehicle towing invoices are created at the time of a vehicles impound. Included with in the towing impound invoice is usually the PD Towing Sheet, Vehicle Property Release forms, copies of the registered owner drivers license and where pertinent, letters of authorizations..

The Towing invoices are being maintained in the Fleet Services Bureau/Towing Division filing system by invoice number for easy retrieval.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS / FLEET / TOWING	TITLE: Returned Lien Sale Notifications			DATE 10/2/12
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD -- 5 YEARS		
		DEPARTMENT	REC. CENTER	DESTROY
TOWING OPERATION	Department/Bureau/ Division File	5 years		5 years

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


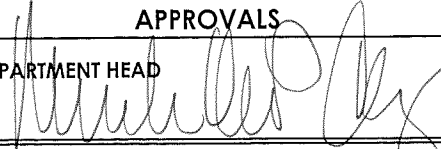
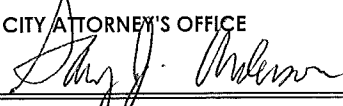
DMV Lien Sales forms 668 or 656 are sent via certified mail to the legal and registered owners of all vehicles stored over 72 hours and processed for lien sale. Some are returned with various postal delivery failure messages, for example, 'Moved', "Address not found" etc.

These notifications are required to legally sell a vehicle via the DMV lien process.

These sent / returned notifications and the proof of mailer are kept for five years to defend any wrongful lien sales claims.

PREPARED BY: Paulina Flores, Superintendent of Fleet Operations

APPROVALS

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

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

Department/Section PUBLIC WORKS/ FLEET SERVICES/Towing Operation	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011, October 2, 2012
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**City of Long Beach
Records Retention Schedule**

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

Department/Section PUBLIC WORKS/ FLEET SERVICES/Towing Operation	Council Approval Meeting Date: February 18, 1975 Revised: October 13, 1981, August 30, 1988 & November 8, 2011, October 2, 2012	Page No. 2 of 2
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