

**City of Long Beach
Records Retention Schedule**

Item No.	Record Title	Retention Period			Remarks
		Department	Record Center	Destroy	
1	ACCOUNTING FILES Direct Payments, Journal Vouchers, Budget Files Travel Expense Reports.	3 Years	2 Years	5 Years	Working copies
	Purchase Orders, Public Service Work Orders, Reprographics Requests, and Fleet Service charges	2 Years		2 Years	
2	ADMINISTRATIVE FILES Mail Logs, Memos, Personnel Applications, Phone Notes, Safety Reports.	2 Years		2 Years	C = Completion of project
	Project Files Subject Files	C+2 2 Years	2 Years	C+2 4 Years	
3	COMMISSION ROSTERS/APPLICATIONS				L = Leave of Office
	Charter non-Charter	L+6 Years L+4 Years	2 Years 2 Years	L+8 Years L+6 Years	
4	CONSTITUENT FILES	2 Years	2 Years	4 Years	
5	CORRESPONDENCE	2 Years	2 Years	4 Years	

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6	IMPREST CASH A. Bank reconciliations – Originals B. Reconciliation's to the authorized amount – copy C. Check Registers – Original D. Direct Payments (DP's) & Supporting Documentation – Copy E. Cancelled Checks - Originals	2 Years 2 Years 2 Years 2 Years 1 Year	5 Years 5 Years 5 Years 3 Years 6 Years	7 Years 7 Years 7 Years 5 Years 7 Years	
7	PAYROLL FILES	2 Years		2 Years	
8	PERSONNEL FILES	T + 5 Years	10 Years	T + 15 Years	T = Termination

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