



Administrative Regulations

Number AR6-1
Issue 2

Subject: Records Management

I. PURPOSE

The purpose of this Administrative Regulation is to establish the basic policies and procedures for the retention and disposition of City records.

II. SCOPE

This regulation shall be applicable to all City departments and offices directly responsible to the City Manager. In the interest of uniformity, effectiveness and completeness, it is requested that elective offices and other independent offices, commissions, boards and departments also comply with this regulation.

III. AMENDMENT

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. RECORDS MANAGEMENT PROCEDURES

Departments are responsible for initiating and maintaining a current account of the department's records retention requirements in accordance with the procedures outlined in the City's Records Management Manual.

A. Records Retention Schedule

Records Retention Evaluation -- A records retention evaluation sheet will be initiated on each type of record series maintained. These sheets are available, upon request, from the City Clerk's Records Center. City Attorney's staff and the respective department head will review the evaluations, determine retention periods and approve departmental and legal retention requirements.

Records Retention Schedule -- Subsequent to the completion of the records evaluation, department staff, with the assistance of the City Clerk's Records Center staff, will develop a Records Retention Schedule.

B. In accordance with the California Government Code (Section 34090) and the Long Beach Municipal Code (Section 2761 - 2762), the following procedures for the destruction of original and duplicate records will be followed:

1. Destruction of Originals and Record Copies -- Departments will initiate a Records Destruction Request on an annual basis. Destruction Request forms are available, upon request, from the City Clerk's Records Center. All requests to destroy original and record copies by department heads or their designated representatives must be authorized by a resolution adopted by the City Council with the prior written consent of the City Attorney.

2. Destruction of Duplicate Records -- Each department head is authorized to destroy duplicate records after the retention period specified by the Records Retention Schedule for that department.

C. City Records Center -- The City Clerk will operate this records storage facility.

1. Procedures for Transferring Records to the Records Center -- Records scheduled to be transferred to the Records Center are so noted on the Records Retention Schedule prior to the transfer of records. The department will initiate a Records Transfer Request and send it to the City Clerk's Records Center which will review the requests and notify the department of the date of transfer. Records Transfer Requests are available, upon request, from the City Clerk's Records Center.

NOTE: Department should indicate whether the records are inactive -- no reference activity required. The City Clerk has complete control of inactive records. -

2. Procedures for Retrieving Documents from the City Clerk's Records Center -- Records Center staff will release documents or information (excluding inactive records) to the original depositing department or to other departments with prior approval by the original department.