



## CITY COUNCIL STAFF REPORT

---

**TO:** Honorable Mayor and City Council      **DATE:** December 13, 2021  
**FROM:** Matthew Bronson, City Manager  
**PREPARED BY:** Wendi Sims, City Clerk  
**SUBJECT:** Records Retention Schedule Update

---

### **RECOMMENDATION**

Adopt a Resolution to update the Records Retention Schedule for the City.

---

### **BACKGROUND**

The City is in the process of upgrading its records management program including its records retention policies. This upgrade is driven by many factors, including:

- Extent of production and management of permanent records
- Limited space in City facilities
- Duplicate filing and storing copies of the same records
- Escalating records storage expenses
- Technology advancements
- Changes in law regarding records retention

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City. Grover Beach selected Gladwell Governmental Services, Inc., an expert in local government records, to advise the City on this upgrade and provide recommended records retention schedules.

The new retention schedules were written with input from representatives of all City departments. The schedules provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Grover Beach's records and are in compliance with all laws and are standard business practice for California cities. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, the City will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

Consistent with standard business practice for California cities, the updated records retention policy will authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney. The policy will authorize updates to the schedule without further action of the Council which is also a standard business practice of cities in the state. Both actions will reduce costs and streamline the records retention process for the City.

### **FISCAL IMPACT**

There will be an undetermined cost savings both in labor and storage expenses including the avoidance of future storage and/or construction costs.

### **ALTERNATIVES**

The Council has the following alternatives to consider:

1. Adopt a Resolution to update the Records Retention Schedule for the City; or
2. Provide alternative direction to staff.

### **PUBLIC NOTIFICATION**

The agenda was posted in accordance with the Brown Act.

### **ATTACHMENTS**

1. Resolution and Exhibit A Retention Schedule

**RESOLUTION NO. 21-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING RESOLUTION NO. 92-17**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Grover Beach; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention period for various government records; and

WHEREAS, the City Council of the City of Grover Beach previously adopted Resolution No. 92-17;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, DOES DELARE, DETERMINE, AND ORDER AS FOLLOWS:**

Section 1. Resolution No. 92-17 is hereby rescinded.

Section 2. The records of the City of Grover Beach, as set forth in the Records Retention Schedule, Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of Department Head, City Clerk, and City Attorney, without further action by the City Council of the City of Grover Beach.

Section 3. Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney, and City Manager.

Section 4. The term "records" as used herein shall include document, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

On motion by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and on the following roll-call vote, to wit:

AYES: Council Members –  
NOES: Council Members –  
ABSENT: Council Members –  
ABSTAIN: Council Members –  
RECUSED: Council Members –

the foregoing Resolution was **PASSED, APPROVED**, and **ADOPTED** at a regular meeting of the City Council of the City of Grover Beach, California this 13<sup>nd</sup> day of December 2021.

**\*\*DRAFT\*\***

\_\_\_\_\_  
JEFF LEE, MAYOR

Attest:

\_\_\_\_\_  
WENDI B. SIMS, CITY CLERK

## Exhibit A

# HOW TO USE RETENTION SCHEDULES

©1995-2020 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved  
Do not duplicate or distribute without prior written permission

A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

### **STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

### **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

### **AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

## RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2020 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved  
Do not duplicate or distribute without prior written permission

**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record should be microfilmed

**Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record:** “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC'd”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

**Legend for legal citations** (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

USC: United States Code (US)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY WIDE (Used by All Departments)</b>								
Lead Dept.	CW-001	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090,
Lead Dept.	CW-002	Agreements & Contracts: <b>ADMINISTRATIVE FILES - NOT funded by a grant</b>  <b>Includes Agreements or Contracts approved by the Department Director</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-003	Agreements & Contracts: <b>ADMINISTRATIVE FILES - WITH grant funding</b>  <b>Includes Agreements or Contracts approved by the Department Director</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Logs, etc.)	<b>Completion + 10 years</b> or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-004	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Lead Dept.	CW-005	Appeals	The Retention of the Appealed Subject		Mag, Ppr			Department preference (Appeals usually are retained as part of an Agenda Packet); GC §34090 et seq.
Staffing Dept.	CW-006	Boards, Commissions, & Committees: <b>City Council Subcommittees</b> (Composed solely of less than a quorum of the City Council)	2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
	CW-007	Boards, Commissions, & Committees: <b>External Organizations</b> (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Lead (Responding) Dept.	CW-008	Complaints / Concerns from Citizens ( <b>operational</b> )	Minimum 2 years		Mag Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	CW-009	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p>								
<p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p>								
<p><b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>								
<p>Dept. that <b>Authors</b> Document or Receives the City's Original Document</p>	<p>CW-010</p>	<p>Correspondence - <b>ROUTINE</b> <b>(Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)</p>	<p>2 years</p>		<p>Mag, Ppr</p>			<p>GC §34090</p>
<p>Dept. that <b>Authors</b> Document or Receives the City's Original Document</p>	<p>CW-011</p>	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists, e-mail or social media postings, instant messaging, invitations, instant messaging, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	<p>When No Longer Required</p>		<p>Mag, Ppr</p>			<p>Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-012	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.	CW-013	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-014	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-015	Grants / CDBG / Reimbursable Claims / Subventions / FEMA Claims / OES Claims ( <b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)  Send Grant Financial Reports to Finance  Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Lead Dept.	CW-016	Leave Slips	When No Longer Required		Mag, Ppr			Preliminary draft / transitory record; GC §34090, GC §6252

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-017	Newspaper Clippings	When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-018	Notices: Public Hearing Notices and Proofs of Publications	2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §34090
Human Resources	CW-019	Personnel Files <i>(When an employee transfers to a different department, the file should go to the new department)</i>	Upon Separation, Send to Human Resources	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-020	Personnel Files <b>(Supervisor's Notes - "Working File" / "Drop File")</b>	1 year (After Incorp. In Evaluation)	Before Annual Performance Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-021	Personnel Work Schedules	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-022	Public Relations / Press Releases	2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-023	Real Estate Appraisal Reports (Acquisition or Sale): Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-024	Real Estate Appraisal Reports (Acquisition or Sale): <b>Purchased or Sold</b> Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 91.105(h), 24 CFR 97.42(b), 24 CFR 570.502(b); 29 CFR 97.42, GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-025	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by <b>YOUR Department</b>	Minimum 2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-026	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-027	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, & Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-028	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-029	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	5 years		Mag, Ppr			Information is outdated after 5 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-030	Safety: OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)
Lead Dept.	CW-031	Special Event Permits	Expiration + 2 years	Yes: During Class or Program	Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-032	Surveys / Questionnaires (that the City issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-033	Training - ALL <b>COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention, Tailgates, & Safety training)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

**RECORDS RETENTION SCHEDULE: CITY ATTORNEY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY ATTORNEY</b>								
City Attorney	CA-001	Closed Session Memoranda (Confidential)	Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090
City Attorney	CA-002	Lawsuits / Litigation	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney	CA-003	Subject Files / Project Files / Department Files	Minimum 2 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY CLERK</b>								
City Clerk	CC-001	Agenda Packets / Staff Reports City Council, Redevelopment Agency / Successor Agency / Oversight Board, Public Financing Authority	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (The minutes are the permanent record); GC §34090 et seq.
City Clerk	CC-002	Agenda Packets / Staff Reports Parks, Recreation & Beautification Commission, Planning Commission Traffic Committee,	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (The minutes are the permanent record); GC §34090 et seq.
City Clerk	CC-003	Agreements & Contracts - <b>ALL Non-Infrastructure (Approved by the City Manager or City Council)</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal, Insurance Certificates, Notice of Completion)</i>  <b>Examples of NON-Infrastructure:</b> Consulting, disposal, employment contracts, franchises, housing, leases, loans, mutual aid, professional services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-004	<p>Agreements &amp; Contracts - <b>Infrastructure, DDAs, OPAs, MOUs, MOAs (Approved by the City Manager or City Council)</b></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal, Insurance Certificates, Notice of Completion)</i></p> <p><b>Examples of Infrastructure:</b> Architects, Buildings, bridges, CalPERS, covenants, deferred improvement agreements, design/build, development, environmental, Joint Powers, MOUs, park improvements, property &amp; property restrictions, redevelopment, reservoirs, sewers, sidewalks, street &amp; alley improvements, settlement, subdivisions, utilities, water, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-005	Applications & Resignations for Boards, Commissions or Committees (Successful or Unsuccessful)	2 years		Mag, Ppr			GC §34090
City Clerk	CC-006	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects - Formation Documents (e.g. parks, sidewalks, roads, sewer, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Diagrams and Drawings are maintained by Engineering; GC §34090



## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-007	Bonds: Employees & Officials (Fidelity / Dishonesty, etc)	P		Mag, Mfr, OD, Ppr	S	No	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-008	City Clerk Filing System - Records that are <b>NOT</b> mentioned in this Schedule	Minimum 2 years		Mag, Ppr			The lead department retains in their systems according to their retention period; GC §34090
City Clerk	CC-009	City Newsletters: Distributed to Citizens (Sea Breeze, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-010	Claims (Liability Claims)	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Clerk	CC-011	Committee Rosters / Maddy Act List	2 years		Mag, Ppr			GC §34090
City Clerk	CC-012	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>DESIGNATED EMPLOYEES or Consultants</b> (specified in the City's Conflict of Interest code)	7 years		Mag, Ppr			City maintains original statements; GC §81009(e)(g)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-013	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (Elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney - "87200 filers")	7 years		Mag, Ppr			Department Preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk	CC-014	FPPC Form 635 / 602) - Lobbyist Authorization / Reporting	7 years		Mag, Ppr			2 CCR 18615(d)
City Clerk	CC-015	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e); GC §34090
City Clerk	CC-016	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e); GC §34090
City Clerk	CC-017	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009e; GC §34090
City Clerk	CC-018	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5(b)(3);-GC §34090; GC §81009(e)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ELECTIONS - CONSOLIDATED</b>								
City Clerk	CC-019	Assessment District Ballots and/or protest letters - Prop. 218 proceedings	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-020	Campaign Statements (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-021	Campaign Statements (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-022	Candidate File: Nomination Papers, Candidate Statements, etc. - <b>SUCCESSFUL CANDIDATES</b>	8 years		Mag, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statements, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	4 years		Mag, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-024	Candidate Files: Campaign Statements (FPPC 400 Series Forms & Form 501) & Nomination Papers: <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; CCP§583.320(a)(3); EC §17100; GC §81009(b)(g)
City Clerk	CC-025	Candidate Files: Campaign Statements (FPPC 400 Series Forms & Form 501) & Nomination Papers: <b>UNSUCCESSFUL CANDIDATES</b>	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; EC §17100; GC §81009(b)(g)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-026	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications for vacancies on the Council, City Measures, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		Mag, Ppr			GC §34090
City Clerk	CC-027	Elections - <b>HISTORICAL</b> (Sample ballot, copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-028	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
<b>(End of Elections Section)</b>								
City Clerk	CC-029	Ethics Training Certificates - City Council Members	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §53235.2(b)
City Clerk	CC-030	Fireworks Permits	Expiration + 2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-031	Insurance Certificates (for Contracts, Vendors, and City-issued Certificates etc.)  That cannot be matched to an agreement or contract	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Longest Statute of Limitations is 10 years; Those filed with an agreement or contract are Permanent; statewide guidelines propose permanent; CCP §337 et seq.; GC §34090
City Clerk	CC-032	Minutes  City Council, Redevelopment Agency / Successor Agency / Oversight Board, Public Financing Authority	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-033	Minutes  Parks, Recreation & Beautification Commission, Planning Commission Traffic Committee,	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-034	Municipal Code <b>Administration</b> , Distribution, etc.	When No Longer Required		Mag, Ppr			Preliminary drafts (content is not substantive); GC § 34090 et seq.
City Clerk	CC-035	Oaths of Office: Elected and appointed officials	50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-036	Ordinances	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-037	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.)  See Elections for Initiative, Recall or Referendum Petitions	2 years		Ppr			Department preference; Law requires 1 year for petitions; GC §50115
City Clerk	CC-038	Proclamations / Commendations / Certificates / Recognitions (includes requests)	2 years		Mag, Ppr			GC §34090
City Clerk	CC-039	Proof of Publication	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §34090
City Clerk	CC-040	Real Property Records: Deeds, Abandonments, Deed Restrictions, Easements, Liens, Rights of Way, Vacations, etc.	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-041	Recordings of City Council, Citizen Advisory Board, Commission and Committee Meetings - <b>VIDEO Recordings</b> Parks, Recreation & Beautification Commission, Planning Commission Traffic Committee,	8 years		Tape (Mag)			Department preference; State law only requires for 90 days for video recordings; GC §§54953.5(b), 34090.7

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-042	Recordings of City Council, Citizen Advisory Board, Commission and Committee Meetings - <b>AUDIO Recordings</b> Parks, Recreation & Beautification Commission, Planning Commission Traffic Committee,	2 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-043	Records Destruction Lists / Certificates of Records Destruction	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-044	Records Retention Schedules and Amendments to Records Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I		GC §34090 et. seq.
City Clerk	CC-045	Redevelopment 5-year Plan	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-046	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Ppr			EC §21608(g); GC §34090
City Clerk	CC-047	Request for Public Records	2 years		Mag, Ppr			GC §34090
City Clerk	CC-048	Resolutions City Council, Redevelopment Agency / Successor Agency / Oversight Board, Public Financing Authority, Planning Commission	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
City Clerk	CC-049	Rosters of City Officials (Historical List of City Council Members, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for Historical Value, GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-050	Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years		Mag, Ppr			GC §34090



**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY MANAGER</b>								
City Manager	CM-001	City Manager Correspondence (Interoffice, Citizens, Organizations, etc.)	Minimum 2 years		Mag, Ppr			GC §34090
City Manager	CM-002	City Manager Reports to Council	2 years		Mag, Ppr			GC §34090
City Manager	CM-003	Department Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Grand Jury Reports & City Responses (Pertaining to City Operations)	5 years		Ppr			Department preference (matches the retention of the Grand Jury); GC §34090
City Manager / Community Develop.	CM-005	Projects, Programs, Subject & Issues - Includes Economic Development  (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)  May include studies and real estate appraisals	Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference (real estate appraisals should be retained for 5 years - see City-wide schedule); If the project comes to fruition, the Lead Department retains the appropriate records; GC §34090
City Manager	CM-006	Speeches	When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	Benefit Brochures & Forms	When No Longer Required		Mag, Ppr			Non-records
Human Resources	HR-002	Benefit Plan Documents (Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes : After QC & OD	Retirement benefits is 6 years from last action; Federal law requires 6 years after filing date for retirement; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 USC 1113; 29 CFR 1627.3(b)(2); GC §§12946, 12960, 34090
Human Resources	HR-003	CalPERS Contract Administration (Includes contract amendment, annual employee listing, circular letters, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 2 years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-005	Past Employees Log (Excel)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-006	Compensation Surveys & Studies	2 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-007	COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k), GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-008	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Human Resources	HR-009	DMV-Pull Notices, Waivers for Pull Notices (All Employees)	When Superseded or Upon Separation		Mag Ppr			Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; GC §34090
Human Resources	HR-010	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-011	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		Mag, Ppr			29 CFR 1602.30; 29 CFR 1602.32 GC §34090
Human Resources	HR-012	I-9s	Separation + 3 2 years		Mag, Ppr			Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090; INA 274A(b)(3); INS Rule 274a.1(b)(2)

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013	Job Descriptions / Classification Specifications	Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-014	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	10 years		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-015	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A, etc.	5 7 years		Mag, Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)
Human Resources	HR-016	Personnel Files / Personnel Jackets - <b>Medical</b> Files  Pre-employment Physical Reports, etc. (all employees)	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-017	Personnel Files / Personnel Jackets - <b>Employees</b>	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for Retirement Benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090, 3105; LC §1198.5; 29 CFR 1602.14; 53235.2(b); 53237.2(b); LC §1198.5
Human Resources	HR-018	Recruitment and Testing File  (Includes Advertisements, Unsuccessful Applications, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.( c)), GC §§12946, 12960, 34090
Human Resources	HR-019	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-020	Workers Compensation or Disability Claims / Employee Accident Reports  Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

**RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>INFORMATION TECHNOLOGY</b>								
Information Technology	IT-001	Backups / Computer Backups	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-002	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-003	Software Manuals / Installation Guides	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA (WORM / DVD-r / CD r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ADMINISTRATIVE SERVICES / ACCOUNTING</b>								
Admin.. Services / Accounting	AS-001	1099's Issued / 1096	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Admin.. Services / Accounting	AS-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §34090
Admin.. Services / Accounting	AS-003	Accounts Payable / Invoices and Backup - <b>GRANTS</b>	10 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (for grant auditing purposes) Meets municipal government auditing standards; GC §34090
Admin.. Services / Accounting	AS-004	Accounts Receivable: Transient Occupancy Tax (TOT), Property Management, Damage to Public Property, Invoices to Outside Entities, Sales Tax, etc.	5 years	Yes: Until Paid	Mag, Ppr			Department Preference (for grant auditing purposes) Meets municipal government auditing standards; GC §34090
Admin.. Services / Accounting	AS-005	Actuarial Reports: CalPERS, etc	10 years		Mag, Ppr			Department Preference; GC §34090
Admin.. Services / Accounting	AS-006	Assessment Districts - Financial Documents	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Admin.. Services / Accounting	AS-007	Audit Reports / Comprehensive Annual Financial Reports and Backup  (City & RDA)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Admin.. Services / Accounting	AS-008	Audit Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin.. Services / Accounting	AS-009	Bank and Trustee Statements, Bank Reconciliations, Outstanding Check Lists, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 1.6001-1
Admin.. Services / Accounting	AS-010	Bond Official Statements / Certificates of Participations (COPs) See Bank Statements for statement retention.	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)&(b), 26 CFR 1.6001-1(e):337.5(a); GC §§34090, 43900 et seq.
Admin.. Services / Accounting	AS-011	Bonds: <b>Subdivision Bonds</b> / Irrevocable Letters of Credit	Release of Bond / Security		Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Admin.. Services / Accounting	AS-012	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Admin.. Services / Accounting	AS-013	Budgets - Preliminary, Backup Documents	When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Department Preference; GC §34090
Admin.. Services / Accounting	AS-014	Business Tax Certificates, Licenses and Renewals - Includes Home Occupation Permits	Close + 5 years		Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Admin.. Services / Accounting	AS-015	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin.. Services / Accounting	AS-016	Checks / Warrants (Cashed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337



## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin.. Services / Accounting	AS-017	Cost Allocation Plans	Minimum 5 years	Yes: Until Paid	Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Admin.. Services / Accounting	AS-018	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(4), 1519; GC §34090
Admin.. Services / Accounting	AS-019	Financial Services <b>Database</b>	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Admin.. Services / Accounting	AS-020	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes permanent assets (for compliance with GASB 34); GC §34090
Admin.. Services / Accounting	AS-021	Investments / Arbitrage / Certificates of Deposit (CDs) / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; -FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Admin.. Services / Accounting	AS-022	Journal Entries / Journal Vouchers / Budget Adjustments	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Admin.. Services / Accounting	AS-023	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Proof & Merge Reports, etc. ( <b>MONTHLY OR PERIODIC</b> )	When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; GC §34090
Admin.. Services / Accounting	AS-024	Reports: Annual State or Federal: State Controller's Report, Statement of Indebtedness, Street Report, etc.	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin.. Services / Accounting	AS-025	Single Audits / Transportation Audits / PERS Audit, et.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
City Clerk	AS-026	Treasurer's Reports / Quarterly Budget Reports (to Council)	Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
Admin.. Services / Accounting	AS-027	W-9s	Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS Auditing Standards; GC §34090

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PAYROLL</b>								
Admin.. Services / Payroll	AS-028	CalPERS Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin.. Services / Payroll	AS-029	DE-6 & 941 Forms - Quarterly Payroll Tax Returns / OASDI	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Admin.. Services / Payroll	AS-030	Deferred Compensation (City Statements)	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with published articles for bank statements show 4 -7 years; GC §304090, 26 CFR 16001.1
Admin.. Services / Payroll	AS-031	Payroll Period Ending File (PAF, Time Sheets, Garnishments, etc.)	5 years		Mag, Ppr			Department preference; PERS Buy-backs are reconstructed through Human Resources; Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; GC §34090
Admin.. Services / Payroll	AS-032	Payroll Reports / Payroll Registers - All	5 years		Mag, Ppr			Department preference; PERS Buy-backs are reconstructed through Human Resources; Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; GC §34090
Admin.. Services / Payroll	AS-033	W-2s	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin.. Services / Payroll	AS-034	W-4s	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1 GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>RISK MANAGEMENT</b>								
Admin.. Services / Risk Manag.	AS-035	Accident / Incident Reports / Employee Property Damage / Near Misses / Potential Claims	2 years		Mag, Ppr			GC §34090
Admin.. Services / Risk Manag.	AS-036	Insurance - ALL City Policies (Auto, Liability, property, etc.)	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers the longest Statute of Limitation; GC §34090, CCP §337 et seq.
Admin.. Services / Risk Manag.	AS-037	Loss Run Reports (Liability & Workers Compensation)	5 years		Mag Ppr			Meets auditing standards; GC §34090
Admin.. Services / Risk Manag.	AS-038	Safety Committee	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 34090, 53235.2(b)
Admin.. Services / Risk Manag.	AS-039	Vehicle Titles ("Pink Slips")	Sale or Disposal		Ppr			Given to Auction House / New Owner; GC §34090

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>UTILITY BILLING</b>								
Admin.. Services / Utility Billing	AS-040	Billing Registers	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Consistent with Cash Receipts & Accounts Receivable; Published articles show 3 - 6 years; Other city shows permanent; Copies are sent to Finance; GC §34090
Admin.. Services / Utility Billing	AS-041	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not City records; per bank agreement.
Admin.. Services / Utility Billing	AS-042	Daily Receipts, Cash Receipts, Overs and Shortages	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Consistent with Cash Receipts & Accounts Receivable; Published articles show 3 - 6 years; Other city shows permanent; Copies are sent to Finance; GC §34090
Admin.. Services / Utility Billing	AS-043	Temporary Hydrant Meters	Close + 2 years		Mag, Ppr			GC §34090
Admin.. Services / Utility Billing	AS-044	Utility Billing <b>Database</b>	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Admin.. Services / Utility Billing	AS-045	Utility Payment Stubs	4 months		Ppr			Preliminary drafts used to post receivables to correct account; GC §34090 .7
Admin.. Services / Utility Billing	AS-046	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin.. Services / Utility Billing	AS-047	Water Billing: Auto-Billing Authorizations	2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin.. Services / Utility Billing	AS-048	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin.. Services / Utility Billing	AS-049	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin.. Services / Utility Billing	AS-050	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Admin.. Services / Utility Billing	AS-051	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Admin.. Services / Utility Billing	AS-052	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Public Works / Division Providing Service / Work	AS-053	Work Orders / Service Requests (Attached to Customer Accounts)  (Division providing service retains originals; Division requesting service is considered a copy)	Minimum 5 years		Mag Ppr			City preference (complies with the Clean Water Act); CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>COMMUNITY DEVELOPMENT / BUILDING</b>								
	CD-001	Alcoholic Beverage Control Licenses / ABC Licenses	When No Longer Required		Mag, Ppr			Non-records
Community Develop. / Building	CD-002	Building Permit <b>Database</b>	Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Develop. / Building	CD-003	Building Permits / Street Files / Statement of Covenant Restricting Use of Structure / Accessory Dwelling Units	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, H&S §19850
Community Develop. / Building	CD-004	Building Permits - <b>Expired or Withdrawn Applications</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC§ 34090
Community Develop. / Building	CD-005	Building Plans, Specifications and Construction Documents - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>  <b>Except Site Plan, Floor Plan and Drainage Plan</b>	Completion + 180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to retain site plan, drainage plan, floor plan; CBC §§1.8.4.3.1; 104.7 & 107.5; H&S§19850, GC §34090
Community Develop. / Building	CD-006	Building Plans, Specifications and Construction Documents - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>  <b>Site Plan, Floor Plan and Drainage Plan</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to retain site plan, drainage plan, floor plan; CBC §§1.8.4.3.1; 104.7 & 107.5; H&S§19850, GC §34090



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Building	CD-007	Building Plans, Specifications and Construction Documents - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, COMMON INTEREST DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, PRODUCTION HOMES (TRACT HOMES)</b>  (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for Common Interest Dwellings; CBC §§1.8.4.3.1; 104.7 & 107.5; H&S§19850, GC §34090
Commun. Develop. / Building	CD-008	California Building Codes / International Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Community Develop. / Building	CD-009	Complaints Received in Writing	2 years		Mag, Ppr			GC §34090
Community Develop. / Building	CD-010	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, investigation forms, stop work notices, etc.)	Until Cleared or Project Completion		Mag, Ppr			Department Preference (preliminary drafts - the Building Permit is the final official record); GC §34090
Community Develop. / Building	CD-011	<b>Reports:</b> Building Activity ( <b>Monthly / Annual</b> )	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Community Develop. / Building	CD-012	Requests & Permissions to Receive Copies of Plans / Architect's Approval	2 years		Mag, Ppr			GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Building	CD-013	Street Files: Building Permits, Tenant Improvements, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Contains Building Permits, etc (others are Department Preference); CBC §106.4.2; H&S§19850, GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CODE ENFORCEMENT</b>								
Community Develop. / Code Enforce.	CD-014	Code Enforcement Case Files (Building Violations)  (Includes appeals and Code Enforcement Complaint Letters; Send all Liens to the City Clerk	Minimum 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PLANNING</b>								
Community Develop. / Planning	CD-015	Affidavits of Publications / Public Hearing Notices / Legal Advertising - Planning	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090
Community Develop. / Planning	CD-016	Affordable Housing / Senior Housing Programs: <b>Homeownership Housing Projects</b>  <b>(Anything with a Recapture / Resale Restrictions)</b>	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2) & 570.502(b), 982.158, 884.214; 29 CFR 97.42, GC §34090
Community Develop. / Planning	CD-017	Affordable Housing / Senior Housing Programs: <b>Rental Agreements, Tenant Income Verification</b>	Termination + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2) & 570.502(b), 982.158, 884.214; 29 CFR 97.42, GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Planning	CD-018	Affordable Housing Programs: <b>Loans</b> (Façade Improvements, Silent Second Mortgages, etc.)  <b>(No Recapture / Resale Restrictions)</b>	Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2) & 570.502(b), 982.158, 884.214; 29 CFR 97.42, GC §34090
Community Develop. / Planning	CD-019	Affordable Housing Projects: <b>Withdrawn / Rejected</b>	2 years		Mag, Ppr			GC §34090
Community Develop. / Planning	CD-020	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Community Develop. / Planning	CD-021	Applications for Loans / Silent Seconds, etc.: <b>Not Qualified / Rejected</b>	2 years		Mag, Ppr			GC §34090
Community Develop. / Planning	CD-022	CDBG Subrecipient Grants & Agreements	Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
US Census Bureau	CD-023	Census, Demographics	When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR); GC §34090 et seq.
Community Develop. / Planning	CD-024	Deposit Accounts / Trust Accounts (Excel)	Close + 5 years	Yes: Until paid	Mag, Ppr			Meets municipal government auditing standards; GC §34090
Community Develop. / Planning	CD-025	Environmental Determinations / CEQA: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Inside City boundaries</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Commun. Develop. / Planning	CD-026	Environmental Determinations / CEQA: Environmental Impact Reports (EIRs), Negative Declarations, etc. ) <b>Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action</b>  <b>Inside City boundaries</b>	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County Superior Court of San Diego County (2020) 50 C.A.5TH 467; PRC 21167,6 GC §34090
Community Develop. / Planning	CD-027	Environmental Determinations / CEQA: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Outside City boundaries</b>	When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Community Develop. / Planning	CD-028	General Plan Working Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Planning	CD-029	General Plan, Elements and Amendments	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-030	Land Use Studies / Plans / Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-031	Master Plans, Specific Plans, Bikeway Plans, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-032	<b>Planning Project Files - Permanent Entitlements</b>  (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps  Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Community Develop. / Planning	CD-033	Planning Project Files - Permanent Entitlements - <b>Expired or Withdrawn Applications</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC§ 34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Planning	CD-034	<b>Planning Project Files - Temporary Entitlements / TUPs - Temporary Use Permits:</b>  <b>Christmas Tree Lots</b> , Temporary Barricades with Artwork, Debris Boxes, Pumpkin Lots, Temporary Signs, Use of City Property, etc.	2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC §§34090
Community Develop. / Planning	CD-035	Preliminary Review File (No Final Application)	When No Longer Required		Mag, Ppr			Department preference; Preliminary Documents (no application submitted); GC §34090
Community Develop. / Planning	CD-036	Project Log Index / Tracking Spreadsheet / Binders of Historic Actions / Access Database	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-037	Projects, Programs, Subject & Issues - Includes Economic Development  (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)  May include studies and real estate appraisals	Minimum 5 years	Yes: While Active Issues	Mag, Ppr			Department preference (real estate appraisals should be retained for 5 years - see City-wide schedule); GC §34090
Community Develop. / Planning	CD-038	Redevelopment Project Files - Environmental Documents / CEQA Final Documents  Send all Real Property Records to City Clerk	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090



## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Planning	CD-039	Redevelopment Projects & Project Areas (Except Environmental Documents / CEQA Final Documents. Send all Real Property Records to City Clerk)	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP §337 et seq.; GC §34090
Community Develop. / Planning	CD-040	Redevelopment Project Relocation Files	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
	CD-041	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.
Community Develop. / Planning	CD-042	Special Studies / "Staff Projects"	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090
City Clerk	CD-043	Zoning Amendments, Zoning Text Amendments	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090 et seq.
Community Develop. / Planning	CD-044	Zoning Maps	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PARKS &amp; RECREATION</b>								
Parks & Recreation	P&R-001	Accident Reports / First Aid for Public (bandages, scratches, etc)	2 years		Mag, Ppr			GC §34090
Parks & Recreation	P&R-002	Activity Guides (Recreation Classes / Programs)	Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Parks & Recreation	P&R-003	Adopt-A-Tree, Adopt-A-Bench, Adopt-A-Park, Tree Dedications, etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-004	Agreements for Contractors: Class Instructors, Sports Leagues, etc.  e.g., Dance Instructors, Soccer Leagues, Volleyball, etc.	Completion + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC	The statute of limitation for errors and omissions is not applicable; CCP §§336(a), 337 et. seq., GC §34090
Parks & Recreation	P&R-005	Events - Volunteers Banquets, etc.	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Parks & Recreation	P&R-006	Facility Use and Equipment Applications, Rental Agreements, Park Use Permits, BBQ Use Permits, Alcoholic Beverage Applications	2 years	Yes: Before Event	Mag, Ppr			GC §34090
Parks & Recreation	P&R-007	Flyers for Programs	Minimum 2 years		Mag, Ppr			GC §34090
Parks & Recreation	P&R-008	Park History (Major Remodels, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Parks & Recreation	P&R-009	Park Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-010	Programs / Special Events (Talent Shows, Halloween, etc.)	Minimum 2 years		Mag, Ppr			GC §34090
Parks & Recreation	P&R-011	Recreation <b>Database</b>	Indefinite		Mag			Department Preference; data is interrelated; GC §34090

**RECORDS RETENTION SCHEDULE: PARKS & RECREATION**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Parks & Recreation	P&R-012	Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / Sign-in Sheets / Waivers, etc.:  <b>Sports Programs, Adult Programs, Camps, Field Trips, Recreation Classes, Authorization to give Medicine, etc.</b>	2 years		Mag, Ppr			GC §34090
Parks & Recreation	P&R-013	Special Event Permits	2 years		Mag, Ppr			GC§ 34090
Parks & Recreation	P&R-014	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
Parks & Recreation	P&R-015	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
Parks & Recreation	P&R-016	Team Registrations for Sports Programs, etc. (Includes Waivers)	2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>POLICE ADMINISTRATION</b>								
	PD-001	Alcoholic Beverage Control Licenses / ABC Licenses	When No Longer Required		Mag, Ppr			Non-records
Police / Admin.	PD-002	Background Files (Police Department Employees) - <b>Successful Applicants</b>	Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6); 2 CCR 11013(c); 8 CCR §11040(7.( c)), GC §§12946, 12960, 34090
Police / Admin.	PD-003	Background Files - <b>Unsuccessful Applicants</b>	5 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6); 2 CCR 11013(c); 8 CCR §11040(7.( c)), GC §§12946, 12960, 34090
Police / Admin.	PD-004	Business Permits (Regulatory) - <b>TECHNICIAN / DRIVERS:</b> Cannabis, Massage Technician, Taxi Driver, Tobacco Licensing, etc.	Expiration + 2 years		Mag, Ppr			GC §34090
Police / Admin.	PD-005	Business Permits Background Files (Regulatory) - <b>BUSINESS OWNER:</b> Cannabis, Massage Establishments, Taxi, etc.	Termination of Business + 2 years		Mag, Ppr			GC §34090
Police / Admin.	PD-006	Carry Concealed Weapon Permits (CCW) - <b>Approved Civilians</b>	Expiration + 5 years		Mag, Ppr			Department preference; GC §34090
Police / Admin.	PD-007	Carry Concealed Weapon Permits (CCW) - <b>Denied</b>	2 years		Mag, Ppr			Department preference; GC §34090
Police / Admin.	PD-008	Carry Concealed Weapon Permits (CCW) - <b>Retired Employees / Sworn Peace Officers</b>	Expiration + 5 years		Mag, Ppr			Department preference; GC §34090
Police / Admin.	PD-009	EOC Activations, After Incident Reports	Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin.	PD-010	Internal Affairs Investigations / Complaints: <b>All</b>	Final Disposition + 5 years		Mag, Ppr			Consistent with Lexipol Policy; State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; EVC §1045(b)(1), GC §§12946, 12960 34090, PC §§801.5, 803(c), 832.5(b), VC §2547
Police / Admin.	PD-011	LiveScan Applications / Fingerprint Applications	2 years		Mag, Ppr			GC§ 34090 et seq.
Police / Admin.	PD-012	Patrol Ride-A-Long Waiver Form	2 years		Mag, Ppr			GC §34090 et seq.
Human Resources & Police / Admin.	PD-013	Personnel Files - <b>Employees</b> (Police Department)	Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Police / Admin.	PD-014	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	Minimum Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-015	Press Releases	2 years		Mag, Ppr			GC §34090
Police / Admin.	PD-016	Recruitment and Testing File - Police Personnel Only  (Testing. Human Resources retains the majority of recruitment files)	3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.( c)), GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin.	PD-017	Reports and Studies regarding Police operations	When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-018	Report of data regarding the number, type, or disposition of complaints made against its officers (optional)	2 years		Mag, Ppr			GC §34090 et seq.
Police / Admin. / Chief	PD-019	Supervisory Reviews (Internally-generated)	Final Disposition + 2 years		Mag, Ppr			GC §34090 et seq.
Police / Admin.	PD-020	Temporary Holding Facility Logs / Juvenile Detention Logs	2 years		Mag, Ppr			GC §34090 et seq.
<b>CAD / DISPATCH</b>								
Police / CAD / Dispatch	PD-021	Audio Recordings or Tapes - <b>(CAD/RMS)</b> Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	180 days		Mag			Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
<b>INVESTIGATIONS</b>								
Police / Records	PD-022	Detectives Investigation Files and Arrest Files <b>(Official Reports)</b>	Transferred into Record's Crime Report Files		Ppr, Mag			Transfer all Official Reports to Records to be placed in the Day Files.
Police / Investigat.	PD-023	Gang Files	When No Longer Required - <b>Minimum 2 years</b>		Ppr, Mag			Department Preference; GC §34090 et seq.
Police / Investigat.	PD-024	Guns: Dealers Record of Sale (DROS)	2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Investigat.	PD-025	Informant Files	When No Longer Required - <b>Minimum 2 years</b>		Ppr, Mag			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Investigat.	PD-026	Intelligence Files	5 years		Ppr, Mag			Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
<b>PATROL</b>								
Police / Patrol	PD-027	Officer Recordings: Body-Worn Cameras - that <b>ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</b>	Follows retention for Evidence, Minimum 2 years		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Patrol	PD-028	Officer Recordings: Body-Worn Cameras - that are <b>NOT evidence</b>	1 year, 1 day		Mag,			Department preference; PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Patrol	PD-029	Officer Recordings: Mobile <b>Video</b> Recordings that are <b>not</b> evidence	1 year, 1 day		Mag			Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; GC §34090.6(a)
Police / Patrol	PD-030	PAS / POS Device Calibration Logs	2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-031	Traffic Control: Radar Calibration Records	2 years		Mag, Ppr			GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Patrol	PD-032	Traffic Control: Radar Trailer Surveys, etc.	When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			GC §34090 et seq.
<b>PROPERTY AND EVIDENCE</b>								
Police / Property & Evidence	PD-033	Crime Report Photos, Negatives	Follows the Retention of the Crime Report		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-034	Evidence <b>Database</b>	Indefinite		Mag, Ppr			Data is interrelated; GC §34090
<b>RECORDS</b>								
Police / Records	PD-035	Alarm Billing	5 years		Mag, Ppr			Department preference; meets municipal government auditing standards; GC §34090
Police / Records	PD-036	Citation Log Books (#s / ranges) - Cannabis, Parking, Traffic	2 years		Mag, Ppr			GC §34090 et seq.
Police / Records	PD-037	Citations (Cannabis, Parking, Traffic). Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Ppr			GC §34090 et seq.
Police / Records	PD-038	CRIME REPORTS: <b>Sealed Juvenile and Ward Cases</b> - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Ppr			Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)



**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-039	CRIME REPORTS: <b>ALL, Except Imaged Reports, or Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), &amp; Sexual Assault (Rape), Suicide, and those specifically mentioned in the schedule</b>	Minimum 7 years	Yes	Mag, Ppr			Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana / cannabis after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-040	CRIME REPORTS: Child Abuse or Neglect Investigation Reports - <b>Unsubstantiated or Inconclusive</b>	No Further Report on Suspected Abuser + 10 years		Mag, Ppr			PC §§11169(c),11170(a)(3)
Police / Records	PD-041	CRIME REPORTS: Misdemeanor - <b>Adult Marijuana / Cannabis</b> - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq.
Police / Records	PD-042	CRIME REPORTS: <b>Misdemeanor - Juvenile Marijuana / Cannabis</b> - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Ppr			If no subsequent conviction ("Shall" Destroy); H&S §11361.5

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-043	CRIME REPORTS: <b>Missing Persons</b>	P (If Person Returned or Found, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records	PD-044	CRIME REPORTS: <b>Capital Crimes / Sex Crimes / Crimes Against a Child</b>	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288(a), 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); W&C 707(b)
Police / Records	PD-045	CRIME REPORTS: <b>Factually Innocent Petition Accepted Records</b> Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Ppr			Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-046	CRIME REPORTS: Misdemeanor Marijuana / Cannabis §11357(d) - <b>Juvenile on School Grounds during School Hours</b> (with procedure in H&S §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-047	Forfeiture Notification	5 years		Mag, Ppr			Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090
Police / Records	PD-048	Hearings / Hearing Officer Determinations (Parking, Tows, etc.)	2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Records	PD-049	Lost or Stolen Firearms / Guns with Serial Numbers	Until Recovered		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (DOJ / CLETS requirements); GC §34090
Police / Records	PD-050	Monthly Reports (State and Federal)	2 years		Mag, Ppr			GC §34090
Court	PD-051	Order after Hearing (Restraining Order, Emergency Protective Orders (EPO), Temporary Restraining Order (TRO))	Expiration + 2 years		Mag			Per DOJ's direction; Court records - originals retained by the Court; GC §34090 et seq.
Police / Records	PD-052	Records Destruction Lists / Certificates of Records Destruction - <b>Police Records only</b> (contains privileged information)	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Police / Records	PD-053	Registrants: Arson Registrations: <b>Adults</b>	P or Deceased		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-054	Registrants: Arson Registrations: <b>Juveniles</b> released from California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Ppr			Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-055	Registrants: Sex Offender Registrations: <b>Adults</b>	P or Deceased		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq.
Police / Records	PD-056	Registrants: Sex Offender Registrations: <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order) or Deceased		Mag, Ppr			Pursuant to PC §290 et seq.; W&I §781
Police / Records	PD-057	RMS Database	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-058	Subpoenas (all)	2 years		Mag, Ppr			GC §34090
<b>TRAINING</b>								

**RECORDS RETENTION SCHEDULE: POLICE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Training	PD-059	Personnel Training File - <b>Officer Training - BY EMPLOYEE (Includes POST printouts)</b>  Includes Retiree Fire Arson Qualifications	Separation + 5 years		Mag, Ppr			Department preference; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; ; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.	PD-060	Training - <b>Department Training Records - COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	When No Longer Required - <b>Minimum 5 years</b>		Mag, Ppr			Department preference; Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; ; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PUBLIC WORKS / ENGINEERING</b>								
Public Works / Engineering	PW-001	Aerial Maps / Photographs - Analog or Digital	P		Mag, Ppr			Department Preference; GC §34090
Public Works / Engineering & City Clerk	PW-002	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts <b>(FORMATION, BOUNDARIES)</b>	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering	PW-003	Bid - Rejected Bids / Unsuccessful Proposals	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): <b>Administration File</b> Project Administration, Certified Payrolls, Daily Inspection Report, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): <b>Permanent File</b> Plans, Specifications, Bids/RFPs, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, O&M Manuals, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-006	Claims - Damage to City Property not related to a crime (damaged stop signs, signals). Those that are related to crimes are sent to the District Attorney.	When No Longer Required - <b>Minimum 5 years</b>	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
Public Works / Engineering	PW-007	Potential Vendors / Consultant Resource Files	When No Longer Required		Mag Ppr			Non-records
Public Works / Engineering	PW-008	Design & Construction Standards Authored by the City	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-009	Encroachment Permits: <b>Permanent</b>	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-010	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	Engineering Studies / Surveys (City Built Projects, Water Studies, etc.)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Geotechnical and Soils Reports	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Grading Permits & Plans	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-014	Groundwater Plans & Studies	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-015	Historical Events (Photos of Major Storms, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Engineering	PW-016	Index to Tracts / Subdivisions and other Records	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Building or Planning	PW-017	Land Development Projects: Engineering Comments: Planning & Building Projects / Plan Check Comments (Provided to Planning or Building)	When No Longer Required		Mag, Ppr			Preliminary drafts; Planning or Building retains originals; GC §34090.7
Public Works / Engineering	PW-018	Lot Line Adjustments / LLAs	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-019	NPDES Monitoring Reports	Minimum 3 years		Mag, Ppr			Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Engineering	PW-020	NPDES Permits - Stormwater	Minimum Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Public Works / Engineering	PW-021	Maps, Plans and Drawings (Final Maps, Parcel Maps, Record of Survey, Right of Way, Tract Maps, "As-Builts", Record Drawings, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	PW-022	Pavement Management Plans	Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Engineering	PW-023	Regulatory Agency Correspondence (AQMD, RWQCB, NRCS, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-024	Storm Drains - Infrastructure Drawings and Records	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-025	Street Lighting (City-owned Street Lights)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-026	Subdivisions: Grading and Soils Reports	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Soils Reports may not always be forwarded to Planning); GC §34090
Public Works / Engineering	PW-027	Surveys / Record of Survey / Survey Books / Field Notebooks	P		Mag, Ppr			Department preference; GC §34090
Police	PW-028	Traffic - Accident Reports / Collision Reports	Copies - When No Longer Required		Mag, Ppr			Department preference (copies); GC §34090.7
Public Works / Engineering	PW-029	Traffic - Signal Timing	When Superseded - <b>Minimum 2 years</b>		Mag Ppr			Department preference; GC §34090
Public Works / Engineering	PW-030	Traffic - Speed Surveys	Minimum 10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Engineering	PW-031	Traffic - Studies - Transportation	P		Mag Ppr			Department preference; GC §34090
Public Works / Engineering	PW-032	Traffic Counts	Minimum 10 years		Mag Ppr			Department preference; GC §34090



## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-033	Water Master Plans	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-034	Water Requests (Outside the City) / Water "Will Serve" Letters	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
<b>MAINTENANCE - STREET &amp; PARKS, BUILDING, TRAFFIC WAYS, etc.)</b>								
Public Works / Maint.	PW-035	AQMD Permits (Generators, etc.)	Disposal + 5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Maint.	PW-036	Daily Vehicle Inspection / Safety Inspections / CHP Inspections	2 years		Mag			GC §34090
Public Works / Maint.	PW-037	Operations & Maintenance Manuals / O&M Manuals	When Superseded or Surplused		Mag, Ppr			Department preference; GC §34090
Public Works / Maint.	PW-038	Pesticide Use Reports	2 years		Mag, Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623; GC §34090
Public Works / Maint.	PW-039	Playground Inspections	10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Maint.	PW-040	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090 et. seq.

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	PW-041	Regulatory Agency Reports / Compliance Reports: <b>Monthly and Quarterly</b> Reports, including backup data  (EPA, OSHA, RWQCB, etc.)	Minimum 5 years		Mag, Ppr			Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Public Works / Maint.	PW-042	SDS (Safety Data Sheets) / MSDS (Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; <b>SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years</b> ; Applies to qualified employers; 8 CCR 3204(d)(1)(A) et seq. (B)(2 and 3)
Public Works / Maint.	PW-043	Street Sweeping Monitoring Reports, etc.	3 years		Mag, Ppr			Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Maint.	PW-044	Tree History / Tree Inventory / City Owned Trees Maintenance <b>Database</b>	Indefinite		Mag, Ppr			Department preference; GC §34090
Public Works / Maint.	PW-045	Used Oil Disposal	3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b)(3), 25250.19(a)(2)(B) et seq.
Public Works / Maint.	PW-046	Vehicle & Equipment History Files (includes smog certificates)	Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et seq., 13 CCR 1234(f); GC §34090
<b>WASTE WATER COLLECTION</b>								

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Waste Water Collection	PW-047	FOG Program (Fat, Oil & Grease)	5 years		Mag, Ppr			Department Preference (meets State requirements); NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090 et seq.
Public Works / Waste Water Collection	PW-048	Sewer Jetting Reports	5 years		Mag			Department Preference; GC §34090
Public Works / Waste Water Collection	PW-049	Sewer Monthly Reports	5 years		Mag			Department Preference; GC §34090
Public Works / Waste Water Collection	PW-050	Sewer Pump Stations / Infrastructure	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Waste Water Collection	PW-051	Sewer System Management Plans (SSMP) and Audits, Sanitary Sewer Overflows (SSOs), / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	5 years		Mag, Ppr			Department preference; plans must be updated every 5 years, audits are required every 2 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; GC §34090
Public Works / Waste Water Collection	PW-052	Sewer Videos	5 years		Mag			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>WATER</b>								
County	PW-053	Backflow: Cross-Connection Backflow Device Inspections, Maintenance, Certifications	Copies - When No Longer Required		Mag, Ppr			County is the lead; GC §34090 et seq.
Public Works / Water	PW-054	Chains of Custody / Water Quality Reports - (Water testing instructions)	12 years		Mag, Ppr			Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-055	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints regarding <b>Drinking Water</b>	Minimum 5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Public Works / Water	PW-056	Customer Service Database / Meter <b>Database</b>	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Public Works / Water	PW-057	Daily Water Production / Well Production	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-058	Fire Hydrant Inspections / Flushing	Minimum 20 years		Mag, Ppr			Department preference; GC §34090 et seq.
Public Works / Water	PW-059	Hazardous Waste Disposal Manifests, Permits & Reports	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; 8 CCR 3204(d)(1)(B), 22 CCR 66262.40; GC §34090
Public Works / Water	PW-060	Operations & Maintenance Manuals / O&M Manuals	When Superseded or Surplused		Mag, Ppr			Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water	PW-061	Regulatory Agency Reports / Compliance Reports: <b>Monthly and Quarterly</b> Reports, including backup data  (DDW, DPH, EPA, OSHA, RWQCB, etc.)	Minimum 5 years		Mag, Ppr			Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Public Works / Water	PW-062	SCADA Database	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Water	PW-063	Underground Service Alerts (USA's) / Dig Alerts--City	2 years		Ppr			GC §34090
Public Works / Water	PW-064	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	Minimum 2 years		Mag, Ppr			Confidential; GC §34090
Public Works / Water	PW-065	Water Conservation Rebates / Program - Toilet Retrofit Program, Irrigation, Turf Replacement, Washer, etc.  Includes Water Conservation Certificate, Requests, Approvals, etc.	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090
Public Works / Water	PW-066	Water Pressure Charts	5 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Public Works / Water	PW-067	Water Production Reports (to State DPH)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-068	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR 64470; 22 CCR §64483

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<b>HOLDS:</b> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water	PW-069	Water Usage Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Water	PW-070	Wells, Tanks, Reservoirs	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Division Providing Service / Work	PW-071	Work Orders / Service Requests / Incident Report Forms - <b>NOT entered in CMMS Database (or partial information entered into CMMS Database)</b>  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City preference (complies with the Clean Water Act); CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090