

# HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

**Copies** or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term “records” shall include all records as defined by the California Public Records Act.

## **STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

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. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

## **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 office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

## **AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):**

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (“**Minimum 2 years**”), the destruction / deletion must be authorized before it is destroyed, as it is an official (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, copy, or the Content is NOT Substantive.

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 resolution).”**

## RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

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

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

**Retention/Disposition:**  
**Active (guideline):** How long the file remains in the immediate office area  
**Inactive (guideline):** How long the file is in off-site storage, stored electronically in accordance with law (see below)  
**Total Retention:** The total number of years the record is 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 and certain data may require minimum retention.

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

**Media Options (guideline) terms used in State law:**  
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk or other **Unalterable 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 was microfilmed

**Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record:** “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed)** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

### **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)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)

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)  
PRC: Public Resources Code  
USC: United States Code (US)

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)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)

## 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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, 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 / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	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, 54960.1(c)(1)
Lead Dept.	CW-002	<p>Agreements &amp; Contracts, Amendments: <b>Department's Approval</b> (City Clerk retains Original Council-Approved Contracts)</p> <p><b>NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED</b></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p><b>City Clerk retains originals if they were approved by the City Council</b></p> <p><b>Finance retains Insurance Certificates</b></p> <p><b>Examples of Non-Infrastructure:</b> Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)

# 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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-003	<p>Agreements &amp; Contracts, Amendments: <b>Department's Approval</b> (City Clerk retains Original Council-Approved Contracts)</p> <p><b>INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs (IMAGED / AFTER SCANNING)</b></p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p><b>City Clerk retains originals if they were approved by the City Council</b></p> <p><b>Finance retains Insurance Certificates</b></p> <p><b>Examples of Infrastructure:</b> Architects, Buildings, bridges, covenants, 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 / I	Yes: After QC & OD	Department Preference; All infrastructure 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 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703
Lead Dept.	CW-004	<p>Agreements &amp; Contracts: <b>ADMINISTRATION (NO Grant Funding)</b></p> <p>(Project Administration, Insurance Certificates, RFP - Request for Proposal or Successful Proposal, Certified Payrolls, etc.)</p> <p><b>Send All Original Agreements or Contracts and Insurance Certificates to the City Clerk)</b></p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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<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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-005	Agreements & Contracts: <b>ADMINISTRATION (WITH Grant Funding)</b>  (Project Administration, IRFP - Request for Proposal or Successful Proposal, Certified Payrolls, etc.)  Send <b>All Original Agreements or Contracts and Insurance Certificates to the City Clerk)</b>	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	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; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-006	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance / Purchasing retains the originals of Formal procurements; Includes unopened bids; GC §34090
Lead Dept.	CW-007	Boards, Commissions, & Committees: <b>External Organizations / Regional Boards &amp; Commissions</b> - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Staffing Dept.	CW-008	Committees: <b>Employee Committees</b> , Employee Staff Meetings / Department Staff Meetings <b>AGENDAS and MINUTES</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Staffing Dept.	CW-009	Committees: <b>Subcommittees of the City Council (Ad-Hoc or Standing Committees)</b> <b>AGENDAS and MINUTES</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All actions are made by the City Council; GC §34090
Lead Dept.	CW-010	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

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<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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-011	Correspondence - <b>ROUTINE</b> (Content relates in a <b>SUBSTANTIVE</b> way to the conduct of the public's business)  (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, etc.)  IF the Content relates in a <b>SUBSTANTIVE</b> way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §34090
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-012	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business  <b>Content NOT Substantive</b> , or NOT made or retained for the purpose of preserving the informational content for future reference  (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. <b>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.</b> If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017).

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<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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead (Responding) Dept.	CW-013	Customer Service Complaints / Concerns from Citizens (Excludes Peace Officers)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-014	Developer Deposit Accounts / Developer Impact Fee Accounts (Escrow Accounts)	Closed + 5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Lead Dept.	CW-015	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, 7927.500, 7928.705
Lead Dept.	CW-016	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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. (Managing the Grant)	CW-017	Grant Applications funded by the City's General Fund	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept. (Managing the Grant)	CW-018	Grants <b>(UNSUCCESSFUL)</b> Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Lead Dept. (Managing the Grant)	CW-019	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements <b>(SUCCESSFUL)</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), copy of grant agreement, copies of invoices, 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, 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 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-020	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	CW-021	Personnel Files <b>(Department Copies)</b> Send all originals to Human Resources	Separation + 4 years	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Originals are retained by Human Resources; GC §34090.7
Lead Dept.	CW-022	Personnel Files <b>(Supervisor's Notes)</b>	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-023	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-024	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090

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Lead Dept.	CW-025	Public Relations / Press Releases	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-027	Real Estate Appraisal Reports: <b>Purchased</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 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
Lead Dept.	CW-028	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-029	Reference Materials: Internal Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by <b>YOUR Department</b>	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-030	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, etc.: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-031	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

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<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>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-032	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-033	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-034	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-035	Training Presented by City Staff - <b>COURSE RECORDS</b>  (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety. Workplace Violence Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); LC §6401.9(f), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

## 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: City Council, Planning Commission, Heritage Preservation Commission, Parks, Recreation & Tree Commission, Former Redevelopment Agency, Successor Agency & Oversight Board  Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR)	P	Yes: Prior to meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	Agreements & Contracts, Amendments - <b>Council-Approved - AFTER SCANNING / IMAGING, OR INFRASTRUCTURE, JPAs, MOUs</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</i>  <b>Examples of Infrastructure:</b> Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)

## 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-003	<p>Agreements &amp; Contracts, Amendments - <b>Council-Approved - NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT SCANNED / IMAGED</b> (Excludes Recreation instructor or performer contracts)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p><b>Examples of Non-Infrastructure:</b> Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Board & Commission / Committee Recruitment / Applications (All, whether appointed or not)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-005	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-006	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §34090
City Manager / Risk Manage.	CC-007	Claim for Damages / Claims Against the City / Verified Tort Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; municipal government auditing standards is 5 years - Finance retains records of payments; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
City Clerk	CC-008	Claims to Recover Funds for the City: Subrogation Claims:/ Property Damage Claims / Restitution / Recovery of Damages to City Property / City's Invoices to Insurance Companies	Final Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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City Clerk	CC-009	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the City's Conflict of Interest code)	Date Filed + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(e)&(g)
City Clerk	CC-010	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>PUBLIC OFFICIALS / 87200 Filers</b> (elected & not elected. Includes City Council, Oversight Board, Redevelopment Agency, Successor Agency Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	Date Filed + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-011	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-012	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-013	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(e)
City Clerk	CC-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
<b>CITY CLERK ELECTIONS (CONSOLIDATED)</b>								
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(b)&(g)
City Clerk	CC-016	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(f)&(g)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(c)&(g)

## RECORDS RETENTION SCHEDULE: CITY CLERK

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<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-018	Campaign Filings (FPPC 400 Series Forms, 501 Form): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(b)&(g)
City Clerk	CC-019	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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-020	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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-021	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications to fill a Vacancy on the City Council, Arguments, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-022	Elections - <b>HISTORICAL</b> Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-023	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF INSUFFICIENT</b>	Final Examination + 1 year after petition examination		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
City Clerk	CC-024	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF SUFFICIENT</b>	Results + 8 months		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>								

## RECORDS RETENTION SCHEDULE: CITY CLERK

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<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-025	Historical Records / Archives, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, Historically significant litigation, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-026	Minutes: City Council, Planning Commission, Heritage Preservation Commission, Parks, Recreation & Tree Commission, Former Redevelopment Agency, Successor Agency & Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-027	Oaths of Office / Oaths of Disaster Worker	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	No	GC §§3105(f), 34090
City Clerk	CC-027	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-028	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires 1 year for petitions; GC §50115
City Clerk	CC-029	Proclamations & Commendations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-030	Prop. 218 (Property-based fees - Sewer Fees: <b>Protest Letters / Ballots, Tabulation</b> (Public Works / Utilities retains Notices and Mailing Lists)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
City Clerk	CC-031	Public Records Requests / Subpoenas Duces Tecum / Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-032	Recorded Documents: Deeds, Easements, Final Order of Condemnation, Full Reconveyance, Liens and Releases, Notice of Completion, Receivership / Resale, Rights of Way	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

## RECORDS RETENTION SCHEDULE: CITY CLERK

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<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-033	Recordings: Audio Recordings / Video Recordings: City Council, Planning Commission	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CC-034	Records Destruction Authorization Forms & Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-035	Resolutions: City Council, Planning Commission, Heritage Preservation Commission, Parks, Recreation & Tree Commission, Former Redevelopment Agency, Successor Agency & Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)

**RECORDS RETENTION SCHEDULE: CITY MANAGER**  
(Communications, Information Technology, Risk Management)

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
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<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	Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)	When Superseded		Mag.			GC §34090 et seq.
City Manager	CM-003	Project Files / Subject Files (Subject will change over time)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance	CM-004	Travel Records / Expense Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
<b>CITY MANAGER / COMMUNICATIONS</b>								
City Manager / Commun.	CM-005	Press Releases / Media Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et seq.
City Manager / Commun.	CM-006	Recordings: Video - <b>Public Areas / Public Activity</b> (State Park, etc.)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
<b>CITY MANAGER / INFORMATION TECHNOLOGY</b>								
Information Technology	CM-007	Backups - <b>DAILY, WEEKLY</b>	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	CM-008	Network Configuration Maps & Plans	When No Longer Required		Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY MANAGER**  
(Communications, Information Technology, Risk Management)

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<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>								
Information Technology	CM-009	<b>UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP /</b> (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) or other unalterable media that does not permit additions, deletions, or changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
<b>CITY MANAGER / RISK MANAGEMENT</b>								
City Manager / Risk Manage.	CM-010	Accident / Incident Reports (Customer Service Forms with Accidents or Incidents) - <b>MEMBERS OF THE PUBLIC</b> NOT Employees - see Workers Compensation Claims	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / Risk Manage.	CM-011	Insurance Policies - General Liability, Property, Fire, Theft, etc. (JPIA)	Expiration + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090
City Manager / Risk Manage.	CM-012	Insurance Policies - Workers Compensation Excess Liability (JPIA)	Expiration + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090
City Manager / Risk Manage.	CM-013	OSHA Citations and Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
City Manager / Risk Manage.	CM-014	Safety Committee / Safety Steering Committee	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
City Manager / Risk Manage.	CM-015	Safety Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Building, Code Enforcement, Economic Development, Planning)

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<b>COMMUNITY DEVELOPMENT / BUILDING</b>								
Community Develop. / Building	CD-001	Building Permit <b>Database</b> (iWorQ)	Indefinite (Permanent)	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Develop. / Building	CD-002	Address Files / <b>Building Permits</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
Community Develop. / Building	CD-003	Building Plans - <b>Cancelled or Withdrawn (Permit never issued)</b>	Minimum Upon Cancellation or withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building	CD-004	Building Plans - <b>Expired (Permit never issued)</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building	CD-005	Building Plans - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building	CD-006	Building Plans - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Site Plans Only for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building	CD-007	Certificate of Occupancy (CofO)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Public Works / Engineering & Community Develop. / Building	CD-008	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building	CD-009	Plan Check Comments	When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Community Develop. / Building	CD-010	Construction Notices, Compliance Orders, Stop Work Notices, etc.	When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Community Develop. / Building	CD-011	<b>Reports:</b> Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (the database is the original); GC §34090
Community Develop. / Building	CD-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Develop. / Building	CD-013	Uniform Building Codes / California Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
<b>COMMUNITY DEVELOPMENT / CODE ENFORCEMENT</b>								
Lead Dept.	CD-014	_Permit Database (iWorQ)	Indefinite - Minimum 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090,
Community Develop. / Code Enforcement	CD-015	Appeals / Hearing Officer Determinations / Appeals of Code Enforcement Actions / Notifications to Parties	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

# **RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT** **(Building, Code Enforcement, Economic Development, Planning)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Code Enforcement	CD-016	Code Enforcement / Abatement Case Files (Includes Administrative Citations / Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
<b>COMMUNITY DEVELOPMENT / ECONOMIC DEVELOPMENT</b>								
Community Develop. / Economic Development	CD-017	Economic Development Projects / Business Recruitment or Retention (IF Content relates in a SUBSTANTIVE way to the conduct of the public's business)	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
<b>COMMUNITY DEVELOPMENT / PLANNING</b>								
Lead Dept.	CD-018	Permit Database (iWorQ)	Indefinite (Permanent)	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference - Data is interrelated and contains Building Permits and other Permanent Records; GC §34090, H&S §19850

# **RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT** **(Building, Code Enforcement, Economic Development, Planning)**

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<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>								
<i>HOLDS: 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-019	<b>Planning Projects - Discretionary &amp; Ministerial</b> - APPROVED Permanent Entitlements & Permits  <b>(Includes Applications, CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, etc.)</b>  Examples: Conditional Use Permits (CUPs) Development Permit General Plan / General Plan Amendments Lot Line Adjustment Rezones Sign Permits Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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-020	<b>Planning Projects - Discretionary &amp; Ministerial</b> - Applications that are EXPIRED, WITHDRAWN, or No Action	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, 34090.7
Community Develop. / Planning	CD-021	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-022	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

# **RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT** **(Building, Code Enforcement, Economic Development, Planning)**

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>								
<i>HOLDS: 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-023	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - <b>Where Planning is the Lead</b>  <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Community Develop. / Planning	CD-024	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA <b>Inside City boundaries - Where Planning is the Lead</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
Community Develop. / Planning	CD-025	General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-026	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-027	Home Occupation Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-028	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Develop. / Planning	CD-029	Temporary Use Permits issued by Planning (Approved & Unapproved)	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**  
**(Building, Code Enforcement, Economic Development, Planning)**

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>								
<i>HOLDS: 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-030	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-031	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	CD-032	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

# RECORDS RETENTION SCHEDULE: FINANCE (Finance, Payroll, Utility Billing)

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE / ADMINISTRATION</b>								
Lead Depart.	FIN-001	Financial Services Database / ERP Database (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-002	Audit Reports / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / Admin.	FIN-003	Audit Work Papers	Drafts - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (preliminary drafts); GC §34090
Finance / Admin.	FIN-004	Audits - Single Audits / Transportation Audits / PERS Audit, FEMA or OES Audits, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FIN-005	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 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 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Admin.	FIN-006	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / Admin.	FIN-007	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts / Content Not Substantive; GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: FINANCE (Finance, Payroll, Utility Billing)

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Admin.	FIN-008	COIs / Certificate of Insurance / Insurance Certificates that can't be matched to an agreement or contract, but vendor may be doing business with the City  (excludes non-records - those companies that are not currently doing business with the City)	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Admin.	FIN-009	COIs / Certificate of Insurance / Insurance Certificates that can't be matched to an agreement or contract, NOT a current vendor of the City	When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record
Finance / Admin.	FIN-010	Investment Reports / LAIF Reports (Local Agency Investment Fund))	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-011	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets /	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
<b>FINANCE / BUSINESS LICENSE</b>								
Finance / Business License	FIN-012	Business License / Database (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H&S §19850
Finance / Business License	FIN-013	Business License <b>Registrations and Renewals</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
<b>FINANCE / GENERAL ACCOUNTING</b>								
Finance / General Accounting	FIN-014	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; 29 USC 436

## RECORDS RETENTION SCHEDULE: FINANCE

### (Finance, Payroll, Utility Billing)

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-015	Accounts Payable / Invoices and Backup (Includes Accounts Payable Cover Sheets, Invoices, Purchase Orders, Travel Expense Reimbursements, Warrant Request, Vouchers, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090
Finance / General Accounting	FIN-016	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Cannabis Tax Returns, Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, 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
Finance / General Accounting	FIN-017	Assessment Districts, Community Facilities Districts (CFDs), Landscape Maintenance Districts (LMDs) <b>Accounting, Assessor Tax Rolls</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-018	Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-019	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-020	Checks / Warrants (Cashed or Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-021	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1

# **RECORDS RETENTION SCHEDULE: FINANCE** **(Finance, Payroll, Utility Billing)**

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-022	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1355. 1519; GC §34090
Finance / General Accounting	FIN-023	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-024	Journal Entries / Journal Vouchers / Budget Adjustments	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Accounts Payable; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / General Accounting	FIN-025	Reports from Tyler or MOMs Database: Financial Reports, General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-026	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-027	W-9s	Vendor Inactive + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
<b>FINANCE / PAYROLL &amp; EMPLOYEE BENEFITS</b>								
Lead Depart.	FIN-028	Financial Services Database / ERP Database (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

# **RECORDS RETENTION SCHEDULE: FINANCE** **(Finance, Payroll, Utility Billing)**

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-029	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FIN-030	Checks / Warrant Register Report - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-031	Checks / Warrants - Cancelled - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, 26 CFR 31.6001-1
Finance / Payroll	FIN-032	DE-34 (California EDD Report of New Employees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Finance / Payroll	FIN-033	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-034	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FIN-035	Employment Verifications (From lenders or other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Finance / Payroll	FIN-036	Employee Payroll and Benefits File (includes benefit enrollments)	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; State Law requires 4 years; 29 CFR 1602.14, 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113, LC §1198.5, 6 CFR 31.6001-1(e)(2); GC §3105

# **RECORDS RETENTION SCHEDULE: FINANCE** **(Finance, Payroll, Utility Billing)**

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-037	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FIN-038	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / Payroll	FIN-039	PERS Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-040	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 & 516.6(c);
Finance / Payroll	FIN-041	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-042	W-4's / W4-A, DE-4	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	RS 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
<b>FINANCE / UTILITY BILLING</b>								

## RECORDS RETENTION SCHEDULE: FINANCE (Finance, Payroll, Utility Billing)

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing	FIN-043	Utility Billing <b>Database</b> (Tyler Technologies, MOMs is Legacy)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; If software is changed, access to a Minimum 5 years of data must be maintained (by data conversion, or by access to the old software, or by a detailed reports / documents that can serve as the official record; GC §34090
Finance / Utility Billing	FIN-044	Applications for Service & Service Contracts	Account Closed + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards; GC §34090
Finance / Utility Billing	FIN-045	Bankruptcies - Where no claim against the Bankruptcy is filed  (If a claim is filed, see Claims on City Clerk's schedule)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference Content is NOT Substantive; GC §34090
Finance / Utility Billing	FIN-046	Billing / Utility Billing - Documentation for Adjustments, Collections	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §34090
Finance / Utility Billing	FIN-047	Billing Meter Reading Report (Loaded into the Billing System)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (financial database is the original); GC §34090
Finance / Utility Billing	FIN-048	Complaints (wasteful water practices, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §34090
Finance / Utility Billing	FIN-049	Customer Correspondence and Comment Cards	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §34090
Finance / Utility Billing	FIN-050	Liens / Certificate of Lien / Releases	20 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b),
Finance / Utility Billing	FIN-051	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

## RECORDS RETENTION SCHEDULE: FINANCE

### (Finance, Payroll, Utility Billing)

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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing	FIN-052	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
Finance / Utility Billing	FIN-053	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
Finance / Utility Billing	FIN-054	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
Finance / Utility Billing	FIN-055	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
Finance / Utility Billing	FIN-056	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

## RECORDS RETENTION SCHEDULE - FIRE

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>								
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
<b>FIRE ADMINISTRATION</b>								
Fire / EMS	FR-001	Fire Incident <b>RMS Database - ESO</b> (includes Patient Care Reports / e-PCRs)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(da), 75055(a), 75343(a), 77143(ca), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire / Admin.	FR-002	Employee or Volunteer <b>Training</b> File (Includes Certificates not sent to Human Resources)	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State & Federal laws require 4 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-003	Employee or Volunteer <b>Background</b> File - <b>SUCCESSFUL</b>	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State & Federal laws require 4 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-004	Employee or Volunteer <b>Background</b> File - <b>UNSUCCESSFUL, NON-SELECTS, DISQUALIFIED</b>	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); GC §§12946, 12960, 34090
Fire / Admin.	FR-005	Employee or Volunteer Respiratory Fit Tests, other medical records not sent to Human Resources	30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; 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 - FIRE

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>								
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Admin.	FR-006	Fire Incident Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; Original reports / data is in RMS database; GC §34090 et seq.
Fire / Admin.	FR-007	Fire Incident <b>RMS Database</b> (Includes incidents and response runs)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Data is interrelated; GC §34090
Fire / Admin.	FR-008	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Admin.	FR-009	Fire Investigations - <b>OTHER Than</b> Arson & Capital Crimes Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	California Fire Code requires 5 years; CFC §§ 104.6 – 104.6.4, GC §34090 et seq.
Fire / Admin.	FR-010	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-011	Monthly Statistical Report / Run Statistics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-012	Mutual Aid Agreements, Joint Power Authorities / Heartland Fire Agreements	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-013	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
<b>EMERGENCY MEDICAL SERVICES</b>								

## RECORDS RETENTION SCHEDULE - FIRE

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<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>								
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / EMS	FR-014	Fire Incident <b>EMS Database - ESO</b> (includes Patient Care Reports / e-PCRs)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(da), 75055(a), 75343(a), 77143(ca), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire / EMS	FR-015	Controlled Substance Logs, Inventories / Ambulance Drug Inventory Logs / <b>Database</b>	Indefinite - Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 3 years; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; FA §32003(e), B&P 4081; GC §34090
Fire / EMS	FR-016	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090
Fire / EMS	FR-017	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-018	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): <b>ADULTS</b>  <b>PRIOR to Electronic PCRs / e-PCRs</b>	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3

## RECORDS RETENTION SCHEDULE - FIRE

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>								
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / EMS	FR-019	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): JUVENILES  <b>PRIOR to Electronic PCRs / e-PCRs</b>	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; minors required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(da), 75055(a), 75343(a), 77143(ca), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
<b>FIRE MARSHAL / FIRE PREVENTION</b>								
Fire / Fire Marshal & Fire Prevention	FR-020	Backflow Certifications - City-Owned Facilities  NFPA 25 Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	NFPA standards require life of the system for original (installation) records; 1 year for subsequent records (inspections, tests and maintenance); NFPA 25 §§4.34 & 4.3.5; UPC §603.3.3, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-021	Emergency Plans / Disaster Preparedness Manuals, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-022	Fire Inspections / Business Inspection Files / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	California Fire Code requires Life of the Structure or Activity, or minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4, GC §34090
Building	FR-023	Plans: Fire Sprinkler, Fire Safety Plans / Fire Construction Documents (Final, Approved by the Fire Department Only)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Building retains originals; CFC §106.4; GC §34090 et seq

## RECORDS RETENTION SCHEDULE - FIRE

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<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>								
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>								
Fire / Fire Marshal & Fire Prevention	FR-024	Fire Investigations - <b>Arson &amp; Capital Crimes Only</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); CFC §§ 104.6 – 104.6.4; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-025	Fire Investigations - <b>OTHER Than</b> Arson & Capital Crimes Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	California Fire Code requires 5 3 years; CFC §§ 104.6 – 104.6.4, GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-026	Pre-plan Sheets / Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-027	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
<b>OPERATIONS / SUPPRESSION</b>								
Fire / Operations	FR-028	Apparatus & Equipment Records & Testing	Disposal + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5; GC §34090
Fire / Operations	FR-029	Daily Roster	Indefinite - Minimum 5 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards / Strike Team Reimbursements; GC §34090
Fire / Operations	FR-030	Station Log Books / Station Journals (Incidents kept at Fire Stations)	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Lead Dept.	FR-031	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage) & Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-002	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 years after personnel actions; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-003	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with Statute of Limitations for discrimination claims; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<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-005	Compensation Surveys & Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with Statute of Limitations for discrimination claims; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-006	Contracts for Investigators (Employees Only)	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Human Resources	HR-007	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-008	EDD Claims & Forms (Employment Development Department) / Unemployment Claims	Close + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§12946, 12960, 34090
Human Resources	HR-009	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<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-010	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; 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 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-011	I-9s	Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Admin. / Board Secretary	HR-012	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from any Personnel Action; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-013	Labor Relations / Negotiation Notes	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<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-014	Litigation - Employee Related	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; 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 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-015	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources	HR-016	Personnel Files - <b>Employee File / Official Personnel File: ALL Employees</b> Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker for employees, Council and Boards & Commissions, Harassment Prevention Training Certificates, PAF / Personnel Action Forms, etc.)	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 4 years; W-4s are required 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. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b), 53237.2(b), LC 1198.5

## 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> : Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Human Resources	HR-017	Personnel Files - <b>Medical File: ALL Employees</b> Medical Records including Pre-Employment Medical Clearance; ADA Accommodations, Fit for Duty, FMLA only if related to the Employee's Health, etc.	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; 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
Human Resources	HR-018	Recruitment and Testing File / On-Line Recruitment Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSEA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-019	Workers Compensation Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	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
Human Resources	HR-020	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, Training, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), 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>								
<b>PARKS &amp; RECREATION</b>								
Parks & Recreation	P&R-001	Recreation Registration <b>Database</b>	Indefinite - Minimum 2 years	Yes: Until Class Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	data is interrelated; GC §34090
Parks & Recreation	P&R-002	Accident Reports / First Aid for Public (bandages, scratches, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-003	Activity Guides (Recreation Classes / Programs)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-004	Adopt-A-Bench Forms, Adopt-A-Tree, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-005	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 / I	Yes: After QC & OD	The statute of limitation for errors and omissions is not applicable; CCP §§336(a), 337 et. seq., GC §34090
Parks & Recreation	P&R-006	Events - Volunteers Banquets, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-007	Facility Use and Equipment Applications, Rental Agreements, Park Use Permits, BBQ Use Permits, Alcoholic Beverage Applications	2 years	Yes: Until Event Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-008	Programs / Special Events (Talent Shows, Halloween, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-009	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	Yes: Until Class Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-010	Special Event Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC§ 34090

# RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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<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-011	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	(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)(ii), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090
Parks & Recreation	P&R-012	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(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)(ii), 8 CCR §3204(d)(1) et seq., GC §§12960, 34090

## RECORDS RETENTION SCHEDULE: POLICE

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<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>								
<i>HOLDS: 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 / OFFICE OF THE CHIEF OF POLICE (Includes Lieutenant)</b>								
Police / Admin.	PD-001	Background Files - <b>Successful Employee Applicants &amp; Volunteers</b> (Employees, including Reserves)	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law & POST requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Police / Admin.	PD-002	Background Files - <b>Unsuccessful Employee Applicants &amp; Volunteers</b> (Employees, including Reserves)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090
Police / Admin.	PD-003	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - <b>UNSUCCESSFUL / DENIED</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-004	CCW Applications / Renewals (Carry Concealed Weapon Applications and Permits) - <b>SUCCESSFUL / APPROVED</b>	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-005	Complaints from <b>Employees</b> -Internal Affairs Investigations <b>WITHOUT Sustained Finding of Misconduct</b>	Final Disposition + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547
Police / Admin.	PD-006	Complaints from <b>Members of the Public</b> - Internal Affairs Investigations <b>WITH Sustained Finding of Misconduct</b>	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC§ 34090

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<i>HOLDS: 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-007	Complaints from <b>Members of the Public</b> - Internal Affairs Investigations <b>WITHOUT Sustained Finding of Misconduct</b>	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547
Police / Admin.	PD-008	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin.	PD-009	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-010	Press Releases - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin.	PD-011	Reports and Studies - Historical (e.g. Department Annual Reports)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-012	Reports to State or Federal Agencies: Report to POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, or disposition of complaints made against its officers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin.	PD-013	Reviews: On-Duty Traffic Accidents, Use of Force, Vehicle Pursuits - <b>Not as a result of a complaint from a member of the public</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
Police / Admin.	PD-014	Subpoenas: Civil	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Court or District Attorney records; GC §34090 et seq.

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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<b>ADMINISTRATION / TRAINING</b>								
Police / Professional Standards & Training	PD-015	Training - <b>Department Training Records - COURSE RECORDS</b>  (Attendance Rosters or Sign-in Sheets, Outlines and Materials; Includes Use of Force training, safety training, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Professional Standards & Training	PD-016	Training - <b>Department Training Records - EMPLOYEE FILE</b>  Training Certificates / Training Records	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Professional Standards & Training	PD-017	Weapons Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns, etc.	After Transferred Title or Destroyed		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>OPERATIONS (Patrol, Traffic, DARE, SWAT, School Resource Officers, etc.)</b>								
Police / Operations	PD-018	Canine (Police Service Dogs) Program Files: <b>Service Animal Files</b>	Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Operations	PD-019	Community Relations Programs / Community Outreach / Youth & School Programs / Citizen Patrol / Events, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Operations	PD-020	Ops Plans (Fourth of July, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Operations	PD-021	PAS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-022	Patrol Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Operations	PD-023	Recordings: Automated License Plate Readers (ALPR) / Flock Recordings	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq, CC §1798.90.53(b)(2)(G);
Police / Operations	PD-024	Recordings: Drone (Unmanned Aerial Vehicle)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Operations	PD-025	Recordings: Video - <b>Public Areas / Public Activity</b>	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Operations	PD-026	Ride-A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-027	Speedometer Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Operations	PD-028	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Operations	PD-029	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

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<b>SUPPORT / EVIDENCE AND PROPERTY</b>								
Police / Support / Evidence & Property	PD-030	Property & Evidence <b>Database</b> (SunRidge)	Indefinite - Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (data is interrelated); GC §34090
Police / Support / Evidence & Property	PD-031	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Support / Evidence & Property	PD-032	Gun and Narcotics Destruction Log (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Evidence & Property	PD-033	Property & Evidence <b>Logs</b> / Destruction Authorizations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Evidence & Property	PD-034	Recordings: <b>Body-Worn Cameras – LOGS of Access or Deletion of Data</b>	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Support / Evidence & Property	PD-035	Recordings: <b>Body-Worn Cameras</b> - that <b>ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</b>	Follows retention for Evidence, <b>Minimum 2 years</b>		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Support / Evidence & Property	PD-036	Recordings: <b>Body-Worn Cameras</b> - that are <b>NOT evidence</b>	1 year		Mag,			Department preference (law recommends 60 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Evidence & Property	PD-037	Safekeeping: Lost & Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
<b>SUPPORT / INVESTIGATIONS</b>								
State of California / ABC	PD-038	Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record
Police / Support / Investigations	PD-039	Criminal Intelligence Files	Last Entry + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Police / Support / Investigations	PD-040	Detectives Investigation Files and Arrest Files	Transferred into Record's Crime Report Files		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Support / Investigations	PD-041	Informant Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Support / Investigations	PD-042	Registrants: Arson Registrations: <b>Adults</b>	P, or Death of Registrant		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 DOJJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Investigations	PD-043	Registrants: Arson Registrations: <b>Juveniles</b> released from Division of Juvenile Justice	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / Support / Investigations	PD-044	Registrants: Gang <b>Adults</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); GC §34090
Police / Support / Investigations	PD-045	Registrants: Gang <b>Adults- Shared Gang Databases</b> & Written Attestations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 773.8; 11 CCR 774.7 GC §34090
Police / Support / Investigations	PD-046	Registrants: Gang <b>Juveniles</b>	3 years, or Sealing Date + 5 years, or Court Order		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police / Support / Investigations	PD-047	Registrants: Gang <b>Juveniles - Shared Gang Databases &amp; Written Attestations</b>	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 774; 11 CCR 774.7 GC §34090
Police / Support / Investigations	PD-048	Registrants: Sex Offender Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Support / Investigations	PD-049	Registrants: Sex Offender Registrations: <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
<b>SUPPORT / RECORDS</b>								

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Support / Records	PD-050	RMS Database (SunRidge)	Indefinite - Follows the Retention of the Crime Report	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Police / Support / Records	PD-051	Backgrounds for City's Permits / Regulatory Permits / Permits required by the Municipal Code	Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
State of California / CHP	PD-052	CHP Forms: Pursuit Report (CHP 187A), Vehicle Report (CHP 180), etc. that are not filed with Crime Report	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into CHP's portal (a State record)
Police / Support / Records	PD-053	Citations / Notice of Violations / Citation Database (Parking, Traffic, Marijuana / Cannabis), Animal, Code Enforcement, Administrative Citations (Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
Police / Support / Records	PD-054	CRIME REPORTS / INCIDENT REPORTS: <b>Lost or Stolen Firearms</b> entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Support / Records	PD-055	CRIME REPORTS / INCIDENT REPORTS: <b>ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), &amp; Sexual Assault (Rape), Arson (Suspected or Undetermined)</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; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)

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Police / Support / Records	PD-056	CRIME REPORTS / INCIDENT REPORTS:  Child Abuse or Neglect Investigation Reports - <b>Unsubstantiated or Inconclusive</b>	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c), 11170(a)(3)
Police / Support / Records	PD-057	CRIME REPORTS / INCIDENT REPORTS:  <b>Except those specifically mentioned in the schedule (ALL Others, Including Felonies and Misdemeanors)</b>	Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	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; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Support / Records	PD-058	CRIME REPORTS / INCIDENT 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, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Support / Records	PD-059	CRIME REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - 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, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8); H&S §11361.5

## RECORDS RETENTION SCHEDULE: POLICE

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<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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Records	PD-060	CRIME REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - 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, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Support / Records	PD-061	CRIME REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction Marijuana / Cannabis</b> §11357(de) - <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, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Support / Records	PD-062	CRIME REPORTS / INCIDENT REPORTS:  <b>Missing Persons</b>	P (If Returned, 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 / Support / Records	PD-063	CRIME REPORTS / INCIDENT REPORTS:  Vacatur Relief Granted by Court - <b>Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)</b>	Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Support / Records	PD-064	CRIME REPORTS / SEALED RECORDS:  <b>Sealed Juvenile Cases - Childhood Sexual Assault After</b> January 1, 2024	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Support / Records	PD-065	CRIME REPORTS / SEALED RECORDS:  <b>Sealed Juvenile Cases - Childhood Sexual Assault Before</b> January 1, 2024	Age of Majority + 22 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Support / Records	PD-066	CRIME REPORTS / SEALED RECORDS:  <b>Sealed Juvenile</b> Cases <b>Except</b> Sealed Childhood Sexual Assault	Per Court Order (Subject 26 years old / Sealing Date + 5 years)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	W&I §§389(a), 781(d), GC §34090;
State of California / Department of Justice	PD-067	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
State of California / Department of Justice	PD-068	Department of Justice Validation Lists	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
Police / Support / Records	PD-069	Livescan Application Forms and Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Records	PD-070	Local Criminal History Checks	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are copies / printouts from the RMS database; GC §34090 et seq.
Court or District Attorney	PD-071	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file)	Expiration of the Order		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Not a City record
Police / Support / Records	PD-072	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §34090
Court or District Attorney	PD-073	Subpoenas - Criminal or Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Court or District Attorney records; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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
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<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>								
<i>HOLDS: 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>								
Lead Dept.	PW-001	Permit Database (iWorQ)	Indefinite (Perm)	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated and includes Building Permits; GC §34090, H&S §19850
City Clerk	PW-002	Assessment Districts / Landscape & Lighting Districts / Community Facilities Districts / Lighting Districts / Landscape Maintenance Districts / Special Districts: <b>Engineers Reports</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained in City Council Agenda Packets; GC §34090.7
Public Works / Engineering	PW-003	Assessment Districts / Landscape & Lighting Districts / Community Facilities Districts / Lighting Districts / Landscape Maintenance Districts / Special District <b>Formation, Historically Significant Records</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-004	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-005	Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	No	Security; GC §34090
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>MAINTENANCE-ONLY PROJECTS (Painting, Re-Roof, etc. - No change in Infrastructure Configuration)</b>  All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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>								
<i>HOLDS: 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-007	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>Administration File</b>  Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, 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; 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-008	Capital Improvement Projects (CIP) - where <b>Engineering</b> is the Lead: <b>Permanent File</b>  Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings 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; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
City Clerk	PW-009	Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases - <b>Supporting Documents</b>	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City Clerk retains final; GC §34090(a)
Public Works / Engineering	PW-010	Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	Drawings - where <b>Engineering</b> is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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>								
<i>HOLDS: 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-012	Permits / License Agreements: <b>Permanent Encroachment</b> (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Permits: <b>Temporary Encroachment</b> (Banner Permit, Film Permits, Excavation, Street Closure Permits, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Utility Cuts, Wide Load / Heavy Load, etc.) Includes Insurance Certificates	Minimum Expiration + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	PW-014	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - <b>Where Engineering is the Lead</b>  <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Public Works / Engineering & Community Develop. / Building	PW-015	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-016	Private Development: <b>Administrative Records</b> Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	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

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / Engineering	PW-017	Private Development: <b>Permanent Records</b> Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-018	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-019	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
<b>PUBLIC WORKS / ENGINEERING - TRAFFIC</b>								
Public Works / Engineering / Traffic	PW-020	Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police or Sheriff	PW-021	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies or Not City Records; GC §34090.7
Public Works / Engineering / Traffic	PW-022	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Traffic	PW-023	Traffic Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Traffic	PW-024	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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<i>HOLDS: 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 / Traffic	PW-025	Transportation Permits / Wide Load Permits, Heavy Load Permits, etc.	Expiration + 2 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering / Traffic	PW-026	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>PUBLIC WORKS / OPERATIONS &amp; MAINTENANCE / FLEET MAINTENANCE</b>								
Public Works / Lead Div.	PW-027	AQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / O&M / Fleet Maint.	PW-028	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e), VC 34505.5(c); 49 CFR 396.11; GC §34090
Public Works / O&M / Fleet Maint.	PW-029	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Public Works / O&M / Fleet Maint.	PW-030	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / O&M / Fleet Maint.	PW-031	Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / O&M / Fleet Maint.	PW-032	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / O&M / Fleet Maint.	PW-033	Inspections or Audits by the CHP (Fleet)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Lead Div.	PW-034	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / Lead Div.	PW-035	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / O&M / Fleet Maint.	PW-036	Vehicle Titles (Pink Slips)	Sale or Disposal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Given to Auction House / New Owner; GC §34090
Division Providing Service / Work	PW-037	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-038	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-039	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>PUBLIC WORKS / OPERATIONS &amp; MAINTENANCE / GRAFFITI, PARKS, SOLID WASTE, STREETS, STORM DRAIN, TREES)</b>								

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / Lead Div.	PW-040	Air Pollution Control District (AQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / O&M / Maint.	PW-041	Daily Log Book (work performed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-042	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Lead Div.	PW-043	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / O&M / Maint.	PW-044	Playground Equipment Inspections and Maintenance	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-045	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / Lead Div.	PW-046	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / O&M / Maint.	PW-047	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / CalREcycle Report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995;2 H&S §39730.7; GC §34090
Public Works / O&M / Maint.	PW-048	Solid Waste Reports to Regulatory Agencies (California Integrated Waste Management Board, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / O&M / Maint.	PW-049	Solid Waste Services / Hauler Quarterly Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / O&M / Maint.	PW-050	Stormwater Illicit Discharges	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 3 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / O&M / Maint.	PW-051	Stormwater: NPDES Annual Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / O&M / Maint.	PW-052	Stormwater: NPDES Permits / MS-4 Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / O&M / Maint.	PW-053	Tree <b>DATABASE</b>	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Public Works / O&M / Maint.	PW-054	Tree Maintenance, Trimming, Arborists Reports (ALL City-owned trees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)

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Public Works / O&M / Maint.	PW-055	Underground Service Alerts (USA's) / Dig Alerts	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Excavator, Operator and Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f) & 4216.3(d), GC §34090
Division Providing Service / Work	PW-056	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-057	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-058	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>PUBLIC WORKS / WATER (POTABLE WATER)</b>								
Public Works / Water	PW-059	Backflow Test Results / Backflow Assembly Test Reports (from Customers - City-owned Backflows are entered in CMMS Database)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; GC §34090
Public Works / Lead Div.	PW-060	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Water	PW-061	Daily Log Book (work performed) - Water Treatment Plant	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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<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>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Lead Div.	PW-062	Environmental Agencies / Regulatory Agencies Correspondence (EPA, DHS, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-063	Fire Hydrant Pressure Tests / Flow Tests	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (in Excel); GC §34090
Public Works / Water	PW-064	Lab Reports & Chains of Custody: <b>Bacteriological and Organics, Wastewater</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-065	Lab Reports & Chains of Custody: <b>Chemical</b> (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537, 64692
Public Works / Water	PW-066	Lab Reports & Chains of Custody: <b>Lead &amp; Copper</b>	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-067	Leaks, Repairs	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-068	Meter Change-Outs / Tags	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Lead Div.	PW-069	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water	PW-070	Public Notices - Potable Water (Tier 1, 2, or 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Public Works / Lead Div.	PW-071	Regulatory Reports	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Public Works / Water	PW-072	Reservoir <b>Maintenance, Inspections</b>	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 §64692
Public Works / Water	PW-073	Reservoir <b>Videos &amp; Photos</b>	10 years		Mag			Department preference; GC §34090
Public Works / Water	PW-074	Reservoirs: <b>Flushing, Disinfection and Cleaning</b>	Minimum 3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Public Works / Water	PW-075	SCADA Database	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (data is inter-related); GC §34090
Public Works / Lead Div.	PW-076	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Water	PW-077	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090 et seq.
Public Works / Water	PW-078	Water Production Reads / Reports (to State DPH & DWR)	5 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-079	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-080	Well Records (includes Destroyed or Abandoned Wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Division Providing Service / Work	PW-081	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-082	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-083	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090
<b>PUBLIC WORKS / WASTEWATER (SEWER) COLLECTIONS &amp; TREATMENT</b>								
Public Works / Wastewater Collections & Treatment	PW-084	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	10 years		Mag			Department Preference; GC §34090 et seq.
Public Works / Lead Div.	PW-085	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Lead Div.	PW-086	Correspondence - <b>Regulatory Agencies</b>	Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090

# **RECORDS RETENTION SCHEDULE: PUBLIC WORKS** **(Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)**

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Public Works / Wastewater Collections & Treatment	PW-087	Daily Log Book (work performed) - Wastewater Treatment Plant	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections & Treatment	PW-088	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Lead Div.	PW-089	Regulatory Reports	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections & Treatment	PW-090	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater Collections & Treatment	PW-091	Sewage Sludge Disposal	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (copies - manifests are attached to invoices); Sewage Sludge is required for 5 years; 40 CFR 61.54, 122.41(j)(2), 503.47; WC §13263.2(b) et seq.; GC §34090
Public Works / Wastewater Collections & Treatment	PW-092	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections & Treatment	PW-093	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**  
**(Engineering, Operations & Maintenance, Sewer, Solid Waste, Water)**

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Public Works / Lead Div.	PW-094	Underground Service Alerts (USA's) / Dig Alerts	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Excavator, Operator and Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f) & 4216.3(d), GC §34090
Division Providing Service / Work	PW-095	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-096	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-097	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090