

Folsom City Council Staff Report

MEETING DATE:	12/13/2022
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 10950 - A Resolution Repealing Prior Resolution No. 8153, Adopting an Updated Records Retention Schedule, and Authorizing Destruction of Certain City Records in Accordance with the Records Retention Schedule
FROM:	City Clerk's Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff recommends the City Council approve Resolution No. 10950 - A Resolution Repealing Prior Resolution No. 8153, Adopting an Updated Records Retention Schedule, and Authorizing Destruction of Certain City Records in Accordance with the Records Retention Schedule.

BACKGROUND / ISSUE

The City last formally updated its records retention schedule in 2007. Since then, certain laws have changed and new types of records have been created, necessitating an update in retention schedules. The update is necessary to ensure that the City will be in compliance with current legal requirements and will be able to better utilize current technology.

Earlier this year, the City retained an expert consultant in local government records, Gladwell Governmental Services, Inc. (GGS), to review and update its records retention schedules. GGS and staff from the City Clerk's Department worked with representatives from all City departments to review and update individual department record schedules based upon current

legal standards and best practices. Going forward, retention schedules will be reviewed on an annual basis to ensure that updates are made in a timely manner.

POLICY/ RULE

Retention standards are established by a wide variety of State laws and industry standards. The retention periods identified within the updated schedules are in compliance with State laws and are in alignment with the standard business practice for California cities.

ANALYSIS

In simple terms, records retention schedules establish the “retention” (how long files will be kept) of records based upon record classification. The purpose of a records retention program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the City. An efficient and thorough records retention program reduces costs and improves efficiency for the City.

It is standard business practice for California cities to authorize the routine destruction of records that have met or exceeded their adopted retention period. Destruction of records is conducted under strict standards and is authorized only after department staff have obtained written authorization through a mandated series of review and approval from:

1. Department Head
2. City Clerk
3. City Attorney
4. City Manager

Records may only be destroyed after going through the established approval process.

FINANCIAL IMPACT

The adoption of an updated retention schedule will result in efficiency gains and cost savings. The City will realize significant savings both in labor and storage expenses, including the avoidance of future storage and related costs.

ATTACHMENTS

1. Resolution No. 10950 - A Resolution Repealing Prior Resolution No. 8153, Adopting an Updated Records Retention Schedule, and Authorizing Destruction of Certain City Records in Accordance with the Records Retention Schedule

2. City of Folsom Records Retention Schedules (redline version to illustrate changes)
3. Resolution No. 8153 – A Resolution Adopting a Records Retention Schedule for the City of Folsom (2007)

Submitted,

Christa Freemantle, CMC
City Clerk

Attachment 1

RESOLUTION NO. 10950

**A RESOLUTION REPEALING PRIOR RESOLUTION NO. 8153,
ADOPTING AN UPDATED RECORDS RETENTION SCHEDULE, AND
AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS IN ACCORDANCE
WITH THE RECORDS RETENTION SCHEDULE**

WHEREAS, the maintenance of outdated records beyond their useful life is expensive and inefficient, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Folsom; and

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

WHEREAS, the City of Folsom previously adopted Resolution No.8153, approving a Records Retention Schedule; and

WHEREAS, the City has completed a comprehensive review of the types of records maintained by each department as well as the legal requirements for maintenance of each record type:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FOLSOM DOES RESOLVE AS FOLLOWS:

Section 1. Resolution No. 8153 is hereby repealed.

Section 2. The records of the City of Folsom, as set forth in the Records Retention Schedule dated December 2022 and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk, City Attorney and City Manager, without further action by the City Council.

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

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

PASSED AND ADOPTED this 13th day of December, 2022, by the following roll-call

vote:

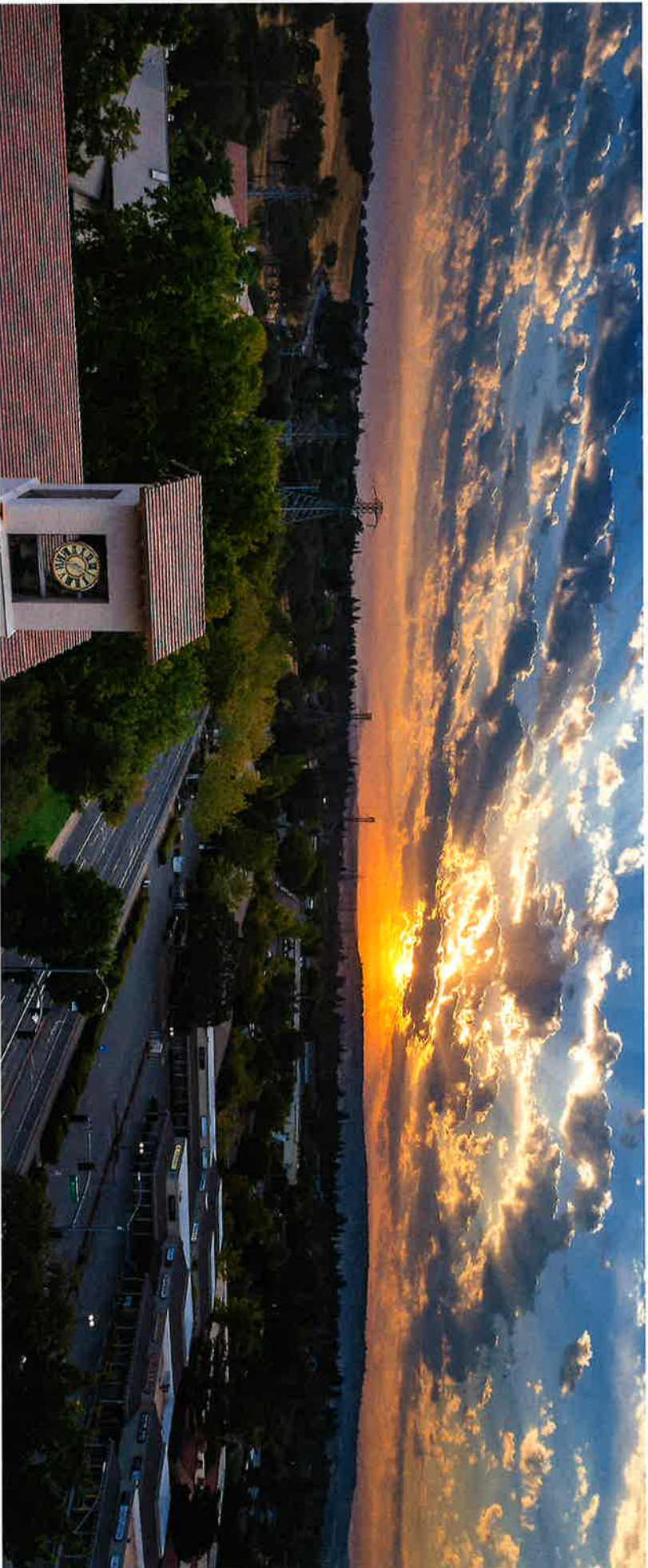
AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 2



Records Retention Schedule

December 2022



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

HOW TO USE RETENTION SCHEDULES

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

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

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

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

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

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

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

P = Permanent

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

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

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

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

Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record: “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF** the document has been imaged (electronically generated, scanned or imported **and placed on Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC'd”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
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 (00)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
CITY-WIDE (Used by All Departments)									
Lead Dept.	001	00	Accident, Incident, Injury reports / Potential Claims: PUBLIC OR EMPLOYEES / CITY PROPERTY (Not resulting in a claim) Send copies of Significant Incidents or Property Recovery to City Attorney / Risk Management	5 years		Mag, Ppr			Department Preference; Workers Compensation cases for employee accident reports that result in a claim are maintained in Workers Compensation Files; GC §34090
Lead Dept.	002	00	Accounts Payable, Invoices, Petty Cash, etc. If backup is kept in the Lead Dept. (cell phone bill backup, City Attorney invoices, etc.)	5 years	Yes: Before Payment	Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 – 7 years; Statewide guidelines propose audit + 4 years ; GC §34090
Finance / Accounting	003	00	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. If ALL backup is forwarded to Finance	Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	004	00	Administrative Hearings / Appeals includes: Except Code Enforcement and Truancies (which are retained by City Clerk)	When No Longer Required – Minimum Resolution + 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; GC §34090
Lead Dept.	005	00	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting / Proof of Publications	2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4 ; GC §§34090, 54960.1(c)(1)
City Clerk	006	00	Agenda Packets / Staff Reports: City Council, RDA & PFA (prior to 1988)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 2 years	GC §34090.7

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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>									
HOLDS: <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	007	00	Agreements & Contracts, Leases, MOUs, etc. Agreement or Contract includes all contractual obligations <i>(Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal))</i>	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> Upon Completion	All agreements, service agreements, and contracts are sent to the City Clerk; GC §34090.7
Lead Dept.	008	00	Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.) Exceptions: Animal Control, Class Instructors, Custodial, Greenwaste, Maintenance, Roll-Off Contracts (see Schedule for the Administrative Services, Community Development or Parks & Recreation)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

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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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	009	00	Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	After Funding Agency Audit, if required, whichever is longer or Completion +10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon- Completion	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; statewide guidelines propose 4 years ; <u>2 CFR 200.334; 7 CFR-3016.42; 21-CFR-1403.36 & 1403.42(b); 24 CFR 85.42; 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133.320(g); GC §34090; <u>GC §8546.7</u></u>
Lead Dept.	010	00	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
City Clerk	011	00	Audits / <u>ACFR - Annual Comprehensive Financial Reports</u> CAFR - Comprehensive Annual Financial Reports and Related Audit Opinions	Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	n/a		Bids: See Agreements & Contracts						
	n/a		Brochures: See Reference Manuals						
Finance OR City Clerk	012	00	Budgets - Finals City Clerk is OFR Post-1983, Finance is OFR Pre-1983	Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> After 5- years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	013	00	Building Security Videos	1 years		Mag			Records regular and ongoing operations as well as public activities; GC §§34090.6, 60201 et seq.
Lead Dept.	014	00	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		Mag, Ppr			Department preference (not all detail is sent to Finance; GC §34090
Lead Dept.			Citizens Concerns Tracking Software / CRM Software / Citizens Response Management Database	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §34090
City Attorney	015	00	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	S		Department Preference; GC §34090
City Clerk OR City Attorney / Risk Manage.	016	00	Claims City Attorney / Risk Management is OFR Post-2008, City Clerk is OFR Pre-2008	Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD After- Settlement	City Attorney is OFR for lawsuits; Risk Management administrates claim; GC §§34090.7, 34090.6
Staffing Dept.	017	00	Commissions, Committees & Boards: AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	018	00	Commissions, Committees & Boards: Citizens Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA STAFF REPORTS (AGENDA PACKETS) Including handouts, affidavits of posting, proof of publications, public hearing notices, staff reports and supplemental information	When No- Longer- Required— Minimum 5 years		Mag, Ppr			City preference; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

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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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Staffing Dept.	019	00	Commissions, Committees & Boards: Citizens Advisory Bodies Formed by CITY COUNCIL MINUTES, RESOLUTIONS, BYLAWS	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 40 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Staffing Dept.	020	00	Commissions, Committees & Boards: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
			Commissions, Committees & Boards: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	021	00	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		Mag, Ppr			GC §34090
Lead (Responding) Dept.	022	00	Complaints / Concerns from Citizens (operational; excludes Police)	2 years		Mag Ppr			City preference to be consistent with correspondence; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
			Contracts: See Agreements						
			Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Dept. that Authors Document or Receives the City's Original Document	023	00	<p>Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business)</p> <p>(e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)</p>	2 years		Mag, Ppr			GC §34090
Dept. that Authors Document or Receives the City's Original Document	024	00	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media postings, instant messaging, that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			<p>Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (Smith), S218066, Supreme Court of California, 2017</p> <p>E-mails that have a material impact on business-</p>

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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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	025	00	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.	026	00	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	027	00	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Lead Dept. (except for Utilities)	028	00	Grants / CDBG / Reimbursable Claims / Subventions / FEMA Claims / OES Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Send Grant Financial Reports to Finance Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 7 CFR-3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42; 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Human Resources	029	00	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960 , 34090

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Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
City Attorney / Risk Manage.	030	00	Insurance Certificates for Agreements and Contracts	Copies - When No Longer Required		Mag, Ppr			If a certificate cannot be matched to a contract, send to Finance; GC §34090.7
City Attorney	031	00	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> After Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	032	00	Leave Slips	When No Longer Required		Mag, Ppr			Preliminary draft / transitory record; GC §34090, GC §6252
Lead Dept.	033	00	Material Data Safety 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	Yes: <u>After QC & OD</u> After-Inactive	Previous MSDS may be obtained from a service; 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; 8 CCR 3204(d)(1)(A) et seq, (B)(2 and 3)
City Clerk	034	00	Minutes (City Council, RDA, PFA)	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	035	00	Municipal Code and City Charter (these are copies)	Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	Yes: <u>After QC & OD</u> No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	036	00	Newspaper Clippings	When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (00)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	068	00	Oaths of Office - Commissions / Committees	4 years		ppr			Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §34090; PC §§801.5, 803(c); 29 USC 1113 Department Preference; Statewide guidelines proposes 4 years; 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	037	00	Ordinances - City Council	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	038	00	Personnel Files	Upon Separation, Send to Human Resources	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	039	00	Personnel Files (Supervisor's Notes)	1 year (After Incorp. In Evaluation)	Before Annual Performance Evaluation	Mag, Ppr			Preliminary Drafts or Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	040	00	Personnel Work Schedules	2 years		Mag, Ppr			GC §34090
Lead-Dept.	044	00	Petitions (submitted to Council on any subject. Examples: parking requests, traffic calming requests, etc.). NOT Elections Petitions – for Initiative, Recall or Referendum petitions, see the City Clerk schedule	1-year		Ppr			Not related to elections; Law requires 1 year for petitions; GC §50115

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (00)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
HOLDS: <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	042	00	Policies & Procedures - City-wide User Fee & Schedules for City	Copies - When No Longer Required		Mag, Ppr			City Clerk is OFR (copies); GC §34090.7
Lead Dept.	043	00	Policies & Procedures - Department-Specific (NOT City-Wide) Except Police	Superseded + 5 years		Mag, Ppr			City preference; Statewide guidelines propose superseded + 2 or 5 years ; GC §34090
Lead Dept.	044	00	Public Records Act Requests and copies of records produced	2 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	GC §34090
Lead Dept.	045	00	Public Relations / Press Releases (Newsletters)	2 years		Mag, Ppr			GC §34090
Lead Dept.	046	00	Purchase Orders, Procurement & Contracting Records (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	10 years	Yes: Before Completion	Mag, Ppr			Department preference for grant auditing requirements (errors & omissions does not apply); Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years ; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Lead Dept. (Who Ordered the Appraisal)	047	00	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years ; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	048	00	Real Estate Appraisal Reports: Purchased Property, Funded Loans	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	<u>Yes: After QC & OD</u> When Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (00)

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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>									
City Clerk	049	00	Real Property (Recorded Property Related Documents) (Abandonments, Deeds, Deed Restrictions, Easements, Liens, Lot Line Adjustments, Reconveyances, Resale Restrictions, Quitclaims, Vacations, condemnations, easement agreements, Right of Entry <u>Agreements</u> , etc.)	Copies - When No Longer Required		Mag, Ppr			Send all originals to the City Clerk; GC §34090.7
City Clerk	050	00	Records Destruction and Storage Lists / Certificate of Records Destruction	Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	051	00	Reference Materials: Brochures, Manuals, and Reports: Produced by YOUR Department	When No Longer Required Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; <u>City Preference:</u> GC §34090
Lead Dept.	052	00	Reference Materials: Brochures, Manuals, and Reports: Produced by OTHER Departments	Superseded		Mag, Ppr			Copies; GC §34090.7
	n/a		Reference Materials: Brochures, Manuals, and Reports: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
	n/a		Reference or Working Files: See Correspondence						
Lead Dept.	053	00	Reports and Studies (Historically significant - e.g., Zoning Studies, plans, environmental reports)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD 10 years</u>	Administratively and Historically significant, therefore retained permanently; GC §34090 maintained independent of project files

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (00)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Lead Dept.	054	00	Reports and Studies (other than Historically significant reports - e.g. Annual Reports, plans, strategic plans)	10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; if historically significant, retain permanently; GC §34090
City Clerk	055	00	Resolutions - City Council, RDA, PFA	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	056	00	Safety: OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Lead Dept.	057	00	Speaker Cards (submitted at public meetings)	When No Longer Required		Ppr			Preliminary drafts / Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §34090 et seq.
Lead Dept.	058	00	Special Event Permits	Expiration + 2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Lead Dept.	059	00	Special Projects / Subject Files / Issue Files	When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	060	00	Subpoenas	2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (00)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Lead Dept.	061	00	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §34090
	062	00	Tapes: See Boards & Commissions						
Lead Dept.	063	00	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD After 2 years	Departments retain original individual (signed) time cards, and submit a summary to Payroll; 10 years to facilitate grant audits; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4-10 years; Other cities show 2-20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090
Lead Dept.	064	00	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention , Tailgates , & Safety training)	7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Department Preference; OSHA requires 5 years for safety records; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960 , 34090, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (00)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
City Clerk	065	00	Training Course Records—City Sponsored Training that is Attended by Employees from Outside Agencies (e.g., other Police or Fire Departments) Examples: SEMS, NIMS, Incident Action Plans (IAP), After Action Reports (AAR), Plans, Preparedness Training & Exercises, Resource Management, Communications, etc.	Send to City Clerk		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	City Preference for courses that are attended by employees outside the City; See City Clerk for applicable class list; GC §34090.7
Lead Dept.	066	00	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960 , 34090
Lead Dept.	067	00	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960 , 34090

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Divisions: City Attorney (16), Risk Management (17)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
CITY ATTORNEY(16)									
City Attorney	150	16	Amicus Briefs	When No-Longer-Required- Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Attorney	151	16	Bankruptcies (Where City does not pursue a claim)	2 years	Yes	Mag, Ppr			GC §34090
City Attorney	015	16	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	S		Department Preference; GC §34090
City Attorney	008	16	Agreements & Contracts with Outside Legal Counsel	When No-Longer-Required- Minimum Completion + 10 years	Yes (before completion)	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> After-completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
City Attorney	152	16	Lawsuits / Litigation Except Final Settlement	When No-Longer-Required- Minimum 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> After-Settled	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6 , 34090, 34090.6; PC §832.5
City Attorney	153	16	Lawsuits / Litigation Final Settlement Only	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> After-Settled	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Divisions: City Attorney (16), Risk Management (17)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Human Resources	154	16	Personnel Issues / Skelly Meetings (Advice File)	5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> After-Separation	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, <u>12960</u> 34090; 29 USC 1113
Human Resources	155	16	Pitchess Motions, Subpoenas Regarding Personnel, Restraining Orders for Employees, etc.	2 years		Mag, Ppr			GC §34090
City Attorney	050	16	Records Destruction and Storage Lists / Certificates of Records Destruction - City Attorney Records only (contains privileged information)	P		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> After-2-years	Department Preference; GC §34090 et. seq.
RISK MANAGEMENT (17)									
City Attorney / Risk Manage.	016	17	Claims - After 2008 City Clerk is OFR Pre-2008	When No-Longer-Required— Minimum 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> After-Settled	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945-6 , 34090, 34090.6; PC §832.5
City Attorney / Risk Manage.	030	17	Insurance Certificates (for Contracts, Vendors, and City-issued Certificates etc.)	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> After-2-years	Longest Statute of Limitations is 10 years; Conforms with Agreement Retention; statewide guidelines propose permanent ; CCP §337 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Divisions: Administration (21), Elections Consolidated (22), Elections Stand Alone (23)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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CITY CLERK ADMINISTRATION (21)									
Finance / Accounting	003	21	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. If ALL backup is forwarded to Finance	Copies – When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	004	21	Administrative Hearings / Appeals: includes: Code Enforcement and Truancies	When No Longer Required – Minimum Resolution + 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; GC §34090
Finance / Revenue	374	21	Accounts Receivable / Daily Envelopes / Cash Receipts / Petty Cash / Revenue Daily Receipt Books / Invoices to Outside Entities / Alarm Billing, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; Statewide guidelines propose audit + 4 years; Published articles show 3 – 7 years; GC §34090
City Clerk	005	21	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting / Proof of Publications	2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 – 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(e)(1)
City Clerk	170	21	Agenda Packets / Staff Reports: City Council, RDA (Redevelopment Agency), Successor Agency , Oversight Board , & PFA (Public Financing Authority) - (Prior to 1988)	Follows Retention of Subject Matter	Yes: Until After Meeting	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S</u>	<u>Yes: After QC & OD</u>	Department Preference (large documents were separated out, some attachments are not in files); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Divisions: Administration (21), Elections Consolidated (22), Elections Stand Alone (23)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
City Clerk	171	21	<p>Agenda Packets / Staff Reports: City Council, RDA (Redevelopment Agency), Successor Agency, Oversight Board, & PFA (Public Financing Authority) (1988 Forward)</p> <p>Including handouts, affidavits of agenda postings, staff reports and supplemental information</p>	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 2-years	Department Preference (The minutes are the permanent record); GC §34090 et seq.
City Clerk	172	21	<p>Agreements & Contracts - Maintenance</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i></p> <p>Examples of Maintenance: Custodial, grants, landscape maintenance, painting, tree trimming, software, education MOU, employment, telephones, newsletter, employment, sole source or waivers of bids, copiers, etc.</p>	Completion + 5 years	Yes (before completion)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD After Completion	Statute of limitations is 4 years for contracts; Errors and Omissions does not apply; statewide guidelines propose Completion + 5 years for non-capital improvement contracts and Completion + 4 years for transportation and concessionaire agreements ; CCP §§337.337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Divisions: Administration (21), Elections Consolidated (22), Elections Stand Alone (23)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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HOLDS: <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	173	21	<p>Agreements & Contracts - ALL Non-Infrastructure</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i></p> <p>Examples of NON-Infrastructure: Consulting, disposal, franchises, housing, leases, legal services (except those with outside counsel), loans, mutual aid, professional services, services, street light repairs, STA - measure A, plan check services, surveys and studies for repairs-water-sewer, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD After Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Divisions: Administration (21), Elections Consolidated (22), Elections Stand Alone (23)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
HOLDS: <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	174	21	<p>Agreements & Contracts - Infrastructure, DDAs, OPAs, MOUs, MOAs, Housing Regulatory Agreements (Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal and Notices of Completion))</p> <p>Examples of Infrastructure: Architects, Buildings, bridges, CalPERS, covenants, deferred improvement agreements, design/build, development, environmental, Joint Powers, MOUs, park improvements, paving, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, slurry seals, street & alley improvements, settlement, subdivisions, utilities, water, trails construction, traffic studies, solid waste, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD After Completion	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	288	21	Agricultural Preserves / Williamson Act	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	175	21	Annexations / Boundaries / Consolidations / LAFCO - Final Council-Approved Documents	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
City Clerk	176	21	Assessment District Protest Letters, Ballots, Tally Sheet, & Envelopes - Prop. 218 proceedings Results are in Election History file	6 mo. 2 years		Ppr			GC §53753(e)(2) Department preference to be consistent with other types of ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII

RECORDS RETENTION SCHEDULE: CITY CLERK

Divisions: Administration (21), Elections Consolidated (22), Elections Stand Alone (23)

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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>									
City Clerk	274	21	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (FORMATION, BOUNDARIES)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD 1-year	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
City Clerk	011	21	Audit Reports / ACFR - Annual Comprehensive Financial Reports and related Audit Opinions (Use 011-21; 177 is obsolete)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference: GC §34090; Departments keep copies GC §34090.7
Lead Dept.	177—reused #	21	Audits / CAFR—Comprehensive Annual Financial Reports and related Audit Opinions	Copies—When No Longer Required	—	Mag, Ppr			Copies; GC §34090.7
City Clerk	178	21	Bonds: Issued by the City, PFA, or RDA: Official Statements / Certificates of Participations (COPs) / CFD (Community Facility Districts) / Assessment Districts	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Ppr			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(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk	012	21	Budgets (Finals) - Post 1983 Finance is OFR pre-1983	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; GC §34090
City Clerk	179	21	City Council Actions Database	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

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City Clerk	016	21	Claims—Prior to 2008 City Attorney / Risk Management is OFR Post-2008	When No Longer Required— Minimum 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD After Settled	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5 (if file is in litigation, retention resumes after litigation is settled. See sentence at the top of each page.)
Human Resources	473	21	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required— Minimum 2 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
City Clerk	180	21	Commission & Committee Applications / Advisory Board Applications / Correspondence / Attendance (oaths of office for appointed officials)	When No Longer Required - Minimum 5 years		Mag, Ppr			Department Preference; GC §34090
Staffing Dept.	018	21	Commissions, Committees & Boards:— Citizens Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA STAFF REPORTS (AGENDA PACKETS) Including handouts, affidavits of posting, proof of publications, public hearing notices, staff reports and supplemental information	When No Longer Required— Minimum 5 years	-	Mag, Ppr			City preference; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(e)(1)

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City Clerk	019	21	Commissions, Committees & Boards:- Citizens Advisory Bodies Formed by CITY-COUNCIL- MINUTES, RESOLUTIONS, BYLAWS, FORMATION	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After <u>QC & OD</u> 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
City Clerk	181	21	Commissions & Committee Rosters / Maddy Act List	5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	023	21	Correspondence – ROUTINE (e.g.- Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading File, Working Files, etc.)-	2 years	-	Mag, Ppr			GC §34090
City Clerk	024	21	Correspondence – TRANSITORY /- PRELIMINARY DRAFTS, not retained in the ordinary course of business- (e.g. calendars, checklists, e-mail that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, transmittal letters, thank-yous, requests from other cities, undeliverable envelopes, visitors logs, voice-mails, etc.)	When No Longer Required	-	Mag, Ppr			E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory /- preliminary drafts. GC §34090, GC §6252
City Clerk			<u>Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED</u>	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC</u>	<u>Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g); GC §84615</u>

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City Clerk	182	21	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES or Consultants (specified in the City's Conflict of Interest code)	7.4 years		Mag, Ppr			City maintains original statements; GC §81009(e)(g)
City Clerk	183	21	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS (Elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney - "87200 filers")	4 years		Mag, Ppr			Department Preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk	184	21	Economic Interest Filings (FPPC Form 635 & 602) - Lobbyist Authorization & Reporting	5 years		Mag, Ppr			2 CCR 18615(d)
City Clerk	910	21	Employee Authorization/Delegation	5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	185	21	Emergency Plans / Disaster Preparedness Manuals, etc.	Superseded + 2 years	Yes	Mag, Ppr			Department Preference; GC §34090
Lead Dept.	186	21	FPPC Correspondence re filing requirements (Attendance Rosters, Outlines and Materials for programs provided by the City)	5 years		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> When Inactive	GC §§34090, 53235.2(b)
Fire / Fire-Marshall & Fire-Prevention	440	21	Fireworks Stand Inspections (permits and applications)	2 years		Mag, Ppr			GC §34090
City Clerk	187	21	FPPC Biennial Review (History)	5 years		Mag, Ppr			Department Preference; GC §34090

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City Clerk	188	21	FPPC Logs (SEI and Campaign Disclosure)	<u>5 years</u> P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	189	21	FPPC SEI Communications <u>(if Content relates in a substantive way to the conduct of the public's business)</u>	2 years		Mag, Ppr			GC §34090
City Clerk	177	21	FPPC Form 801, 802, 803, <u>806</u> Gifts or Tickets to Agency or Behested payments <u>or Report of Public Official Appointments</u>	<u>7.4</u> years		Mag, Ppr			<u>2 CCR 18615(d); 2 CCR 18702.5(b)(3); GC §81009(e); GC §34090</u> Fair Political Practices Code of Regulations- §18944.2(G)
City Clerk	190	21	General Plan, Elements and Amendments	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD After Amended	GC §34090 (Council approved documents)
City Clerk	222	21	Grand Jury and Related Documents	P <u>5 years</u>	No	Ppr		No	<u>Department preference: 5 years is the retention period for the Grand Jury;</u> GC §34090
City Clerk	191	21	Historical Records (e.g. Incorporation, City Seal, Sister City, Groundbreaking, property dedications, old Newspaper Clippings, etc.)	P		Mag, Mfr, OD, Ppr	S	No	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 Econ. Develop.	343	38	Intergovernmental Affairs (Correspondence regarding legislation / State & Federal bills)	When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090

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City Attorney/Risk-Manage.	030	21	Insurance Certificates for Agreements and Contracts	Copies— When No- Longer- Required		Mag, Ppr			If a certificate cannot be matched to a contract, send to Finance; GC §34090.7
Human Resources	481	21	Insurance Policies (City-owned), Certificates of Self-Insured	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD After Expiration	Department preference; GC §34090
City Clerk	152	21	Lawsuits / Litigation Except Final Settlement (eminent domain)	When No- Longer- Required— Minimum 5- years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD After Settled	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney	153	21	Lawsuits / Litigation Final Settlement Only	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD After Settled	Department Preference; GC §34090
Lead Dept.	032	21	Leave Slips	When No- Longer- Required	-	Mag, Ppr			Preliminary draft / transitory record; GC §34090, GC §6252
Comm. Develop./ Planning	294	21	Master Plans, Financing Plans, Specific Plans, Bikeway Plans, etc.	P		Mag, Mfr, OD, Ppr	S/H	Yes: After QC & OD After Amended	Department Preference; GC §34090
City Clerk	034	21	Minutes (City Council, RDA (Redevelopment Agency), Successor Agency , Oversight Board , & PFA (Public Financing Authority))	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	035	21	Municipal Code Administration, Distribution, etc. and City Charter	2 years		Mag, Ppr			GC § 34090

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City Clerk	192	21	Municipal Code, City Charter and History File <i>(always retain 1 supplement)</i>	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD No	GC §34090
<i>Lead Dept.</i>	<i>036</i>	<i>21</i>	<i>Newspaper Clippings</i>	<i>When No-Longer-Required</i>	<i>-</i>	<i>Ppr</i>			<i>Non-records—may be obtained from the newspaper company; GC §34090</i>
City Clerk	037	21	Ordinances and Logs (City Council)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	041	21	Petitions (submitted to Council on any subject. Examples: parking requests, traffic calming requests, etc.). NOT Elections Petitions - for Initiative, Recall or Referendum petitions, see the City Clerk schedule	1 year		Ppr			Not related to elections; Law requires 1 year for petitions; GC §50115
City Clerk	042	21	Policies & Procedures - City-Wide User Fee & schedules for City	Superseded + 5 years		Mag, Ppr			City preference; Statewide guidelines propose superseded + 2 or 5 years; GC §34090
<i>City Clerk</i>	<i>043</i>	<i>21</i>	Policies & Procedures—Department-Specific (NOT City Wide) Except Police	Superseded + 5 years	<i>-</i>	Mag, Ppr			City preference; Statewide guidelines propose superseded + 2 or 5 years; GC §34090
City Clerk	193	21	Proclamations / Commendations / Eagle Scout Presentations	2 years		Mag, Ppr			GC §34090

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Comm-Develop-/Planning	295	21	Planning Project Files – Approved & Denied Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Findings, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) — Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc. —	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	Projects have a 2-year vesting (applicant must pull permit within 2 years) — those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(e); GC §§34090, 34090.7
City Clerk	911	21	Public Programs First-Time Homebuyer, Down-payment Assistance Programs Council Policies and Programs Inclusionary Housing Programs (<u>excludes the individual loan agreements or housing / property restrictions, which are retained by Community Development</u>)	Superseded + 5 years		Mag, Ppr			City preference; Statewide guidelines propose superseded + 2 or 5 years ; GC §34090
City Clerk	044	21	Public Records Act Requests and copies of records produced (<u>duplicate 199-21 is obsolete</u>)	2 years		Mag, Ppr			GC §34090
Lead-Dept.	045	21	Public Relations / Press Releases (Newsletters)	2 years		Mag, Ppr			GC §34090
Lead-Dept. (Who Ordered the Appraisal)	047	21	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)

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Lead Dept- (Who Ordered the Appraisal)	048	21	Real Estate Appraisal Reports: Purchased Property, Funded Loans	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	049	21	Real Property (Recorded Property Related Documents) (Abandonments, Deeds, Deed Restrictions, Easements, Liens, Lot Line Adjustments, Reconveyances, Resale Restrictions, Quitclaims, Vacations, condemnations, easement agreements , Promissory Notes , Right of Entry Agreements , etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Ne	GC §34090
City Clerk	194	21	Recordings / DVD-R of City Council Meetings - Video Recordings / DVD-R or VCR (ALL)	P		Tape (Mag)			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 60201
City Clerk	195	21	Recordings / Tapes of City Council Meetings - Audio Recordings / Tapes or DVDs - when a Video Recording <u>IS</u> available (The video recording serves as the Permanent record)	6 mo.		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	196	21	Recordings / Tapes of City Council Meetings - Audio Recordings / Tapes or DVDs - when a Video Recording is <u>NOT</u> available	P		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)

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City Clerk	050	21	Records Destruction and Storage Lists / Certificates of Records Destruction Except for City Attorney and Police (contains privileged information)	<u>10 years</u> P		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> 2-years	Department Preference; GC §34090 et. seq.
City Clerk	197	21	Records Retention Schedules	P		Mag, Mfr, OD, Ppr	I		GC §34090 et. seq.
City Clerk	198	21	Redevelopment Plan / Formation Central Folsom Redevelopment Project Area	P	Yes: Before Purchase or Sale	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> 2-years or superseded	GC §34090
City Clerk	053	21	Reports and Studies (Historically significant—e.g., Zoning Studies, plans, environmental reports)	P	—	Mag, Mfr, OD, Ppr	SA	Yes: <u>After QC & OD</u> 10-years	Administratively and Historically significant, therefore retained permanently; GC §34090, maintained independent of project files
City Clerk	054	21	Reports and Studies (other than Historically significant reports—e.g. Annual Reports, Plans, Strategic Plans)	10-years	—	Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	199	21	Request for Public Records and copies of records produced—Public Records Act	2-years		Mag, Ppr			GC §34090
City Clerk	055	21	Resolutions & Logs (City Council, RDA (Redevelopment Agency), Successor Agency , Oversight Board , & PFA (Public Financing Authority))	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	057	21	Speaker Cards—submitted at public meetings	When No Longer Required		Ppr			Preliminary Draft / Transitory record not retained in the ordinary course of business; GC §34090 et seq.

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City Clerk	060	21	Subpoenas	2-years		Mag, Ppr			GC §34090
Lead Dept.	061	21	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2-years	-	Mag, Ppr			GC §34090
City Clerk	708	21	Survey Books / Field Notebooks	P		Mag, Ppr			Department preference; GC §34090
City Clerk	063	21	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	40-years		Mag, Mfr, OD, Ppr	S-	Yes- After 2 years	Departments retain original individual (signed) time cards, and submit a summary to Payroll; 10 years to facilitate grant audits; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4-10 years; Other cities show 2-20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Divisions: Administration (21), Elections Consolidated (22), Elections Stand Alone (23)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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HOLDS: <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	064	21	<p>Training— ALL COURSE RECORDS— Attended by City Employees</p> <p>(Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)</p>	7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	<p>Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2–3 years; 8 CCR §3203 et seq.; 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(e), GC §§12946, 34090, 53235.2(b)</p>
City Clerk	065	21	<p>Training Course Records: City Sponsored Training that is Attended by Employees from Outside Agencies (e.g., other Police or Fire Departments)</p> <p>Examples: SEMS, NIMS, Incident Action Plans (IAP), After Action Reports (AAR), Plans, Preparedness Training & Exercises, Resource Management, Communications, etc.</p>	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	<p>City Preference for courses that are attended by employees outside the City; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2–3 years; See City Clerk for applicable class list; 8 CCR §3203 et seq.; 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(e), GC §§12946, 34090, 53235.2(b)</p>
City Clerk	200	21	Treasurer's Reports / Quarterly Financial Statements / Strategic Plan Update / Monthly Investment Reports (to Council)	10 years		Mag, Ppr			Department preference; GC §34090 et. seq.

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City Clerk	201	21	Water Rights Includes consulting for water and annexation	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference (copies); GC §34090.7
ELECTIONS - CONSOLIDATED (22)									
City Clerk	202	22	FPPC Campaign Filings (400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; CCP§583.320(a)(3); GC §81009(b)(g)
City Clerk	203	22	FPPC Campaign Filings (400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk			FPPC Campaign Filings (400 Series Forms & Form 501): ALL ELECTRONICALLY-FILED STATEMENTS	10 years		Mag, Ppr			Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
City Clerk	204	22	FPPC Campaign Filings (400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	205	22	FPPC Campaign Filings (400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	206	22	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES Includes Code of Fair Campaign Practices, Media Sheet, copy of Certificate of Election, oaths of office, etc.	Term of Office + 4 years		Mag, Mfr, OD, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful ; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

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City Clerk	207	22	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES Includes Code of Fair Campaign Practices, Media Sheet, FPPC Form 700 , etc.	Election + 4 years		Mag, Mfr, OD, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; 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	208	22	Elections - HISTORICAL GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Sample Ballot, Original Certificate of Election, Copies of Resolutions declaring Final Results, Certification of Results, Statement of Vote, etc.) (Candidate Manuals and Guides)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk		22	<u>Elections - GENERAL, WORKING or ADMINISTRATION Files</u> <u>(Correspondence, Applications for vacancies on the Council, City Measures, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Candidate Manuals and Guides, etc.</u>	2 years		Mag, Ppr			<u>GC §34090</u>

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	209	22	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPCC proceeding. EC §§17200(b)(3), 17400
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated) (23)									
City Clerk	210	23	Absentee Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17505
City Clerk	211	23	Absentee Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk	212	23	Annexation Petitions, Protests and Withdrawals	1 year		Ppr			Law requires 1 year for petitions; GC-§50115
City Clerk	213	23	Ballots—After Election	6 mo.		Ppr			EC §17302
City Clerk	214	23	Ballots—After Recount	6 mo.		Ppr			EC §17306
City Clerk	215	23	Challenged & Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	216	23	Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk	217	23	Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk	218	23	Roster of Voters	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk	219	23	Tally Sheets	6 mo.		Ppr			EC §17304
City Clerk	220	23	Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304
City Clerk	221	23	Voter Index Original	5 years		Ppr			EC §17001

RECORDS RETENTION SCHEDULE: CITY MANAGER

Division: [City Manager](#) Administration (26), [Communications \(?\)](#), [Economic Development \(38\)](#)

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CITY MANAGER (26)									
City Manager	250	26	Customer Response Letters & Correspondence	2 years		Mag, Ppr			If Content relates in a substantive way to the conduct of the public's business; GC §34090
City Manager	251	26	City Manager Correspondence	2 years		Mag, Ppr			If Content relates in a substantive way to the conduct of the public's business; GC §34090
City Manager	252	26	City Manager Reports to Council (Key Updates)	2 years		Mag, Ppr			If Content relates in a substantive way to the conduct of the public's business; GC §34090
City Manager	253	26	Department Files	When No Longer Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	254	26	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager	255	26	Speeches / PowerPoint Presentations	When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
COMMUNICATIONS (?)									
City Manager / Commun.			Archive Social Database	2 years	-	Mag, Ppr			GC §34090
City Manager / Commun.			Press Releases	Minimum 2 years	-	Mag, Ppr			Department Preference: GC §34090
City Manager / Commun.			Resident's Newsletters	2 years	-	Mag, Ppr			GC §34090
ECONOMIC DEVELOPMENT (38)									

RECORDS RETENTION SCHEDULE: CITY MANAGER

Division: [City Manager](#) Administration (26), [Communications \(?\)](#), [Economic Development \(38\)](#)

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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>									
City Manager / Econ. Develop.	340	38	Folsom Economic Development Corporation (FEDCorp)	When No-Longer-Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager / Econ. Develop.	341	38	Folsom Tourism Business Improvement District (FTBID)	When No-Longer-Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager / Econ. Develop.	342	38	Folsom Tourism Board (FTB)	When No-Longer-Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager / Econ. Develop.	343	38	Intergovernmental Affairs (Correspondence regarding legislation / State & Federal bills)	When No-Longer-Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager / Econ. Develop.	344	38	Prospects: Economic Development Projects / Correspondence	When No-Longer-Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
Engineering (32), Planning (34), [Redevelop. & Housing \(86\)](#)

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COMMUNITY DEVELOPMENT ADMINISTRATION (29)									
Comm. Develop / Admin.	261	29	Bonds: Subdivision Bonds , Logs and Correspondence City Clerk holds these and provides to Community Development upon request	Release of Bond / Security + 2 years		Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Comm. Develop / Admin.	260	29	Projects & Subjects (Proposed Developments, etc.)	When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §34090
ARBORIST (35)									
Comm. Develop. / Arborist.	270	35	Arborist Citations / Notices to Correct / Case Files	Minimum Resolution + 5 years		Mag, Ppr			Department preference: Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
Comm. Develop. / Arborist.			Arborist Plans / Tree Plans	Superseded + 2 years		Mag, Ppr			Department preference: GC §34090
Comm. Develop. / Arborist.			Arborist Reports	5 years		Mag, Ppr			Department preference: GC §34090
Comm. Develop. / Arborist.	303	35	Tree Inspections	5 years		Mag, Ppr			Department preference: GC §34090
Comm. Develop. / Arborist.	304	35	Tree Inventory	Indefinite		Mag, Ppr			Department preference (data is inter-related); GC §34090

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Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Comm. Develop. / Arborist.	305	35	Tree Legal Cases (may include accidents, claims, issues of liability)	Minimum Resolution + 5 years		Mag, Ppr			Department preference: GC §34090
Comm. Develop. / Arborist.	306	35	Tree Permits (may include permits for removal, pruning, replanting, mitigation)	Minimum Permit Issuance + 5 years		Mag, Ppr			Department preference: GC §34090
ARBORIST (35) (Added August 2012 - See Page 16)									
BUILDING (30)									
Comm. Develop / Building	262	30	Building Permit Database (e-TRAKIT with HDL Legacy data)	P	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. Develop / Building	263	30	Building Permits - Applications Withdrawn or Incomplete	When No Longer Required P		Mag, Ppr			Department Preference (may be considered transitory / preliminary drafts); GC §34090, GC §6252
Comm. Develop / Building	264	30	Building Permits (All) Includes Soils Reports	Life of the Structure P	Yes (all)	Mag, Mfr, OD, Ppr	S / I Documents scanned to Permit Tracking database Plans Scanned to ImageVu System	Yes: After QC & OD	Statewide guidelines propose permanent; UAC §303.2 , CBC §106.4.2, GC §34090, H&S §19850

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Comm. Develop / Building	265	30	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	Completion + <u>180 days</u> 90-days	Yes (all)	Mag. Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u>	Department preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications ; CBC and UAC require plans be retained 180 days from completion date for residential and appurtenances; UAC §303.2 ; CBC §§104.7 & 107.5 106.4.2 ; H&S§19850, GC §34090
Comm. Develop / Building	266	30	Construction Documents (<u>Need more specifics of what they want to retain</u>) - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> Finalled + 1-year	Department preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications ; CBC and UAC require plans be retained 180 days from completion date for residential and appurtenances; UAC §303.2 ; CBC §§104.7 & 107.5 106.4.2 ; H&S§19850, GC §34090
Comm. Develop / Building	267	30	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u>	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications ; UAC §303.2 ; CBC §§104.7 & 107.5 106.4.2 ; H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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Commun. Develop. / Building			California Building Codes / International Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag. Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Comm. Develop / Building	268	30	Construction Notices (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Mag, Ppr			Department Preference (preliminary drafts - the Building Permit is the final official record) ; GC §34090
Comm. Develop / Building	269	30	Reports: Building Activity (Monthly, Annual)	When No Longer Required P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD + year	Preliminary drafts not retained in the ordinary course of business (the database is the original). Department Preference ; GC §34090 et seq.
Community Develop. / Building			Requests & Permissions to Receive Copies of Plans / Architect's Approval	2 years		Mag, Ppr			GC §34090 et seq.
CODE ENFORCEMENT & GRAFFITI ABATEMENT (31)									
Comm. Develop. / Code Enforce.	271	31	Code Enforcement / Abatement Case Files (Includes appeals)	When No Longer Required - Minimum 2-5 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; CFC §104.3.4 ; GC §34090
Comm. Develop. / Code Enforce.	272	31	Graffiti Abatement	When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
ENGINEERING (32)									

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Comm. Develop. / Engineering	273	32	Abandonments / Vacations (Streets) - Private Development Project Files (Recorded documents maintained by the City Clerk)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD -2 years	GC §34090 et seq.
Comm. Develop. / Engineering	274	32	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (FORMATION, BOUNDARIES)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD +1 year	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Comm. Develop. / Engineering	275	32	Developer Payment / Trusts (Contractor's Trusts) (In project file, originals to Finance)	Follows Retention for Project		Mag, Ppr			GC §34090 et seq.
Comm. Develop. / Engineering	276	32	Encroachment Permits: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD +1 year	Department Preference; GC §34090
Comm. Develop. / Engineering			Encroachment Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Minimum 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Comm. Develop. / Planning or Building	277	32	Engineering Comments: Planning & Building Projects / Plan Check Comments	2.5 years		Mag, Ppr			Department Preference; GC §34090
Comm. Develop. / Planning or Building	278	32	Flood Control: Reports & Studies	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD +1 year	Department Preference (Information Systems maintains digital aerials); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Comm. Develop. / Engineering	279	32	Geotechnical and Soils Reports	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD + year	Department Preference; GC §34090
Comm. Develop. / Engineering	280	32	Grading Permits & Plans	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD + year	Department Preference; GC §34090
Comm. Develop. / Engineering	281	32	Improvement Plans	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD + year	Department Preference; GC §34090
Comm. Develop. / Engineering	282	32	Private Development Construction Inspections	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD + year	Department Preference; GC §34090
City Clerk	049	32	Real Property: (recorded property related documents) Rights of Way, Easements	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 2 years	Department Preference (copies); GC §34090.7
Comm. Develop. / Engineering	283	32	Subdivision Project files	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD + year	Department Preference; GC §34090
Comm. Develop. / Engineering	284	32	Transportation Permits / Wide Load Permits	Expiration + 2 years		Mag, Ppr			GC §34090
LANDSCAPE & LIGHTING ASSESSMENT DISTRICTS (33)									

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
Engineering (32), Planning (34), [Redevelop. & Housing \(86\)](#)

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Parks & Recreation- Comm. Develop./ Landscape & Lighting-Districts	274	33	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts- (ASSESSMENT ROLLS)	5 years	Yes- Until Submitted to County	Mag, Ppr			Department Preference (meets auditing standards); GC §34090.7
Parks & Recreation- Comm. Develop./ Landscape & Lighting-Districts	285	33	Contract Administration- Maintenance Contracts	Completion + 5 years	Yes (before completion)	Mag, Mfr, OD, Ppr	SA	Yes (after completion)	Statute of limitations is 4 years for contracts; Errors and Omissions does not apply; statewide guidelines propose Completion + 5 years for non-capital improvement contracts and Completion + 4 years for transportation and concessionaire agreements; CCP §§337, 337.1(a), 337.15, 343; GC §34090
Dept.- Providing Service / Work	295	33	<u>Planning Project Files - Approved & Denied Permanent Entitlements</u> (Includes Associated CEQA Noticing, Conditions of Approval, Findings, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) — Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc. —	P	Yes	Mag, Mfr, OD, Ppr	S	Yes- When Inactive	Projects have a 2-year vesting (applicant must pull permit within 2 years) — those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. — Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14-CCR §15095(c); GC §§34090, 34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Depart.- Providing- Service / Work	286	33	Work Orders / Service Requests—CMMS-DATABASE (Computerized Maintenance Management System)	Indefinite	—	Mag			Data is interrelated; GC §34090
Depart.- Providing- Service / Work	287	33	Work Orders / Service Requests—NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	—	Mag Ppr			City preference; CGP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
PLANNING (34)									
Comm. Develop / Planning	288	34	Agricultural Preserves / Williamson Act	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop / Planning AND City Clerk	289	34	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Comm. Develop / Planning	290	34	Census, Demographics	When No Longer Required		Mag, Ppr			Census Bureau is OFR; GC §34090 et seq.
Comm. Develop / Planning	291	34	Environmental Determinations / CEQA : Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		Ppr			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

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
Engineering (32), Planning (34), [Redevelop. & Housing \(86\)](#)

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Comm. Develop. / Planning			Environmental Determinations / CEQA: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes	Project Approval or Denial + 2 years		Mag. Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County Superior Court of San Diego County (2020) 50 C.A.5TH 467; PRC 21167,6 GC §34090
Comm. Develop / Planning	292	34	Environmental Determinations / CEQA: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Comm. Develop / Planning	278	34	Flood Zones	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD + 1 year	Department Preference; GC §34090
Comm. Develop / Planning	293	34	General Plan, Elements and Amendments	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After Amended	GC §34090
Comm. Develop / Planning	294	34	Master Plans, Specific Plans, Bikeway Plans, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After Amended	Department Preference; GC §34090
Comm. Develop. / Planning			Materials Boards	After Completion of Project		Mag. Ppr			Preliminary Drafts: GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Comm. Develop /+J65+62:72 +6+62:70	295	34	<p><u>Planning Project Files - Approved & Denied Permanent Entitlements</u></p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Findings, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps)</p> <p>Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.</p>	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When-Inactive	<p>Department preference: Projects have a 2-year vesting (applicant must pull permit within 2 years), and can be extended — those applications in which the applicant does not follow through, and can be extended, the permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7</p>
Comm. Develop / Planning	296	34	<p><u>Planning Project Files - Approved & Unapproved Temporary Entitlements:</u></p> <p><u>Christmas Tree Lots</u>, Debris Boxes, Temporary Signs, etc.</p>	Expiration + 2 years	Yes	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Comm. Develop / Planning	297	34	<p><u>Planning Project Files - Withdrawn or Expired Applications</u></p> <p>Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.</p>	Expiration + <u>2 5</u> years	Yes	Mag, Ppr			Department preference; Projects have a 2-year vesting (applicant must pull permit within 2 years) — those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. GC§§34090, 34090.7
Comm. Develop / Planning	298	34	Preliminary Review File - NO Application Form Submitted	When No Longer Required		Mag, Ppr			Preliminary Documents (no application submitted); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Comm. Develop / Planning			Preliminary Review WITH Application Form Submitted	Minimum 2 years		Mag, Ppr			Department Preference: GC §34090
Comm. Develop / Planning	299	34	Project Log Index / Spreadsheet / Binders of Historic Actions	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
Comm. Develop / Planning	300	34	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.
Comm. Develop / Planning	301	34	Zoning Amendments, Zoning Text Amendments	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference (copies); GC §34090.7
Comm. Develop / Planning	302	34	Zoning Maps of Significant Historical Value	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
REDEVELOPMENT & HOUSING (86)									
City Clerk	006	86	Agenda Packets / Staff Reports: City Council, RDA & PFA	Copies—When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 2-years	GC §34090.7
Commun. Develop. / Redev. & Housing	770	86	Applications for Loans: Rejected (First Time Home Buyers, Life/Safety, etc.)	2 years		Mag, Ppr			GC §34090
City Clerk	774	86	Bonds: Issued by the RDA: Official Statements / Certificates of Participations (GOPs)	When No Longer Required		Mag, Mfr, OD, Ppr			Originals are maintained by City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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Commun. Develop. / Redev. & Housing	772	86	Economic Development (Issues and/or projects will vary over time - e.g. Proposed Hotels, etc.)	When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
Commun. Develop. / Redev. & Housing	773	86	Environmental Determinations- (Environmental Impact Reports (EIRs)- Negative Declarations, etc.) Inside RDA boundaries	P		Ppr			Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(e); GC §34090
Planning	774	86	Environmental Determinations- (Environmental Impact Reports (EIRs)- Negative Declarations, etc.) Outside RDA boundaries	When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Commun. Develop. / Redev. & Housing	775	86	Housing Programs: Grants WITHOUT a Recapture / Resale Restriction	Loan Pay-off OR Forgiveness + 5 years After Funding Agency Audit, if required— Minimum 5- years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2 years	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates ; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years ; 24 CFR §§92.508, 570.502, 982.158, 884.214 ; 29 CFR 97.42; HUD Notice PIH 98-48, 99-49 ; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Commun. Develop. / Redev. & Housing	776	86	Housing Programs: Loans (First Time Home Buyers, Life/Safety, etc.) <u>WITHOUT a Recapture / Resale Restriction</u> Approved by RDA Citizens Advisory Committee	Loan Pay-off <u>OR</u> <u>Forgiveness</u> + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 1-year	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates ; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years ; 24 CFR §§92.508, 570.502, 982.158, 884.214 ; 29 CFR 97.42; HUD Notice PIH 98-48, 99-49 ; GC §34090
Commun. Develop. / Redev. & Housing			Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, HOME, etc. <u>WITH a Recapture / Resale Restriction</u>	<u>5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer</u>	<u>Affordability Period Terminates</u>	<u>Optical Disk (Laserfiche)</u>	<u>Yes (Laserfiche)</u>	Yes: <u>After QC & OD</u>	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates ; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 24 CFR §§92.508, 570.502, 982.158, 884.214 ; 29 CFR 97.42; HUD Notice PIH 98-48, 99-49 ; GC §34090
Commun. Develop. / Redev. & Housing	777	86	Redevelopment Project Files: Includes Environmental Assessments , Planning Documents, Phases, etc.	Life of Project Area	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> No	Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA ; GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Divisions: Admin. (29), [Arborist \(35\)](#), Building (30), Code Enforce. (31),
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Commun. Develop. / Redev. & Housing			Redevelopment Project Files: Correspondence, Administration, etc.	2 years		Mag, Ppr			Department Preference: GC §34090
Commun. Develop. / Redev. & Housing	778	86	Relocation Files	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When-Inactive	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945 , 34090, 34090.6; PC §832.5
Commun. Develop. / Redev. & Housing	779	86	Site Clearance / Soils Remediation / Mitigation	P When No-Longer-Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD No	Copies ; GC §34090.7
Finance	780	86	Statement of Indebtedness / Annual Report to State / State Controllers Report	Copies When No-Longer-Required		Mag, Ppr			Copies ; GC §34090.7

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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ENGINEERING & COMPLIANCE(90)									
Utilities / Engineering & Compliance	800	90	Capital Improvement Projects (CIP) / Jobs : Infrastructure and Facilities Construction where Utilities is the lead department: Administration File (Project Administration, Certified Payrolls, Project Schedules, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> + 1 year	For disaster preparedness purposes (City Clerk does not maintain Specifications, RFPs, Plans, Materials Testing Reports, etc.); GC §34090
Utilities / Engineering & Compliance	801	90	Capital Improvement Projects (CIP) / Jobs: Infrastructure and Facilities Construction where Utilities is the lead department: Permanent File (Plans, Specifications, Bids/RFPs, Successful Proposal, Inspection Records, Materials Testing Reports, Grading Permits, Soils Reports, Studies, Surveys, etc.)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> + 1 year	Send original Notices of Completion to the City Clerk; Retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.); GC §34090

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Engineering & Compliance	802	90	Grants / Reimbursable Claims / Subventions (UTILITIES - SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 8 years		Mag, Ppr			Department preference; 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; statewide guidelines propose 4 years; 2 CFR 200.334; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42; 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Utilities / Engineering & Compliance	803	90	Master Plans / Studies: Water, Sewer Master Plans, etc.	P	Yes (all)	Mag, Mfr, OD, Ppr	S	<u>Yes: After QC & OD</u> No	Some master plans do not go to Council; Department Preference for historical purposes; GC §34090
Utilities / Engineering & Compliance	804	90	Preliminary Studies / Project Assessments (Not Acquired or Developed)	When No Longer Required — Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After <u>QC & OD</u>	Department Preference; GC §34090
Utilities / Engineering & Compliance	805	90	Project Files: Regional Projects: Water Forum / Regional Water, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD-1 year</u>	Other Agencies are the Lead, and maintain records; GC §34090 et seq.
Utilities / Engineering & Compliance	806	90	Record Drawings / "As-Builts"	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Engineering & Compliance	807	90	Subject / Reference / Library	When No Longer Required— Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	808	90	Water Rights	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD No	Department preference (copies); GC §34090.7
HAZARDOUS MATERIAL (91)									
Utilities / Hazardous Material	809	91	Accounts Receivable / Checks for Grants for Disposable-Recyclable Hazardous Waste, including Electronic Waste-	Audit + 5- years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	Department Preference; GC §34090; 14 CCR 18660.8(d)
Utilities / Solid Waste or Hazardous Material	810	91	Disposal Receipts / Manifests — Hazardous Waste	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2, 20 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; 22 CCR § 66262.40
Utilities / Hazardous Material	811	91	Employee Training Records (Haz-Mat Employees)	Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	Department Preference to comply with permit requirements; GC §§12946, 12960, 34090
Utilities / Hazardous Material	812	91	Household Hazardous Waste Collection Facility — Permit, Operating Plans, Waste Analysis Plan, Contingency plan, etc.	P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference to comply with Permit requirements; GC §34090 et seq.
Utilities / Hazardous Material	813	91	Household Hazardous Waste Collection Facility — Spills or Chemical Exposures	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	Department Preference to comply with Permit requirements; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Hazardous Material	814	91	Investigations into Environmental Contamination (Hazardous Materials)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Department preference; GC §34090
Utilities / Hazardous Material	815	91	Recycling Events	When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §34090
SOLID WASTE (92)									
Utilities / Solid Waste	816	92	AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years		Mag, Ppr			Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090
Utilities / Solid Waste	817	92	Contaminated Sites	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Department preference; GC §34090 et seq.
Utilities / Solid Waste	818	92	Contract Administration: Green waste, etc.	Completion + 5 years	Yes (before completion)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD After Completion	Statute of limitations is 4 years for contracts; Errors and Omissions does not apply; statewide guidelines propose Completion + 5 years for non-capital improvement contracts and Completion + 4 years for transportation and concessionaire agreements; CCP §§337.337.1(a), 337.15, 343; GC §34090
Utilities / Solid Waste or Hazardous Material	819	92	Disposal Receipts - Hazardous Waste / Household Hazardous Waste (HHW)	3-30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	14 CCR 18812.4, GC §34090 et seq.; Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Utilities / Solid Waste	820	92	Disposal Receipts / Manifests — Non-Hazardous Waste	3-years		Mag, Ppr			Department Preference; Solid Waste Transfer / Processing is 3-years; Non-hazardous Ash Disposal is 5-years; 14 CCR 17379(a); 14 CCR 18660.8(d); 14 CCR 17414(b); GC §34090 et seq.
Utilities / Solid Waste	821	92	DMV Pull Notices (Solid Waste Employees Only)	When Superseded or Upon Separation		Mag, Ppr			Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; GC §34090
Utilities / Solid Waste	822	92	Integrated Waste Reports / Daily Records / Weight Records / Hazardous Material Screening / Tonnage Report	10-3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Department preference (becomes part of waste stream); GC §34090 et seq.
Utilities / Solid Waste	823	92	Landfill Monitoring (Groundwater, Methane, etc.)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Department preference; GC §34090 et seq.
Utilities / Solid Waste	824	92	Quarterly Monitoring Reports	Superseded		Mag, Ppr			Reports are cumulative and are considered a draft when the new one is produced; GC §34090 et seq.
Utilities / Solid Waste	825	92	Recycling Facility / PIA / CERF	5-years		Mag, Ppr			Department Preference; GC §34090
Utilities / Solid Waste	826	92	Reports to Regulatory Agencies (California Integrated Waste Management Board, etc.)	10-years		Mag, Ppr			Department Preference; GC §34090
Utilities / Solid Waste or Hazardous Material	827	92	Roll-off / Debris Box Database (Access)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Solid Waste or Hazardous Material	828	92	Roll-off Contracts (Contracts to provide roll-offs for construction sites)	Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	The statute of limitation for errors and omissions is not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements; CCP §§336(a), 337 et. seq., GC §34090
Utilities / Solid Waste	829	92	Waste Hauler Permits	Expiration + 2 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Solid Waste	830	92	Waste Management Plans (Recycling of construction materials during building of private projects)	5 years		Mag, Ppr			Department Preference; GC §34090
WASTEWATER (93)									
Utilities / Wastewater	831	93	Air Quality Permit Operations (SAQMD / ARB)	P		Mag, Mfr, OD, Ppr	S/H	Yes: After QC & OD 1 year	Department preference; 40 CFR 70.6; GC §34090
Utilities / Wastewater	832	93	AQMD Permits (Generators, etc.)	Expiration of Permit + 5 2- years		Mag, Ppr			40 CFR 70.6; Department preference; GC §34090
Utilities / Wastewater	833	93	Chains of Custody - Wastewater (Water-testing instructions)	5.7 years		Mag, Ppr			Department Preference to conform with NPDES retention for bacteriological and organics for potable water; GC §34090 et seq.; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Finance	834	93	Chemical Usage Reports / Bills of Lading	Copies - When No Longer Required		Mag, Ppr			Attached to invoices; GC §34090

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Wastewater OR Maint.	835	93	Confined Space Entries	2 3 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Utilities / Wastewater	023	93	Correspondence - Regulatory Agencies	When No Longer Required - Minimum 10 years	Yes: While Active Issues	Mag, Ppr			Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Utilities / Wastewater	836	93	Daily Logs / Diaries / Plant Operations Checklists / Reports / Round sheets / Check sheets / Shift Supervisors Logs / Operator Logs	7 years		Mag, Ppr			Department preference (EPA can go back 7 years); 40 CFR 122.41(j)(2)
Utilities / Lead Div.	837	93	Daily Safety Checks / DMV Reports / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			13 CCR 1234(c) ; GC §34090
Utilities / Wastewater			FOG Program (Fat, Oil & Grease)	5 years		Mag, Ppr			Department Preference (meets State requirements); NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090 et seq.
Utilities / Wastewater	838	93	Generator Operation Logs (for All fixed / stationary generators) / Inspections	5 3 years		Mag, Ppr			2 years is required by AQMD; GC §34090
Utilities / Wastewater	839	93	Hazardous Waste Manifests	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD 1 year	Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 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; 22 CCR § 66262.40

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Lead Dept.	840	93	Material Safety Data Sheet (MSDS) / Safety Data Sheets (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	Previous MSDS may be obtained from a service; 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 910.1020(d)(1)(ii)(B) , GC §34090
Utilities / Wastewater	844	93	NPDES Monitoring Reports: Sewer Collection	7-years		Mag, Ppr			Department preference to comply with RWQD's NPDES order; Monitoring records required for 3-years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Utilities / Wastewater	842	93	NPDES Permits--Wastewater	Expiration + 7-years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department preference; Permits are for 5 years; Monitoring records required for 3-years; 40 CFR §§122.21, 122.41, 122.44
Utilities / Lead Div.	843	93	Operations & Maintenance Manuals / O & M Manuals	Superseded - Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Utilities / Wastewater	844	93	Wastewater Collections Operator's Certifications	Expiration + 2 years Send Copy to Human Resources		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies are maintained at the plant; GC §34090.7
Utilities / Wastewater	845	93	Outside Agencies - Organizations	When No Longer Required		Mag, Ppr			Non-records; GC §34090
Utilities / Wastewater	846	93	Permits (Various Operating Permits)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Wastewater OR Maint.	847	93	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> 4 <u>year</u>	Department preference; GC §34090 et. seq.
Utilities / Wastewater	848	93	Process Control Documents / SOPs - Standard Operating Procedures	Superseded + 2 years		Mag, Ppr			Department Preference; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq; GC §34090
Utilities / Wastewater	849	93	Pumping Stations / Sewer Lift Stations / Motor Logs, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 5 <u>years</u>	Department Preference; GC §34090
Utilities / Wastewater	850	93	Reports, Monitoring, Samples, Studies & Testing (Annual / monthly / daily: Calibration, compliance, flow data, meter readings, etc.)	7 years		Mag, Ppr			Department Preference; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq; GC §34090
Utilities / Wastewater	851	93	Safety & Certificates - Employee Training Includes copies of certifications and training not sent to Human Resources	7 <u>5</u> years <i>Separation +</i>		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> When Inactive	Department Preference to conform with NPDES retention; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c), GC §§12946, <u>12960</u> , 34090
Utilities / Wastewater	852	93	SCADA Database (Supervisory Control and Data Acquisition) - Wastewater	Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
<u>Utilities / Wastewater</u>			<u>Sewer System Management Plans (SSMP) and Audits, Sanitary Sewer Overflows (SSOs), / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan</u>	<u>5 years</u>		<u>Mag, Ppr</u>			<u>Department preference: plans must be updated every 5 years, audits are required every 2 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; GC §34090</u>

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Wastewater	853	93	Spill Reports	5 years		Mag, Ppr			Department preference; Spill reports have the potential to be involved with Clean Water Act actions; GC §34090
Utilities / Wastewater	854	93	State Reports	10 years		Mag, Ppr			Department preference; 3 years is required for spill reports; 40 CFR 122.41(j)(2)
Utilities / Wastewater	855	93	TV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings (all lines)	<u>10 years</u> P		Mag			Department Preference; GC §34090 et seq.
Utilities / Wastewater OR Collections OR Maint.	856	93	Underground Service Alerts (USA's) / <u>Dig Alerts</u> -- City	3 years		Ppr			Department Preference (<u>the Regional Notification Center has the obligation to retain the notice for 3 years</u>); GC §§4216.2(d) & 4216.3(d), 34090
Depart. Providing Service / Work	857	93	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Depart. Providing Service / Work	858	93	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	859	93	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6 , GC §34090
WATER (94)									

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Water	860	94	Backflow: Cross-Connection Backflow Device Inspections, Maintenance, Certifications	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Utilities / Water	861	94	Chain of Custody (Water testing instructions)	5 years		Mag, Ppr			22 CCR 64453(b) et seq.; 40 CFR 141.33(a)
Lead Dept.	862	94	Confined Space Entries & Logs (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 3 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090 Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Utilities / Water	863	94	Customer Concerns Database: Odor / Taste / Visual Complaints	When No Longer Required— Minimum 5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a); 22 CCR 64470(a)
Utilities / Water	864	94	Environmental Agencies / Regulatory Agencies	When No Longer Required— Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Water	865	94	Fire Hydrant Inspections / Flushing	10 years		Mag, Ppr			Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: ENVIRONMENTAL & WATER RESOURCES

Divisions: Engineering Compliance (90), Hazardous Material (91), ~~Solid Waste (92)~~, Waste Water (93), Water (94)

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Utilities / Water	866	94	Laboratory Records Bench Sheets, Chain of Custody, Check-in Sheets, Monthly Lab Analysis Sheets, Out of Lab Test Reports, Self-Monitoring Reports	12 years		Mag, Ppr			Department preference to comply with lead & copper regulations; EPA / Good Laboratory Practice Standards for studies relating to health effects, environmental effects, and chemical fate tests require 10 years for Lab records, raw data, master schedule sheets, protocols, quality assurance inspections, training, experience, job descriptions, maintenance and calibration records and reports; Monitoring records required for 3 years; 22 CCR 64400.25 ; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Lead Dept.	867	94	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD-4 year	Department preference; GC §34090 et. seq.
Utilities / Lead Div.	868	94	Operations & Maintenance Manuals / O & M Manuals	Superseded Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Utilities / Water	869	94	Recycled Water - Permits, Annual Report, Correspondence, Recycles Water User Files	10 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Water	870	94	Regulatory Agency Reports / Compliance Reports: Monthly and Quarterly Reports, including backup data	When No Longer Required Minimum 5 years		Mag, Ppr			Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)

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Utilities / Water or Fire	871	94	Respiratory Fit Tests for Breathing Apparatus	Separation + 30 years		Mag, Ppr			Department Preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 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
Utilities / Water	872	94	SCADA Database (Supervisory Control and Data Acquisition) - Water	Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Utilities / Water	873	94	Underground Service Alerts (USA's) -- City	3 years		Ppr			GC §4216.2(d) & 4216.3(d)
Utilities / Water	874	94	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	Superseded Minimum 2 years		Mag, Ppr			Confidential; GC §34090
Utilities / Water	875	94	Water Conservation Rebates / Program - Toilet Retrofit Program, Irrigation, Turf Replacement, Washer, etc.	When No Longer Required Minimum 5 2 years		Mag, Ppr			Department preference to meet municipal government auditing standards ; GC §34090 et seq.
Utilities / Water	876	94	Water Pressure Charts	5 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Utilities / Water	877	94	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD-2 years	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR 64470; 22 CCR §64483 ; GC §34090

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Utilities / Water	878	94	Water Standards and Specifications	When No Longer Required Minimum 5 years		Mag, Ppr			Department Preference; GC §34090
Utilities / Water	879	94	Water Usage Reports	When No Longer Required Minimum 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Utilities / Water	880	94	Wells, Well Permits <u>(includes abandoned and destroyed wells)</u>	P		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 5 <u>years</u>	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

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FINANCE / ACCOUNTING (40)									
Finance / Accounting	355	40	Financial Services Database (SunGard)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Accounting	356	40	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Includes permanent assets (for compliance with GASB 34); GC §34090
Finance / Accounting	357	40	General Ledger: Final year-end AND Chart of Accounts / Organization Structure (Print out when Rollover is Done)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: Published articles show 3-10 years; Other Cities have adopted 2-years-20-years; GC §34090
Finance / Accounting	358	40	Journal Entries / Journal Vouchers / Budget Adjustments	10 years		Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounting	359	40	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Proof & Merge Reports, etc. (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts / Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide guidelines propose 2-years; GC §34090
Finance / Accounting	360	40	Reports: Annual State or Federal: State Controller's Report, Redevelopment Statement of Indebtedness, Street Report, Local Government Compensation Report , Property Management Plan , Obligation Payment Schedules , Due Diligence Reviews , Gas Tax , MOE (Maintenance of Effort) Report , Fixed Charge Special Assessment Report , Public Self Insurer Report (SIP Report) etc.	5 years		Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
FINANCE / AUDIT (41)									
City Clerk	361-011	41	Audit Reports / ACFR - Annual Comprehensive Financial Reports GAFR- Comprehensive Annual Financial Reports- and related Audit Opinions	P-Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference (copies - included in City Council Agenda Packets); GC §34090.7
Finance / Audit	362	41	Single Audits / Transportation Audits / Light Rail Audit / PERS Audit, et.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting-Audit	363	41	Statement of Indebtedness / Annual Report to State / State Controllers Report / Local Government Compensation Report- Property Management Plan- Obligation- Payment Schedules- Due Diligence- Reviews- Gas Tax- MOE (Maintenance of Effort) Report- Fixed Charge Special Assessment Report- Public Self Insurer- Report (SIP Report)	When No Longer Required		Mag- Mfr, OD, Ppr	S / I	Yes: 1-year	Copies; GC §34090.7
FINANCE / BUDGET (42)									
Finance / Budget	364	42	Budgets - Adopted / Final - Prior to 1983 City Clerk is OFR Post-1983	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Budget	365	42	Budgets - Preliminary, Backup Documents	When No Longer Required 5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts Department Preference; GC §34090
FINANCE / DISBURSEMENTS (43)									
Finance / Disburse.	366	43	1099's, 1096's-issued-	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

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Finance / Disburse.	002	43	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	10 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1-year	Department Preference to facilitate grant audits or claim reimbursements; Statewide guidelines propose audit + 4 years; Published articles show 3 – 7 years; GC §34090
Finance / Disburse.	367	43	Checks / Warrant Registers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u>	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
<u>Finance / Disburse.</u>			<u>W-9s</u>	<u>Vendor Inactive + 3 years</u>		<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>Meets IRS Auditing Standards; GC §34090</u>
FINANCE / PAYROLL (44)									
Finance / Payroll	368	44	CalPERS Reports	5 years		Mag, Mfr, OD, Ppr	S	Yes: After <u>QC & OD</u> 2-years	Department Preference; GC §34090
Finance / Payroll	369	44	DE-6 & 941 Forms - Quarterly Payroll Tax Returns / OASDI	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u>	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	370	44	Deduction Files (Deferred Compensation, PERS, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u>	Department Preference; Preliminary documents used to facilitate Payroll deductions; GC §34090 et seq.
Finance / Payroll	371	44	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u>	Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 - 7 years; GC §304090, 26 CFR 16001.1

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Finance / Payroll	372	44	Payroll Reports	When No Longer Required		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	PERS Buy-backs are reconstructed through Human Resources; Transitory records not retained in the ordinary course of business Financial system qualifies as a trusted system and can re-create reports accurately; statewide-guidelines propose 2 years ; GC §34090
Finance / Payroll	373	44	W-2's	5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
<u>Finance / Payroll</u>			<u>W-4s</u>	<u>No Longer in Effect + 4 years</u>		<u>Mag,</u> <u>Mfr, OD,</u> <u>Ppr</u>	<u>S / I</u>	<u>Yes: After 1 year</u>	<u>Department preference: IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1 GC §60201</u>
FINANCE / REVENUE (45)									
Finance / Revenue	374	45	Accounts Receivable / Daily Envelopes / Cash Receipts / Petty Cash / Revenue Daily Receipt Books / Invoices to Outside Entities / Alarm Billing, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD 1-year</u>	Department Preference; Statewide-guidelines propose audit + 4 years; Published articles show 3-7 years ; GC §34090
Finance / Revenue	375	45	Business License Applications, Registrations and Renewals	5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets auditing standards; GC §34090 et seq.
Finance / Revenue	376	45	Developer Payment / Trusts (Contractor's Trusts) (In project file, originals to Finance)	Close + 5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Statewide-guidelines propose audit + 4 years; Published articles show 3-7 years ; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Finance / Revenue	377	45	Transient Occupancy Tax (TOT)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statewide guidelines propose audit + 4 years; Published articles show 3 – 7 years; GC §34090
FINANCE / TREASURER (46)									
Finance / Treasurer	378	46	Assessment District Accounting / Payment Administration Records	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 / Treasurer	379	46	Bank and Trustee Statements, Outstanding Check Lists, 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; Published articles show 3 – 4 years; Other cities show 7 – 10 years; GC §34090, 26 CFR 1.6001-1
City Clerk	380	46	Bonds: Issued by the City, PFA, or RDA: Official Statements / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased Cancellat., Redemption or Maturity + 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(a)(1) & (2), 337.5(2); GC §43900 et seq.
Finance / Treasurer	381	46	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; Meets auditing requirements; CCP §§340(4), 1519; GC §34090
Finance / Treasurer	382	46	Investments / Arbitrage / Bonds (Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

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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>									
Finance / Treasurer	383	46	Irrevocable Letters of Credit	Release of Security		Mag, Mfr, OD, Ppr	S	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §26202
City Clerk	384	46	Monthly Investment Reports	<u>Copies - When No Longer Required</u> 5 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Department preference (Copies); GC §34090.7
Finance / Payroll	385	46	Reconciliations	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	<u>Preliminary Drafts /</u> Transitory records not retained in the ordinary course of business; GC §34090
City Clerk	386	46	Treasurer's Reports / Quarterly Financial Statements / Strategic Plan Update (to Council)	<u>Copies - When No Longer Required</u> 5 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Department preference (Copies); GC §34090.7
FINANCE / UTILITY BILLING (47)									
<u>Admin. Services / Utility Billing</u>			<u>Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)</u>	<u>Follow Bank Instructions</u>		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	<u>These are bank instruments, and not City records; per bank agreement.</u>
Finance / Accounting OR Utility Billing	387	47	Collection Agency Assignments / Unpaid Accounts	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

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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>									
Admin.. Services / Utility Billing			Daily Receipts, Cash Receipts, Overs and Shortages	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Consistent with Cash Receipts & Accounts Receivable; Published articles show 3 - 6 years; Other city shows permanent; Copies are sent to Finance; GC §34090
Finance / Utility Billing	388	47	Meter Reading / Meter Reading Reports (printouts from database)	Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (data is interrelated); GC §34090 et seq.
Finance / Utility Billing	389	47	Reports / Meter Reading Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business (the database is the original); GC §34090 et seq.
Admin.. Services / Utility Billing			Temporary Hydrant Meters	Close + 2 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin.. Services / Utility Billing			Utility Billing Database	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Admin.. Services / Utility Billing			Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin.. Services / Utility Billing			Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin.. Services / Utility Billing			Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin.. Services / Utility Billing			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

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

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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>									
Admin. Services / Utility Billing			Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded: Minimum 2 years		Mag. Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website: H&S §116906; GC §34090
Admin. Services / Utility Billing			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
Finance / Utility Billing	390	47	Water Meter Inventory	Indefinite		Mag, Ppr			Department Preference (data is interrelated); GC §34090 et seq.
Finance / Utility Billing	391	47	Water Receipts or Remittance Stubs / Utility Receipts / Stubs from Bills (when payment is submitted)	4 months After Audit is Complete		Mag, Ppr			Preliminary Documents; GC §34090 et seq.
TECHNOLOGY SERVICES (12)									
Finance Admin Services / Technology Services	122	12	Backup Tapes - DAILY / WEEKLY	When No Longer Required 5-weeks	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Finance Admin Services / Technology Services	123	12	Backup Tapes - MONTHLY	When No Longer Required 1-year	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Finance Admin Services / Technology Services	124	12	Inventory, Information Systems	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Divisions: Accounting (40), Audit (41), Budget (42), Disbursements (43), Revenue (44), Payroll (45), Treasurer (46), Utility Billing (47)

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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>									
Finance Admin Services / Technology Services	125	12	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Finance / Technology Services		<u>12</u>	UNALTERABLE MEDIA (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes.	<u>P</u>		<u>OD</u>			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..

RECORDS RETENTION SCHEDULE - FIRE

Divisions: Administration (51), EMS (52), Fire Marshall / Fire Prevention (53), Operations / Suppression (54)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
ADMINISTRATION (51)									
Fire / Admin.	420	51	Annual Reports / Fire Incident Statistics	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Retained for historical and administrative value; GC §34090
Fire / Admin. Or Police	421	51	Citizen's Emergency Response Training / Neighborhood Training Course Records, Roster, etc.	10 20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When-Superseded	Department Preference; GC §34090
Fire / Admin.	422	51	Daily Safety Checks / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			13 CCR 1234(c) ; GC §34090
Fire / Admin.	423	51	DMV Pull Notices (Fire Employees Only)	When Superseded or Upon Separation		Mag Ppr			Department preference ; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
City Clerk	424	51	Emergency Plans / Disaster Preparedness Manuals, etc.	Superseded	Yes	Mag Ppr			Department Preference; GC §34090.7
Fire / Admin.	425	51	FCC Licenses	Expiration + 2 years	Yes	Ppr			GC §34090
Fire / Admin. State of California	426	51	Fire Incident RMS LEGACY Database (Firehouse)	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When-Inactive	Does not include any Patient Care Reports; Arson Investigations are retained outside the database; Non-records (use the State system); GC §34090 et seq.
Fire / Admin. or Police	427	51	Fire Investigation Reports - OTHER THAN ARSON (in Fire Incident RMS Database)	When No Longer Required		Mag, Mfr, OD, Ppr			Police retains capital crimes; data is in RMS database; GC §34090 et seq.
Fire / Admin.	428	51	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When-Superseded	Department Preference (rated every 10 years); GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Divisions: Administration (51), EMS (52), Fire Marshall / Fire Prevention (53), Operations / Suppression (54)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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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>									
Fire / Admin.	429	51	Monthly Statistical Report / Run Statistics	When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
Fire / Admin.			Fuel Log (Mileage, Fuel Tank Level, etc.)	5 years	Yes	Ppr			Meets municipal government auditing standards: GC §34090
Fire / Admin.			Fire Incident RMS ImageTrend Database (Includes Patient Care Reports)	Minimum 20 years		Mag. Mfr, OD, Ppr	S/I	Yes: After QC & OD	Includes electronic Patient Care Reports - adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; GC §34090 et seq. CCP §340.5, GC §34090; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 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
Fire / Admin. or Police			Fire Investigation Reports - ARSON only	P		Mag. Mfr, OD, Ppr			No statute of limitations on prosecution; GC §34090 et seq.
City Clerk	007	51	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Originals Maintained by City Clerk or County Clerk of the Board; GC §34090.7
Fire / Admin.	008	51	Mutual Aid Agreements, Joint Power Authorities: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Divisions: Administration (51), EMS (52), Fire Marshall / Fire Prevention (53), Operations / Suppression (54)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Fire / Admin.	430	51	Personnel Files - Medical File (Fire Employees Only) (Annual Physicals are not forwarded to Human Resources)	P	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
Fire / Admin.	431	51	Personnel Files - Training File (Fire Employees Only) (Training related to essential functions - e.g. Water Rescue Boat, etc.)	Separation + 5 10 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §§ 12946 , 12960 , 34090
Utilities / Water or Fire	432	51	Respiratory Fit Tests for Breathing Apparatus	Separation + 30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 5144 , 8 CCR 15400.2 , 29 CFR 1910.1020(d)(1)(i) , GC §§ 12946 , 12960 , 34090
Fire / Admin.	433	51	Telestaff Database (staffing)	Minimum 5 years		Mag, Ppr			Department preference; GC § 34090 et seq.
City Clerk	065	51	Training Course Records: City-Sponsored Training that is Attended by Employees from Outside Agencies (e.g., other Police or Fire Departments) Examples: -SEMS, NIMS, Incident Action Plans (IAP), After Action Reports (AAR), Plans, Preparedness Training & Exercises, Resource Management, Communications, etc.	Send to City Clerk		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	City Preference for courses that are attended by employees outside the City; See City Clerk for applicable class list; GC §34090.7
EMERGENCY MEDICAL SERVICES (52)									

RECORDS RETENTION SCHEDULE - FIRE

Divisions: Administration (51), EMS (52), Fire Marshall / Fire Prevention (53), Operations / Suppression (54)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Fire / EMS	434	52	Ambulance Billing / Patient Care Reports / PCRs (EMS transportation) Reports: ALL (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database	20 years		Mag, Mfr, OD, Ppr	S/i	Yes: After QC & OD After 1 year	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"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145 CCP §340.5, GC §34090; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 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
Fire / Operations			Controlled Substance Inventory Records	3 years	Yes	Mag, Ppr			Department Preference: 24 CFR §1304.04, 1310.04
Fire / EMS	435	52	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, CCP §340.5, GC §34090
Fire / EMS	436	52	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD After 1 year	24 CFR 164.530(j)
FIRE MARSHALL / FIRE PREVENTION (53)									

RECORDS RETENTION SCHEDULE - FIRE

Divisions: Administration (51), EMS (52), Fire Marshall / Fire Prevention (53), Operations / Suppression (54)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Fire / Fire Marshall & Fire Prevention	437	53	Business Inspection Files - Approvals, Inspections, Fires, Modification / Alternative Methods or Materials / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer Life of Building - Minimum 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD After 5 years	Required for the Life of the Structure or Activity, or Minimum 5 years CFC §§ 104.6 – 104.6.4 California Fire Code requires 3 years; Allows the removal and purging of these records in the event the address file is too large; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Marshall & Fire Prevention			Business Inspection Files - Citations / Notice of Violations	Minimum 2 years		Mag, Ppr			Department Preference: GC § 34090 et seq.
Community Develop / Building or Planning	438	53	Conditions of Approval (Original COA maintained in project file)	Copies - When No Longer Required		Mag, Ppr			Preliminary Drafts or Copies; GC §34090 et seq.
Fire / Fire Marshall & Fire Prevention	439	53	Fire Code Permits / Special Event Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090
Fire / Fire Marshall & Fire Prevention	440	53	Fireworks Stand Inspections	2 years		Mag, Ppr			GC §34090
Community Develop / Building	441	53	Fireworks Stand Inspections Fireworks Permits	Copies - When No Longer Required P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD After 5 years	Department preference; Copies (Building maintains originals) GC §34090.7 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Divisions: Administration (51), EMS (52), Fire Marshall / Fire Prevention (53), Operations / Suppression (54)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Fire / Fire Marshall & Fire Prevention	442	53	Public Information / Education (when produced internally)	When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community Develop / Building	443	53	Record Drawings ("As-Built") and CAD drawings of buildings	<u>Copies - When No Longer Required</u> P		Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> After 5- years	Department preference; <u>Copies (Building maintains originals)</u> GC §34090.7 et seq.
OPERATIONS / SUPPRESSION (54)									
Fire / Operations	444	54	Alarm Profiles & Reports, False Alarms	2 years	Yes: Before Event	Mag, Ppr			GC §34090
Fire / Operations	445	54	Station Log Books (Incidents - kept at Fire Stations)	<u>20 years</u> P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Administration (57)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
HUMAN RESOURCES (57)									
Human Resources	470	57	Benefit Brochures & Forms	When No Longer Required		Mag, Ppr			Non-records
Human Resources	471	57	Benefit Plan Documents & Contracts (Includes 457, 401A, Long Term Care, Retirement Health Saving, Medical, Dental, etc.)	When No Longer Required Minimum Duration of the Contract + 6 2 years	Yes: For Duration of Contract	Mag, Ppr			Retirement benefits is 6 years from last action; Federal law requires 6 years after filing date for retirement ; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 USC 1113; 29 CFR 1627.3(b)(2); GC §§12946, 12960 , 34090
Human Resources	472	57	CalPERS Administration (Includes actuarial reports, service credit reports, annual employee listing, circular letters, etc.)	When No Longer Required Minimum 2 years		Mag, Ppr			Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	473	57	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required Minimum 2 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960 , 34090
Human Resources	474	57	Classification Specifications	When No Longer Required Minimum 6 years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 34090; 29 USC 1113
Human Resources			COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k), GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Administration (57)

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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>									
Human Resources	475	57	Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 12960 , 34090
Human Resources	476	57	Discipline Files - Employees (<u>Non-Peace Officers</u>) (Includes investigator information, investigation notes, statements, testimony, correspondence, etc.)	Separation + 5 years		Mag, Ppr			Department preference; GC §34090
Police / Admin.			Discipline Files - Peace Officers - WITH Sustained Finding of Misconduct	Final Disposition + 15 years		Mag, Ppr			PC 832.7 ; GC §34090
Human Resources	477	57	Discipline Files - Peace Officers - WITHOUT Sustained Finding of Misconduct (Includes investigator information, investigation notes, statements, testimony, correspondence, etc.)	Final Disposition ± 5 years		Mag, Ppr			Department preference; Consistent with Lexipol Policy ; State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office: EVC §1045(b)(1) , GC §§12946, 12960 34090, PC §§801.5, 803(c), 832.5(b) , VC §2547
Human Resources	478	57	DMV Pull Notices - (All employees, except for Fire and Police and Solid Waste , who retain their own)	When Superseded or Upon Separation		Mag Ppr			Department preference ; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Administration (57)

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HOLDS: <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	479	57	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960 , 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	480	57	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		Mag, Ppr			29 CFR 1602.30; 29 CFR 1602.32 GC §34090
Human Resources	029	57	Grievances and Informal Complaints (all)	Separation + 6 years	Yes: Before Disposition	Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960 , 34090
Human Resources			I-9s	Separation + 3 years		Mag, Ppr			Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090; INA 274A(b)(3); INS Rule 274a.1(b)(2).
Human Resources	481	57	Insurance Policies (City owned), Certificates of Self-Insured	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Expiration	Department preference; GC §34090
Human Resources	482	57	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	25 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Administration (57)

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HOLDS: <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	483	57	LiveScan Responses or Logs (CORI Responses) for Employees and Volunteers	50 years		Mag, Ppr			Department Preference to cover the possible length of employment of any employee or volunteer (DOJ allows retention for legitimate business needs); must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; § 34090 et seq.
Human Resources	484	57	LiveScan Responses or Logs (CORI Responses) for Unsuccessful Applicants	4 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 2-3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, <u>12960</u> , 34090
Human Resources	485	57	Personnel Background Packet - Successful (Except Police)	P	Yes: Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (unsuccessful employees are kept by Police); GC §34090
Human Resources			OSHA Logs - 200, 300, 301, 301A, etc.	<u>5 years</u>	<u>Yes: Until Separation</u>	<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c</u>
Human Resources			Personnel Files - EDD Claims & Forms (Employment Development Department Claims for Paid Family Leave / FMLA, Disability Insurance Claims & Additional Information)	<u>Separation + 4 years</u>	<u>Yes: Until Separation</u>	<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>Department Preference; GC §§12946, 12960, 34090.</u>
Human Resources	486	57	Personnel Files - Employees (Oaths of Office)	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Separation + 1 year	Department Preference; Statute of Limitations for Retirement Benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, <u>12960</u> , 34090, 3105; LC §1198.5; 29 CFR 1602.14; 53235.2(b); 53237.2(b); <u>LC §1198.5</u>

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Administration (57)

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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>									
Human Resources	487	57	Personnel Files - Medical File (all employees EXCEPT Fire and Police)	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD Separation</u> + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., <u>8 CCR 15400.2</u> ; <u>29 CFR 1910.1020(d)(1)(i)</u> , GC §§12946, <u>12960</u> , 34090
Human Resources	488	57	Personnel Issues / Skelly Meetings (Advice File) - <u>Excludes Police</u>	5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD Separation</u>	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, <u>12960</u> , 34090; 29 USC 1113
Human Resources	489	57	Pitchess Motions, Subpoenas Regarding Personnel, Restraining Orders for Employees, etc.	2 years		Mag, Ppr			GC §34090
<u>Human Resources</u>			<u>Recruitment Database (NeoGov)</u>	<u>Minimum 4 years</u>		<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>State Law requires 4 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090</u>
Human Resources	490	57	Recruitment and Testing File (Includes Advertisements, <u>Unsuccessful Applications</u> , Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	When No Longer Required Minimum <u>4</u> 3 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 <u>2-3</u> years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(e)(2) , <u>2 CCR 11013(c)</u> ; 8 CCR §11040(7.(c)), GC §§12946, <u>12960</u> , 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Administration (57)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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Human Resources	491	57	Studies & Surveys Conducted on Behalf of the City (Compensation Surveys, Sick Leave, Attrition, Benefits, etc.)	When No Longer Required— Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Human Resources	492	57	Unemployment Insurance Files (Includes Employment Development Department Claim Forms, Determination of Claims, Benefit Audit, Claims Processing Reports, Correspondence, etc.)	2 years		Mag, Ppr			GC §34090
Human Resources	493	57	Verifications of Employment, Child Support	When No Longer Required		Mag, Ppr			Content does NOT relates in a substantive way to the conduct of the public's business Transitory records not retained in the ordinary course of business (does not materially impact the public's business) GC §34090 et seq.
Human Resources	494	57	Workers Compensation Claim Runs	5 years		Mag, Ppr			Department preference (meets auditing standards and allocation formulas); GC §34090
Human Resources	495	57	Workers Compensation or Disability Claims / Employee Accident Reports Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 30 years, <u>OR</u> <u>Termination of Benefits + 5 years</u> <u>(whichever is longer)</u>		Mag, Mfr, OD, Ppr	S	Yes: <u>After QC & OD</u> When-Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer 8 CCR 5144, 8 CCR 15400.2; <u>29 CFR 1910.1020(d)(1)(i)</u> , GC §§12946, <u>12960</u> , 34090

RECORDS RETENTION SCHEDULE: LIBRARY

Library (59)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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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>									
LIBRARY (59)									
Library	520	59	Collection Agency Assignments & Statements	5 7 years		Mag, Ppr			Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090
Library	521	59	Community Postings / CEQA Postings for Other Agencies	When No Longer Required		Mag, Ppr			Non-records; GC §34090
Lead Dept.	522	59	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), CLLS (California Library Literacy Services); IMLS (Institute of Museum & Library Services), and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Administrative Services	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	523	59	ILS / Integrated Library System / Library Management System / Database Patron and material catalogue database - The City is a subscriber to Sacramento	When No Longer Required	Yes	Mag			Department preference; Data Fields / Records are interrelated; GC §34090
<u>Library</u>			<u>Library Commission</u> AGENDAS & AGENDA PACKETS	<u>P</u>	-	<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes, After QC & OD</u>	<u>Department preference: Original Staff Reports are filed in the project file; GC §34090</u>
<u>Library</u>			<u>Library Commission</u> AUDIO RECORDINGS	<u>2 years</u>	-	<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes, After QC & OD</u>	<u>Department preference: only 30 days is mandated; GC §34090.6</u>
<u>Library</u>			<u>Library Commission</u> MINUTES, BYLAWS, RESOLUTIONS	<u>P</u>	-	<u>Mag, Ppr</u>			<u>GC §34090</u>

RECORDS RETENTION SCHEDULE: LIBRARY

Library (59)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Library	524	59	Library Statistics / Circulation Reports	When No Longer Required		Mag, Ppr			Copies / Preliminary Drafts; GC §34090.7
Library	525	59	Patron Applications for Library Cards (Includes parental consent card for minor children)	When No Longer Required		Ppr			Department Preference; Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090
Library	526	59	Program Sign Ups (e.g. Summer Reading)	When No Longer Required		Mag, Ppr			Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090
Library	527	59	Receipts for Lost Books, etc.	2 years		Mag, Ppr			GC §34090
Library	528	59	Release Forms / Exhibit Waivers / Photo Releases (Artists / Exhibitor's)	2 years	Yes: Before Event	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
PARKS & RECREATION (62)									
Parks & Recreation	535	62	Activity / Special Programs / Special Event Files	When No Longer Required Minimum 5 years		Mag, Ppr			Department preference; GC §34090
Parks & Recreation	536	62	Agreements for Contractors: Class Instructors, Sports Leagues, etc.	Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	The statute of limitation for errors and omissions is not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements ; CCP §§336(a), 337 et. seq., GC §34090
Public Works / Admin & Engineering or Parks & Recreation	537	62	Capital Improvement Projects (CIP) / Jobs - Parks Facilities: Administration File Project Administration, Certified Payrolls, Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, etc. Bikeway Projects, 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 1-year	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090
Public Works / Admin & Engineering or Parks & Recreation	538	62	Capital Improvement Projects (CIP) / Jobs - Parks Facilities: Permanent File Plans, Specifications, Bids/RFPs, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Construction Manager's Logs, Photos, Soils Reports, Studies, Submittals, Surveys, etc. Bikeway Projects, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD 1-year	All permanent project files are maintained in Engineering no matter what department was involved in the project; retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Parks & Recreation	014	62	Cash Receipts Detail / Backup / Refunds	2 years		Mag, Ppr			Summaries are sent to Finance; GC §34090
Parks & Recreation	539	62	Donations (Money)	2 years		Mag, Ppr			Summaries are sent to Finance; GC §34090
Parks & Recreation	540	62	Evaluations/Surveys (Program Evaluations)	When No Longer Required		Mag, Ppr			Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Parks & Recreation	541	62	Facility Use and Equipment Applications, Books, Alcoholic Beverage Applications	2 years	Yes: Before Event	Mag, Ppr			GC §34090
Parks & Recreation	542	62	Lifeguard Certification & Licenses	Separation + 3 years		Mag Ppr			Department Preference; GC §§12946, 12960 , 34090
Parks & Recreation	543	62	Pesticide Application Records	2 years		Mag Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623, 40 CFR 171.11 et seq.
Parks & Recreation	544	62	Playground Equipment Inspections	10 years		Mag, Ppr			Department Preference; GC §34090
Parks & Recreation	545	62	Recreation Database	Indefinite		Mag			Department Preference; data is interrelated; GC §34090
Parks & Recreation	546	62	Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / Waivers / Sign-in Sheets for Skate Park, etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 4 years		Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Recreation	547	62	Sign-in / Sign-out sheets	2 years		Ppr			GC §34090
Parks & Recreation	548	62	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Parks & Recreation	549	62	Swimming Pool Chemicals: Log of Chemicals Added	5 30-years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 40 CFR-262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §34090 et seq.
Depart. Providing Service / Work	550	62	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Depart. Providing Service / Work	551	62	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	552	62	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6 , GC §34090
FACILITIES (11)									
Parks & Recreation Admin. Services / Facilities	008	11	Contract Administration: Custodial, etc.	Completion + 5 years	Yes (before completion)	Mag, Ppr			Department preference; meets auditing standards; Statute of limitations for contracts is 4 years; Errors and Omissions does not apply; published audit standards is 4-7 years; statewide guidelines propose Termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Parks & Recreation Admin-Services/ Facilities	115	11	Daily Safety Checks / DMV Reports / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			13 CCR 1234(c) ; GC §34090
Parks & Recreation Admin-Services/ Facilities	116	11	Inspections: Sidewalks, City Facilities	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department preference to show due diligence; GC §34090
Lead Dept.	117	11	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Department preference; GC §34090 et. seq.
Parks & Recreation Admin-Services/ Facilities	118	11	Regulatory Permits	Expiration + 2 years		Mag, Ppr			Department preference; GC §34090
Depart. Providing Service / Work	119	11	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Depart. Providing Service / Work	120	11	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/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>									
Depart. Providing Service / Work	121	11	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6 , GC §34090
Parks & Recreation	535	62	Activity / Special Programs / Special Event Files	When No-Longer-Required- Minimum 5 years		Mag, Ppr			Department preference; GC §34090
LANDSCAPE & LIGHTING ASSESSMENT DISTRICTS (33)									
Parks & Recreation Comm-Develop-/ Landscape & Lighting Districts	274	33	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (ASSESSMENT ROLLS)	5 years	Yes: Until Submitted to County	Mag, Ppr			Department Preference (meets auditing standards); GC §34090.7
Parks & Recreation Comm-Develop-/ Landscape & Lighting Districts	285	33	Contract Administration: Maintenance Contracts	Completion + 5 years	Yes (before completion)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Complete a	Statute of limitations is 4 years for contracts; Errors and Omissions does not apply; statewide guidelines propose Completion + 5 years for non-capital improvement contracts and Completion + 4 years for transportation and concessionaire agreements ; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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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>									
Depart. Providing Service / Work	295	33	Planning Project Files - Approved & Denied Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Findings, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) — Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc. —	P	Yes	Mag, Mfr, OD, Ppr	S	Yes— When Inactive	Projects have a 2-year vesting (applicant must pull permit within 2 years) — those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(e); GC §§34090, 34090.7
Depart. Providing Service / Work	286	33	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Depart. Providing Service / Work	120	11	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required	—	Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	287	33	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6 , GC §34090
TRAILS (63)									

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

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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 / Admin & Engineering or Parks & Recreation	553	63	Capital Improvement Projects (CIP) / Jobs - Trails: Administration File Project Administration, Certified Payrolls, Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> 1-year	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090
Public Works / Admin & Engineering or Parks & Recreation	554	63	Capital Improvement Projects (CIP) / Jobs - Trails: Permanent File Plans, Specifications, Bids/RFPs, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Construction Manager's Logs, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> 1-year	All permanent project files are maintained in Engineering no matter what department was involved in the project; retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans ; GC §34090
ZOO SANCTUARY (64)									
Parks & Recreation / Zoo	555	64	Adoption Agreements (Cats, etc.)	Adoption + 3 years		Mag, Ppr			3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090
Parks & Recreation / Zoo	556	64	Animal Acquisition Contracts / Agreements	Expiration - Minimum 10 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Completion	Department Preference (Fish & Game owns the animals); CCP §§337. 337.1(a), 337.15, GC §34090
Parks & Recreation / Zoo	557	64	Animal Medical Database (contains controlled substance inventories, veterinary treatments, etc.)	Indefinite	Yes	Mag			Department Preference; Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Divisions: [Facilities \(11\)](#), [Landscape & Lighting \(33\)](#), Parks & Rec. (62), Trails (63), Zoo Sanctuary (64)

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Parks & Recreation / Zoo	558	64	Animals - Individual Records (includes Captive Bred Wildlife, Imports, Quarantines, Veterinary Treatment Records, etc.)	Sale or Expiration - Minimum 2 years		Mag, Mfr, OD, Ppr			Department Preference; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§337, 338; GC §34090
Parks & Recreation / Zoo	559	64	Annual Permits to House Animals	5 years	Yes	Mag			Department preference for USDA accreditation and permitting; Animal treatment records are required for 3 years; FA §32003(e); GC §34090 et seq.
Parks & Recreation / Zoo	560	64	Controlled Substance Inventory Records (anesthesia, tranquilizer)	5 years	Yes	Mag, Ppr			Department preference for USDA accreditation and permitting; required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Parks & Recreation / Zoo	561	64	County Health Department Inspections	Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090
Parks & Recreation	562	64	Parties / Facility Use and Equipment Applications, Books, Alcoholic Beverage Applications (Birthday Parties & Other)	2 years	Yes: Before Event	Mag, Ppr			GC §34090
Parks & Recreation / Zoo	563	64	Regulatory Agency Permits	Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090
Parks & Recreation / Zoo	564	64	Special Events - Zoo	when no Longer Required - Minimum 5 years		Mag, Ppr			Department preference; GC §34090
Parks & Recreation / Zoo	565	64	USDA Inspection Reports	10 years	Yes	Mag			Department Preference (accredited every 5 years); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
Records (73), Training (74)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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POLICE ADMINISTRATION (68)									
Police / Admin	374	68	Accounts Receivable / Daily Envelopes / Cash Receipts / Petty Cash / Revenue Daily Receipt Books / Invoices to Outside Entities / Alarm Billing, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department Preference; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance Police / Admin.	639	73	Alarm Billing	Copies - When No Longer Required - 5 years		Mag, Ppr			Department Preference - Police sends invoices (meets municipal government auditing standards); GC §34090.5
Police / Admin. Records	640	73	Alarm Notification / False Alarms / Permits	2 years		Mag, Ppr			GC §34090
Police / Admin.	590	68	Business Permits (Regulatory) - BUSINESS OWNER: Massage, Taxi, etc.	Expiration + 2 years		Mag, Ppr			GC §34090
Police / Admin.	591	68	Business Permits (Regulatory) - TECHNICIAN / DRIVERS: Massage Technician, Taxi Driver, etc.	Expiration + 2 years		Mag, Ppr			GC §34090
Police / Admin.	592	68	Carry Concealed Weapon Permits (CCW) - Retired Employees	Expiration + 5 years		Mag, Ppr			Department preference; GC §34090
Police / Admin.	593	68	Carry Concealed Weapon Permits (CCW) - Approved	Expiration + 5 years		Mag, Ppr			Department preference; GC §34090
Police / Admin.	594	68	Carry Concealed Weapon Permits (CCW) - Denied	5 years		Mag, Ppr			Department preference; GC §34090
Fire / Admin. Or Police	595	68	Citizen's Emergency Response Training / Neighborhood Training Course Records, Roster, etc.	<u>10-20</u> years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> When Superseded	Department Preference; GC §34090
Police / Admin.	596	68	Departmental Assignments & Rosters	2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
Records (73), Training (74)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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Police / Admin.	597	68	DMV Pull Notices (Police Employees Only)	When Superseded or Upon Separation		Mag Ppr			Department preference ; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; GC §34090
Human Resources	598	68	Employee Grievance Files / Supporting Documents	Copies - When No Longer Required		Mag Ppr			Copies; GC §34090.7
Police / Admin.	599	68	Equipment & Uniform Authorization	2 years		Mag, Ppr			GC §34090 et seq.
Police / Admin.	600	68	Hearings / Hearing Officer (Parking, Tows, etc.)	2 years		Mag, Ppr			GC §34090
Police / Admin.			Internal Affairs Investigations / Complaints - Involving Peace Officers WITH Sustained Finding of Misconduct	Final Disposition + 15 years		Mag, Ppr			PC 832.7 ; GC §34090
Police / Admin.	601	68	Internal Affairs Investigations / Complaints - <u>WITHOUT Sustained Finding of Misconduct</u> All, except routine Use of Force Supervisory Reviews	Final Disposition + 5 years		Mag, Ppr			Consistent with Lexipol Policy ; State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office ; for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings ; EVC §1045(b)(1), GC §§12946, 12960 34090, PC §§801.5, 803(c), 832.5(b), VC §2547

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
Records (73), Training (74)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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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.	602	68	Internal Affairs Investigations / Complaints: Officer Involved Shootings	Final Disposition + 5 years		Mag, Ppr			Consistent with Lexipol Policy; State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; for misconduct; IA and Statewide guidelines recommend 25 years for officer involved shootings; EVC §1045(b)(1), GC §§12946, 12960, 34090, PC §§801.5, 803(e), 832.5(b), VC §2547
Police / Admin.	603	68	Permits: Entertainment	Expiration + 2 years		Mag, Ppr			GC §34090
Human Resources	604	68	Personnel Background Packet - Successful	5 years		Mag, Ppr			Department Preference (copies); GC § 34090.7
Police / Admin.	605	68	Personnel Background Packet - Unsuccessful (not hired)	When No Longer Required - Minimum 4 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 2-3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Police / Admin.	606	68	Personnel Files - Medical File (Police Employees Only) (Annual Physicals are not forwarded to Human Resources)	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	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
Police / Admin.	607	68	Personnel Photographs	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD + 1 year	Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
Records (73), Training (74)

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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>									
State of California	426	68	Police Incident RMS Database / Police logs	Incident When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Non-records-(use the State system); GC §34090 et seq.
Police / Admin.	608	68	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Superseded	Department Preference; GC § 34090 et seq.
Police / Admin.	609	68	Press Releases - Police Only	2 years		Mag, Ppr			GC §34090
Police / Admin.	610	68	Reports and Studies - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD + year	Department Preference; GC § 34090 et seq.
Police / Admin.	611	68	Reports and Studies regarding Police operations (not historical - manpower, etc.)	When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin.	612	68	Use of Force Supervisory Reviews	2 years		Mag, Ppr			GC §§12946, 12960 , 34090, PC §§801.5, 803(c), 832.5, VC §2547
ANIMAL CONTROL (10)									
Police Admin-Services/ Animal Control	101	10	Animal Control Cases (Bite Reports, Cruelty, etc.)	When No Longer Required (minimum 3 years)	Yes	Mag, Ppr			3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police Admin-Services/ Animal Control	102	10	Animal Licensing Printouts	3 years	Yes	Mag, Ppr			3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
Records (73), Training (74)

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Police Admin.-Services-/Animal Control	103	10	Animal Services Databases / Animal License Database, etc.	Indefinite	Yes	Mag			Department preference - used for locating animals; 3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police Admin.-Services-/Animal Control	104	10	Animal Trap Agreements	2 years		Ppr			GC §34090 et seq.
Police Admin.-Services-/Animal Control	105	10	Citations	10 years		Mag, Ppr			Department Preference; may contain felony charges (DA determines); GC §34090 et seq.
Police Admin.-Services-/Animal Control	106	10	Citizens Service Logs	When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business; GC §34090 et seq.
Police Admin.-Services-/Animal Control	008	10	Contract Administration: Animal Control Services	Completion + 5 years	Yes (before completion)	Mag, Ppr			Department preference; meets auditing standards; Statute of limitations for contracts is 4 years; Errors and Omissions does not apply; published audit standards is 4-7 years; statewide guidelines propose Termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090
Police Admin.-Services-/Animal Control	107	10	Controlled Substance Inventory / Records	Date of Inventory + 2 years	Yes	Mag, Ppr			Required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04

RECORDS RETENTION SCHEDULE: POLICE

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Police Admin.-Services-/Animal Control	108	10	Daily Activity Reports	3 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Police Admin.-Services-/Animal Control	109	10	Impound Records / Transportation Records	3 years		Mag, Ppr			Covers various statute of limitations; 3 years is required; 1 year is required for the transportation of dead animals; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., 3 CCR 1180.15; GC §34090
Police Admin.-Services-/Animal Control	110	10	Notice of Violations	3 years	Yes	Mag / Ppr			Department Preference; consistent with animal record retention requirements; GC §34090 et seq.
Police Admin.-Services-/Animal Control	111	10	Owner Release for Euthanasia	3 years	Yes	Mag			3 years is required; FA §32003(e), PC §597.1(d); GC §34090
Police Admin.-Services-/Animal Control	112	10	Public Nuisance Cases (barking dogs, etc.)	When No Longer Required (minimum 3 years)	Yes	Mag, Ppr			GC §34090 et seq.
Police Admin.-Services-/Animal Control	113	10	Return to Owner Records	10 years		Ppr			Department Preference; GC §34090 et seq.

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Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
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Police Admin.- Services-/ Animal Control	114	10	Treatment Records (Vaccination records, medical treatments, etc.)	3 years	Yes	Mag			3 years is required; FA §32003(e), PC §597.1(d); GC §34090
*** The County of Sacramento is the office of record for animal control services prior to July 1, 2009, subsequent to that the City of Folsom becomes the office of record.									
COMMUNICATIONS / CAD / DISPATCH (69)									
Police / Commun.	613	69	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	1 year		Mag			Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Commun.	614	69	Officer Recordings: Mobile Audio/Video Recordings that are not evidence ("hip recorders", etc.)	1 year		Mag			Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; GC §34090.6(a)
Police / Commun.			Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years	-	Mag.			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Commun.			Officer Recordings: Body-Worn Cameras - that are NOT evidence	Minimum 60 days	-	Mag.			PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Commun.			Officer Recordings: Body-Worn Cameras & MAV (Mobile Audio Videos – 8 - Records or Logs of Access or Deletion of Data	P	-	Mag.			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Commun.	615	69	Vacation Checks / Patrol Requests	2 years		Mag, Ppr			GC §34090 et seq.

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Police / Commun.	678	69	H.E.L.P. Documents / Registration	When No Longer Required Minimum 2 years		Mag, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090 et seq.; Identification of persons who may be at risk of being lost due to medical and/or mental condition (record series J65added 05/17/2013)
INVESTIGATION (70)									
Police / Investigat.	616	70	Detectives Investigation Files and Arrest Files (Notes)	When No Longer Required		Ppr, Mag			Preliminary drafts not retained in the ordinary course of business ; GC §34090 et seq.
Police / Investigat.	617	70	Detectives Investigation Files and Arrest Files (Official Reports) (includes but is not limited to Suicide and Dead bodies (natural deaths))	Transferred into Record's Files		Ppr, Mag			Transfer all Official Reports to Records to be placed in the Day Files.
Police / Investigat.	618	70	Gang Files	When No Longer Required Minimum 2 years		Ppr, Mag			Department Preference; GC §34090 et seq.
Police / Investigat.	619	70	Informant Files	When No Longer Required Minimum 2 years		Ppr, Mag			Informant information; Does not contain criminal intelligence information concerning individuals ; Department preference; GC §34090
Police / Investigat.			Intelligence Files	5 years		Ppr, Mag			Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years. 28 CFR 23.20(h); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
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Police / Investigat.	620	70	Pawn Slips	3 years		Mag, Ppr			Department Preference (Dealers are required to keep for 3 years); Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; B&P §21633; GC §34090
Police / Investigat.	621	70	Secondhand Dealer Permits / Pawn Broker Permits & Licenses	Close of Business + 2 years		Mag, Ppr			Department Preference; GC §34090
OPERATIONS (71)									
Police / Operations	622	71	Canine / Equine (Police Dogs & Horses) Program Files: Action Reports, Monthly Reports	When No-Longer-Required Minimum 2 years		Mag, Ppr			GC §34090
Police / Operations	623	71	Canine / Equine (Police Dogs & Horses) Program Files: Animal Files	Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Operations	624	71	Hospital Mandated Reporting	When No Longer Required		Ppr, Mag			Hospital maintains records; GC §34090 et seq.
Police / Operations	625	71	Logs: Various (Vehicle Assignment, Patrol Shift Activity, etc.)	When No Longer Required		Ppr, Mag			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Police / Operations	626	71	PAS Device Calibration Logs	2 years		Mag, Ppr			GC §34090 et seq.
Police / Operations	627	71	Patrol Ride-A-Long Waiver Form	2 years		Mag, Ppr			GC §34090 et seq.
Police / Operations	628	71	Range Schedules	When No Longer Required		Ppr, Mag			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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Police / Operations	629	71	Temporary Holding Facility Logs, Visitor Logs, Operations Booking Log	2 years		Mag, Ppr			GC §34090 et seq.
Police / Operations	630	71	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Operations	631	71	Traffic Control: Radar Trailer Surveys, Special Event Action Plans, etc.	When No Longer Required - Minimum 2 years		Mag, Ppr			GC §34090 et seq.
PROPERTY AND EVIDENCE (72)									
Police / Records	632	72	Crime Report Photos, Mug Shots	Follows the Retention of the Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> + <u>1 year</u>	Department Preference; GC §34090
Police / Property & Evidence	633	72	Forfeiture Notification	<u>5</u> 2 years		Mag, Ppr			Per Federal DOJ requirements (Equitable Sharing Guide) ; GC §34090
Police / Property & Evidence	634	72	Gun and Narcotics Destruction Log (Documents related to)	2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	635	72	Lost and Found Items (Records of Disposal)	2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	636	72	Property Chain of Custody	2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	637	72	Property Dispositions	2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	638	72	Property Tag Logs	2 years		Mag, Ppr			GC §34090

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RECORDS (73)									
Finance-Police-Records	639	73	Alarm-Billing	Copies – When No Longer Required- 5-years		Mag, Ppr			Department Preference (meets municipal government auditing standards; GC §34090.5
Police-Records	640	73	Alarm Notification / False Alarms / Permits	2-years		Mag, Ppr			GC §34090
Police / Records	641	73	Arson Registrations: Adults	<u>P or Deceased</u>		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD-5 years</u>	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	642	73	Arson Registrations: Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Ppr			Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police-Records-Admin	678	73	Bicycle Registrations / Licenses	2-years		Mag, Ppr			GC §34090
Police / Records	643	73	Citation Log Books (#s / ranges) - Parking, Traffic	2 years		Mag, Ppr			GC §34090 et seq.
Police / Records	644	73	Citations - Parking, Traffic, Marijuana , Cannabis / Transmittal Logs	2 years		Mag, Ppr			GC §34090 et seq.
Police-Records	645	73	Commercial Vehicle Inspection Report	2-years		Mag, Ppr			GC §34090 et seq.
Police-Records	646	73	CRIME REPORTS:— Lost Property: Identifiable artifacts where value exceeds \$1,000	3-years	Yes	Mag, Ppr	S/M/I	Yes: After QC	Department Preference; GC §34090

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Police / Records	647	73	CRIME REPORTS: Lost Property: Firearms entered into CLETS (if not Permanent Retention)	Until Found or Recovered P	Yes	Mag, Ppr			Department Preference to facilitate Three-Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090, PC §§802, PC §§187, 800 et seq., W&I §389(a), 781(d)
Police / Records	648	73	CRIME REPORTS: ALL, Except Imaged Reports, or Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), & Sexual Assault (Rape), Suicide, and those specifically mentioned in the schedule	5 years	Yes	Mag, 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 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records			CRIME REPORTS / INCIDENT REPORTS: Child Abuse or Severe Neglect (Substantiated)	Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
Police / Records	649	73	CRIME REPORTS: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	No Further Report on Suspected Abuser + 10 years		Mag, Ppr			PC §§11169(c),11170(a)(3)
Police / Records	650	73	CRIME REPORTS: Misdemeanor - Adult Marijuana <u>L</u> Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq.

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Police / Records	651	73	CRIME REPORTS: Misdemeanor - Juvenile Marijuana / Cannabis - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Records	652	73	CRIME REPORTS:- Misdemeanors & Infractions Also See Marijuana	3-years	Yes:- Before- Disposition	Mag, Ppr	S/M/I	Yes:- After QC & OD	Department Preference: GC §34090
Police / Records	653	73	CRIME REPORTS: Missing Persons	Found / Recovered + 2 years	Yes: Before Disposition	Mag, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records	654	73	CRIME REPORTS:- Non-Criminal / Outside Assist Abandoned Vehicle Reports, Information Reports, Impounded / Towed Vehicles, Sick Cared For, Suspicious Circumstances, Restraining Orders	2-years	Yes:- Before- Disposition	Mag, Ppr	S/M/I	Yes:- After QC & OD	Department Preference: GC §34090
Police / Records	655	73	CRIME REPORTS: Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S	Offender is 18 Years Old	Yes: Before Disposition	Mag, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	656	73	CRIME REPORTS: Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Ppr	S/M/I	Yes: After QC & OD	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
Records (73), Training (74)

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Police / Records	657	73	CRIME REPORTS: Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290) <u>(includes but is not limited to substantiated or conclusive reports of child abuse or serious neglect, elder abuse, and rape)</u>	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action ; Courts keep permanently PC §§ 261, 286, 288, 288(a), 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.: 11170(a) ; W&C 707(b)
Police / Records	658	73	CRIME REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Ppr			Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records			CRIME REPORTS / INCIDENT REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + within 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 / Records	659	73	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		Mag, Ppr			Department preference; GC §34090
Police / Records	660	73	Field Investigation Cards (FIs)	After Entry into RMS		Mag, Ppr			Preliminary documents; GC §34090 et seq.
Police / Records	661	73	Guns: Dealers Record of Sale (DROS)	2 years		Mag, Ppr			GC §34090
Police / Records	679	73	Lists and logs * NCIC Validations / DOJ Validation lists * Wanted Person printout logs from Sacramento County Repository * Background checks (local) for outside agencies	2 years		Mag, Ppr			GC §34090, CC 1786.10 +J17County is office of record for wanted person logs
Police / Records	662	73	LiveScan Applications / Fingerprint Applications	2 years		Mag, Ppr			GC§ 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
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Police / Records	663	73	LiveScan Responses or Logs (CORI Responses) for Business Licensees, Employees of City contractors , (e.g. Adult Related Businesses)	2 years		Mag, Ppr			Department Preference (DOJ allows retention for legitimate business needs); must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC§ 34090 et seq.
Police / Records	664	73	LiveScan Responses or Logs (CORI Responses) for Sworn Peace Officers and Volunteers (Human Resources keeps all employee responses)	50 years		Mag, Ppr			Department Preference to cover the possible length of employment of any employee or volunteer (DOJ allows retention for legitimate business needs); must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC§ 34090 et seq.
Police / Records	665	73	Narcotic Registrants – City	5-years		Mag, Mfr, OD, Ppr	S / I	Yes: After 5 years	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Court	666	73	Order after Hearing (Restraining Order, Emergency Protective Orders (EPO), Temporary Restraining Order (TRO))	Life of the Order		Mag			Court records - originals retained by the Court; GC §34090 et seq.
Police / Records	050	73	Records Destruction and Storage Lists / Certificates of Records Destruction - Police Records only (contains privileged information)	10 years P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD-2 years	Department Preference; GC §34090 et. seq.
Police / Records	667	73	RMS Database	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	668	73	Sex Offender Registrations: Adults	P or Deceased		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD-5 years	Department Preference; Pursuant to PC §290 et seq.
Police / Records	669	73	Sex Offender Registrations: Juveniles	P or Sealing Date + 5 years (or Court Order) or Deceased		Mag, Ppr			Pursuant to PC §290 et seq.; W&I §781

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
Records (73), Training (74)

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Police / Records			STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Ppr			11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Records	670	73	Subpoenas (all)	2 years		Mag, Ppr			GC §34090
Police / Records	671	73	Traffic Collisions / Accident Reports - Fatalities	P		Mag, Ppr			Department Preference (Fatal collisions are retained by CHP for 5 years); GC §34090
Police / Records	672	73	Traffic Collisions / Accident Reports - Injuries, no fatalities	5 years		Mag, Ppr	S/M/I	Yes: After QC & OD	Department Preference (Fatal collisions are retained by CHP for 5 years); GC §34090
Police / Records	673	73	Traffic Collisions / Accident Reports (No Injuries)	5 years		Mag, Ppr	S/M/I	Yes: After QC & OD	Department Preference to be consistent with CHP requirements (Fatal collisions are retained by CHP for 5 years); GC §34090
Police / Records	674	73	Video Recordings - Interview Room, etc.	1 years		Mag			Records regular and ongoing operations; GC §34090.6(a)
Police / Records	675	73	Warrants (Served)	2 years		Mag, Ppr	S/M/I	Yes: After QC & OD	GC §34090
Police / Records	676	73	Weapons Database / Department Weapons	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
TRAINING (74)									
Police / Training	677	74	Personnel Training File - Officer Training - BY EMPLOYEE (Includes POST printouts) Includes Retiree Fire Arson Qualifications	Separation + 10 years		Mag, Ppr			Department preference; Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; ; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960 , 34090, 53235.2(b) , 53237.2(b)

RECORDS RETENTION SCHEDULE: POLICE

Divisions: Admin.(68), [Animal Control \(11\)](#), Dispatch (69), Investig. (70), Operations (71), Property Evid. (72),
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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>									
Lead Dept.	064	74	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	When No-Longer-Required Minimum 7 years		Mag, Ppr			Rosters are sent to POST; Statewide-guidelines propose 7 years ; Calif. Labor Division is required to keep their records 7 years; 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; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 34090
City Clerk	065	74	Training Course Records: City-Sponsored Training that is Attended by Employees from Outside Agencies (e.g., other Police or Fire Departments) Examples: SEMS, NIMS, Incident Action Plans (IAP), After Action Reports (AAR), Plans, Preparedness Training & Exercises, Resource Management, Communications, etc.	Send to City Clerk		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When Inactive	City Preference for courses that are attended by employees outside the City; See City Clerk for applicable class list; GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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PUBLIC WORKS ADMINISTRATION & ENGINEERING (78)									
Public Works / Admin & Engineering	700	78	Abandonments / Vacations (Streets) - Capital Improvement Projects / City-owned Property	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After <u>QC & OD</u> 2-years	GC §34090 et seq.
Public Works / Admin & Engineering	701	78	Aerial Maps / Photographs - Analog or Digital	P		Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> 1-year	Department Preference (Information Systems maintains digital aerials); GC §34090
Public Works / Admin & Engineering or Parks & Recreation	702	78	Capital Improvement Projects (CIP) / Jobs: Administration File Project Administration, Certified Payrolls, Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> 1-year	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090
Public Works / Admin & Engineering or Parks & Recreation	703	78	Capital Improvement Projects (CIP) / Jobs: Permanent File Plans, Specifications, Bids/RFPs, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Construction Manager's Logs, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> 1-year	All permanent project files are maintained in Engineering no matter what department was involved in the project; retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans ; GC §34090
Public Works / Admin & Engineering	704	78	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	When No Longer Required— Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> Inactive	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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Public Works / Admin & Engineering	705	78	Engineering Studies / Surveys (City Built Projects)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Inactive	Department Preference; GC §34090
Public Works / Admin & Engineering	706	78	Geotechnical Reports	P		Mag Ppr			Department Preference; GC §34090 et seq.
Public Works / Admin & Engineering	707	78	Maps, Plans and Drawings (Final Maps, Parcel Maps, Record of Survey, Right of Way, Tract Maps, "As-Builts", Record Drawings, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1-year	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Admin & Engineering			Private Development / Land Development: Permanent Files Certificate of Acceptance / Approval (copy) , Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Admin & Engineering			Private Development / Land Development : Administration File / Construction Inspection Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	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 / Admin & Engineering	059	78	Special Projects / Studies / Issues	When No- Longer- Required- Minimum 10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 10-years	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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Public Works / Admin & Engineering	708	78	Survey Books / Field Notebooks	P		Mag, Ppr			Department preference; GC §34090
Public Works / Admin & Engineering	709	78	Traffic Speed Surveys	10-5 years		Mag, Ppr			Department preference (required every 5 years); GC §34090
Public Works / Admin & Engineering	710	78	Traffic Studies / Traffic Counts / Schools / Traffic Calming Requests	When No Longer Required Minimum 10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 10 years	Department preference; GC §34090
FLEET MANAGEMENT (79)									
Public Works / Fleet Manage. Lead Depart.	711	79	AQMD Permits (Generators, etc.)	5-2 years		Mag, Ppr			40 CFR 70.6; Department preference; GC §34090
Public Works / Fleet Manage.	712	79	Fueling (meter readings, consumption reports)	5 years		Mag Ppr			Consistent with Accounts Payable; statewide guidelines propose Audit + 3 years; GC §34090
Lead Dept.	713	79	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD 1 year	Department preference; GC §34090 et. seq.
Public Works / Fleet Manage.	714	79	Used Oil Disposal	3 years		Mag Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Fleet Manage.	715	79	Vehicle & Equipment History Files	Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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Public Works / Fleet Manage.	716	79	Vehicle Titles ("Pink Slips")	Sale or Disposal		Ppr			Given to Auction House / New Owner; GC §34090
Public Works / Fleet Manage.	717	79	Vehicles - Replacement Schedules & Specs. Disposal at Auctions / Sales	2 years		Mag, Ppr			GC § 34090
HAZARDOUS MATERIAL (91)									
Public Works Utilities / Hazardous Material	809	91	Accounts Receivable / Checks for Grants for Disposable Recyclable Hazardous Waste, including Electronic Waste	Audit + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When-Inactive	Department Preference; GC §34090; 14 CCR 18660.8(d)
Public Works Utilities / Solid Waste or Hazardous Material	810	91	Disposal Receipts / Manifests -- Hazardous Waste	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 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; 22 CCR § 66262.40
Public Works Utilities / Hazardous Material	811	91	Employee Training Records (Haz Mat Employees)	Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When-Inactive	Department Preference to comply with permit requirements; GC §§12946, 12960 , 34090
Public Works Utilities / Hazardous Material	812	91	Household Hazardous Waste Collection Facility - Permit, Operating Plans, Waste Analysis Plan, Contingency plan, etc.	P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference to comply with Permit requirements; GC §34090 et seq.
Public Works Utilities / Hazardous Material	813	91	Household Hazardous Waste Collection Facility - Spills or Chemical Exposures	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD When-Inactive	Department Preference to comply with Permit requirements; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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Public Works Utilities / Hazardous Material	814	91	Investigations into Environmental Contamination (Hazardous Materials)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When-Inactive	Department preference; GC §34090
Public Works Utilities / Hazardous Material	815	91	Recycling Events	When No-Longer-Required Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Public Works / Hazardous Material Fleet Manage-	714	79	Used Oil Disposal	3 years		Mag Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
SOLID WASTE (92)									
Public Works Utilities / Solid Waste	816	92	AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years		Mag, Ppr			Department preference; SB 1383 compliance is required for 5 years ; 14 CCR § 18995.2; GC §34090
Public Works Utilities / Solid Waste	817	92	Contaminated Sites	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When-Inactive	Department preference; GC §34090 et seq.
Public Works Utilities / Solid Waste	818	92	Contract Administration: Green waste, etc.	Completion + 5 years	Yes (before completion)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD After-Completion	Statute of limitations is 4 years for contracts; Errors and Omissions does not apply; statewide guidelines propose Completion + 5 years for non-capital improvement contracts and Completion + 4 years for transportation and concessionaire agreements ; CCP §§337. 337.1(a), 337.15, 343; GC §34090

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Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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Public Works Utilities / Solid Waste or Hazardous Material	819	92	Disposal Receipts -- Hazardous Waste / Household Hazardous Waste (HHW)	3 30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	14 CCR 18812.4, GC §34090 et. seq. Department Preference; Consistent with statute of limitations for employee exposure to hazardous materials (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works Utilities / Solid Waste	820	92	Disposal Receipts / Manifests -- Non-Hazardous Waste	3 years		Mag, Ppr			Department Preference; Solid Waste Transfer / Processing is 3 years; Non-hazardous Ash Disposal is 5 years; 14 CCR 17379(a); 14 CCR 18660.8(d); 14 CCR 17414(b); GC §34090 et. seq.
Public Works Utilities / Solid Waste	821	92	DMV Pull Notices (Solid Waste Employees Only)	When Superseded or Upon Separation		Mag Ppr			Department preference: Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; GC §34090
Public Works Utilities / Solid Waste	822	92	Integrated Waste Reports / Daily Records / Weight Records / Hazardous Material Screening / Tonnage Report	10-3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Department preference (becomes part of waste stream); GC §34090 et seq.
Public Works Utilities / Solid Waste	823	92	Landfill Monitoring (Groundwater, Methane, etc.)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Department preference; GC §34090 et seq.
Public Works Utilities / Solid Waste	824	92	Quarterly Monitoring Reports	Superseded		Mag, Ppr			Reports are cumulative and are considered a draft when the new one is produced; GC §34090 et seq.
Public Works Utilities / Solid Waste	825	92	Recycling Facility / PIA / CERF	5 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

Office of Record (OFR)	Record Series No.	Div No.	Record Series Title	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Description/Comments / Reference
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Public Works Utilities / Solid Waste	826	92	Reports to Regulatory Agencies (CalRecycle California integrated Waste Management Board , etc.)	10 years		Mag, Ppr			Department Preference; GC §34090
Public Works Utilities / Solid Waste or Hazardous Material	827	92	Solid Waste Management Databases: Residential service orders and bulky waste appointments, Commercial service orders, recycling compliance, and customer history, Hauling records, Roll-off / Debris Box, etc. Database (Access)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Public Works Utilities / Solid Waste or Hazardous Material	828	92	Roll-off Contracts (Contracts to provide roll-offs for construction sites)	Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S //	Yes: After QC & OD When Inactive	The statute of limitation for errors and omissions is not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements ; CCP §§336(a), 337 et. seq., GC §34090
Public Works Utilities / Solid Waste	829	92	Waste Hauler Permits	Expiration + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works Utilities / Solid Waste	830	92	Waste Management Plans (Recycling of construction materials during building of private projects)	5 years		Mag, Ppr			Department Preference; GC §34090
STORMWATER (80)									
Public Works / Stormwater	718	80	NPDES Monitoring Reports	7 years		Mag, Ppr			Department preference to comply with RWQD's NPDES order; Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44 ; GC §34090
Public Works / Stormwater	719	80	NPDES Permits - Stormwater	Expiration + 7 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44 ; CCP §337 et seq. ; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Public Works / Stormwater	720	80	Stormwater Program: Unauthorized Discharges / Violations	Resolution + 3 years		Mag, Ppr			Department preference; NPDES records are required for 3 years; 40 CFR 122.41(j)(2); 122.44; GC §34090
Public Works / Stormwater	721	80	Stormwater Annual Reports	3 years		Mag, Ppr			Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 122.44; GC §34090
STREETS (81)									
Public Works / Streets	722	81	Inspection Logs: Sidewalks, Streets, etc.	10 years		Mag, Ppr			Department preference; GC §34090
Depart. Providing Service / Work	723	81	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Depart. Providing Service / Work	724	81	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Depart. Providing Service / Work	725	81	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6 , GC §34090
TRANSIT (82) Note: Was Transferred to Regional Transit Agency. Remove this section after all records have been destroyed.									
Public Works / Transit	726	82	Audits & Bit Inspections (CHP Commercial Vehicle Inspection) : DMV & CHP	5 years	S	Mag Ppr		Yes: After QC & OD Inactive	Department Preference; Consistent with CHP requirements; OSHA requires 1 year; 8-Ca. Code Reg. § 3203(b)(1); 49 CFR 396.11 et seq. ; GC §34090
Public Works / Transit	727	82	Customer Comments	2 years		Mag Ppr			GC § 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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Public Works / Transit	728	82	Dial-A-Ride Applications	5 years		Mag Ppr			Meets municipal government auditing standards; GC § 34090
Public Works / Transit	729	82	Grants - FTA: Capital Equipment - Buses, Computers	After Funding Agency Audit, if required - Minimum 5 years		Mag Ppr			Department preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42; 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Public Works / Transit	730	82	Guidelines: Federal, Local, State	Superseded + 2 years		Mag Ppr			GC §34090
Public Works / Transit	731	82	Licenses & Permits	Expiration + 2 years		Mag Ppr			GC §34090
Public Works / Transit	732	82	Passenger Counts	5 years		Mag Ppr			Department Preference; Consistent with Accounts Receivable and Cash Receipts; GC §34090
Public Works / Transit	733	82	Personnel Testing and Training Programs (Attendance Rosters, Outlines and Materials for Specialized Training)	Separation + 7 years		Mag Ppr			CHP audits take place up to 5 years; Consistent with proposed statewide guidelines ; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1672.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 34090
Public Works / Transit	734	82	Pre-Trip Inspections	5 years		Mag Ppr			Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090; 13 CCR 1234(c) ;

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Transit	735	82	Reports: Progress, State & Federal	5 years		Mag Ppr			Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090
Public Works / Transit	736	82	Ridership Data, Daily Reports, DAR / Dial-a-Ride Worksheets	5 years		Mag Ppr			Consistent with Fare & Passenger Counts, Accounts Receivable and Cash Receipts; GC §34090
Public Works / Transit	737	82	Route Service Adjustments (Blue Sheets) - Missed Miles / Hours	When No Longer Required		Mag Ppr			Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
Public Works / Transit	738	82	Safety Check Lists	5 years		Mag Ppr			Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090
Public Works / Transit			Special Event Transportation	2 years		Mag. Ppr			GC § 34090
Public Works / Transit	739	82	Surveyor Sheets / Random Counts	When No Longer Required		Mag Ppr			Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
Public Works / Transit	740	82	Surveys / Transfer Agreement Analysis (Passengers transfer to another transit system)	2 years		Mag Ppr			GC §34090
Public Works / Transit			Terminal Inspections	10 years		Mag. Ppr			Department preference; GC § 34090
Public Works / Transit			Transit Security Logs	2 years		Mag. Ppr			GC § 34090
Public Works / Transit			Transportation Management System Database	Minimum 5 years		Mag. Ppr			Department preference; GC §§ 34090
Public Works / Transit	741	82	Triennial Reviews	5 years		Mag Ppr			Consistent with other safety requirements; GC § 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Divisions: Admin Engineering (78), Fleet Management (79), [Hazardous Material \(91\)](#), [Solid Waste \(92\)](#), Stormwater (80), Streets (81), Transit (82)

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Public Works / Transit			Vehicle & Equipment History Files (Transit Vehicles ONLY)	Disposal of Vehicle + 2 years		Mag, Ppr			Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., 13 CCR 1234(f); GC §34090
Public Works / Transit			Videotapes of Vehicle Operations	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; (Records public activities); GC § 34090

Attachment 3

RESOLUTION NO. 8153

**A RESOLUTION ADOPTING A RECORDS RETENTION SCHEDULE
FOR THE CITY OF FOLSOM AND
RESCINDING RESOLUTION NO'S 6951 AND 7743 (PREVIOUS RECORDS
RETENTION SCHEDULES)**

WHEREAS, the city desires to establish an orderly and routine method of record retention; and

WHEREAS, it has been determined that certain city records are out of date or no longer in use; and

WHEREAS, the City Council desires to establish procedures for the lawful, orderly and efficient retention and destruction of records,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Folsom that:

1. Records shall be retained for the time period specified in the "City of Folsom Master Records Retention Schedule, October 2007";

2. Pursuant to Government Code Section 34090, a city department head, with the written consent of the City Manager or his/her designee and the written consent of the City Attorney or his/her designee, may destroy any city record, document, instrument, book or paper, under his/her charge, without making a copy thereof, after the same is no longer required and in compliance with the "City of Folsom Master Records Retention Schedule, October 2007".

3. Except as otherwise provided in this resolution and pursuant to Government Code Section 34090, this resolution does not authorize the destruction of:

- (a) records affecting the title to real property or liens thereon;
- (b) court records;
- (c) records required to be kept by statute;
- (d) records less than two years old;
- (e) the minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

4. Pursuant to the provisions of Government Code Section 34090.5, a city department head or his/her designee may authorize the destruction of records which have been imaged and stored as provided in Section 34090.5.

5. Pursuant to the provisions of Government Code Section 34090.7, a city department head or his/her designee may destroy duplicate records which are less than two years old if they are no longer required.

6. Prior to the destruction of any material pursuant to this resolution, the department head of the department generating the records or his/her designee shall examine the records to determine if the records contain anything of historical interest or value. If the department head deems the records to be of historic interest or value, the material shall be maintained in a safe and secure manner as directed by the City Clerk; and

7. Resolution No's. 6951 and 7743 are hereby rescinded.

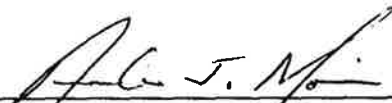
PASSED AND ADOPTED on this 9th day of October 2007, by the following roll-call vote:

AYES: Council Member(s): King, Miklos, Starsky, Howell, Morin

NOES: Council Member(s): None

ABSENT: Council Member(s): None

ABSTAIN: Council Member(s): None



Andrew J. Morin, MAYOR

ATTEST:



Christa Schmidt, CITY CLERK

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to facilitate double-sided printing.*



CITY OF
FOLSOM
DISTINCTIVE BY NATURE