
675 Wildwood Avenue
Rio Dell, CA 95562



TO: Mayor and Members of the City Council
FROM: Mary Clark, Community Service Officer
DATE: January 6, 2026

SUBJECT: Adoption of Updated Citywide Records Retention Schedule- Resolution No. 1655-2026

PURPOSE

The purpose of this item is to request City Council approval of the updated **Citywide Records Retention Schedule**, which reflects current legal requirements, operational needs, and best-practice standards for municipal recordkeeping. The revised schedule applies to all City departments, including Police, Public Works, Administrative Services, and others. Updated schedule attached:

BACKGROUND AND NEED FOR UPDATE

The City of Rio Dell's records retention processes are governed by the California Government Code, the Public Records Act, federal regulatory standards, and industry-specific mandates. Over time, these requirements change, making periodic updates necessary.

The previous schedule no longer fully reflected:

- Current **legal retention mandates** (Gov. Code, Penal Code, CFR requirements, etc.)
- **Best practices** in municipal records administration
- **Evolving operational needs** of departments, including the Police Department and Public Works
- Modernized **methods of retention** such as digital archiving and RIMS integration

The revised schedule updates retention periods, clarifies legal citations, and adds or modifies record categories to ensure the City remains compliant and operationally efficient.

DISCUSSION

The updated schedule provides:

Legal Compliance

Updated retention periods now align with California Government Code §34090, Penal Code requirements for criminal justice records, federal codes governing water systems and aviation, and other sector-specific mandates.

Operational Accuracy

Departments rely on accurate retention guidelines for investigations, administrative actions, public records requests, and regulatory reporting. The update ensures that all divisions—including Police, Public Works, and Administration—retain records for the correct statutory duration.

Improved Transparency & Efficiency

A modern, accurate retention schedule improves:

- Public transparency
- PRA response efficiency
- Storage and archiving management
- Interdepartmental consistency

The revised version directly supports the City's ongoing commitment to professionalized organizational practices.

FISCAL IMPACT

There is **no significant fiscal impact** associated with adopting the updated schedule. Minor savings may occur through reduced storage needs and efficient record destruction following required retention periods.

STAFF RECOMMENDATION

Staff recommends that the City Council:

1. **Adopt Resolution No. 1655-2026**, approving the updated Citywide Records Retention Schedule; and

2. **Authorize the City Manager** to implement the updated retention standards across all departments.
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ATTACHMENTS

- **Resolution No. 1655-2026**
- **Exhibit A – Updated Records Retention Schedule (12 pages)**



**RESOLUTION NO. 1655-2026
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF RIO DELL
APPROVING AND ADOPTING THE UPDATED CITYWIDE
RECORDS RETENTION SCHEDULE**

WHEREAS, the City of Rio Dell maintains a Records Retention Schedule that ensures the orderly retention, storage, and destruction of official City records in accordance with federal, state, and local requirements; and

WHEREAS, the City's existing retention schedule requires periodic updating to ensure accuracy, compliance with evolving legal requirements, and alignment with departmental operational needs; and

WHEREAS, staff has conducted a comprehensive review of the existing schedule and prepared an updated Records Retention Schedule, attached hereto as *Exhibit A*, which reflect current legal mandates, operational practices, and best practice standards for municipal recordkeeping; and

WHEREAS, amending the City's retention schedule is necessary to ensure continued compliance with the California Government Code, California Public Records Act, applicable federal regulations, and sector-specific legal requirements; and

WHEREAS, the City Council desires to approve and adopt the updated Records Retention Schedule to maintain accuracy, ensure lawful retention periods, and support efficient and transparent public administration.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rio Dell, California, as follows:

- **Approves and adopts** the updated Records Retention Schedule, attached thereto as *Exhibit A* and incorporated by reference herein.
- **Authorizes the City Manager** to implement and enforce the updated retention periods across all City departments

- **Directs all departments**, including the Rio Dell Police Department, to comply with the revised schedule and ensure retention practices remain accurate and lawful.

- This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the Rio Dell on this 6th day of January, 2026 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Debra Garnes, Mayor

ATTEST:

Karen Dunham, City Clerk

LOCAL GOVERNMENT- RECORDS MANAGEMENT GUIDELINES

LEGEND

Records Retention

AC= Active
AU= Audit
CU= Current Year
E= Election
P= Permanent
T= Termination

AD= Adoption
CL= Closed/Completion
DOB= Date of Birth
L= Life
S= Supersede

CITATIONS

B&P- Business and Professions
CAC- California Administrative Code
CCP- Code of Civil Procedure
CCR- Code of California Regulations
CEQA- California Environmental Quality Act
CFR- Code of Federal Regulations
EC- Election Code
FMLA- Family & Medical Leave Act, 1993
GC- Government Code

H&S- Health and Safety
HUD- Housing and Urban Development
OSHA- Occupational Safety & Health Act
PC- Penal Code
POST- Police Officers Standards Training
UFC- Uniform Fire Code
USC- United States Code
WIC- Welfare and Institutions Code

***The Destruction of Felony, Misdemeanor and Infraction Crime Reports is Permitted Providing:**

- 1) There is not an outstanding warrant
- 2) There is no outstanding property in the State Automated Property System or National Crime Information Center System
- 3) There is no death connected
- 4) There is not an on-duty City of Rio Dell Employee involved

Anything not covered in this Document, refer to the Secretary of State Local Government Records Management Guidelines.

City of Rio Dell Police Department

Type of Record	RDPD Retention Schedule	Method of Retention	Legal Citation or Administrative Policy
ADMINISTRATIVE/RECORDS			
Abandoned Vehicle Abatement (AVA) Tags and registration printouts of vehicles tagged as abandoned on public and private property and their disposition	2 Years	Scanned into RIMS	GC 34090
Administrative File General	CU + 2 Years		GC 34090
Alcohol- ABC Sales & Serving Permits	2 Years	Scanned into RIMS	GC 34090
Audio, Telephone and Radio Communications, Tapes Exception: Recordings used as evidence in criminal prosecution or claim filed or litigation or potential claims & litigation	1 Year		GC 34090.6
Background/Criminal History Checks Completed for outside agencies, military, visa clearance, citizen request	2 Years		GC 34090
Budget/Financial Records Not otherwise a Finance Office Record	3 Years		
Business License- Admin Files	T + 1		GC 34090
Case Book Investigator Working Files (open cases)	CL + 2 Years		GC 34090
Crime Prevention Files	CU + 2 Years		GC 34090
Destruction Firearms	Permanent		
DOJ Reports- CLETS Validations		Logged Digitally	
DOJ Reports- Monthly Arrest & Citation Register, Arson, Crimes Against Senior Citizens, Death in Custody, Domestic Violence, Hate Crimes, Homicide, Officer Killed or Assaulted, Uniform Crime Reports	MACR- 2 Years UCR- 5 Years Other- 5 Years		
Federal Firearm License Files	2 Years		GC 34090
Operation Procedures/Manual	S + 2 Years		GC 34090
Property Files Record of property booked into Property & Evidence and disposition for lost, found, safekeeping property. Auction files	2 Years		GC 34090
Pawn Slips/Pawn Shop Files Records of property sold, bought, or pawned through secondhand dealers, miscellaneous pawn shop files	Transmitted to DOJ		GC 34090
Parades and Special Events	CL + 2 Years		GC 34090
Public Records Release Documents released pursuant to California Public Records Act (CPRA) inquires	3 Years		GC 34090
Registrant Files- Adult Arson	Permanent		PC 457.1

Registrant Files- Adults & Juveniles	No Longer Required to Register- 5 Years from date of DOJ Letter Received		
	Permanent*		PC 290
Research Project Files May include request forms, background material, staff and final project reports and supporting data	CL + 2 Years		GC 34090
Ride Along/Sit Along Applications	2 Years		GC 34090
RIPA/Stop Data Records	3 Years		11 CCR 999.228(h)
Sealed Records Adults Found Factually Innocent	Court Order		GC 34090
Sealed Records Juvenile	Sealing + 5 Years		WIC 781
Statistics (Crime Analysis) Internally-generated from; Activity logs, citizen calls, current/past crime statistic reports, expenditure and budget records, receipts, misc. reports including criminal deployment, time usage	CU + 2 Years		GC 34090
Stored Vehicle- Tow, Impound, Private Lot Storage Records of vehicles towed, includes registered owner notification receipts	2 Years		GC 34090
Subpoena for Employee Appearance Subpoena File/Court Tracking System Records- Database records subpoena numbers, officer name, case number, defendant name, district attorney name, court information and disposition	2 Years		GC 34090
Subpoena for Records File/Tracking System for Subpoenas for Records, Copies of Records Released and Subpoena	2 Years		GC 34090
Trespass Advisement Forms From Business/Property Owner	2 Years		GC 34090
Vehicle Maintenance Records	CU + 2 Years		GC 34090

OFFICE OF THE CHIEF OF POLICE

Citizen Complaints/Inquiries File Against sworn police department personnel; complaint/inquiry copy, correspondence, photographs, supporting documents	CL + 5 Years		PC832.5, EVC1045, GC12946, GC34090, PC801.5, PC803(c), VC2547
Grievance Files Resolved administratively. Grievance filed by employees and supporting documentation	CL + 2 Years		GC 34090
Inter-Agency Agreements (MOU)	S + 2 Years		GC 34090
Inspection Reports Weekly/monthly/quarterly/annual statistical reports by Department Section	CU + 2 Years		GC 34090

Internal/Administrative Investigations Initiated by citizens or internal complaints; includes reports and findings (sustained/not- sustained/no action) (not releasable under SB1421)	CL + 5 Years- not sustained CL + 15 Years- sustained		GC12275, EVC1045, GC12946, GC34090, PC801.5, PC803(c), PC832.7, VC2547
Internal Investigations Officer Involved Shooting Investigations	 CL + 25 Years		EVC1045, GC12946, GC34090, PC801.5, PC803(c), PC832.5, VC2547
Livescan Application/Fingerprint File Authorization for employment fingerprinting	T + 2 Years		GC 34090
Minutes Department Staff, Agenda, Reports- Agency and Committees not under City Clerk's direction	 2 Years		 GC 34090
Mutual Aid	5 Years		GC 34090
Organization Chart Personnel assignments by Department Section	 S + 2 Years		 GC 34090
Personnel- Backgrounds Hired Background workup documentation	 T + 5 Years		GC12946, GC60201, USC1113, 29 CFR 1602.31 & 1627.3
Personnel- Backgrounds Not Hired	CL + 2 Years		GC 34090
Personnel- Backgrounds Volunteers & Reserves	S + 5 Years		GC 34090
Personnel- Medical/ Exposure	T + 30 Years		29 CFR 1910.1020
Personnel- Medical/ Exposure Employed less than 1 year	T + 2 Years		29 CFR 1910.1020
Personnel Orders Log (reassignments)	S + 2 Years		GC 34090
Personnel Photographs	S + 2 Years		GC 34090
Policy- Department Policy Manual	S + 2 Years		
Policy- General Orders	Permanent		GC 34090
Press Releases	CU + 2 Years	RIMS	
Schedules- Daily Schedules of officers on duty	 CU + 2 Years		 PC851.8
Use of Force Supervisory Review Includes review forms, arrest report copies, logs	 CU + 2 Years		 GC 34090
Written Reprimands Initiated by Citizen Complaint	 CL + 5 Years		PC832.5, EVC1045, GC12946, GC34090, PC801.5, PC803(c), PC832.5, VC2547
Written Reprimands Initiated by Department/Supervisor	 2 Years		 GC 34090

EQUIPMENT/TRAINING

Equipment- Inventory Listing of equipment assigned to division and individual	S + 2 Years		GC 34090
Equipment- NARCAN Records of acquisition and disposition of opioid overdose medication	3 Years		BP 4119.9
Equipment- PAS Preliminary Alcohol Screening Device Calibration Logs	T + 2 Years		
Equipment- Radar/Lidar Calibration	T + 2 Years		GC 34090
Equipment- Radio/ Communications Documented problems, malfunctions, resolution to provide equipment performance history	CU + 2 Years		GC 34090
Equipment- Range Inventory Quarterly reports of inventories of weapons and ammunition held by Department Range	S + 2 years		GC 34090
Equipment- Vests, Bulletproof Authorization to purchase	CU + 2 Years		GC 34090
Equipment- Weapon Records Department owned weapons; personal weapons, alternate weapons, secondary handguns, produces inventory reports	Permanent		
Training- Range Lesson Plans, Range- Scope, content, time period of courses	CL + 15 Years		
Training Records- Department Documentation required for POST Audits	3 Years		29 CFR 1602.32; 29 CFR 655.202; 29 CFR 516.6
Training Records- Employee Paperwork documenting individual personnel internal and external training	T + 5 Years		45 CFR 1068.6(a); GC6250
Training Records Firearms & Field Training Program	S + 5 Years		29 CFR1672.3(b)(ii), CCR3204(d)(1), GC12946, GC 34090
Training- Schedules Daily, weekly, monthly schedules of training events	2 Years		GC 34090

PATROL/INVESTIGATIONS

Animal Control Reports/Documentation	2 Years		GC 34090
Animal Control- Dangerous Dogs Hearing process, permitting, compliance	10 Years		GC 34090
Call for Service CAD calls Released to Involved Parties/Representatives	Digitally Maintained		
Case/Crime Reports Misdemeanor case Without Arrest Except Child Abuse & Sexual Crimes	5 Years*		PC799-804
Case/Crime Reports Detention Only- Retainable Arrests	2 Years*		GC 34090
Case/Crime Reports Death Investigation- Suspicious death, suicide	5 Years*		GC 34090
Case/Crime Reports Documentation only i.e. information reports, courtesy reports, lost or found property, contraband for destruction, etc.	2 Years*		GC 34090
Case/Crime Reports Employee- all felony, misdemeanor, collision reports involving on-duty City of Rio Dell employee	Permanent*		GC 34090
Case/Crime Reports Crime Punishable by Death/Life Imprisonment Capital Crimes including murder, kidnap for ransom, treason, procuring execution by perjury, train wrecking, assault with deadly weapon by life-term prisoner, bombing with death or bodily injury, making defective war materials that may cause death	Permanent*		GC 34090
Case/Crime Reports Felonies Except Homicide, Child Abuse & Sexual Crimes	10 Years*		PC799-804
Case/Crime Reports Homicide Investigation	Permanent*		GC 34090
Case/Crime Reports Marijuana- HS11357, HS11360	2 Years*		HS11361.5
Case/Crime Reports Mental Health Hold (72-hour hold)	5 Years*		GC 34090
Case/Crime Reports Missing Person (closed)	3 Years*		GC 34090, CLETS Policy
Case/Crime Reports Missing Person (open)	Permanent*		
Case/Crime Reports Stolen/Lost Plates	5 Years*		CLETS Retention Schedule
Case/Crime Reports Found Bodies, Natural Death	5 Years*		GC 34090

Case/Crime Reports- Incident Documentation Injury, Overdose, Attempted Suicide (not resulting in death)	2 Years*		GC 34090
Citations Infractions, Traffic Violations	2 Years		PC799, PC802
CLETS Entry Cases Missing Persons (not recovered), Stolen or Lost (gun/weapon not recovered)	Permanent		GC 34090
CLETS Entry Cases Stolen Vehicle (not located), Stolen Serialized Property (not located- not gun/weapon)	5 Years- Vehicle 3 Years- Property		GC 34090
Code Enforcement	CL + 2 Years		GC 34090
CORI Information Automated and Manually Received	Until no longer necessary		GC 34090
Criminal History Requests CFS and other external/internal agency request	Logged Digitally		GC 34090
Criminal Records of Deceased Homicide Victims	2 Years		
Evidence Film, Digital Media and Photos	Purge schedule of the crime they relate to		
Field Interview Cards Prepared by officers in the field when contacting subjects under suspicious circumstances	2 Years		GC 34090
Parking/Traffic Citations Original	Paid- 2 Years Collections- 7 Years		GC 34090
Parking/Traffic Citations Duplicates	1 Year	Scanned into RIMS	GC 34090.7
Traffic Collisions Fatal or involving on-duty City of Rio Dell employee	Permanent		GC 34090
Traffic Collisions Hit & Run, Documentation Only- no criminal charges	CL + 3 Years		GC 34090; CCP335.1
Traffic Collisions Injury, Documentation Only- no criminal charges	CL + 3 Years		GC 34090; CCP335.1
Traffic Collisions Non-Injury, Documentation Only- no criminal charges	CL + 3 Years		GC 34090; CCP335.1
Warrants- Felony	10 Years		GC 34090
Warrants- Misdemeanor	5 Years		GC 34090
Warrants- Served	Bench- 2 Years Arrest- see original crime retention		GC 34090; PC799-804

City of Rio Dell Public Works

Type of Record	RDPD Retention Schedule	Method of Retention	Legal Citation or Administrative Policy
PARKS			
Agenda, Board	CU + 2 Years		GC 34090
Grants (refer to Admin.)			
Inventory, Equipment Warranties, purchase orders	AU + 2 Years		GC 34090
Landscape Drawings, contracts, complaints, specifications, photos, reports	CU + 2 Years		GC 34090
Maintenance/Operations Includes work orders, inspection, repairs, cleaning, reports, complaints	C + 2 Years		GC 34090
Maps Irrigation, plot plans	P		GC 34090
Minutes, Board	P		
Photographs	S+ 2 Years		GC 34090
Plans, Proposed Future Plans, new sites, expansions	CU + 2 Years		GC 34090
Policies and Procedures Includes rules and regulations	S + 2 Years		GC 34090
Railroad Right-of-way Land acquisitions, correspondence, improvements, statutory records	CL + 3 Years		36 CFR 64.11
Reports Accident- Patrons, employees Others Studies- Future sites, expansion	CL + 2 Years		GC 34090
Resolutions, Board	P		GC 34090
Schedules, Classes & Events Enrollment, liability releases, evaluations, attendance, flyers	CU + 2 Years		GC 34090
SANITATION/SOLID WASTE/WASTEWATER			
Collections/Landfill Daily records, usage	CU + 2 Years		GC 34090
Facilities Correspondence, maps, patron list	CU + 2 Years		GC 34090
History, Sanitation Where City- owned	P		GC 34090
Incineration Plants, Sludge Sludge, sampling, charging rate to measure mercury content	CU + 2 Years		40 CFR 61.54
Incinerator Operations, Treatment Plant Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids	CU + 2 Years		GC 34090

Maintenance and Operations Includes work orders, inspection, repairs, cleaning, reports, complaints	CU + 2 Years		GC 34090
Maps, Septic Tank Location map	P		GC 34090
Rates	CU + 2 Years		GC 34090
Recycling Programs	S + 2 Years		GC 34090
Regulations Includes legislation	S + 2 Years		GC 34090
Reports Studies Tonnage	CL + 2 Years CU + 2 Years		GC 34090
STREETS/ALLEYS			
Abandonment/Vacations	P		GC 34090
Closures	P		GC 34090
Easements, Dedications, Right-of-Way	P		GC 34090
Filed Books	P		GC 34090
Grants (see Admin.)			
Intersection Records Includes correspondence, volume counts, accident history	CU + 2 Years		GC 34090
Inventory, Traffic Control Device Signs, lights	S + 2 Years		GC34090
Landscaping Plants, tree maintenance, work orders	CU + 2 Years		GC 34090
Lighting Maintenance, work orders	CU + 2 Years		GC 34090
Maintenance/Operations Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping	CU + 2 Years		GC 34090
Maps Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers	P		GC 34090
Master Plans Copies	CU + 2 Years		GC 34090
Parking Lots Regulations	CU + 2 Years S + 2		GC 34090
Reports/Studies	CL + 2 Years		GC 34090
Permits Encroachment Improvement- may include curbs, sidewalks; applications for excavation, fill, alterations Oversize Load Parking Paving Use (Temporary)	P CL + 2 Years CL + 2 Years CL + 2 Years CL + 2 Years CU + 2 Years		GC 34090
Photographs Includes aerials	S + 2 Years		GC 34090

Plans, Capital Improvement, Projects Streets, curbs, gutters, sidewalks, storm drains	P		GC 34090
Policies and Procedures Includes rules, regulations, standards	S + 2 Years		GC 34090
Naming and numbering	P		GC 34090
Speed Limits	S + 2 Years		GC 34090
Programs Federal Aid Urban Traffic Safety- Driver's Education, Pedestrian Safety, Bicycle Lanes	CL + 2 Years S + 2 Years		23 CFR 633(a)(c) GC 34090
Reports			
Bridges & Overpasses Life of structure	P		GC 34090
Inspection Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure	CU + 2 Years		GC34090
Studies Traffic volume, accident history, requests, statistics, drawings supporting traffic devices	CU + 2 Years		GC 34090
Traffic Count Evaluation of traffic volume	CL + 2 Years		GC 34090
Vehicle Accident	CL + 2 Years		GC 34090
Routes, School Bus & Truck Truck routes, access ramps, rest areas	S + 2 Years		GC 34090
Signage Log books, index register cards, inventory lists, records of traffic signs	L + 2 Years		
Traffic Signals Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance	L		GC 34090
Weigh Scales	S+ 2 Years		GC 34090

UTILITIES

Facilities If City owned	T + 2 Years		GC 34090
Gas & Electric Rates	S + 2 Years		
Underground	P		GC4003, GC4004; H&S19850

WATER

Billing/Customer Records Billings, correspondence, complaints	T + 2 Years		GC 34090
Connection Records Maps, water line connections	P		GC 34090
Flood Control			
Drainage Facilities Includes dams, lakes, basins, creeks	P		GC 34090
Flood Zones Includes flood maps	P		GC 34090

Insurance Programs Includes copies of policies, rules, programs	S + 2 Years		GC 34090
Policies/Procedures Rules and regulations	S + 2 Years		GC 34090
Reports/Studies	CL + 2 Years		GC 34090
Grants (see admin.)			
Inventory, Equipment	CU + 2 Years		GC 34090
Locations Mains, valves, hydrants, wells	P		GC 34090
Maintenance and Operations Includes work orders, inspection, repairs, cleaning reports, complaints	CU + 2 Years		GC 34090
Service Includes work orders, entry cards, manholes, service to property owners	CU + 2 Years		GC 34090
Well & Pumping Times operational, power used and quantity	CU + 2 Years		GC 34090
Maps Line locations; easements	P		GC 34090
Master Plans Copies	CU + 2 Years		GC 34090
Master Operations Reader reports, orders, tests Maintenance Reports	CU + 2 Years		GC 34090
Permits			
National Pollutant Discharge Elimination System (NPDES) Municipalities of 100,000/more, compliance with Clean Water Act re: pollutions	P		40 CFR 122.28
Others May depend on terms of state or federal agency	CU + 2 Years		GC 34090
Policies and Procedures Includes rules and regulations	S + 2 Years		GC 34090
Rates	S + 2 Years		GC 34090
Reclamation Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.	CU + 5 Years		40 CFR 122.41
Reports			
Conservation	CU + 2 Years		GC 34090
Consumption	CU + 2 Years		GC 34090
Corrosion Control Compliance documentation	CU + 12 Years		40 CFR 141.91
Discharge Monitoring Average amount of pollution discharged into water of municipality	CU + 5 Years		40 CFR 122.41
Drinking Water Corrections	CU + 10 Years		40 CFR 141.33
Hydrograph Daily flow of stream	P		GC 34090
Lead Service Line Compliance documentation	CU + 12 Years		40 CFR 141.91
Public Education Compliance documentation	CU + 12 Years		40 CFR 141.91
Quality Parameters Compliance documentation	CU + 12 Years		40 CFR 141.91
Sanitary Surveys Statistics, reports, correspondence	CU + 10 Years		40 CFR 141.33

Source Water Compliance documentation, e.g. lead & copper	CU +12 Years		40 CFR 141.91
State Certification Compliance documentation	CU + 12 Years		40 CFR 141.91
Variances, Water System	CU + 5 Years		40 CFR 141.33
Well Level	CU + 2 Years		GC 34090
Sources May include wells, rivers, lakes, districts	CU + 2 Years		GC 34090
Surveyor Field Notes Notes preparatory to maps of water installations	P		GC 34090
Surveys, Water System Sanitary Statistics, reports, correspondence	CU + 10 Years		40 CFR 141.33
Tests			
Bacteriological Analysis Compliance records include location, date, method and results; corrections, analysis of bacterial content	CU + 5 Years		40 CFR 141.33
Chemical Analysis Compliance records include location, date, method and results; corrections, analysis of chemical content	CU + 10 Years		40 CFR 141.33
Quality Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	CU + 12 Years		40 CFR 141.91
Valve Main Records	P		GC 34090
Violations, Drinking Water Retention applies to each violation	CU + 3 Years		40 CFR 141.33

ADMINISTRATION

Agreements Including concessionaire, slip rental, facility storage	T + 4 Years		CCP 337
Applications Aircraft Storage Parking Slip Rentals Payments invoices, inventory listings, billing correspondence and other related documents	T + 2 Years		GC 34090
Special Events Permits, correspondence, related documents re use of rights of way	CU + 2 Years		GC 34090
Fueling Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations	AU + 3 Years		CCP 337
Hazardous Waste Disposal Documentation re: the handling and disposal of hazardous waste	CU + 10 Years		CAL OSHA; 40 CFR 122.21
Inventory, Equipment Parts & Supplies Includes vehicles, aircraft, vessels, and related documents regarding repairs	L + 2 Years		
Inventory, Vehicle Ownership and Title Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents	L + 2 Years		
Licenses, Permits Forms, related documentation re: licenses and permits required by federal and state agencies	CU + 2 Years		
Maintenance/Operations Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs	L + 2 Years		GC 34090
Report, Accident (Copies) Memos and working documents	CU + 2 Years		GC 34090
Vehicle Assignment Log books, request forms, lists	CU + 2 Years		GC 34090

AIRPORT

Airport Certification Federal Aviation Administration (FAA) required manuals	P		14 CFR 139.207b & 171.13-171.213
Airport Noise Monitoring and Complaint Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints	CU + 10 Years		

Inspection, Runway Maintenance including inspection reports, works orders and related records	CU + 10 Years		
Inspection, Safety Self Safety inspection and related document include reviews and analysis of all aspects of airport operation	CU + 2 Years		CFR 139.327
Maintenance, FAA Forms and reports required by FAA including Forms FAA-198, 418, 6030-1, 6790-4	P		14 CFR 171.13-171.213
Reports			
Accident and Incident (aircraft) Accidents, injuries, property damages, general conditions re pilot and aircraft	CL + 8 Years		
Airport Operational (Regulatory) Annual and special reports to federal and state regulatory	P		
Airport Operational (Administrative) Logs, statistical summaries; administrative records	CU + 2 Years		
NOTAM (Notice of Airmen) Reports re: conditions affecting airport maintenance/operations	CU + 3 Years		
GROUND TRANSPORTATION			
Auto for Hire Licenses, permits for Taxicabs, shuttles, etc	T + 4 Years		GC 34090
Harbor			
Registers, Transient Vessel Reservation Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored	AU + 3 Years		
Slip Rental Index Annual and periodic reports of slip renters	CU + 5 Years		
Slip Rental Permits Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces	CL + 2 Years		
Slip Rental Waiting List	CU + 2 Years		