

City of Sutter Creek - Public Record Retention Schedule

Adopted by Resolution of the City Council on September **, 2025

The retention period applies to a record regardless of the medium in which it is maintained. Some records listed in the Retention Schedule are maintained electronically.

Department / Category	Record Series Title	Description	Example Records	Retention Period	Legal Citations
Citywide					
Citywide	Audits	Records and information related to internal, external and regulatory audits and administration of associated auditing activities, including reviewing and documenting operational, compliance, or financial information created as a part of an audit.	Annual Audit Reports, Audit Files, Audit Schedules, Auditors Report, General Purpose Financial Audits, Single Audits, Management Responses, Petty Cash Audits	6 Years	CA GOV 945.6(a)(2), CA GOV 34090, US 26 USC 6531
Citywide	Complaints & Service Requests	Documentation of citizen complaints, requests for service and reports of work performed in response to those complaints and requests. NOTE: This category does not pertain to incident reports that become part of a Police case #11~	Service Requests, Work Orders, Citizen Concerns/Complaints, Waste Spill Reports, Tree Down Reports	2 Years	CA GOV 945.6(a)(2), CA GOV 34090
Citywide	Fleet Management	Records related to the management and maintenance of City vehicles, including automobiles, trucks, and forklifts.	Accident / Incident Reports, Complaints, Service Requests, Fire Trucks (NOTE: CalFire maintains these records), Maintenance and Repair Work Orders, Maintenance Reports, Vehicle Titles, Smog Certificates	2 Years After Disposal of Vehicle	CA GOV 34090
Citywide	Media & Public Relations	Internal/external communications, advertising, and outreach events.	Flyers, Newsletters, Videos, Press Releases	4 Years	CA CCP 337, CA GOV 34090
Citywide	Policies and Procedures	Documentation of administrative policies and procedures.	SOPs, Guidelines, Handbooks, General Orders	While Active + 6 Years	CA GOV 34090, US 45 CFR 164.530(j)
Citywide	Agreements & Contracts Not Awarded	Documents related to solicitations not resulting in contracts.	RFPs, RFQs, Scorecards, Unaccepted Bids	2 Years	CA GOV 34090
Citywide	Purchasing & Requisitioning	Records for purchases and acquisitions.	Purchase Orders, Proposals, Bonds, Insurance Certificates	4 Years	CA CCP 337, CA GOV 34090, US 29 CFR 516.5

Citywide	Electronic Communications (Content-Based)	Electronic messages, including email and instant messaging, whose content documents official city business. The retention period is determined by the function and content of the record, not the format. These records should be categorized and retained according to the appropriate record series in this schedule (e.g., an email finalizing a contract is part of the 'Agreements & Contracts' series).	Emails, text messages, social media messages related to specific business functions.	2 years for memoranda, or emails of short-term interest unless specific laws, decisions, or opinions apply to the record series. Emails related to official public business, policies, and decisions, or that initiate, authorize, or complete a transaction of official public business constitute official public records and should be retained according to the appropriate retention schedule of that business as described in this schedule.	CA GOV 34090, CA GOV 54950 et seq.
Citywide	Transitory Communications	Records of a temporary nature that do not document a specific City transaction, set policy, or have ongoing value. This includes routine correspondence, messages with no substantive information, and drafts that have been superseded.	Routine meeting requests, "for your information" messages, duplicate copies, drafts.	6 months Emails in Inbox and Trash folder will be automatically deleted after 6 months. City staff are responsible to file all non-transitory emails according to appropriate retention levels.	CA GOV 34090
City Administration					
City Administration - City Clerk	Legislative Records (Ordinances & Resolutions)	Official legislative acts of the City Council that establish laws, policies, and formal decisions of the City.	Signed Ordinances, Resolutions, Staff Reports, Proofs of Publication.	Permanent	CA GOV 34090, CA GOV 36901
City Administration - City Clerk	Agendas, Minutes & Meeting Materials	Records documenting the proceedings of all public meetings of the City Council and City boards and commissions.	Agendas, Minutes, Staff Reports, Public Comments, Meeting Recordings (Audio/Video).	Permanent	CA GOV 34090, CA GOV 54950 et seq. (Brown Act)

City Administration - City Clerk	Contracts, Agreements & MOUs	Official, fully executed agreements between the City and other parties. The City Clerk is the official custodian of these records.	Professional Services Agreements, Leases, Memoranda of Understanding (MOUs), Deeds, Easements	Permanent	CA GOV 34090, CA CCP 337
City Administration - City Clerk	Election Administration	Records related to the administration and conduct of municipal elections.	Nomination Papers, Campaign Finance Filings (Form 460, 700), Canvass of Votes, Official Ballots	4 Years (Filings); 22 Months (Ballots); Permanent (Results)	CA ELEC 17301, CA GOV 81009
City Administration - City Clerk	Public Records Act Requests	Records documenting requests for public information received under the California Public Records Act (CPRA) and the City's response	Request Letters/Emails, Response Letters, Copies of Records Provided, Invoices for Duplication	2 Years After Request Closed	CA GOV 6250 et seq., CA GOV 34090
City Administration - City Clerk	Boards, Commissions & Committees	Records related to the formation, appointment, and administration of the City's advisory bodies.	Applications for Appointment, Rosters (Maddy Act Lists), Oaths of Office, Meeting Minutes (if not kept separately)	2 Years After Term Expiration	CA GOV 54970 et seq. (Maddy Act)
City Administration - City Clerk	Claims & Litigation	Records documenting legal claims filed against the City and related litigation.	Claim Forms, Investigation Files, Legal Pleadings, Settlement Agreements.	2 Years After Claim Settled/Closed	CA GOV 910 et seq.
City Administration - City Clerk	Municipal Code & Charter	The official, codified laws of the City and foundational charter documents.	Official Municipal Code, Charter Documents, Historical Amendments.	Permanent	CA GOV 34090
City Administration	Public Information & Media Relations	Records related to general public outreach, media communications, and official City publications not tied to a specific legislative action	Press Releases, Newsletters, Brochures, Website Content Archives, Social Media Archives	2 Years	CA GOV 34090
Finance					
Finance	Accounts Payable	Records documenting payments and liabilities owed by the City to vendors and suppliers.	Invoices, Vouchers, W-9s, Check Registers, Purchase Orders.	4 Years	CA CCP 337, CA GOV 34090
Finance	Accounts Receivable	Records documenting revenues and monies owed to the City, including billing and collections.	Invoices, Receipts, Deposit Slips, Aging Reports.	4 Years	CA CCP 337, CA GOV 34090
Finance	Banking & Treasury	Records related to the City's banking activities, investments, and cash management.	Bank Statements, Reconciliations, Deposit Records, Investment Reports	4 Years	CA CCP 337, CA GOV 34090
Finance	Budget Development & Administration	Records documenting the development, adoption, and administration of the City's annual budget	Budget Worksheets, Final Adopted Budget Documents, Budget Amendments	2 Years (Worksheets); Permanent (Final Adopted)	CA GOV 34090
Finance	Business Licenses	Records related to the issuance, renewal, and administration of business licenses within the City.	License Applications, License Certificates, Renewal Notices, Payment Records.	4 Years After Business Closure	CA CCP 337, CA GOV 34090

Finance	General Ledger & Financial Reporting	Official, summary-level accounting records and comprehensive financial reports of the City.	Journal Entries, Trial Balances, Chart of Accounts, Annual Comprehensive Financial Report (ACFR)	10 Years (Ledger); Permanent (ACFR)	CA GOV 34090
Finance	Grant Administration - Awarded	Records documenting the application for and administration of successful grant-funded projects	Grant Applications, Award Letters, Financial Reports, Compliance Documentation	Life of Grant + 3 Years	CA GOV 34090, US 2 CFR 200.333
Finance	Grant Administration - Not Awarded	Records related to grant applications that were not successful.	Unsuccessful Grant Applications, Reviewer Comments.	2 Years	CA GOV 34090
Finance	Payroll & Timekeeping	Records documenting employee compensation, benefits, deductions, and time worked.	Timesheets, Payroll Registers, W-2s, W-4s, Deduction Authorizations.	4 Years	CA GOV 34090, US 29 CFR 1627.3, US 29 CFR 516.5
Finance	Unclaimed Property (Escheatment)	Records related to identifying, reporting, and remitting unclaimed property (e.g., uncashed checks) to the state	Due Diligence Letters, Holder Remit Reports, Uncashed Check Ledgers.	10 Years After Escheatment	CA CCP 1532, CA GOV 34090
Human Resources					
Human Resources	Recruitment & Selection	Records documenting the application, screening, and selection process for all City positions.	Job Announcements, Applications, Resumes, Interview Notes, Eligibility Lists, Background Check Records	3 Years	CA GOV 12946, US 29 CFR 1602.31
Human Resources	Employee Personnel Records	Official personnel files documenting an employee's history with the City, from hiring to separation.	Employment Agreements, Performance Evaluations, Disciplinary Actions, Commendations, Training Records, Separation Notices	Termination + 7 Years	CA GOV 34090, US 29 CFR 1627.3
Human Resources	Employee Medical & Exposure Records	Confidential records related to employee health, medical conditions, and exposure to hazardous substances.	Pre-employment Physicals, FMLA/CFRA Forms, ADA Accommodation Requests, Medical Exam Results, Exposure Monitoring Records.	Termination + 30 Years (Exposure); Termination + 3 Years (Medical)	CA GOV 12946, US 29 CFR 1910.1020
Human Resources	Labor Relations & Negotiations	Records documenting the relationship and negotiations between the City and its recognized employee labor unions.	Memoranda of Understanding (MOUs), Negotiation Notes, Collective Bargaining Agreements, Labor Management Meeting Minutes	Permanent (Final MOUs); 4 Years (Supporting Docs)	CA GOV 3500 et seq. (Meyers-Millias-Brown Act)

Human Resources	Grievance & Disciplinary Records	Records related to formal employee grievances and the administration of disciplinary actions outside of the official personnel file	Grievance Forms, Investigation Files, Skelly Hearing Records, Final Dispositions.	5 Years After Resolution	CA GOV 34090
Human Resources	Benefits Administration	Records related to the administration of employee benefits programs such as health insurance and retirement	Enrollment Forms, Beneficiary Designations, Open Enrollment Records, CalPERS Reports	Termination + 6 Years	US 29 USC 1027 (ERISA)
Human Resources	Workers' Compensation Claims	Records documenting on-the-job injuries and the administration of workers' compensation claims.	DWC-1 Claim Forms, Doctor's First Reports, Investigation Files, Settlement Documents	5 Years After Last Action	CA LAB 3700, US 29 CFR 1904.33
Human Resources	Volunteer Services	Records related to the recruitment, management, and service of City volunteers.	Volunteer Applications, Service Hour Logs, Waiver of Liability Forms.	Termination of Service + 3 Years	CA GOV 34090
Police					
Police	Case Files - Criminal	Records documenting the investigation of alleged criminal acts, including felonies, misdemeanors, and homicides.	Arrest Reports, Crime Reports, Investigation Notes, Witness Statements, Evidence Reports	10 Years (Felony); 5 Years (Misdemeanor); Permanent (Homicide)	CA GOV 34090.6, CA PEN 800, 801, 802
Police	Case Files - Non-Criminal	Records documenting incidents that are not criminal in nature, such as found property or missing persons.	Found Property Reports, Missing Person Reports (Adult), Vehicle Repossession Reports.	2 Years	CA GOV 34090
Police	Dispatch & Communications Logs	Records related to dispatch operations, including emergency calls and radio traffic.	Computer Aided Dispatch (CAD) Records, 911 Tapes, Radio Logs.	2 Years	CA GOV 26202.6, CA GOV 34090.6
Police	Patrol Operations Records	Records documenting daily officer activity and field operations.	Daily Activity Logs, Watch Commander's Log, Field Interview Cards.	2 Years	CA GOV 34090
Police	Body-Worn Camera & Digital Evidence	Audio and video recordings captured by body-worn cameras and other digital media devices during law enforcement activities.	Body cam videos, in-car camera videos, digital photographs.	2 Years (minimum); Retain longer if associated with a specific case file, complaint, or critical incident.	CA PEN 832.18, CA GOV 34090.6
Police	Traffic Enforcement & Collision Records	Records related to moving violations and the investigation of vehicle collisions.	Traffic Citations, Traffic Collision Reports (Fatal/Injury/Property).	2 Years	CA GOV 34090, CA VEH 20012
Police	Parking Enforcement Records	Records related to the issuance and processing of parking citations.	Parking Citations, Appeal Forms, Payment Records.	2 Years	CA VEH 40200
Police	Criminal Registrations (Arson, Gang, Narcotic, Sex Offenders)	Records related to the registration of convicted arson, gang, narcotic, and sex offenders residing in the City.	Registrant files, photographs, correspondence, proofs of registration.	While Registrant Resides in City + 5 Years	CA PEN 290, CA PEN 457.1, CA PEN 11590, CA HSC 186.30

Police	Evidence & Property Management	Records tracking all property and evidence collected, including items for safekeeping, found property, and items seized as evidence.	Property Reports, Chain of Custody Forms, Disposition Records.	2 Years After Disposition	CA PEN 1417.5, CA GOV 34090
Police	Internal Affairs & Conduct Records	Records related to the investigation of complaints against police personnel and subsequent disciplinary actions.	Citizen Complaints, Internal Investigation Files, Disciplinary Action Records.	5 Years	CA PEN 832.5, CA GOV 34090.6
Police	Officer Personnel & Training Records	Records related to the hiring, training, and certification of sworn police officers throughout their career.	Background Investigations, POST Training Records, Firearms Qualifications, Field Training Officer (FTO) Records.	Termination + 7 Years	CA PEN 832.7, CA GOV 34090
Police	Subpoenas & Court Orders	Records related to the receipt and service of legal documents such as subpoenas and temporary restraining orders.	Subpoenas Duces Tecum, Civil Subpoenas, Temporary Restraining Orders (TROs).	2 Years After Service/Expiration	CA GOV 34090
Police	Vehicle Management (Impound & Abatement)	Records related to the towing, storage, and abatement of vehicles.	Vehicle Impound Reports, Vehicle Abatement Files, Stored Vehicle Notices.	2 Years After Disposal/Release	CA VEH 22650, CA VEH 22851
Police	Community Services & Animal Control	Records related to non-criminal community services and animal control activities.	Animal Control Reports, Bite Reports, Licensing Records.	2 Years	CA GOV 34090
Building & Planning					
Building & Planning	Building Permits & Plans	Records related to the application, review, issuance, and inspection of structures. Includes residential, commercial, and other permits.	Permit Applications, Building Plans/Blueprints, Inspection Reports, Certificates of Occupancy.	Permanent	CA HSC 19850, CA GOV 34090
Building & Planning	Code Enforcement & Abatement	Records documenting the investigation and resolution of municipal code violations.	Complaint Forms, Investigation Reports, Notices of Violation, Abatement Records, Citations, Photos.	2 Years After Case Closed	CA GOV 34090, CA GOV 945.6(a)(2)
Building & Planning	Planning & Zoning Case Files	Records related to land use applications and discretionary project reviews by the Planning Commission and/or City Council.	General Plan Amendments, Zone Changes, Conditional Use Permits, Variances, Staff Reports, Public Notices.	Permanent	CA GOV 65009, CA GOV 34090
Building & Planning	Capital Improvement Projects (CIP)	Records documenting the planning, design, and construction of public works and infrastructure projects.	Project Plans & Specifications, Bids, Contracts, Progress Reports, Final Inspection Records, Easements.	Permanent	CA CCP 337.1, CA CCP 337.15, CA GOV 34090
Building & Planning	Encroachment & Grading Permits	Permits and related documents for any work performed in the public right-of-way or involving significant land alteration.	Encroachment Permit Applications, Grading Plans, Inspection Reports, Bonds.	While Active + 10 Years	CA CCP 337.1, CA CCP 337.15, CA GOV 34090

Building & Planning	Environmental Review (CEQA)	Records documenting the environmental review process for projects in accordance with the California Environmental Quality Act.	Initial Studies, Negative Declarations, Environmental Impact Reports (EIRs), Notices of Determination.	Permanent	CA PRC 21000 et seq., CA GOV 34090
Parks & Recreation					
Parks & Recreation	Facility Rentals & Reservations	Rentals and reservations for recreational facilities.	Field Reservations, Insurance Certificates	While Active + 4 Years	CA GOV 34090, CA CCP 337
Parks & Recreation	Adult Recreation Programs	Adult program administration and waivers.	Waivers, Membership Applications	Cancellation + 3 Years	CA 22 CCR 101221
Parks & Recreation	Youth Partnership Programs	Youth program records and waivers.	Camper Records, Sign-In Sheets, Membership Forms	Until Cancelled or Youth Reaches Age 21	CA GOV 34090, CA 22 CCR 101221
Parks & Recreation	Recreation Financial Assistance	Financial assistance records for recreation programs.	Financial Aid Applications, Amounts Awarded	5 Years	CA GOV 34090