

# 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: TOWNWIDE, DEPARTMENTS & DIVISIONS**

The Town-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 Town-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 Town 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 Town
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the Town Clerk.

## **AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an original record that has exceeded its retention period must be authorized according to Town 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 Town Council meeting (then it is the Town 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 (legal requirements)** the document has been imaged (electronically generated, scanned or imported **and placed on Unalterable Media, Immutable Cloud Media, DVD-R, CD-R, Blue-ray-R, or WORM** cation, **or microfilmed**) which is stored in a safe & separate location, 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: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>											
<b>TOWN-WIDE (Used by All Departments)</b>											
AS / Human Resources		TW-001	Accident, Incident, Injury reports: PUBLIC or <b>EMPLOYEES</b> Includes associated MSDS (Material Safety Data Sheet), if applicable	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies retained for reference; GC §34090.7
AS / Finance		TW-002	Accounts Payable, Invoices, Petty Cash, Travel Reimbursement, etc.  Includes all backup	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All originals go to Finance (these are copies); GC §34090.7
Lead Dept.		TW-003	Advertising (Legal)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1)
Lead Dept.		TW-004	Affidavits of Publications / Public Hearing Notices	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)

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Town Clerk		TW-005	Agenda Staff Reports (Town Council)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Town Clerk		TW-006	Agreements & Contracts <b>(ALL, including DDAs, OPAs, MOUs and MOAs) &amp; Notices of Completion.</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Change Orders, Insurance Certificates, Specifications / Successful Proposal / Scope of Work, Notices of Completion)</i>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All agreements, service agreements, and contracts are sent to the Town Clerk; Insurance Certificates are sent to Risk Management, and Change Orders are maintained by the Lead Department; GC §34090.7

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Lead Dept.		TW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES - NOT funded by a grant</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFPs, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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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(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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.		TW-008	Agreements & Contracts: <b>ADMINISTRATIVE FILES - WITH grant funding</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFPs, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	<b>Completion + 10 years</b> or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR– 91.105(h), 92.505, 570.490, & 570.502(a); 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7

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(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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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>											
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Lead Dept.		TW-009	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the agreement or contract (Town Clerk is OFR); GC §34090
AS / Finance		TW-010	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
		TW-011	Bids: See Agreements & Contracts					Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	
Staffing Dept.		TW-012	Boards and Committees: <b>AUDIO RECORDINGS</b> of Meetings	90 days or after Minutes are approved (whichever is longer)		90 days or after Minutes are approved (whichever is longer)		Mag,			Town preference; State law only requires for 30 days; GC §54953.5(b)
Lead Dept.		TW-013	Boards, Commissions, & Committees <b>Internal</b> - Attended by employees: <b>All Records</b> (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Staffing Dept.		TW-014	Boards, Commissions, & Committees: Citizens Advisory Formed by Town Council  <b>AGENDAS, AGENDA PACKETS, NOTICES, ADVERTISING, etc.</b>  (except Council, Planning Commission, Historical Preservation & Zoning Administrator - see Town Clerk's and Community Development's schedule)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Town Clerk		TW-015	Boards, Commissions, & Committees: Citizens Advisory Formed by Town Council  <b>MINUTES &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
		TW-016	Boards, Commissions, & Committees: <b>External</b> Organizations  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records



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(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Town Clerk		TW-018	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
AS / Finance		TW-019	Cash Receipts Detail / Backup / Accounts Receivable / Refunds / Recaps	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All detail is sent to Cashier GC §34090.7
AS / Risk Management		TW-020	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Town Attorney is OFR for lawsuits; Risk Management administrates claim; GC §§34090.7, 34090.6
Lead (Responding) Dept.		TW-021	Complaints / Concerns from Citizens / Service Orders (operational)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Town preference to be consistent with correspondence; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; 340 et seq., 342, GC §34090
		TW-023	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

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(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>											
Dept. that <b>Authors</b> Document or Receives the City's Original Document (from an outside source)		TW-024	Correspondence - <b>ROUTINE</b> (Content relates in a substantive way to the conduct of the public's business)  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading Files, Working Files, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Dept. that Authors Document or Receives the City's Original Document (from an outside source)	100-02	TW-025	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists, e-mail or social media posting instant messaging, inventories, invitations, 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.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings where either the Content relates in a substantive way to the conduct of the public's business, or <b>ARE</b> made or retained for the purpose of preserving the informational content for future reference are saved 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, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

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Town Clerk		TW-026	Deeds & Easements	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Lead Dept.		TW-027	Drafts and Notes that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the Town Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.		TW-062	Facility Use Permits	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.		TW-028	Grants <b>(UNSUCCESSFUL)</b> Applications, Correspondence)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Lead Dept.		TW-029	Grants / Reimbursable Claims / Subventions / FEMA or OES Reimbursement <b>(SUCCESSFUL)</b> 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  Send all FEMA / Emergency Event Records to the Town Clerk	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR - 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
AS / Human Resources		TW-030	Grievances and Informal Complaints (Employees) - ALL	Upon Disposition		Upon Disposition	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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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<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>											
AS / Human Resources		TW-031	Injury reports: <b>EMPLOYEES &amp; PUBLIC</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies retained for reference; GC §34090.7
Town Clerk		TW-032	Insurance Certificates (for Contracts, Vendors, etc.)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All originals are sent to Town Clerk; GC §34090.7
AS / Risk Management		TW-033	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required <b>(Upon Settlement)</b>		Copies - When No Longer Required <b>(Upon Settlement)</b>	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Town Attorney is OFR for lawsuits; Risk Management administrates claim; GC §§34090.7, 34090.6

## RECORDS RETENTION SCHEDULE: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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.		TW-034	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form  (or records of the chemical / substance / agent, where & when it was used)	While Material is in Use		While Material is in Use		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS / SDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
Town Clerk		TW-035	Minutes - Town Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by Town Clerk Permanently; GC §34090.7
Town Clerk		TW-036	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Return any whole unused codes to the Town Clerk; Originals maintained by Town Clerk Permanently; GC §34090
Lead Dept.		TW-037	Newspaper Clippings	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090

## RECORDS RETENTION SCHEDULE: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>											
Staffing Dept.		TW-038	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
Town Clerk		TW-039	Ordinances - Town Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by Town Clerk Permanently; GC §34090
AS / Human Resources		TW-040	Personnel Files	Upon Separation, Send to Human Resources		Upon Separation, Send to Human Resources	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with Town policy (all originals are sent to Human Resources, only the Supervisor's file is maintained in departments); GC §34090.7
Lead Dept.		TW-041	Personnel Files (Supervisor's Notes)	When No Longer Required		When No Longer Required	Before Annual Performance Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.		TW-042	Personnel Work Schedules	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090



## RECORDS RETENTION SCHEDULE: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>											
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Lead Dept.		TW-043	Public Education / Public Relations / Press Releases	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.		TW-044	Public Records Act Requests	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
AS / Finance		TW-045	Purchase Orders / Requisitions	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Lead Dept. (Who Ordered the Appraisal)		TW-046	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)		TW-047	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090; GC §8546.7
Town Clerk		TW-048	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

## RECORDS RETENTION SCHEDULE: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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.	100-01,	TW-049	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, Plans, & Reports: Produced by <b>YOUR Department</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.		TW-050	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, Plans, & Reports: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
		TW-051	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, Plans, & Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.		TW-053	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090

## RECORDS RETENTION SCHEDULE: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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.		TW-054	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Town Clerk		TW-055	Resolutions - Town Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by Town Clerk Permanently; GC §34090.7
Lead Dept.		TW-056	Speaker Cards (submitted at public meetings)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §34090 et seq.
Lead Dept.		TW-057	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.		TW-058	Surveys / Questionnaires (that the Town issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed Copies - When No Longer Required.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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.		TW-059	Telephone Messages / Voice Mail	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as they are not retained in the "Regular Course of Business". Consult the Town Attorney to determine if a record is considered a draft. GC §34090, GC §6252
AS / Payroll		TW-060	Time Sheets / Time Cards <b>WITH</b> employee signatures	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Overtime slips and vacation requests are considered preliminary / transitory documents not retained in the ordinary course of business (the time card is the final document); GC §34090.7

## RECORDS RETENTION SCHEDULE: TOWN-WIDE STANDARDS

Office of Record	MUFFS No,	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>											
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Lead Dept.		TW-061	Training - <b>All Course Records</b>  (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention & Safety training & Tailgates)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.		TW-062	Underground Service Alerts (USAs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (required for 3 years); the warrantee period for work done is usually 5 years; CCP §337 et seq., GC §§4216.2(d) & 4216.3(d), 34090

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions do not apply to records of Truckee Donner Recreation and Park District (they are responsible for retaining their records.)</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>FINANCE / ACCOUNTING</b>											
AS / Finance		AS-001	1099's, 1096's Issued, Received; DE542 (California Report of Independent Contractors)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001- 1(e)(2), R&T §19530, GC §34090; 29 USC 436
AS / Finance		AS-002	Accounts Payable / Invoices and Backup (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements, Petty Cash, Postage, PERS reports, check requests, backups, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
AS / Finance		AS-003	Accounts Receivable / Revenue / Cash Receipts / Cash Register Tapes / Sales Tax Revenue / Transient Occupancy Tax (TOT) / Invoices to Outside Entities, etc.	2 years	3 years	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
Manag. Services / Finance		AS-067	Audit Work Papers	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Finance		AS-004	Assessment Districts - <b>That Terminate</b> (Underground Utility Districts, Lighting Districts, etc.)  Includes Annual Reports from Paying Agent	Fully Paid / Cancellat., Redemption or Maturity of Underlying Bond(s)	10 years	Fully Paid / Cancellat., Redemption or Maturity of Underlying Bond(s) + <b>10 years</b>	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 §§336a(1) & (2), 337.5(a); GC §43900 et seq.
AS / Finance		AS-005	Bank Statements, Fiscal Agent Statement, and Trustee Statements, Bank Reconciliations, Outstanding Check Lists, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	2 years	3 years	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

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions do not apply to records of Truckee Donner Recreation and Park District (they are responsible for retaining their records.)</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Finance			Bond Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased	10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336, 337.5(a); 26 CFR 1.6001-1(e): GC §43900 et seq.
Town Clerk		AS-007	Budget Amendments	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
AS / Finance		AS-008	Budget Hearings and/or Review (Development Documents & Preliminary Budget)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts; GC §34090.7
AS / Finance		AS-009	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); Must be filed with County Auditor; GC §34090.7, 40802, 53901
AS / Finance		AS-010	Business License Applications / Binder	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090 et seq.



## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Finance		AS-011	Business License Current Licenses / Binder	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies (the database is the original): GC §34090.7
AS / Finance		AS-012	Business Licenses (Database)	Indefinite		Indefinite	Yes (before termination)	Mag			Data fields are inter-related; GC §34090 et seq.
AS / Finance		AS-013	Annual Comprehensive Financial Report (ACFR) and related Audit Opinions / Audit Reports	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
AS / Finance		AS-014	Chart of Accounts / Organization Structure (Print out when Rollover is Done)	2 years	3 years	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to research Year-end General Ledgers, which are retained permanently; GC §34090
AS / Finance		AS-015	Checks / Warrants - Canceled (Cashed) or voided	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for grant auditing / claims reimbursement purposes; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
AS / Finance		AS-016	Deferred Compensation Detail Summary Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained to cover auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Finance		AS-017	Escheat (Unclaimed money / uncashed checks)	2 years	3 years	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; GC §34090
AS / Finance		AS-018	Financial Services <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
AS / Finance		AS-019	Fixed Assets - Annual Listing (Source Documents)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes permanent assets (for compliance with GASB 34); GC §34090
AS / Finance		AS-020	General Ledger: Final year-end	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Published articles show 3 - 10 years; Other Cities have adopted 2 years - 20 years; GC §34090
AS / Finance		AS-021	Investment Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	Maturity	5 years	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: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions do not apply to records of Truckee Donner Recreation and Park District (they are responsible for retaining their records.)</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Finance		AS-022	Journal Entries / Journal Vouchers	2 years	3 years	5 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
AS / Finance		AS-023	Loans, Trust Deeds, or Promissory Notes	Fully Paid + 5 years		Fully Paid + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
AS / Finance		AS-024	Negotiations with Bargaining Units	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (used in interpreting provisions); GC §34090.7
AS / Finance		AS-025	Purchase Orders and Backup	2 years	3 years	5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Finance		AS-026	Redevelopment Statement of Indebtedness	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090
AS / Finance		AS-027	Refunds and Credits	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to meet auditing standards; GC §34090
AS / Finance		AS-028	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Proof & Merge Reports, etc. <b>(MONTHLY OR PERIODIC)</b> Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary documents / drafts not retained in the ordinary course of business; statewide guidelines propose 2 years; GC §34090
AS / Finance		AS-029	State Reports: 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)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

**RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES**

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk		AS-030	Treasurer's Reports / Monthly Financial Statements (to Council)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
AS / Finance		AS-031	Trust Accounts (Developer's Deposits)	Close + 2 years	3 years	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
AS / Finance		AS-032	Warrant Registers: Accounts Payable	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337
AS / Finance		AS-032.1	W-9's	Vendor Inactive + 3 years		Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>HUMAN RESOURCES</b>											
AS / Human Resources		AS-069	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
AS / Human Resources		AS-033	Applications for Employment or Resumes / Job Interest Cards: <b>Unsolicited (no open position)</b>	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	No positions open; therefore not deemed to be an applicant, nor part of Town recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; 2 CCR (3)(c), 2 CCR 11013(c); GC §34090
AS / Human Resources		AS-034	Benefit Plans (Health, Dental, Pension, etc.)	Plan Termination + 2 years		Plan Termination + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 12960, 34090

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Human Resources		AS-034.1	COVID-19 Notifications to Employees	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6409.6(k), GC §34090
AS / Human Resources		AS-035	Deferred Compensation Plan	Plan Termination + 2 years		Plan Termination + 2 years	Yes: During Service	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 12960, 34090
AS / Human Resources		AS-036	Department of Fair Employment & Housing (DFEH or EEOC) Claims / California Civil Rights Department (CRD) Claims / Harassment Claims that are resolved administratively	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Human Resources		AS-037	Drug and Alcohol Testing / D.O.T. files	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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. 49 CFR 653.71
AS / Human Resources		AS-068	I-9s	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090



# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Human Resources		AS-038	Job Analysis / Classification / Compensation / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
AS / Human Resources		AS-039	Job Specifications / Job Descriptions	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
AS / Human Resources		AS-040	Personnel Files - <b>Medical</b> File	Separation + 2 years	Whichever is Longer: 29 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	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; LC §1198.5

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Human Resources		AS-041	Personnel Files - <b>Regular, Active, Permanent, Non-Regular, Temporary and Part-time</b> Employees Includes Disaster Service Workers Oaths	Separation	30 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for PERS Buy-back; 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; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113; GC §3105; LC §1198.5
Human Resources		AS-074	Recruitment Database ( <b>NeoGov</b> )	5 years		5 years		Mag			Department preference; 4 years is required; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Human Resources		AS-042	Recruitment File / Test File - Advertisements, Applications (Unsuccessful), Brochures, Flyers, Interview Notes, Job Announcements, Letters, Scantrons, Tests, Questions	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 & 1627.3(a)(5) and (6), 2 CCR 11013(c) 7287.0(c)(2), 8 CCR §11040(7.( c), GC §§12946, 12960, 34090
AS / Human Resources		AS-043	Salary Surveys	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
AS / Human Resources		AS-044	Verifications of Employment, Child Support	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business (does not materially impact the public's business) GC §34090 et seq.
AS / Human Resources		AS-045	Workers Compensation and Dependent Care Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets auditing standards); GC §34090

## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Human Resources		AS-046	Workers Compensation or Disability Claims / Accident, Incident, Injury reports: EMPLOYEES Includes associated MSDS (Material Safety Data Sheet), if applicable	Separation + 5 years	Whichever is Longer: 25 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 5144, 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 34090, CCP §337 et seq.

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<b>PAYROLL</b>											
AS / Payroll		AS-047	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
AS / Payroll		AS-048	Deductions / Garnishments	Upon Completion, Place in Personnel File		Upon Completion, Place in Personnel File		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; statewide guidelines propose 2 years; GC §34090
AS / Payroll		AS-049	Payroll Bi-weekly Folders	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Payroll		AS-065	Payroll Master Files	Separation + 2 years	3 years	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
AS / Payroll		AS-050	Payroll Registers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Payroll		AS-051	Time Sheets / Time Cards	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090
AS / Payroll		AS-052	W-2's	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for Pers-Buy Back purposes; 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
AS / Payroll		AS-070	W-4's	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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<b>INFORMATION TECHNOLOGY</b>											
AS / IT		AS-053	Backups - <b>DAILY</b> - Network, All Files on Shared Drives	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
AS / IT		AS-054	Backups - <b>WEEKLY</b> - Network, All Files on Shared Drives		When No Longer Required	When No Longer Required	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.



## RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions do not apply to records of Truckee Donner Recreation and Park District (they are responsible for retaining their records.)</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / IT		AS-055	Backups - <b>MONTHLY</b> - Network, All Files on Shared Drives		When No Longer Required	When No Longer Required	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.
AS / IT		AS-056	Software Licensing	When Superseded or No Longer Used		When Superseded or No Longer Used	Yes	Mag.			Department Preference; GC §34090 et seq.
AS / IT		AS-057	Network Documentation	When Superseded		When Superseded	Yes	Mag.			Department Preference; GC §34090 et seq.
AS / IT		AS-057.1	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
<b>RISK MANAGEMENT</b>											

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions do not apply to records of Truckee Donner Recreation and Park District (they are responsible for retaining their records.)</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Risk Manage.		AS-059	Accident, Incident, Injury reports: <b>MEMBERS OF THE PUBLIC</b> (that do not result in a claim)	2 years		2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
AS / Risk Manage.		AS-060	Claims	Resolution	Resolution + 5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2; 34090, 34090.6; PC §832.5
AS / Risk Manage.		AS-066	Claim Runs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
AS / Risk Manage.		AS-061	Insurance Policies & Certificates (Town-owned): Liability (General & Public), Workers Compensation, Property	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For protection from litigation; GC §34090
AS / Risk Manage.		AS-063	Liability Waivers: Volunteers, etc.	2 years		2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
AS / Risk Manage.		AS-062	Litigation / Lawsuits	Resolution	Resolution + 5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Town Attorney transfers the files after resolution); Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2;-34090, 34090.6; PC §832.5

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions do not apply to records of Truckee Donner Recreation and Park District (they are responsible for retaining their records.)</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
AS / Risk Manage.		AS-071	Safety Committee Meetings	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)(1), 29 CFR 1904.33, 29 CFR 1904.44; GC §34090 et seq.; LC §6429(c), GC §§12946, 12960, 26202
AS / Risk Manage.		AS-064	Public Official Bonds	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>CODE ENFORCEMENT</b>											
Comm. Develop / Code Enforce.		CD-007	Code Enforcement / Abatement Case Files	Fully Resolved + 5 years		Fully Resolved + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Case is open until satisfactorily resolved (some cases are not resolved); Town Clerk maintains original staff reports and resolutions that are presented to Council; GC §34090
Comm. Develop / Code Enforce.		CD-014	Special Event Permits	Expiration + 2 years		Expiration + 2 years	Yes: Before or During the Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Develop / Code Enforce.		CD-015	Temporary Permits: Banner Permits, Debris Boxes, Temporary Signs, etc.	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Comm. Develop / Code Enforce.		CD-016	Temporary Use Permits (Christmas Tree Lots, Pumpkin Lots, etc.)	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Comm. Develop / Code Enforce.		CD-017	Vehicle Abatement Cases	2 years		2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>BUILDING</b>											
Comm. Develop / Building		CD-018	Building Permit Files and Building Permit Applications (All, including Cases Not Finalled (Work Started, but Never Completed)  <i>Excludes Correction Notices and Stop Work Orders.</i>  <i>Includes All Plan Sheets, Insulation, Structural Calcs, Declaration Form, Permit, Correspondence on Letterhead, Final Inspection &amp; Structural Observation Reports, Encroachment Permits</i>	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose permanent; UAC §303.2, CBC §106.4.2, GC §34090, H&S §19850
Comm. Develop / Building		CD-019	Building Inspection Log	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary draft / transitory record (the Building Permit database is OFR); GC §34090
Comm. Develop / Building		CD-020	Building Permit <b>Database</b>	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-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>											
Comm. Develop / Building		CD-021	Building Plans and Construction Documents - <b>Finalled - ALL</b>	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC require plans be retained 180 days from completion date for residential and appurtenances; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Develop / Building		CD-022	Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose life of building; GC §34090
Comm. Develop / Building		CD-023	Complaints / Violations (prior to Certificate of Occupancy)	Until Cleared or Project Completion		Until Cleared or Project Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop / Building		CD-024	Correction Notices, Stop Work Orders, etc.	Until Cleared or Project Completion		Until Cleared or Project Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory / preliminary documents not retained after permit has been finalled and all corrections completed; GC §34090
Comm. Develop / Building		CD-025	Plan Check Correction List	Project Completion		Project Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts and transitory / preliminary draft records; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-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>											
Comm. Develop / Building		CD-026	Reports: Annual Historical Reports of Building Permit Activity	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop / Building		CD-027	Reports: Monthly and Periodic Reports of Building Activity (Dodge Reports, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Develop / Building		CD-055	Requests & Permissions to Receive Copies of Plans (Correspondence to and from Architects)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Develop / Building		CD-056	Title 24 Energy Calculations	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Develop / Building		CD-054	Uniform Building Codes / California Building Codes (CBC, UBC, UPC, UEC, etc.)	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
<b>HOUSING</b>											
Comm. Develop / Housing		CD-028	Grant Tracking Spreadsheets	Indefinite		Indefinite		Mag			Data fields are inter-related; GC §34090 et seq.
Housing Agency		CD-053	Housing Programs: Grants or Loans - <b>WITH RECAPTURE / RESALE RESTRICTIONS</b>  Examples: Home Access Program, Lease to Locals, Short Term Rental Workforce Housing Token Program, Accessory Dwelling Unit Construction Program	5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090



## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-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>											
Comm. Develop / Housing		CD-029	Housing and Commercial Programs: <b>Grants - WITHOUT RECAPTURE / RESALE RESTRICTIONS</b>  (e.g. Home Improvement Program, Rehabilitation Program, etc.)  Examples: Home Access Program, Lease to Locals, Short Term Rental Workforce Housing Token Program, Accessory Dwelling Unit Construction Program	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333 24 CFR 91.105(h), 92.505, & 570.502(b), 982.158, 884.214; 29 CFR 97.42; OMB Circular A-133; GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-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>											
Comm. Develop / Housing		CD-030	Housing Programs: <b>Loans - WITHOUT RECAPTURE / RESALE RESTRICTIONS</b>  (First Time Home Buyers, Deferred loans, Promissory Notes, Trust Deeds, Low Interest Loans, Commercial Rehabilitation Loans, etc.)	Loan Pay-off or Forgiveness + 5 years		Loan Pay-off or Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333 24 CFR 91.105(h), 92.505, & 570.502(b), 982.158, 884.214; 29 CFR 97.42; OMB Circular A-133; GC §34090
Comm. Develop / Housing		CD-051	Comprehensive Housing Affordability Strategy (CHAS)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requirement; GC §34090 et seq.
Comm. Develop / Housing		CD-052	Housing Assistance Plans	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requirement; GC §34090 et seq.
<b>PLANNING</b>											
Town Clerk		CD-031	Affordable Housing Working Group (all records)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (is not a City Council Advisory Body); GC §34090
Comm. Develop / Planning		CD-032	Annexations	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							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>											
Comm. Develop / Planning		CD-033	Audio Recordings / Tapes: Historical Preservation Advisory Commission, Planning Commission, Zoning Administrator	90 days or after Minutes are approved (whichever is longer)		90 days or after Minutes are approved (whichever is longer)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law only requires for 30 days; GC §54953.5(b)
Comm. Develop / Planning		CD-034	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Census Bureau is OFR; GC §34090 et seq.
Comm. Develop / Planning		CD-034.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) / CEQA / NEPA  <b>Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project</b>	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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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.											
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).											
Comm. Develop / Planning		CD-035	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Inside Town boundaries</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Develop / Planning		CD-036	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Outside Town boundaries</b>	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the Town Boundaries are with the project file
Town Clerk		CD-037	General Plan, Elements and Amendments	P		P	Yes (until amended)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (copies); GC §34090.7

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

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Comm. Develop / Planning		CD-058	Grants - <b>CDBG (SUCCESSFUL)</b> 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  Send all FEMA / Emergency Event Records to the Town Clerk	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A 110 & A-133; GC §34090; GC §8546.7
Town Clerk		CD-038	Green Building Working Group (all records)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (is not a City Council Advisory Body); GC §34090
Town Clerk		CD-039	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (copies); GC §34090.7

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT**

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							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>											
Town Clerk		CD-040	Minutes, Resolutions & Bylaws: Historical Preservation Advisory Commission, Planning Commission, Zoning Administrator	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send originals to Town Clerk; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Comm. Develop / Planning		CD-041	Parcel Information Files (PIF) - Inquiries, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop / Planning		CD-042	Planning Commission Agenda Packets	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - most are copies (After 2004, the Staff Reports are filed in the Entitlement Folder, are inconsistent prior to that); GC §34090.7

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-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>											
Comm. Develop / Planning		CD-043	<b>Planning Project Files - Approved &amp; Unapproved Permanent Entitlements</b>  (Includes Associated CEQA Noticing, 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, Zone Changes, etc.	Project Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Comm. Develop / Planning		CD-044	Preliminary Application Review File ( <b>No payment</b> has been made)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non Records / Preliminary Documents (no application submitted); GC §34090
Comm. Develop / Planning		CD-045	Preliminary Application Review File (Only when a <b>payment has been made</b> )	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop / Planning		CD-046	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-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>											
Comm. Develop / Planning		CD-047	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §34090 et seq.
Comm. Develop / Planning		CD-048	Studies: Noise Studies, Seismic Studies, etc.	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Comm. Develop / Planning		CD-049	Trust Accounts / Reimbursable Deposits	Close + 2 years	3 years	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Comm. Develop / Planning		CD-050	Zoning Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Town Clerk Maintains originals of all documents that were presented to Council; GC §34090.7



## RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>ENGINEERING</b>											
Engineering		EN-001	Abandonments / Vacations (Streets)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Engineering		EN-002	Aerial Maps / Photos (Orthophotography)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Town preference for historical purposes; GC §34090
Engineering		EN-003	Arborist Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Engineering		EN-004	Assessment / Maintenance / Landscape & Lighting / Street Improvement / Underground Utility District Projects - <b>Administration File</b> Project Administration, Certified Payrolls, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Upon Completion	10 years	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; 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: ENGINEERING

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Engineering		EN-005	Assessment / Maintenance / Landscape & Lighting / Street Improvement / Underground Utility District Projects- <b>Permanent File</b>  Plans, Specifications, Formation	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337.337.1(a), 337.15, 343; GC §34090.7
Engineering		EN-028	Bus Shelters	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Engineering		EN-006	Capital Improvement Projects (CIP) / Jobs : <b>Infrastructure and Facilities Construction - Administration File</b>  Project Administration, Certified Payrolls, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Engineering		EN-007	Capital Improvement Projects (CIP) / Jobs: <b>Infrastructure and Facilities Construction - Permanent File</b>  Plans, Specifications, Bids/RFPs, Successful Proposal, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Soils Reports, Studies, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All permanent project files are maintained in Engineering no matter what department was involved in the project; retained for disaster preparedness purposes (Town Clerk does not maintain Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Engineering		EN-008	Engineering Studies / Surveys	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Engineering		EN-009	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Projects <b>Not Acquired or Developed</b> )	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Engineering		EN-010	GIS Database	Indefinite		Indefinite	Yes	Mag			If Department wants an historical record, print output prior to entering revised data; Department preference (records and data are interrelated); GC §34090

# RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Engineering		EN-024	Guardrail Inspections	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Engineering		EN-011	Maps, Plans and Drawings (Final Maps, Parcel Maps, Record of Survey, Right of Way, Tract Maps, "As-Built", Record Drawings, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Engineering		EN-027	Parking Applications (Closing Parking Lots, Off-Street Parking, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Engineering		EN-012	Private Development Projects / Improvements	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Planning is OFR; GC §34090.7
Engineering		EN-026	Signal Lighting & Maintenance	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Engineering		EN-013	Speed Surveys	10 years, or until updated studies are completed (whichever is longer)		10 years, or until updated studies are completed (whichever is longer)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, CCP §337 et seq.

# RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Engineering		EN-014	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Engineering		EN-025	Street Files / Street Acceptance / Alleys / Street Names	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Engineering		EN-015	Traffic Counts / Traffic Surveys	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §§34090, 12168.7
Engineering		EN-016	Traffic Requests / Neighborhood Traffic Management Records - Traffic Calming / Control Requests (Speed Humps, Stop signs, red curbs, etc.)	3 years (When No Longer Required)	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Engineering		EN-017	Transportation / Wide Load Permits	2 years		2 years	Yes: Until Completi on	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090

## RECORDS RETENTION SCHEDULE: FACILITIES

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>FACILITIES</b>											
Facilities		FAC-001	Maintenance Contracts <b>ADMINISTRATION FILES</b>  Project schedules, correspondence, etc.  (e.g., HVAC, Parking Lot Sweeping, Pest Control, Security, etc.)	Completion	5 years	Completion + 5 years	Yes: Before Completi on	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers Statute of Limitations for Contracts (errors and omissions does not apply); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Facilities		FAC-002	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090.7; LC §6429c
Facilities		FAC-003	Security System Access Records / Alarm System	When No Longer Required		When No Longer Required		Mag			Preliminary drafts / transitory records; GC § 34090 et seq.

## RECORDS RETENTION SCHEDULE: PARKING

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>PARKING</b>											
Parking		PK-001	Parking Area Design Files	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Parking		PK-002	Parking Citation Database	Indefinite		Indefinite		Mag			Data is interrelated; GC §§34090, 12168.7
Parking		PK-003	Parking Citations & Appeals	Payment + 2 years		Payment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parking		PK-004	Parking Meter Repair Logs / Preventative Maintenance	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parking		PK-005	Parking Permit Applications (Residential and Employees)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parking		PK-006	Parking Permit Database	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §§34090, 12168.7
Parking		PK-007	Parking Studies and Monitoring Surveys (e.g. occupancy, travel patterns, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>POLICE ADMINISTRATION</b>											
Police / Admin.		PD-001	Annual Reports	P		P		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.		PD-002	Policies / General Orders / Personnel Orders	P		P	Yes: Current Orders only	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.		PD-003	Internal Affairs Investigations - Annual Reports to the State	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090
Police / Admin.		PD-004	Internal Affairs Investigations - <b>Complaints made by Members of the Public WITHOUT Sustained Finding of Misconduct</b>	Final Disposition + 5 years		Final Disposition + 5 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years; 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, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, 832.7 VC §2547



## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Admin.		PD-004.1	Internal Affairs Investigations - <b>Complaints made by Members of the Public WITH Sustained Finding of Misconduct</b>	Final Disposition + 15 years		Final Disposition + 15 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC §34090
Police / Admin.		PD-004.2	Internal Affairs Investigations - <b>Complaints (Internal Only - Sustained and Unsustained)</b>	Final Disposition + 2 years		Final Disposition + 2 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; Department preference for Internally-generated complaints only; GC §§12946, 12960, 34090,
Police / Admin.		PD-005	Personnel & Volunteers - Background Investigations - <b>Successful</b> (hired) POST forms, LiveScan Responses, authorization to release information	Separation + 10 years		Separation + 10 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 4 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq (a)(5) GC §§12946, 34090
Police / Admin.		PD-006	Personnel & Volunteers - Background Investigations - <b>Unsuccessful</b> (not hired) POST forms, authorization to release information	When No Longer Required - <b>Minimum 4 years</b>		When No Longer Required - <b>Minimum 4 years</b>	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	State Law requires 4 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq (a)(5) GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Admin.		PD-007	Personnel Files -  <b>Training - Police Safety Course Records</b>  Attendance Rosters, Outlines and Materials; includes safety training. Certificates are maintained in the employee's Personnel File	2 years	8 years	10 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	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)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin.		PD-008	Personnel Files -  <b>Training Files - Sworn, Unsworn, Reserves and Police Department Volunteers</b>  Certificate copies, qualification scores, mandatory training records, RFO Program, POST Training	Separation + 10 years		Separation + 10 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Admin.		PD-009	Reports and Studies regarding Police operations (not historical - manpower, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Chief / Admin.		PD-060	Report of data regarding the number, type, or disposition of complaints made against its officers (optional)	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Chief / Admin.		PD-062	Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin.		PD-010	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Consistent with employee personnel files (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), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Admin.		PD-011	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - <b>Successful Applicants</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
<b>ANIMAL CONTROL</b>											
Animal Control		PD-042	Animal Control Cases (Bite Reports, Cruelty, etc.)	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Animal Control		PD-043	Animal Licensing Printouts	When No Longer Required		When No Longer Required		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.
Animal Control		PD-044	Animal Licensing Renewals	When No Longer Required		When No Longer Required		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.
Animal Control		PD-045	Animal Services Databases / Animal License Database, etc.	Indefinite		Indefinite	Yes	Mag			Department preference - used for locating animals; 3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Animal Control		PD-046	Animal Trap Agreements	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090 et seq.
Animal Control		PD-047	Citations	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Animal Control		PD-048	Controlled Substance Inventory / Records	Date of Inventory + 2 years		Date of Inventory + 2 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Animal Control		PD-049	Daily Activity Reports / Officer Logs	3 years		3 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Animal Control		PD-050	Impound Records	3 years		3 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	3 years is required; FA §32003(e), PC §597.1(d); GC §34090
Animal Control		PD-051	Impound Records / Treatment Records / Return to Owner Records	3 years		3 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	3 years is required; FA §32003(e), PC §597.1(d); GC §34090
Animal Control		PD-052	Notice of Violations	3 years		3 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; consistent with animal record retention requirements; GC §34090 et seq.
Animal Control		PD-053	Owner Release / Surrender	3 years		3 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	3 years is required; FA §32003(e), PC §597.1(d); GC §34090
Animal Control		PD-053.5	Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant	2 years		2 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	FA §§31108.3 and 31752.1; GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>INVESTIGATION</b>											
Police / Investigat.		PD-012	Booking Photos	P		P		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference GC §34090
Police / Investigat.		PD-013	Detectives Investigation Files and Arrest Files <b>(Notes and Official Reports)</b>	Consistent with Case Files		Consistent with Case Files	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Transfer all Official Reports to Records to be placed in the Day Files.
Police / Investigat.		PD-054	Informant Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; Does not contain criminal intelligence information concerning individuals; GC §34090
Police / Investigat.		PD-014	Criminal Intelligence Files Confidential informant information & activities	Last Entry + 5 years		Last Entry + 5 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Investigat.		PD-015	Registrants - Arson: <b>Adults</b>	5 years	P, or Death of Registrant	P, or Death of Registrant		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Investigat.		PD-016	Registrants - Arson: <b>Juveniles</b> released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Investigat.		PD-017	Registrants - Narcotic Registrants	5 years		5 years	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Investigat.		PD-018	Registrants - Sex Offender: <b>Adults</b>	Registrant Moves Out of City + 5 years		Registrant Moves Out of City + 5 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Investigat.		PD-019	Registrants - Sex Offender: <b>Juveniles released from California Youth Authority</b>	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781(d)



## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
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<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>PATROL</b>											
Police / Patrol		PD-020	Activity Logs - Daily, Weekly, Monthly	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090
Lead Dept.		PD-021	Neighborhood Watch	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC § 34090 et seq.
Police / Patrol		PD-022	Ride Along Applications	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090
Police / Records		PD-056	Officer Recordings: Body-Worn Cameras – <b>LOGS of Access or Deletion of Data</b>	P		P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Records		PD-057	Officer Recordings: Body-Worn Cameras - <b>that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</b>	Follows retention for Evidence, <b>Minimum 2 years</b>		Follows the Retention of the Evidence, <b>Minimum 2 years</b>		Mag			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records		PD-058	Officer Recordings: Body-Worn Cameras - <b>that are NOT evidence</b>	60 days		60 days		Mag			PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Patrol		PD-023	Watch Reports	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Documents (originals kept in electronic database); GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

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(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>PROPERTY &amp; EVIDENCE</b>											
Police / Property & Evidence		PD-024	Lost and Found Items (Disposed)	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090
Police / Property & Evidence		PD-025	Property Control Sheets	P		P		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Patrol		PD-026	Recordings: Mobile Audio/Video Recordings that are <b>not</b> evidence ("hip recorders", etc.)  See Department Policy 447	2 4-years		to		Mag			Consistent with Lexipol Section 449; 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)

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>RECORDS</b>											
Police / Records		PD-027	Citations (all misdemeanors or Infractions): <b>Marijuana / Cannabis</b> Citations or Reports (less than 28.5 grams)	Court Disposition + 2 years		Court Disposition + 2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department preference; the Statute of Limitation for collections for vehicle code violations is 5 years from the date of the last violation; CVC 40222(b); GC §34090, H&S §11361.5
Police / Records		PD-061	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Fully Paid, Written off, or Forgiven + 5 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090
Police / Records		PD-055	Crime Reports: <b>Firearms entered into CLETS</b> (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	PC§ 11108.2(b); GC§ 34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Records		PD-028	Crime Reports: <b>Felonies - ALL</b> except those otherwise specifically mentioned in this retention schedule (See Comments for exceptions)	5 years or upon DOJ Notification		5 years or upon DOJ Notification	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, no property related to the report is outstanding in the DOJ or NCIC databases, and it is not classified under PC §§799, 800, 290, 457.1 -registrant; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Records		PD-029	Crime Reports: Homicide, Embezzlement, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Bribery of Public Officials, Train-wrecking, Treason, Stolen Guns with Serial Numbers, Suicide, Fatalities, Assault with a deadly weapon by a life term prisoner, Crimes against children under the age of 14 years, , Substantiated Child Abuse or Severe Neglect (Adults Only)  (Crimes Subject to Death Penalty or without statute of Limitations, Offenses punishable by death or life imprisonment without parole)	P		P	Yes	Mag, Mfr, Ppr, OD	S / 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, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Records		PD-059	Crime Reports: <b>Juvenile Child Abuse or Severe Neglect</b>	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
Police / Records		PD-030	Crime Reports: <b>Marijuana / Cannabis</b> less than 28.5 grams	2 years or subject 18 years old		2 years or subject 18 years old		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090, H&S §11361.5
Police / Records		PD-031	Crime Reports: <b>Miscellaneous Non-Criminal</b> (5150s, Arrests/Warrants for other jurisdictions, Barking Dogs, Citations, Lost Property Medical Aid, Municipal Code Violations, Stored/Impounded Vehicles, Traffic Accidents & Complaints, etc.)	2 years or upon DOJ Notification		2 years or upon DOJ Notification	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; <b>Provided there are no outstanding warrants;</b> Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Records		PD-032	Crime Reports: <b>Misdemeanors - ALL</b> except those otherwise specifically mentioned in this retention schedule (see Comments for exceptions)	5 years or upon DOJ Notification		5 years or upon DOJ Notification	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; <b>Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, no property related to the report is outstanding in the DOJ or NCIC databases, and it is not classified under PC §§799, 800, 290, 457.1 and H&amp;S §§11590 registrant;</b> 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		PD-033	Crime Reports: <b>Missing Persons</b>	Until Found / Recovered - <b>Minimum 5 years</b>		Until Found / Recovered - <b>Minimum 5 years</b>	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records		PD-034	Crime Reports: Sealed Cases (" <b>Factual Innocence</b> ")	3 years from Date of Arrest		3 years from Date of Arrest	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)

## RECORDS RETENTION SCHEDULE: POLICE

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(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	
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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>											
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Police / Records		PD-035	Crime Reports: <b>Sealed Cases</b> (e.g. Juveniles) and <b>Ward Cases</b> Except Child Abuse or Severe Neglect	Per Court Order (Subject 26 years old / Sealing date + 5 years)		Per Court Order (Subject 26 years old / Sealing Date + 5 years)	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Statute of Limitations runs up to age 22, or within five years of date of discovery of injury / illness occurring after age of majority, whichever is later. Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1, GC §34090; GC §68152(g)(1), W&I §781(d)
Police / Records		PD-035	Crime Reports: <b>Vacatur Relief</b> Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Court Order + 1 year	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records		PD-036	Repossession Reports / Private Property Towed or Stored	30 days		30 days		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department preference; Preliminary documents / non-records; GC §34090
Police / Records		PD-037	Restraining Orders	Expiration + 30 days		Expiration + 30 days		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Non-records; GC §34090
Police / Records		PD-038	RMS Database / Report Writing System	Indefinite		Indefinite	Yes	Mag			Department Preference; Data Fields / Records are interrelated; GC §34090
Police / Records		PD-039	RMS Numbering Log	P		P	Yes	Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records		PD-040	Statistics: Crime Statistics / Uniform Crime Reports - Summaries (BCS)	When No Longer Required		When No Longer Required		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	Department preference; Submitted On-Line to the State; GC §34090



## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Police / Records		PD-040.1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Records		PD-041	Subpoena Logs	2 years		2 years		Mag, Mfr, Ppr, OD	S / I	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>PUBLIC WORKS / ALL DIVISIONS (WORK ORDERS - After System is Implemented)</b>											
Public Works / Division Providing Service / Work		PW-001	Work Orders / Service Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090
Public Works / Division Providing Service / Work		PW-002	Work Orders / Service Orders / Service Requests <b>Paper - ENTIRE INFORMATION Entered in CMMS</b> (Division providing service retains originals; Division requesting service is considered a copy)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / source record (the database is the original); GC §34090
Public Works / Division Providing Service / Work		PW-003	Work Orders / Service Orders / Service Requests <b>Paper - FEMA Reimbursable Events whether or not in CMMS</b> (Division providing service retains originals; Division requesting service is considered a copy)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference to facilitate claims and grant reimbursements; CCP §§338 et seq., 340 et seq., 342, GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Public Works / Division <b>Providing Service / Work</b>		PW-004	Work Orders / Service Orders / Service Requests <b>Paper - NOT FEMA Events - PARTIAL OR NOT Entered in CMMS</b>  (Division providing service retains originals; Division requesting service is considered a copy)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>ROADS, SNOW REMOVAL</b>											
Public Works / Roads, Snow Removal		PW-024	AQMD Permits	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Roads, Snow Removal		PW-005	Cartograph Database / CMMS Database (Computerized Maintenance Management System)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090
Public Works / Roads, Snow Removal		PW-007	Daily Safety Checks / DMV Reports / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks / Pre-Trip Inspections	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(c); GC§34090
Public Works / Roads, Snow Removal		PW-008	Diaries	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Public Works / Roads, Snow Removal		PW-009	DMV Pull Notices	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Public Works / Roads, Snow Removal		PW-010	Equipment and Vehicle Maintenance History, Warrantees, etc.	Life of Equipment or Vehicle + 2 years		Life of Equipment or Vehicle + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090
Public Works / Roads, Snow Removal		PW-025	Generator Operation Logs (for <b>Fixed / Stationary Generators</b> ) / Inspections	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; GC §34090
Public Works / Roads, Snow Removal		PW-026	Generator Operation Logs (for <b>Portable /Emergency Generators</b> )	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400–E–13a instructions, GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Public Works / Roads, Snow Removal		PW-021	Hazardous Waste Manifests	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (City has "cradle to grave" liability); only 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works / Roads, Snow Removal		PW-011	Maintenance Contracts <b>ADMINISTRATION FILES</b>  Project schedules, correspondence, etc.  (e.g. Pavement Management, Rehabilitation without modifications to the Street, Striping, Slurry Seals / Crack Sealing, etc.)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers Statute of Limitations for Contracts (errors and omissions does not apply); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Public Works / Roads, Snow Removal		PW-013	Sand Sheets (where & when roads were sanded)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Roads, Snow Removal		PW-020	Snow Removal - Sidewalks	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Public Works / Roads, Snow Removal		PW-022	Underground Service Alerts (USAs) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (required for 3 years); GC §§4216.2(f) & 4216.3(d), 34090
Public Works / Roads, Snow Removal		PW-023	Used Oil Disposal	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq
<b>STORM DRAINS</b>											
Public Works / Lead Dept.		PW-016	NPDES Inspection / Monitoring Reports	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Public Works / Lead Dept.		PW-017	NPDES Permits	Expiration + 3 years		Expiration + 3 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Lead Dept.		PW-018	Drainage / Repair Files	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / Lead Dept.		PW-019	Storm Water Pollution Prevention Program Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.

## RECORDS RETENTION SCHEDULE: TOWN ATTORNEY

Office of Record	MUFFS No.	Record Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>TOWN ATTORNEY</b>											
Town Attorney		TA-001	Amicus Briefs	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Town Attorney		TA-002	Town Attorney Opinions, Memoranda, and Research	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
AS / Risk Manage.		TA-003	Lawsuits / Litigation	Transfer to Risk Management After Resolution		Transfer to Risk Management After Resolution	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090.7
Town Attorney		TA-004	Special Projects	When No Longer Required - <b>Minimum 2 years</b>	3 years	When No Longer Required - <b>Minimum 5 years</b>	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for Town-Wide Standards											
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.											
HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).											
TOWN CLERK											
Town Clerk	410-15	TC-001	Affidavits of Publications / Legal Advertising	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; GC §§34090, 54960.1(c)(1)
Town Clerk	150-15, 300-20, 300-90, 330-30, 330-35, 330-40, 350-90, 410-10, 410-50 , 640-80	TC-002	Agendas and Agenda Packets (Town Council, Redevelopment / Successor Agency / Oversight Board )	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agenda packets were not saved prior to 1996); GC §34090 et seq.



## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk	400-10, 400-15, 400-20, 400-25, 400-30, 400-35, 400-40, 400-45, 400-65	TC-003	<p>Agreements &amp; Contracts - <b>ALL Infrastructure, DDAs, OPAs, and MOUs and MOAs</b></p> <p>Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Amendments, Change Orders, Insurance Certificates. Notices of Completion are maintained with Recorded Documents)</p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street &amp; alley improvements, utilities, water, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<p>Department Preference; All infrastructure, JPAs, &amp; Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors &amp; 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</p>

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk	400-50, 400-55, 400-60, 440-75	TC-004	<p>Agreements &amp; Contracts - <b>ALL Non-Infrastructure</b></p> <p>Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Amendments, Change Orders, Insurance Certificates. Notices of Completion are maintained with Recorded Documents)</p> <p>Examples of NON-Infrastructure: Consulting, leases, paving, painting, professional services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Town Clerk	410-40	TC-005	Boards, Commissions & Committees - <b>APPLICATIONS - Appointed</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803c
Town Clerk		TC-006	Boards, Commissions & Committees - <b>APPLICATIONS - NOT Appointed</b>	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for Town-Wide Standards											
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.											
HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).											
Town Clerk		TC-040	Committee Rosters / Maddy Act List	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Town Clerk	420-10	TC-007	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests):  <b>DESIGNATED EMPLOYEES</b> (specified in the Town's Conflict of Interest code)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Town maintains original statements; GC §81009(e)(g)
Town Clerk	420-10	TC-008	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests):  <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes Town Council Members, Planning Commission Members, Town Manager, Town Treasurer & Town Attorney)	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Town maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
Town Clerk		TC-009	Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization / Reporting	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	2 CCR 18615(d), GC §34090
Town Clerk		TC-008.1	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Must post on website; FPPC Opinion; GC §81009(e)
Town Clerk		TC-008.2	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk		TC-008.3	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §34090; GC §81009(e)
Town Clerk		TC-008.4	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
Town Clerk		TC-008.5	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
Town Clerk		TC-008.6	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
<b>ELECTIONS - CONSOLIDATED</b>											
Town Clerk		TC-038	Assessment District Ballots and/or protest letters - Prop. 218 proceedings		2 years	2 years	2 ye	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Town Clerk	430-50	TC-010	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
Town Clerk	430-50	TC-011	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
Town Clerk	430-50	TC-012	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).											
Town Clerk	430-50	TC-013	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH TOWN CLERK</b> (copies)	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
Town Clerk		TC-014	Candidate File: Nomination Papers, Candidate Statements, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 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
Town Clerk		TC-015	Candidate File: Nomination Papers, Candidate Statements, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk	430-30, 430-40	TC-016	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications for vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Used for a model for the next election, GC §34090
Town Clerk		TC-017	Elections - <b>HISTORICAL</b> File (Sample ballot, Certificate of Elections, all Resolutions - calling the election, canvass, etc., election summary)	4 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for Historical Value, GC §34090
Town Clerk	430-20, 430-25	TC-018	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
<b>(End of Elections Section)</b>											
Town Clerk		TC-041	Enterprise System Catalogue (posted on line)	2 years		2 years		Mag			GC §34090

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk		TC-019	FEMA Reimbursement Events / EOC Activations / Event Binders (Significant Events): Communication Logs, Event Logs, After Action Reports, Staff Debriefing Reports, etc.	2 years	After Funding Agency Audit, if Required - <b>Minimum 10 years</b>	After Funding Agency Audit, if required - <b>Minimum 10 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to ensure FEMA reimbursement, if appropriate; GC §34090
Town Clerk	160-15, 160-35, 160-45	TC-020	Historical Records (e.g. Incorporation, Town Seal, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Send Photographs, Documents of Significant Historical Value to the Town Clerk); GC §34090
Town Clerk		TC-021	Insurance Certificates that cannot be matched to a project or contract	11 years		11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk	120-10, 120-20, 120-30, 120-40, 120-41, 120-50, 120-52 120-54, 120-55, 120-56, 120-60, 120-70, 120-80, 120-81, 120-82, 120-84, 150-15, <b>410-20</b>	TC-022	Minutes (Town Council, Redevelopment / Successor Agency / Oversight Board, Public Financing , All Advisory Boards / Commissions / Committees)	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Town Clerk		TC-023	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course of business; GC §34090
Town Clerk		TC-039	Notary Bonds / Certificates / Journals / Records	10 years + Court Order		10 years + Court Order		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Provided no requests for records or reference to such records have been made; Requires "Court Order"; GC §8209
Town Clerk	160-20	TC-025	Newsletters - Town Newsletters distributed to citizens	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical value; GC §34090



## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk	430-65, 440-60	TC-026	Oaths of Office: Boards and Commission Members, Elected and Appointed Officials, Police Officers, Employees	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preferences; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
Town Clerk	460-20	TC-027	Ordinances (Town Council)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
Town Clerk		TC-028	Petitions (submitted to Council on any subject. Also see Elections for Initiative, Recall or Referendum)	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not related to elections; Law requires 1 year for petitions; GC §50115
Town Clerk	410-25, 410-30	TC-029	Proclamations & Commendations	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Town Clerk	490-20	TC-030	Recorded Documents: Deeds - Sale or Discharge of Property (Surplus Property Sold)	Sale / Disposal + 5 years		Sale / Disposal + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk	440-30, 490-10, 490-25, 490-30, 490-40, 490-50, 950-10, 950-30	TC-031	Recorded Documents: Deeds and Title Insurance, Easements, Notices of Completion, etc.	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Town Clerk		TC-032	Recordings: Audio & Video Recordings / Tapes of Council Meetings	Minimum 90 days or after Minutes are approved (whichever is longer)		Minimum 90 days or after Minutes are approved (whichever is longer)		Mag,			Department Preference; State law only requires for 30 days; GC §54953.5(b)
Town Clerk	170-20	TC-033	Records Destruction Lists / Certificates of Records Destruction	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Town Clerk		TC-034	Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Town Clerk		TC-042	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EC §21608(g); GC §34090
Town Clerk		TC-035	Redevelopment Plan	10 years	P	P	Yes: Before Purchase or Sale	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: TOWN CLERK

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints and/or federal investigations suspend normal retention periods (retention begins after settlement).</i>											
Town Clerk	150-15, 280-16, 280-17, 390-50, 390-51, 420-30, <b>460-30.</b> 520-80	TC-036	Resolutions (Town Council, Redevelopment / Successor Agency / Oversight Board, Public Financing and Planning Commission)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
Town Clerk		TC-043	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Town Clerk		TC-037	Subject File Folders	Follows Retention for Appropriate Subject Matter		Follows Retention for Appropriate Subject Matter		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: TOWN MANAGER

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>ASSISTANT TO THE TOWN MANAGER</b>											
Admin. / Assistant to Town Manager		TM-001	Diversity Equity and Inclusion,	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet EEOC / FLSA / ADEA (Age) Statute of Limitations; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 & 1627.3(a)(5) and (6), 2 CCR 11013(c) 7287.0(c)(2), 8 CCR §11040(7.( c), GC §§12946, 12960, 34090
Admin. / Assistant to Town Manager		TM-002	Economic Development Projects	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. / Assistant to Town Manager		TM-003	Franchise Agreement / Commercial Haulers / Solid Waste: Administration Files / Tonnage Reports / Collection Reports	5 years		5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Contracts & Spec's=4 years (E&O does not apply); Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: TOWN MANAGER

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Admin. / Assistant to Town Manager		TM-004	Short-Term Rental Registrations	Upon Change of Ownership of Property - <b>Minimum 2 years</b>		Upon Change of Ownership of Property - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (registrations have no expiration); GC §34090
Admin. / Assistant to Town Manager		TM-005	Short-Term Rental Violations	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference GC §34090
Admin. / Assistant to Town Manager		TM-006	Solid Waste Reduction / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090
Admin. / Assistant to Town Manager		TM-007	Sustainability - Energy Efficiency, New Zero Carbon Initiatives	5 years		5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>TOWN MANAGER</b>											
Admin. / Town Manager		TM-008	Subject Files / Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
<b>PUBLIC ART</b>											

## RECORDS RETENTION SCHEDULE: TOWN MANAGER

Office of Record	MUFFS No	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
Admin. Public Art		TM-009	Art In Public Places Program <b>(ALL Projects)</b>  Completed permanent artworks owned by the City, deaccessioned artworks, and temporary installations owned by the City	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin. Public Art		TM-010	Arts Commission <b>AGENDAS, AGENDA PACKETS</b>	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Admin. Public Art		TM-011	Arts Commission <b>MINUTES</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. Public Art		TM-012	Arts Programs (Performing Arts, Temporary Displays of Visual Arts not owned by the City, etc.)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: TRANSIT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Town-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>											
<b>TRANSIT</b>											
Transit		TR-001	Grants - <b>Transportation (SUCCESSFUL</b> 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	2 years	As Required by Grant Agreement Terms, <b>Minimum 5 years</b>	As Required by Grant Agreement Terms, <b>Minimum 5 years</b>		Mag, Ppr			Minimum requirements of Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Transit		TR-002	Ridership Reports	10 years		10 years					Department preference; meets auditing standards; GC §34090
Transit		TR-003	Routes / Schedules	10 years		10 years					Department preference; meets auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: TRANSIT

Office of Record	MUFFS No.	Records Series No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)				Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Transit		TR-004	Transit Contract <b>ADMINISTRATION FILES</b>	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Covers Statute of Limitations for Contracts (errors and omissions does not apply); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Transit		TR-005	Vehicle Purchases (Funded by Grants)	2 years	Disposition / Sale, + 5 years	Disposition / Sale, + 5 years		Mag, Ppr			Meets auditing standards; 2 CFR 200.333; 49 CFR 18.42; OMB Circular A-110 & A-133; GC §34090 GC §34090