

RESOLUTION NO. 2016-079

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, RESCINDING RESOLUTION
NO. 92-14 AND ADOPTING A NEW CITY-WIDE RECORDS RETENTION
SCHEDULE**

WHEREAS, the declared purpose of this Resolution is to provide direction to City Officials, employees, contractors, and volunteers for the proper and efficient management of City of Calistoga records consistent with the requirements of State Law including California Government Code Section 6250 et seq. "Public Records Act"; and

WHEREAS, California Government Code Section 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides a procedure whereby City records that have served their purpose and are no longer required may be destroyed with the consent of the City Attorney; and

WHEREAS, the City Council approved the prior records retention schedule by Resolution No. 92-14 dated February 4, 1992; and

WHEREAS, the current records retention schedule has become outdated since 1992 and does not reflect the current departmental arrangements within the current City government; and

WHEREAS, the City Clerk and City Attorney find the attached Records Retention Schedule complies with Federal and State statutes; and

WHEREAS, the new City-wide Records Retention Schedule is based on the California Secretary of State's "Local Government Records Management Guidelines" to the extent that the Guidelines apply to City Departments or City records and will facilitate the orderly and efficient transfer, retention, and disposition of records of the City of Calistoga in a responsible timely manner; and

WHEREAS, adoption of the new Calistoga Records Retention Schedule fulfills the purpose of Section 34090 et seq. of the California Government Code; and

WHEREAS, it has been recommended that a new City-wide Records Retention Schedule be adopted providing for the retention and destruction of records from all City of Calistoga Departments. The new City-wide Records Retention Schedule is attached and incorporated into this resolution as Exhibit A; and

NOW, THEREFORE BE IT RESOLVED:

Section 1. Resolution Number 92-14 is hereby rescinded.

Section 2. The records of the City of Calistoga, as set forth in the Records

Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Calistoga.

Section 3. With the consent of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council.

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

Section 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 20th day of September, 2016 by the following vote:

- AYES:** Councilmembers Kraus, Lopez-Ortega and Barnes and Mayor Canning
- NOES:** None
- ABSTAIN:** None
- ABSENT:** Vice Mayor Dunsford



CHRIS CANNING, Mayor

ATTEST:



KATHY FLAMSON, City Clerk

HOW TO USE RETENTION SCHEDULES

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

Authorization to Destroy Records:

All original records that have exceeded their retention period must be authorized for destruction according to City Policies & Procedures prior to destroying them.

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

- If there is a **minimum** retention (" **Minimum 2 years**"), it must be authorized for destruction before it is destroyed, as it is an original record.
- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.
- On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

RECORDS RETENTION SCHEDULE LEGEND

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

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

Transitory Records not retained in the ordinary course of business: 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 Unalterable Media / 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 = Computer Magnetic Media (hard drives, tapes, USB Drives, thumb drives, 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 (*guideline, if record is imaged*): QC'd=Quality Checked. “Yes” indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported) in accordance with the Trustworthy Electronic Records / ECMS / Document Imaging Policy and stored on Unalterable Media (Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing Quality Checked (“QC'd”).

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)

USC: United States Code (US)

WC: Water Code

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code (CA)

GC: Government Code (CA)

LC: Labor Code (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

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)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Human Resources	CW-001	Accident, Incident, Injury reports: EMPLOYEES , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment		Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years			Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
City Clerk	CW-005	Agreements & Contracts ALL	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	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.	CW-006	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-007	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	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: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	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 §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Lead Dept.	CW-008	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years				Mag, Ppr		The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Finance	CW-009	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required				Mag, Ppr		Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts									
Staffing Dept.	CW-011	Boards and Committees: AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Minimum 2 years				Tape (Mag)		City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-012	Boards, Commissions, & Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		2 years				Mag, Ppr		All recommendations are presented to the City Council; GC §34090 et seq.

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-013	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL BYLAWS	Superseded + 2 years		Superseded + 2 years			Mag, Mfr, OD, Ppr	S	No Department preference; GC §34090
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL MINUTES & RESOLUTIONS	P		P	Yes		Mag, Mfr, OD, Ppr	S	No GC §34090
	CW-017	Brochures: See Reference Manuals								

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance	CW-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 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-019	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	CW-020	City Attorney Opinions	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; GC §34090
City Clerk	CW-021	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 Settlement	GC §§34090.7, 34090.6
Lead (Responding) Dept.	CW-022	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Human Resources	CW-023	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
	CW-024	Contracts: See Agreements								

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(OFR)										
<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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required			Mag Ppr		GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years			Mag, Ppr		GC §34090

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(OFR)										
<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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference , invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, 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, Ppr		Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved outside the e-mail system by printing them out and placing in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations, Liens (All)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Send all originals to the City Clerk; GC §34090.7

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Lead Dept.	CW-029	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required					Mag, Ppr	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-030	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required			Yes	Mag				The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-031	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years			2 years				Mag, Ppr	GC §34090

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Lead Dept.	CW-032	Grants / CDBG / Reimbursable Claims / FEMA Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years					Mag, Ppr	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Human Resources	CW-033	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition				Mag, Ppr	Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 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>										
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Finance / Risk Management	CW-034	Lawsuits, Litigation, Pending Litigation	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 Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-035	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 Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
City Clerk	CW-036	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-037	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-038	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-039	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-040	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-041	Personnel Files (Department-level Files)	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-042	Personnel Files (Supervisor's Notes)	After Incorporation into Performance Evaluation or Documented Discipline		After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-043	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-044	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-045	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-046	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	CW-047	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-048	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-Records
Lead Dept.	CW-049	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by YOUR Department	Minimum 2 years		Minimum 2 years			Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OTHER Departments	When Superseded		When Superseded			Mag, Ppr		Copies; GC §34090.7
	CW-051	Reference or Working Files: See Correspondence								
Lead Dept.	CW-052	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-053	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-054	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-055	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-056	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090
	CW-057	Tapes / DVD Recordings: See Boards & Commissions								

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Finance	CW-058	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); GC §34090.7
Lead Dept.	CW-059	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive 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 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE ADMINISTRATION & BUDGET										
Finance / Admin.	AS-001	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (copies); GC §34090.7
Finance / Admin.	AS-002	Audit Work Papers	2 years	3 years	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	AS-003	Budgets - Adjustments (Mid-Year)	5 years		5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.
Finance / Admin.	AS-004	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.
Finance / Admin.	AS-005	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / Admin.	AS-006	Single Audits / Transportation Audits / PERS Audit, etc.	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
FINANCE BUSINESS LICENSE & REVENUE										
Finance / Business Licenses & Revenue	AS-007	Accounts Receivable - Miscellaneous - Citations, Transient Occupancy Tax (TOT) Applications & Returns, Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; Meets auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Finance / Business Licenses & Revenue	AS-008	Business License Applications and Renewals (Regulatory and Revenue Licenses) Includes Massage, Taxi and all other Business Licenses	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	AS-009	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	AS-010	Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
FINANCE GENERAL ACCOUNTING										
Finance / General Accounting	AS-011	1099's / 1096's	2 years	3 years	5 years		Mag, Ppr			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
Finance / General Accounting	AS-012	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Finance / General Accounting	AS-013	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years					Mag, Ppr	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1	
Finance / General Accounting	AS-014	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity				Mag, Ppr	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.	
Finance / General Accounting	AS-015	Checks / Warrants (Cashed)	2 years	3 years	5 years					Mag, Mfr, OD, Ppr	S / I Yes: After 90 days	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	AS-016	Escheat (Unclaimed money / uncashed checks)	5 years		5 years					Mag, Ppr	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090	
Finance / General Accounting	AS-017	FEMA Reimbursement / OES Reimbursements	10 years		10 years					Mag, Ppr	Department Preference; GC §34090	

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Finance / General Accounting	AS-018	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	AS-019	Investment Reports / Treasurer's Reports	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; GC§ 34090
Finance / General Accounting	AS-020	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			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
Finance / General Accounting	AS-021	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / General Accounting	AS-022	Private Land Developer Trust Accounts / Deposit Balances	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	AS-023	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Finance / General Accounting	AS-024	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	AS-025	W-9s	Minimum 5 years		Minimum 5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
HUMAN RESOURCES											
Human Resources	AS-026	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years			Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	AS-027	Compensation Surveys & Studies	Minimum 3 years		Minimum 3 years			Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090

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Human Resources	AS-028	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years			Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Human Resources	AS-029	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated			Mag Ppr		Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	AS-030	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years			Mag Ppr		Department preference; D.O.T. Requires 5 years for positive tests, 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, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	AS-031	Employment Verifications	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the "Regular Course of Business" GC §§34090, 6252, 6254(a)
Human Resources	AS-032	Fire Dept. Employee Background File - SUCCESSFUL	Separation + 6 years		Separation + 6 years			Mag, Mfr, OD, Ppr	S / I	Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113

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Human Resources	AS-033	Fire Dept. Employee Background File - UNSUCCESSFUL, NON-SELECTS, DISQUALIFIED	10 years		10 years			Mag, Ppr		Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Human Resources	AS-034	I-9s	Separation + 3 years		Separation + 3 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 34090
Human Resources	AS-035	Job Descriptions / Classification Specifications	Minimum 3 years		Minimum 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	AS-036	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	5 years	10 years			Mag, Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Human Resources	AS-037	OSHA Logs - 200, 300, 301, 301A	5 years		5 years			Ppr		Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources	AS-038	Personnel Files - Employee File Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oath of Disaster Workers / Oaths of Office, PAFs, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer			Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Human Resources	AS-039	Personnel Files - Medical / Background File (all employees) Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
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Human Resources	AS-040	Police Dept. Internal Affairs Investigations - Department Investigations	Final Disposition + 5 years		Final Disposition + 5 years			Mag, Ppr		State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Human Resources	AS-041	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Eligible Lists, etc.)	Hiring Decision + 3 years		Hiring Decision + 3 years			Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090
Human Resources	AS-042	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	AS-043	Workers Compensation Claim Runs / Monthly Reports	5 years		5 years			Mag Ppr		Meets auditing standards; GC §34090
Human Resources	AS-044	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
PAYROLL										

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Finance / Payroll	AS-045	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Finance / Payroll	AS-046	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	P	P		Mag, Ppr			Department Preference; GC §34090
Finance / 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, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	AS-048	Deferred Compensation (457, 401A) Reports, Registers	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	AS-049	Payroll Benefit Files / Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	Separation + 2 years	3 years	Separation + 5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	AS-050	Payroll Journals	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	AS-051	Payroll Quarterly Reports (Earnings by Employee)	2 years	8 years	10 years		Mag, Ppr			Department preference; GC §34090

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Finance / Payroll	AS-052	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	2 years	3 years	5 years		Mag, Ppr		Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	AS-053	W-2's	10 years		10 years		Mag, Ppr		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
Finance / Payroll	AS-054	W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, Ppr		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
UTILITY BILLING									

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Finance / Utility Billing	AS-055	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	AS-056	Bankruptcies - Where a claim is filed	10 years		10 years			Mag, Ppr		Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Utility Billing	AS-057	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	10 years		10 years			Mag, Ppr		Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Utility Billing	AS-058	Deposits (Walk-ins)	Refund + 2 years		Refund + 2 years			Mag, Ppr		Department preference; GC §34090 et seq.
Finance / Utility Billing	AS-059	Low Income Seniors / Permanent Disabled Exemptions	Termination of Exemption + 5 years		Termination of Exemption + 5 years			Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Utility Billing	AS-060	Reports - Billing Categories by Department, Daily Transactions Balancing, Proof Reports, Payments & Adjustments, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference (Drafts - the database is the original); GC §34090
Finance / Utility Billing	AS-061	Returned Checks / NSF Checks	5 years		5 years			Mag, Ppr		Department Preference; Meets auditing standards; GC §34090
Finance / Utility Billing	AS-062	Transient Occupancy Tax Exemptions / Utility Users Tax Exemptions	Termination of Exemption + 5 years		Termination of Exemption + 5 years			Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Utility Billing	AS-063	Utility Billing / Meter Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

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Finance / Utility Billing	AS-064	Utility Users Tax Files - All Companies	5 years		5 years			Mag, Ppr		Department preference; Meets auditing standards; GC §34090 et seq.

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Lead Dept.	CC-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		2 years			Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	CC-002	Agenda Packets: City Council, Public Facilities Corporation, Redevelopment	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference; GC §34090

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City Clerk	CC-003	<p>Agreements & Contracts - ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: CITY CLERK

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
City Clerk	CC-004	<p>Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - <u>NOT IMAGED</u>)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr		<p>Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)</p>
City Clerk	CC-005	Bid Files: Copy of RFP and all bids / proposals received	2 years		2 years		Mag, Ppr		The RFP and successful proposal are retained by the Lead Department in their Agreement / Contract project file; GC §34090
City Clerk	CC-006	Board & Commission / Committee Rosters (Maddy Act)	2 years		2 years		Mag, Ppr		GC §34090

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City Clerk	CC-007	Board & Commission Recruitments: Applications, correspondence, notices, etc.	2 years		2 years			Mag, Ppr		GC §34090
City Clerk	CC-008	Bonds: Labor & Materials, Performance Bonds, Subdivision Bonds, Letters of Credit	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit			Mag, Ppr		Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
City Clerk	CC-009	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P			Mag, Mfr, OD, Ppr	S	Yes: After 2 years Paper must be retained for at least 2 years; GC §81009(b) and (g)
City Clerk	CC-010	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years			Mag, Mfr, OD, Ppr	S	Yes: After 2 years Paper must be retained for at least 2 years; GC §81009(b) and (g)
City Clerk	CC-011	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years			Mag, Ppr		Paper must be retained for at least 2 years; GC §81009(b) and (g)

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City Clerk	CC-013	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c) and (g)
City Clerk	CC-014	Certificates of Election	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference; GC §34090
City Clerk	CC-015	Claims	Resolution + 5 years		Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)
City Clerk	CC-016	Community Enrichment Grants	5 years		5 years		Mag, Ppr			Department preference; Meets Municipal Government Auditing Standards (funded from City's General Fund); GC §34090
City Clerk	CC-017	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-018	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)

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City Clerk	CC-019	Elections - CANDIDATE FILE - SUCCESSFUL CANDIDATES (Nomination Papers, Candidate Statement, Form 700, etc.)		8 years	8 years			Mag, Mfr, OD, Ppr		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
City Clerk	CC-020	Elections - CANDIDATE FILE - UNSUCCESSFUL CANDIDATES (Nomination Papers, Candidate Statement, Form 700, etc.)		5 years	5 years			Mag, Mfr, OD, Ppr		Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-021	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years			Mag, Ppr		GC §34090

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City Clerk	CC-022	Elections - HISTORY Files (Sample Ballot, Results)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference; GC §34090
City Clerk	CC-023	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 mo.		Results or Final Examination if No Election + 8 mo.		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, 17400
City Clerk	CC-024	Ethics Training Certificates	5 years		5 years		Mag, Ppr			GC §§12946, 29 USC 1113
City Clerk	CC-025	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; FPPC Opinion; 2 CCR 18944(c)(3)(G)
City Manager	CC-026	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)
City Clerk	CC-027	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009e
City Clerk	CC-028	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-029	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-030	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18705.5; GC §34090; GC §81009(e)

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City Clerk	CC-031	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P			Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-032	Index to Records	Superseded		Superseded			Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	CC-033	Insurance Certificates - Miscellaneous (can't be matched to a Contract)	11 years		11 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference (most certificates are filed with the Agreement or Contract); GC §34090
City Clerk	CC-034	Insurance Policies (City-owned policies)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference; GC §34090
City Clerk	CC-035	Minutes: City Council, Public Facilities Corporation, Redevelopment	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-036	Municipal Code Administration , Distribution, etc.	When No Longer Required		When No Longer Required			Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-037	Oath of Office: City Council, Planning Commission, Employees	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Clerk	CC-038	Ordinances	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-039	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum) (Except Police)	2 years		2 years			Mag, Ppr			GC §34090
City Clerk	CC-040	Recordings - Audio of City Council Meetings	Minimum 2 years		Minimum 2 years			Mag, OD			Department Preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-041	Recordings Video of City Council Meetings	Minimum 2 years		Minimum 2 years			Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-042	Records Destruction Authorization Forms	10 years		10 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-043	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
City Clerk	CC-044	Resolutions: City Council, Public Facilities Corporation, Redevelopment	P		P			Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Manager	CM-001	City Council Correspondence	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090	
City Manager	CM-002	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	Minimum 2 years		Minimum 2 years			Mag, Ppr		Department Preference; GC §34090	
City Manager	CM-003	Lawsuits / Litigation	Resolution + 5 years		Resolution + 5 years	Yes: Until Settlement		Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)
City Manager	CM-004	Projects, Programs, Subject & Issues / Economic Development (Issues and/or projects will vary over time - e.g. Hotels, Cable TV, Developments, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues		Mag, Ppr			Department Preference; GC §34090
City Manager, Planning & Public Works	CM-005	Redevelopment Plans	P		P			Mag, Ppr			Department Preference; GC §34090
City Manager, Planning & Public Works	CM-006	Redevelopment Projects	P		P			Mag, Ppr			Department Preference; GC §34090
City Manager	CM-007	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required			Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
ADMINISTRATION										
Fire / Admin.	FR-001	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	GC §34090
Fire / Admin.	FR-002	EOC Activations & Drills	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Fire / Admin.	FR-003	Fire Incident RMS Database (Fire House)	Indefinite		Indefinite	Yes	Mag, Ppr			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-004	ISO Insurance Ratings	15 years		15 years		Mag, Ppr			Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-005	Monthly Statistical Report / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-006	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-007	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
City Clerk	FR-008	Requests for Fire Incident Reports and Fire Investigation Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Fire / Admin.	FR-009	Ride-A-Long Waivers	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition					Destroy Paper after Imaged & QC'd	Comments / Reference	
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<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Admin.	FR-010	Strike Team Reimbursement (OES / FEMA)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Fire / Admin.	FR-011	Training Database / Log (Target)	Indefinite		Indefinite		Mag, Ppr			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-012	Training File (by employee)	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; 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 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090
FIRE MARSHAL / FIRE PREVENTION										
Fire / Fire Marshal & Fire Prevention	FR-013	Fire Code Permits / Special Event Permits / Fire Works Permits / Explosives Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years	Yes: Before Event	Mag, Ppr			CFC §§ 104.6 – 104.6.4
Fire / Fire Marshal & Fire Prevention	FR-014	Fire Inspections / Business Inspection Files / Occupancy Inspections / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years		Life of the Structure or Activity, or Minimum 5 years		Mag, Ppr			Required for the Life of the Structure or Activity, or Minimum 5 years CFC §§ 104.6 – 104.6.4
Fire / Fire Marshal & Fire Prevention	FR-015	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference
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<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-016	Fire Investigations - OTHER Than Arson & Capital Crimes Only	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years			Mag, Ppr		Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-017	Public Information / Education (when produced internally)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-018	Weed Abatement / Vegetation Abatement	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition						Destroy Paper after Imaged & QC'd	Comments / Reference
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OPERATIONS / SUPPRESSION										
Fire / Ops	FR-019	Apparatus & Equipment Records & Testing	Surplus + 2 years		Surplus + 2 years			Mag, Ppr		Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Ops	FR-020	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event		Mag, Ppr		Preliminary drafts; GC §34090 et seq.
Lead Dept.	FR-021	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Ppr		GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Information Technology	IT-001	Backups - DAILY (Monday - Thursday)	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.
Information Technology	IT-002	Backups - WEEKLY		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.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.		Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	Video Recordings (Doors, Hallways, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		When No Longer Required		Mag		Does not record regular ongoing operations of the City; GC §34090.6(a)
Information Technology	IT-005	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); GC 60200, 12168.7, EVC 1550, CCR 22620 et seq..

RECORDS RETENTION SCHEDULE: PLANNING & BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
BUILDING										
Building	BL-001	Address Files / Building Permits (Includes Mobile Home Parks)	Life of the Structure		Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, H&S §19850
Building	BL-002	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-003	Building Plans - Cancelled or Withdrawn	Upon Expiration, Cancellation or Withdrawal		Upon Expiration, Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Building	BL-004	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES OTHER THAN SITE PLANS	180 days		180 days	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Plans for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: PLANNING & BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Building	BL-005	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES SITE PLANS ONLY	Life of the Structure		Life of the Structure	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Site Plans Only for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	BL-006	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	Life of the Structure		Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	BL-007	Building Standards Advisory & Appeals Board AGENDAS & AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: PLANNING & BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Building	BL-008	Building Standards Advisory & Appeals Board MINUTES, RESOLUTIONS & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Building	BL-009	Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	BL-010	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Building	BL-011	Reports: Building Activity	Minimum 5 years		Minimum 5 years		Mag, Ppr			Department Preference; GC §34090
Building	BL-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Building	BL-013	Smoke Detector Permits	Life of the Structure		Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	BL-014	Uniform Building Codes / California Building Codes	When Superseded		When Superseded		Mag, Ppr			GC §50022.6
PLANNING										
Planning	PL-001	Address Assignments	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING & BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-002	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records)
Planning	PL-003	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-004	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Planning	PL-005	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	Superseded by a New Project		Superseded by a New Project		Mag, Mfr, OD, Ppr	S	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
Planning	PL-006	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-007	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Planning	PL-008	Historic Preservation Evaluations and Designations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING & BUILDING

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Planning	PL-009	Home Occupation Permits	Termination of Use - Minimum 2 years		Termination of Use - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090	
Planning	PL-010	Master Plans, Specific Plans, Bikeway Plans, Street Master Plans, etc.	P			P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-011	Materials Boards	When No Longer Required			When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-012	Planning Commission AGENDAS	Minimum 2 years			Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Planning	PL-013	Planning Commission, Other Boards & Commissions AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years			Minimum 2 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-014	Planning Commission, Other Boards & Commissions BYLAWS	Superseded + 2 years			Superseded + 2years		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090

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Planning	PL-015	Planning Commission, Other Boards & Commissions MINUTES & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Planning	PL-016	Planning Commission, Other Boards & Commissions VIDEO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Minimum 2 years		Tape (Mag)			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-017	Planning Project Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Planning	PL-018	Planning Project Files / Coastal Permit Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	Minimum 5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7

RECORDS RETENTION SCHEDULE: PLANNING & BUILDING

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Planning	PL-019	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
City Manager, Planning & Public Works	PL-020	Redevelopment Plans	P		P		Mag, Ppr			Department Preference; GC §34090
City Manager, Planning & Public Works	PL-021	Redevelopment Projects	P		P		Mag, Ppr			Department Preference; GC §34090
Planning	PL-022	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Planning	PL-023	Temporary Entitlements / Temporary Permits (Approved & Unapproved): Special Events, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Planning	PL-024	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

RECORDS RETENTION SCHEDULE: PLANNING & BUILDING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Planning	PL-025	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

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CHIEF / ADMINISTRATION										
Police / Chief / Admin.	PD-001	Background File - Police Dept. Employees & Volunteers (SUCCESSFUL)	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Consistent with retention for Personnel Files in Human Resources; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Police / Chief / Admin.	PD-002	Background File - Police Dept. Employees & Volunteers (UNSUCCESSFUL)	10 years		10 years		Mag, Ppr			Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Police / Chief / Admin.	PD-003	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Chief / Admin.	PD-004	Internal Affairs Investigations - Individual Officers / Complaints Against Officers (May include criminal acts, moral turpitude, complaints generated from a citizen)	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / Chief / Admin.	PD-005	Pitchess Motions	2 years		2 years		Mag, Ppr			GC §34090
Police / Chief / Admin.	PD-006	Pursuit Critiques	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.

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Police / Chief / Admin.	PD-007	Taxi Inspections	2 years		2 years			Mag, Ppr		GC §34090
Police / Chief / Admin.	PD-008	Training Files (By Employee)	Separation + 6 years		Separation + 6 years	Before Separation		Mag, Ppr		Ensure records kept in Department files comply with City policy ; GC §34090.7
Police / Chief / Admin.	PD-009	Use of Force Review	Incident + 5 years		Incident + 5 years			Mag, Ppr		Department preference; GC §§12946, 34090
CAD / DISPATCH										
Police / Commun.	PD-010	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	180 days		180 days			Mag		Department Preference (consortium standard); Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
CODE ENFORCEMENT										
Police / Code Enforce.	PD-011	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters) Liens, Release of Liens	P		P	Yes: Until Resolution		Mag, Ppr		GC §34090(a)
Police / Code Enforce.	PD-012	Code Enforcement / Abatement Case Files / Vehicle Abatement (Includes appeals and Code Enforcement Complaint Letters) Excludes Liens	Minimum 2 years		Minimum 2 years	Yes: Until Resolution		Mag, Ppr		Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090

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Police / Code Enforce.	PD-013	Code Enforcement Committee (All records)	2 years		2 years		Mag, Ppr			GC §34090
Police / Code Enforce.	PD-014	Code Enforcement Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
PATROL & INVESTIGATIONS										
Police / Patrol & Investigat.	PD-015	Informant Files	Minimum 5 years		Minimum 5 years		Mag, Ppr			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Patrol & Investigat.	PD-016	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		No Longer than 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Patrol & Investigat.	PD-017	Investigation Files and Arrest Files	Transfer to Records		Transfer to Records		Mag, Ppr			Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.

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Police / Patrol & Investigat.	PD-018	Special Events / Ops Plan	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
Police / Patrol & Investigat.	PD-019	Traffic Control: Radar Calibration Records	2 years		2 years		Mag, Ppr			GC §34090 et seq.
PROPERTY & EVIDENCE										
Police / Property & Evidence	PD-020	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-021	Forfeiture Notification	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-022	Gun and Narcotics Destruction Log (Documents related to)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-023	Lost & Found Property (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-024	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P		P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Property & Evidence	PD-025	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Follows the Retention of the Evidence, Minimum 2 years		Mag			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.

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Police / Property & Evidence	PD-026	Officer Recordings: Body-Worn Cameras - that are NOT evidence	Minimum 60 days		Minimum 60 days		Mag		PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Property & Evidence	PD-027	Officer Recordings: Mobile Audio Video (MAV) Recordings - that are NOT evidence	1 year		1 year		Mag		Those segments of videos that are determined to be evidence are retained as evidence; GC §34090.6 et seq.
Police / Property & Evidence	PD-028	Property Auctions	2 years		2 years		Mag, Ppr		GC §34090
RECORDS									
Police / Records	PD-029	Arrest Disposition Log	2 years		2 years		Mag, Ppr		GC §34090
Police / Records	PD-030	Citations - Moving Violations, Marijuana	2 years		2 years		Mag, Ppr		GC §34090
Police / Records	PD-031	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr		Filed on line with the State; GC §34090
Police / Records	PD-032	Field Investigation Cards (FI's) - After Entry into RMS	After Entry Into RMS		After Entry into RMS		Mag, Ppr		Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-033	NCIC Validation	2 years		2 years		Mag, Ppr		GC §34090
Police / Records	PD-034	Patrol Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr		GC §34090 et seq.
Police / Records	PD-035	Pawn Slips	2 years		2 years		Mag, Ppr		Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090

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Police / Records	PD-036	POLICE REPORTS / INCIDENT REPORTS: ALL FELONIES & MISDEMEANORS, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, etc.	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-037	POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Child Abuse / Felony DNA (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-038	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)

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Police / Records	PD-039	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	PC§ 11108(b); GC§ 34090
Police / Records	PD-040	POLICE REPORTS / INCIDENT REPORTS: Juvenile Child Abuse or Severe Neglect	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
Police / Records	PD-041	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-042	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090

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Police / Records	PD-043	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-044	POLICE REPORTS / INCIDENT REPORTS: Missing Persons (Returned)	Until CLETS Entry No Longer Exists - Minimum 2 years		Until CLETS Entry No Longer Exists - Minimum 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records	PD-045	POLICE REPORTS / INCIDENT REPORTS: Sealed Adult, Juvenile and Ward Cases - Except those with Except Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-046	Police RMS Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-047	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090

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Police / Records	PD-048	Registrants: Arson - Adults	5 years	P	P Age 25 or Sealing Date + 5 years 5 years P P or Sealing Date + 5 years (or Court Order) 2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7	
Police / Records	PD-049	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years					Mag, Mfr, OD, Ppr	S/M/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 / Records	PD-050	Registrants: Narcotic	5 years					Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records	PD-051	Registrants: Sex Offenders - Adults	P					Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq.
Police / Records	PD-052	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)					Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §290 et seq.; W&I §781;
Police / Records	PD-053	Subpoenas (ALL Personal Appearance - Fire and Police Personnel)	2 years					Mag, Ppr			GC §34090
TEMPORARY HOLDING FACILITY											
Police / Temp. Holding Facility	PD-054	Logs: Arrestees, Detainees, Booking, etc.	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.	

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Police / Temp. Holding Facility	PD-055	Temporary Holding Facility Videos	When No Longer Required		When No Longer Required			Mag		Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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ADMINISTRATION										
Public Works / Admin.	PW-001	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Admin.	PW-002	Conservation Program Grants & Rebates	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference - meets auditing standards; GC §34090
Public Works / Admin.	PW-003	Encroachment Permits: Temporary (Applications to Cal Trans for Work done in State Highways)	Expiration + 2 years		Expiration + 2 years	Yes: Until Completion	Mag, Ppr			Department Preference; GC §34090
Public Works / Admin.	PW-004	Hazardous Materials Business Plans (HMBP)	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Admin.	PW-005	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (City has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works / Admin.	PW-006	OSHA Inspections & Citations	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Public Works / Admin.	PW-007	Underground Service Alerts (USA's) - Our Locate and Marks Only	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d), 34090
Public Works / Admin.	PW-008	Variances / Exemptions	Expiration + 5 years		Expiration + 5 years		Mag Ppr			Department Preference; 40 CFR 141.33(b)(3)

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Public Works / Admin.	PW-009	Violations & Corrections	Correction + 3 years		Correction + 3 years			Mag Ppr		Department Preference; 40 CFR 141.33(b)(3)
ENGINEERING										
Public Works / Engineering	PW-010	Aerial Maps	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr	S / I	No Department Preference; GC §34090
Public Works / Engineering	PW-011	Benchmarks	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Department Preference; GC §34090
Public Works / Engineering	PW-012	Capital Improvement Projects (CIP): <u>Administration File</u> Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, etc.	Upon Completion	1 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, Ppr		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 §337 et. seq., GC §34090

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Public Works / Engineering	PW-013	Capital Improvement Projects (CIP): Permanent File Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Engineering	PW-014	Correspondence - Regulatory Agencies Not Related to a CIP (State & Federal Agencies, EPA, Health Department, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Engineering	PW-015	Deeds, Easements, Liens, Rights of Way Send all originals to the City Clerk	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-016	Design & Construction Standards - Authored by the City	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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Public Works / Engineering	PW-017	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	PW-018	Encroachment Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Final / Completion + 2 years		Final / Completion + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering	PW-019	Encroachments - Permanent (Permanent structures in the City's Right of Way)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-020	Engineering Studies / Surveys - Preliminary Studies / Project Assessments	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-021	Geotechnical and Soil Reports; Hydrology Reports (Authored on behalf of the City)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-022	NPDES / Stormwater Monitoring and Inspection	3 years		3 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.

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Public Works / Engineering	PW-023	NPDES / Stormwater Permits	Superseded + 3 years		Superseded + 3 years					Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Engineering	PW-024	Permits: Tree Removal	2 years		2 years					GC §34090
Building	PW-025	Plan Checks for Building Permits	When No Longer Required		When No Longer Required					Preliminary drafts; GC §34090 et seq.
Public Works / Engineering	PW-026	Private Land Development Projects / Job Files: Administration File Construction Inspections, Correspondence, Photos, etc. <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts,. TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed				Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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Public Works / Engineering	PW-027	Private Land Development Projects / Job Files: <u>Permanent Files</u> Drainage, Driveway, Grading Plans, Rights of Way, Soil Reports, Stormwater, Private Lab Verifications, Testing Lab Final Reports, etc. Dedications, Easements, Abandonments (City Clerk is OFR) <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-028	Prop 218 Proceedings (fee increases): Proceedings, Protest Letters, etc.	2 years		2 years		Mag, Ppr			GC §53753(e)(2)
City Manager, Planning & Public Works	PW-029	Redevelopment Plans	P		P		Mag, Ppr			Department Preference; GC §34090
City Manager, Planning & Public Works	PW-030	Redevelopment Projects	P		P		Mag, Ppr			Department Preference; GC §34090

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Public Works / Engineering	PW-031	Site Clearance / Soil Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-032	Traffic Counts	15 years		15 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering	PW-033	Traffic Speed Surveys	15 years		15 years		Mag Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	PW-034	Transportation Master Plans / Traffic Master Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-035	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090
Public Works / Engineering	PW-036	Underground Storage Tanks (City-owned) Location, Removal, Soil Remediation	P		P		Mag, Ppr			Department Preference (required for the Life of the Tank); 23 CCR 2712(b); H&S §25284.24(l); GC §34090
FLEET MANAGEMENT										
Lead Dept.	PW-037	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090; 3 CCR 1234(3)

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Public Works / Fleet	PW-038	Used Oil Disposal	3 years		3 years			Mag, Ppr		22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Fleet	PW-039	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Fleet	PW-040	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal			Mag, Ppr		Department Preference; GC §34090
PARK / BUILDING / TREES & STREETS / SEWER / STORM DRAINS / SIDEWALK										
Public Works / Maint.	PW-041	Aboveground Petroleum Storage Tanks (City Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090

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Public Works / Maint.	PW-042	Call Out Logs / Storm Call Out Logs	5 years		5 years		Mag, Ppr			Department preference (used for FEMA / OES reimbursements & NPDES compliance); GC §34090
Public Works / Maint.	PW-043	Complaints	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Water	PW-044	Fire Hydrant Flow / Pressure Tests (Development or Maintenance)	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Maint.	PW-045	Generator Operation Logs (for fixed / stationary generators) / Inspections	2 years		2 years		Mag, Ppr			Department Preference (2 years is required by AQMD); GC §34090
Lead Dept.	PW-046	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Maint.	PW-047	Playground Inspections	2 years		2 years		Ppr			GC §34090
Public Works / Maint.	PW-048	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Public Works / Maint.	PW-049	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d), 34090
Public Works / Water	PW-050	Water Main Break Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Water	PW-051	Water Pressure Readings / Hydrant Flushes	5 years		5 years		Mag Ppr			Meets Health Department Regulations; GC §34090

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Division Providing Service / Work	PW-052	Work Orders / Service Requests (Excel)	5 years		5 years			Mag Ppr		City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
WASTEWATER										
Public Works / Wastewater	PW-053	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	3 years		3 years			Mag, Ppr		Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater	PW-054	Planning and Scheduling	When No Longer Required		When No Longer Required			Mag, Ppr		GC §34090
Public Works / Wastewater	PW-055	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes		Mag		Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Wastewater	PW-056	Sewage Sludge Removal	5 years		5 years			Mag, Ppr		5 years for sewage sludge and removal; 3 years for NPDES; 40 CFR 122.41(j)(2); 40 CFR 122.41(j)(2) & 40 CFR 141.33(b)
Public Works / Wastewater	PW-057	Sewer System Management Plans (SSMP) and Audits	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090

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Public Works / Wastewater	PW-058	Water Quality - Lab Reports & Chains of Custody: Wastewater / Recycled Water	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a)
Division Providing Service / Work	PW-059	Work Orders / Service Requests (Excel)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
WATER / POTABLE WATER										
Public Works / Water	PW-060	Call Out Logs / Storm Call Out Logs	5 years		5 years		Mag, Ppr			Department preference (used for FEMA / OES reimbursements); GC §34090
Public Works / Water	PW-061	Generator Operation Logs (for fixed / stationary generators) / Inspections	3 years		3 years		Mag, Ppr			Department Preference (2 years is required by AQMD); GC §34090
Public Works / Water	PW-062	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Water	PW-063	Operations Reports - Annual	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-064	Operations Reports - Monthly	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Preliminary drafts; GC §34090
Lead Dept.	PW-065	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090; 3 CCR 1234(3)

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Public Works / Water	PW-066	Regulatory Agency Compliance - Correspondence, Supporting Documentation (DPH, EPA, etc.)	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Public Works / Water	PW-067	Sanitary Surveys of Water System	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; 40 CFR 141.33(c)
Public Works / Water	PW-068	SCADA Database / Historian	Indefinite		Indefinite	Yes	Mag				Data Fields / Records are interrelated; GC §34090
Public Works / Water	PW-069	Water Production Reports	5 years		5 years		Mag, Ppr				Department Preference; GC §34090
Public Works / Water	PW-070	Water Quality - Lab Reports & Chains of Custody: Bacteriological and Organics	10 years		10 years		Mag, Mfr, OD, Ppr	S / I		Yes - After QC & OD	Department Preference; 40 CFR 141.33(a)
Public Works / Water	PW-071	Water Quality - Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I		Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a)
Public Works / Water	PW-072	Water Quality - Lab Reports & Chains of Custody: Lead & Copper	12 years		12 years		Mag, Mfr, OD, Ppr	S / I		Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 40 CFR 141.91
Public Works / Water	PW-073	Water Quality Reports / Consumer Confidence Reports	P		P		Mag, Mfr, OD, Ppr	S		Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-074	Water Rates (Drafts, Copies)	When No Longer Required		When No Longer Required		Mag, Ppr				Department Preference; GC §34090 et. seq.

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Public Works / Water & City Clerk	PW-075	Water Rights (Send final contracts and agreements to City Clerk)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090 et seq.
PW / Water	PW-076	Wells: History & Operations (Includes Abandoned or Destroyed Wells)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090 et seq.
Division Providing Service / Work	PW-077	Work Orders / Service Requests (Excel)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

RECORDS RETENTION SCHEDULE: RECREATION SERVICES

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Recreation Services	REC-001	Activity / Special Programs / Special Event Files & Reports Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §34090	
Recreation Services	REC-002	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required			Mag, Ppr		Department Preference (Transitory record not retained in the ordinary course of business); GC §34090	
Recreation Services	REC-003	Facility Use Rental Contracts / Field Use Contracts	2 years		2 years	Yes: Before Event		Mag, Ppr		GC §34090	
Staffing Dept.	REC-004	Pool Committee AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)	
Staffing Dept.	REC-005	Pool Committee MINUTES, RESOLUTIONS & BYLAWS	P		P	Yes		Mag, Mfr, OD, Ppr	S	No	GC §34090
Recreation Services	REC-006	Recreation Database (Active Net)	Indefinite		Indefinite			Mag			Department Preference; data is interrelated; GC §34090

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Recreation Services	REC-007	Registration Forms / Reservation Forms / Campgrounds & Classes / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years			Ppr		GC §34090
Recreation Services	REC-008	Season Brochures / Recreation Brochures	2 years		2 years			Mag, Ppr		Department Preference; GC §34090
Recreation Services	REC-009	Special Event Permits & Programs	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years			Mag, Ppr		Department preference; GC §34090
Recreation Services	REC-010	Swimming Pools Ph Levels, Chemical Additions (Chlorine or Muriatic Acid)	5 years		5 years			Mag, Ppr		Department preference; GC §34090
Recreation Services	REC-011	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Inactive / Separation + 3 years			Ppr		Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: RECREATION SERVICES

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Recreation Services	REC-012	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		3 years			Ppr		Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Recreation Services	REC-013	Waivers of Liability	2 years		2 years			Mag, Ppr		GC §34090