

EXHIBIT "A"

CITY OF FORT BRAGG

RECORDS RETENTION SCHEDULE



Adopted by City Council Resolution _____ -
2015 on April 27, 2015

CITY OF FORT BRAGG
RECORDS RETENTION SCHEDULE
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RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT

ADMINISTRATION

Audit
Community Services
Elections
General Subject
Grants
Human Resources
Information Services
Legal/Legislative
City Clerk
Policies & Procedures
Public Information
Public Financing Authority
Risk Management

DEVELOPMENT

Administration
Building
Code Enforcement
Engineering
Environmental Quality
Housing
Municipal Facilities
Planning
Property
Redevelopment

FINANCE

Accounting
Administrative Services
Fixed Assets
License
Payroll
Purchasing
Reports
Treasurer

PUBLIC SAFETY

Emergency Management
Hazardous Materials
Health & Welfare
Law Enforcement
 Administration
 Office of the Chief
 Field Operations
 Support Operations

PUBLIC WORKS

Parks
Sanitation/Solid Waste/Wastewater
Streets/Alleys
Utilities
Water

TRANSPORTATION

Administration
Ground Transportation

LEGEND

Records Retention

AC = Active

AU = Audit

CU = Current Year

E = Election

P = Permanent

T = Termination

AD = Adoption

**CL = Closed/Completion/
Final Disposition**

DOB = Date of Birth

L = Life

S = Supersede

CITATIONS

B&P – Business and Professions

CAC – California Administrative Code

CCP – Code of Civil Procedure

CCR – Code of California Regulations

**CEQA – California Environmental Quality
Act**

CFR – Code of Federal Regulations

EC – Election Code

FMLA – Family & Medical Leave Act, 1993

GC – Government Code

H&S – Health & Safety

HUD – Housing and Urban Development

OFR – Office of Record

OSHA – Occupational Safety & Health Act

PC – Penal Code

**POST – Police Officers Standards
Training**

UFC – Uniform Fire Code

USC – United States Code

WIC – Welfare & Institutions Code

ADMINISTRATION

Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Report	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 2	GC34090; OMB A-128	Documentation created and or received in connection with an audit hearing or review
Reports	AU + 4	GC34090; OMB A-128	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report
COMMUNITY SERVICES			
Plaques	P		Historic value
ELECTIONS			
Ballots Prop. 218 (Assessment Districts)	P	California Constitution Art. XIII	Property related fees (Assessment Ballot proceeding)
Calendar	E + 2	GC 34090	
Candidate Statements	E + 4		
Certificates of Election	T + 4	GC 81009(a) (d)	Certificates of election; Original reports and statements
Fair Political Practices			
Administration/ Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC81009(b) (g)	FPPC Filings
Campaign disclosure, Not Elected	E + 5	GC81009(b)	FPPC Filings
Campaign disclosure - Unsuccessful (all other committees)	E + 7	GC81009	FPPC Filings
Statement of economic interest - Elected Officials	T + 7	GC 81009(e)	FPPC Filings

Record Series	Retention	Citation	Descriptor
Statement of economic interest - Not Elected	E + 5	GC 81009(b)	FPPC Filings
History	P	GC 34090	History of elections, sample ballots, certificates of destruction, other resolutions re: elections
Lobbyist Registration	P	EC 81009(b)	Statements
Nomination Papers Successful Unsuccessful	E + 4 E + 2	EC 17100 GC 81009(b)	
Notifications and Publications	E + 2	GC 34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected Officials
Petitions	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8	From date of filing or election; Initiative, referendum, recall
GENERAL SUBJECT			
Administration	P	GC 34090	
Biographies	CU + 2	GC34090	
Classifications and Appointments	P	GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4	Includes supplemental Personnel records. Wage rate tables 2 years.
Correspondence/ Originating Department	CU + 2	GC34090(d)	If not attached to agreement or project file
Goals & Objectives	CU + 2	GC34090	Departmental goals & objectives
Policies & Procedures, Departmental	S + 5	GC34090(d)	Retain while current
Promotional Marketing			
External	CU + 7		
Internal	CU + 2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Special Projects	CU + 2	GC34090	
Support Services	CU + 2	GC34090	Reproduction; printing; postal/mailing services, other internal resources
Travel Records	CU + 2	GC34090	

Record Series	Retention	Citation	Descriptor
GRANTS			
Community Development Block Grant and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42;	Applications, reports, contracts, supporting documents *OMB Cir. A-102, A-110, A-128
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled
HUMAN RESOURCES			
Benefit Plan Claims	P	GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174*	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113`
Benefit Plan Enrollment, Denied	CL + 4	GC34090; OMB A-128	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC34090	General employee information including benefit plans
Employee Programs	CL + 2	GC34090; GC12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC12946; 29 CFR 1602; 29 USC 211(e); 203(m); 207(g)	May include arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly Employees	T + 6	GC12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant		Immigration Reform/ Control Act 1986 Pub. L 99-603	I-9's
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR; 1910.20*	May include Family leave; certifications; tests; W-4's *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CL + 7	GC12946; CA91009; 8 USC1324(a)	
Negotiation	P	29 USC Sections 211(c), 203(m), 207(g)	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements

Record Series	Retention	Citation	Descriptor
Non-Safety Employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090*	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; pre-employee medicals; fingerprints; identification cards (IDs) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Personnel Records (copies)	CU + 2	GC34090; GC6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 3	Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3	Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 5	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; *	Police, employees may include; Release Authorizations; Certifications; Reassignments; outside employment; commendations; disciplinary actions; terminations; Oaths of Office; evaluations; pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a)
Surveys and Studies	CU + 2	GC12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14	Includes classification, wage rates
Training Records Non-Safety	CU + 7	GC6250 et seq	Employee applications, volunteer program training, class training materials, internships;
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers internal and external training
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC34090	Annual mileage reimbursement rates

Record Series	Retention	Citation	Descriptor
INFORMATION SERVICES			
Internet, World Wide Web	S + 2	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/Software Inventory logs; systems manuals
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans
Program Files and Directories	CU + 2 CU + 2 mos. CU + 1 CU + .5	GC34090; GC34090.7	Annual backup Daily backup Monthly backup Weekly backup
Tapes Information Systems	CU + 2	GC34090	System Generation
LEGAL/ LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda Reports (Master, Subject Files)	CU + 2	GC34090(d)	Documentation received, created and/or submitted to Council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case Log	CL + 7	CCP 337.2; 343	From Close of cases listed; Chronological listing of cases
Case Records - (High Profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CO + 7	42 USC s1983	Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)
Contracts and Agreements Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; PU7685; 48 CFR:2; GC53066	Includes leases, equipment, services or supplies *
Incl. Capital Improvement	P	2.08.110;GC3 7090(a); 4004; H&S 19850	Construction

Record Series	Retention	Citation	Descriptor
Index, Attorney Case	L	GC6254	Including notations on activities related to case
Legal Advertising	CU + 4	CCP 343, 349 et seq.; GC 911.2; GC 34090	Includes public notices, legal publications
Logs, Attorney Service Request	CU + 2	GC34090	Service request, summaries of monthly requests
Minutes	P	GC34090(d) ; GC36814; GC40801	Official minutes and hearing proceedings of governing body or board, commission or committee
Notices, Meeting	CU + 2	GC 34090.7, 54960.1(c)(1)	Special meetings
Opinions	S + 2	GC34090; GC6254	Confidential
Ordinances	P	GC34090(d) 40806	Municipal code
Petitions	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090(d) 40801	Legislative actions
Tapes, Audio/Video	CU + 3 mos.	GC 34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC34090	Original documentation
Inventory, Records	CU + 2	GC34090; 80 OPS Atty. Gen. 106	Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.
Municipal Code	P	GC34090	Supplements included
Public Records Request	CL + 2	GC34090	
Records Management	CL + 2	GC34090	Document includes retrieval, transfers - inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	CCP 343	
POLICIES/ PROCEDURES			
General Administrative	S + 2	GC34090; 40801	All city policies and procedures
Policy, Council/ Proclamations	S + 2	GC34090	Policies, directives rendered by Council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC34090	

Record Series	Retention	Citation	Descriptor
Financial Records	P	GC34090, 40802, 53901	
Management Reports	CU + 2	GC34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 2	GC34090	
Calendar, City	CU + 2	GC34090	
Media Relations	CU + 2	GC34090	Includes cable, newspaper, radio, message boards, presentations and press releases
RISK MANAGEMENT			
Accident Reports - City Assets	CL + 7	29 CFR 1904.2; 29,*	Reports and related records * CFR 1904.6
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring city property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 1904.2; 29 CFR 1904.6	Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreement	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/ MOUs/agreement/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS -working files - originals with Administrator
Photographs, Negatives, Film	CL + 2	GC34090	
Risk Management Reports	CL + 5	OMB 12200029; 29 CFR1904.4; GC 34090	Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claim Files, Reports, Incidents (working files) originals filed with Administrator

DEVELOPMENT

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 2	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
Bonds Development	CL + 10	CCP 337.5	Housing; Industrial Development
Security	CL + 2	GC34090	Documentation created and/or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work
Code Books	P	GC34090(e)	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 2	GC34090(d)	Current listing
Correspondence	CU + 2	GC34090(d)	Working documentation
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Standards	P	GC34090(a)	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090(d)	Does not include those usually filed with case or project
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements *CCP 337.2, 343; AC16023
General Subject Files	CU + 2	GC34090(d)	Internal working files including correspondence
Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	S + 2	GC34090(d)	Historic structures & landmarks
Incident Files	CU + 2	GC34090(d)	Emergency Call Outs
Land Uses, nonconforming	P	GC34090(a)	Building or site usage which does not conform to current standards
Logs	CU + 5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility
Maps & Plats	P	GC34090(a)	Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc.

Record Series	Retention	Citation	Descriptor
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Permits, Construction	P	GC34090(a); H&S19850; 4003; 4004	Plans, building, signs, grading, encroachment, including blueprints and specifications
Permits, Other	CL + 2	GC34090(d)	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 2	GC34090(d)	Aerial photographs
Projects, Not Completed or Denied	CL + 2	GC34090(d)	Building, engineering, planning
Reports	CU + 2	GC34090	Activity, periodic
Seismic Retrofit Program	P	GC34090(a)	Includes Certificates of Compliance
Street Names and House Numbers	P	GC34090(a)	Street dedications, closings, address assignment/changes
Studies, Special Projects & Areas	CL + 2	GC34090(d)	Engineering, joint powers, noise, transportation
Surveys	P	GC34090(a)	Recording data and maps
BUILDING			
Blueprints, Specifications	CL + 2	GC34090(d)	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090(a)	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090(a); 4003; 4004; H&S 19850, 19853	New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 2	GC34090(d)	Correspondence, fees, appeal requests, reports
Permits	P	GC34090(a); H&S 19850; 4003;4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 2	GC34090(d)	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned Vehicles	CL + 2	GC34090(d)	
Case Files	CL + 2	GC34090(d)	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & Releases, Supporting Recorded	CL + 2 P	GC34090	Utilities, abatement, licenses
Logs	CU + 2	GC34090(d)	Lien recovery, citations, complaints
Regulations	S + 2	GC34090(d)	Includes rules
Reports, Federal and State	P	GC34090(a)	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 2	GC34090(d)	Supporting code enforcement activity

Record Series	Retention	Citation	Descriptor
ENGINEERING			
Capital Improvement Projects	CL + 10	CC337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction Tracking, Daily	P	CC337.15	Assesses value of real property
Drawings, Traffic Control Plan	P	GC34090(a)	Signs, signing & striping, road construction
Flood Control	CL + 2	GC34090(d)	Storm Drains
Special Districts	P	GC34090(a)	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/ Vacation)	Permanent	GC34090	Relinquishment of rights and fee title
Traffic Signals	CL + 2	GC34090(d)	Counts, collisions, accidents
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090(a)	Documents abatement projects, public buildings
California Environmental Quality Act (CEQA)	P	GC34090(a) + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090(d)	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090(d)	Correspondence, consultants, issues, conservation
Pest Control	CU + 2	GC34090(d)	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090(d)	Analysis, construction recommendations
Soil Reports	P	GC34090(d)	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets	P	GC 34090, 40802, 53901	Includes annual audit
Bond Issues	P	GC43900 et seq.	

Record Series	Retention	Citation	Descriptor
MUNICIPAL FACILITY			
Capital Improvements, Construction	P	2.083110; GC34090a; 4004; H&S 19850; GC34090a	Contains records re: planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 2	GC34090	Permits, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 2	GC34090(d)	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning and Zoning	P	GC34909(a); H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Certificates	L	GC34090	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103 *	* GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090(a)	Buildings, condemnation, demolition
Acquisition/ Disposition	CL + 10	GC34090(a); GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City
Annexation Case Files	P	GC34090(a)	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090(a) *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA110
Maps, City Boundary	P	GC34090(d)	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	
Relocation Files	CL + 2	GC34090	e.g., Redevelopment

FINANCE

Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC34090	
Applications	CL + 2	GC34090	Utility connections, disconnects, registers, service
Assessment Districts	P	GC34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	AU + 2	GC34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 5	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090; CCP 337	
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC34090.7	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 651(F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bid sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports
Bingo	CU + 2	GC34090	

Record Series	Retention	Citation	Descriptor
PAYROLL			
Adjustments	AU + 4	GC34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2*	Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d)
PERS Employee Deduction Reports	T + 4	GC34090; CAC 221085-2	Record of deductions (<i>PERS Public Employee Retirement System</i>) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 4 AU + 5 CU + 2	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC34090	
Deferred Compensation	T + 5	GC34090; 26 CFR 160011*	Records of employee contributions and city payments *29 CFR 1627.3(2)
Federal and State Tax	AU + 4	GC34090; 29USC 436 *	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 2	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC 43900 et seq.	Financing authority

Record Series	Retention	Citation	Descriptor
Bonds			
Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
EMERGENCY MANAGEMENT			
Mutual Aid, Strategic Plans	S + 2	GC34090	
HAZARDOUS MATERIALS			
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, Hazardous Materials Storage	CU + 2	GC34090	Departments consistently recommend permanent retention of environmentally sensitive materials.
Programs, Household Hazardous Waste	S + 2	GC34090	
Training Materials	S + 2	Cal Code *	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation	P CU + 2	GC34090(a) GC34090	Documents re: storage Location, installation, removal, remediation
LAW ENFORCEMENT			
ADMINISTRATION			
Administrative Files	CU + 2	GC34090	
Background Files – Employees	T + 7	GC34090	Retained for administrative value
Background Files – Unsuccessful Applicants	CL + 3	29CFR1672.3(a)(5) & (6); 8CCR11040 .7(c); GC12946, 34090	Eligibility Lists are 1 year and can be extended 1 year; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2-3 years
Background Files – Volunteers and Reservists	T + 3	GC34090	Retained for administrative value
Personnel Orders Log (Reassignments)	CU + 5	GC34090	Consistent with work schedules
Training Courses: Firearms and Field	T + 5	29CFR1672.3(b)(ii); CCR3204(d) (1) et seq.; GC12946, 34090	Claims can be made for 30 years for toxic substance exposure; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection or discharge; State Law requires 2 —3 years
Unmarked Vehicle (DMV) Files (sold) (Vehicle Maintenance History)	Until no longer required	GC34090	

Record Series	Retention	Citation	Descriptor
OFFICE OF THE CHIEF			
Concealed Weapons Permits (CCW)	T + 2	GC12070 et seq	DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years
Formal Inquiries	CL + 5	EVC1045; GC12946, 34090; PC801.5, 803(c), 832.5; VC2547	All State and 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
Grievances	CL + 5	GC12946; 29 CFR; 1602; 29 USC 211; (e); 203(m); 207(g)	Upon disposition, transfer to Human Resources; Human Resources is OFR; All State and Federal laws require retention until final disposition of formal complaint; State requires 5 years after action is taken.
Internal Investigations: Officer-Involved Shootings / Shooting Review	CL + 25	GC34090	Consistent with IA and proposed Statewide Guidelines.
Internal Investigations: Both Sustained and Not Sustained (No Action)	CL + 5	EVC1045; GC12946, 34090; PC801.5, 803(c), 832.5; VC2547	All State and 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
Meeting Agendas & Agenda Reports: Public Safety Committee	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Committee; Documentation received, created and/or submitted to Committee
Meeting Minutes: Community Liaisons (Staff/Neighborhood/Partnerships)	CU + 2	GC34090	This does not include Public Safety Committee Minutes (see below)
Meeting Minutes: Public Safety Committee	P	GC34090(d) GC36814; GC40801	Official minutes and hearing proceedings of Committee
FIELD OPERATIONS			
Meeting Minutes: Community Liaisons (Staff/Neighborhood/Partnerships)	CU + 2	GC34090	This does not include Public Safety Committee Minutes (see above)
Subpoena Card File (tracks subpoenas received)	CU + 2	GC34090	
SWAT After Action Reports / Operational Plans	P	GC34090	Department Preference

Record Series	Retention	Citation	Descriptor
Taxi Permits	T + 2	GC34090	
Work Schedules	CU+5	29CFR516.6 (1), 29CFR 1602.14; GC34090	Department Preference; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; Time sheets are required for 2 years
SUPPORT OPERATIONS			
Alcohol Beverage Application Files	CU + 2	GC34090	Administrative Value
Cash Receipt Books	CU + 1	GC34090.7	Department Preference; Finance retains originals
Citations: Misdemeanor Traffic or Criminal	CU + 2	GC34090; PC802	Statute of Limitations is up to 2 years; Also see Crime Reports
Crime Reports: Bodies – Natural Death	CU + 2	PC187, 800 et seq.	Department Preference
Crime Reports: "Detention Only" Retainable Arrests	CU + 2	H&S11361.5; GC34090; PC802, 187, 800 et seq.	Provided there are no outstanding warrants, deaths, and it is not classified under PC800 & 290 and H&S11850; Statute of Limitations is 2 years; Destroy juvenile marijuana after age 18
Crime Reports: Felonies Except Homicide, Juvenile, Child Abuse, & Sexual Assault	CU + 10	PC187, 800 et seq.	Provided that there are no outstanding warrants, deaths, and it is not classified under PC §800 & 290 and H&S §11850, Statute of Limitations is up to 6 years; Other Cities show 3-10 years
Crime Reports: Felonies Reduced to Misdemeanor, Unsolved Rape, Unallocated Missing Persons, and Fatal Accidents	P	PC187, 800 et seq.	Department Preference
Crime Reports: Homicide, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault and Neglect, Misuse of Public Funds, Train-wrecking, Treason, Suicide (Crimes subject to Death Penalty or without Statute of Limitations)	P	PC 261, 286, 288, 288a, 288.5, 289, 289.5, and 799	No Limitation on commencement of action
Crime Reports: Misdemeanors, Traffic Collisions / Non-Fatal Accidents, Incidents, Marijuana Less Than 28.5 Grams	CU + 3	H&S11361.5; GC34090, PC802, 187, 800 et seq.	Provided there are no outstanding warrants, deaths, and it is not class. under PC800 & 290 and H&S11850; Statute of Limitations is 2 years; Destroy juvenile marijuana after age 18

Record Series	Retention	Citation	Descriptor
Crime Reports: Sealed Juvenile Cases	Sealing date + 5	CP340.1; GC34090; WIC781(d)	Statute of Limitations runs up to age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years
Crime Reports: Stolen Vehicles, No Convictions	Until Recovered (Min. 3 yrs)	PC187, 800 et seq.	Department Preference
Crime Statistics: Annual	P	GC34090	Historical Value
Crime Statistics: Periodic (Monthly, Bimonthly, etc.)	CU + 2	GC34090	
Daily Crime Report Number Log: Case Numbers	CU + 10	GC34090	Administrative Preference
Department of Justice Purge Notifications	When No Longer Required	GC34090	Non-records
Department of Justice Validation Lists	CU + 2	GC34090	Information received by DOJ
Dispatch Tapes (CAD)	100 days	GC34090, 34090.6	
Dissemination Records (Computerized); List of Agencies that have Received Information	CU + 3	PC11078; CCR707(c)	Attorney General's Determination
Drug Registrants	CU + 5	GC34090; H&S11590	Non-records used for investigations, originals retained by DOJ
Extradition Files, Out of State	CU + 3	GC34090	Administrative Value
False Alarm Reports	CU + 2	GC34090	
Field Interrogation Cards	6 months	GC34090 et seq.	Notes destroyed in the regular course of business
Found Property Reports – See Lost and Found Reports			
Guns: Dealers Record of Sale	CU + 6	PC12070	
Injury / Overdose / Attempted Suicide Reports NOT Resulting in Death	CU + 2	GC34090	
Lost and Found Reports	CU + 2	CP338(c); 340(4); 341(a); GC34090	If artifact over \$10,000, artifact is permanent – Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year)
Marijuana Citations or Reports (less than 28.5 grams)	CU + 2	GC34090; H&S11361.5	

Record Series	Retention	Citation	Descriptor
Message Establishments & Technicians: Background Checks	T + 2	GC34090	Expiration of License + 2 years
Mental Cases	CU + 2	GC34090	Except Multiple Entry and Last Entry is Less Than 2 years
Mental Cases (with 72 Hour Holds)	CU + 5	GC34090	
Missing Person & Runaway Reports (Cleared)	CU + 2	GC34090	Also see Crime Reports
Missing Person Reports (Unsolved)	P	GC34090	Department Preference; Also see Crime Reports
Parking Citations	CU + 2	GC34090	
Pawn Slips	90 days	GC34090	Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years
Polygraph Reports	Criminal Report Retention		Takes retention period for the criminal report which applies
Press Releases	CU + 2	GC34090	
Property Packaging Report	Criminal Report Retention	CP340(4); GC34090	Statute of Limitations is 1 year for property seized by officers
Public Assist and Other Non-Criminal Police Contact Reports	CU + 2	GC34090	Also see Crime Reports
Rape Cases (Unsolved)	CU + 10	GC34090	Also see Crime Reports
Restraining Orders	CU + 2	GC34090	Department Preference; Non-records (Superior Court if OFR)
Ride-a-Long Applications	CU + 2	GC34090	
Runaway Juvenile Reports (Excluding Those Not Located)	CU + 2	GC34090	Also see Crime Reports
Sealed Criminal Records	Sealing Date + 5 Years	W&I 781(d)	Wards of the Court and Juveniles
Sex Offender Registrations	P	PC290 et seq; W&I 781	If released from CAY, records are destroyed after age 25 or sealing pursuant to W&I §781
Stored / Impounded Vehicle Reports			See Crime Reports – Misdemeanors
Suspect Fingerprint Cards	P	GC34090 et seq.	Department Preference; Transmitted to DOJ
Suspicious Circumstances, Person and Vehicle Reports	CU + 2	GC34090	Also see Crime Reports
Taxi Permits	T + 2	GC34090	
Teletype Roster of Criminal Offender Record Information Requests	CU + 3	PC11078; CCR707(c)	Attorney General's Determination
Traffic Accident Reports	CU + 3	GC34090;	Actions against drivers must be brought in 3 years

Record Series	Retention	Citation	Descriptor
(Not fatal)		VC2547	
Traffic Collisions – Fatal	P	PC187, 800 et seq.	Department Preference
Traffic Information Reports	CU + 2	GC34090	
Vehicles, Stored or Impounded	CU + 2	GC34090; VC10650(c)	State law requires only 1 year from storage; Seized Property limitation is 1 year
Weapons, Lost / Stolen, Serialized, If No Activity From Date of Report and CLETS Purge	Until Found	GC34090	Department Preference

PUBLIC WORKS

Record Series	Retention	Citation	Descriptor
PARKS			
Grants (<i>refer to Admin.</i>)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance/ Operations	C + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
			[do not have a park board]
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
SANITATION/ SOLID WASTE/ WASTEWATER			
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator Operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, Septic Tank	P	GC34090	Location maps
Rates	CU + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 2	GC34090	
STREETS/ALLEYS			
Abandonment/ Vacations	P	GC34090	
Closures	P	GC34090	
Easements, Dedications, Rights-of-Way	P	GC34090	
Field Books	P	GC34090	

Record Series	Retention	Citation	Descriptor
Grants (see Admin.)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/ Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	Copies
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 2	GC34090	
Reports/Studies	CL + 2	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 2	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 2	GC34090	
Parking	CL + 2	GC34090	Residential
Paving	CL + 2	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes Special Events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 2	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	
Speed Limits	S + 2	GC34090	
Programs			
Federal Aid Urban	CL +	23 CFR 633 (a) & (c)	
Traffic Safety	S + 2	GC34090	Drivers Education, Pedestrian Safety, Bicycle Lanes
Reports			
Inspection	CU + 2	GC34090	Includes intersection, sidewalks.
Studies	CL + 2	GC34090	Traffic volume, accident history, requests, statistics, drawings supporting traffic devices

Record Series	Retention	Citation	Descriptor
Traffic Count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle Accident	CL + 2	GC34090	
Signage	L + 2	GC34090	Log books, index register cards, inventory lists, records of traffic signs
Traffic Signals	L		Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance.
UTILITIES			
Facilities	T + 2	GC34090	If city owned
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies/ Procedures	S + 2	GC34090	Rules and Regulations
Reports/ Studies	CL + 2	GC34090	
Grants <i>(see Admin.)</i>			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance and Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	Copies
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports

Record Series	Retention	Citation	Descriptor
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state or federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge Monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality.
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary Surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & copper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances, Water System	CU + 5	40 CFR 141.33	
Well Level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Tests			
Bacteriological Analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content

Record Series	Retention	Citation	Descriptor
Chemical Analysis	CU + 10	40 CFR 141.33	Compliance records include location, date, method used and results; corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

TRANSPORTATION

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agreements	T + 4	CCP 337	Including concessionaire, slip rental, facility storage
Fueling	AU + 3	CCP 337	Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment Parts & Supplies	L + 2		Includes vehicles and related documents re repairs
Inventory, Vehicle Ownership and Title	L + 2		Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents
Licenses, Permits	CU + 2		Forms, related documentation re: licenses and permits required by federal and state agencies
Maintenance/ Operations	L + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report, Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Log books, request forms, lists
GROUND TRANSPORTATION			
Auto for Hire	T + 4	GC34090	License, permits for Taxicabs, shuttles, etc.