

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>										
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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>										
Finance	CW-001	Accounts Payable, Invoices, Proof of Bids, Petty Cash, Travel Reimbursement, Warrant Requests, etc. When 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-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, 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; GC §§34090, 54960.1(c)(1)
City Clerk	CW-003	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-004	Agreements & Contracts - ALL Originals	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Send all originals to the City Clerk; GC §34090.7

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Lead Dept.	CW-005	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	5 years or After Funding Agency Audit, if required, whichever is longer	Completion + 5 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., 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-006	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Insurance Certificates, 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; 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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Lead Dept.	CW-007	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-008	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-009	Bids: See Agreements & Contracts								
Staffing Dept.	CW-010	Board & Commission Applications & Recruitment (Successful and Unsuccessful)	2 years		2 years		Mag, Ppr			GC §34090
Staffing Dept.	CW-011	Boards, Commissions, & Committees: Ad-Hoc Subcommittees, Task Forces, Employees Staff Meetings / Department Staff Meetings	2 years		2 years		Mag, Ppr			GC §34090 et seq.
	CW-012	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records

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Finance	CW-013	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Lead Dept.	CW-014	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	5 years		5 years		Mag, Ppr			Only the Summary is sent to Finance; meets auditing standards; GC §34090
Division Providing Service / Work	CW-015	Citizen Requests / Government Outreach - CRM DATABASE (Customer Relationship Management Database)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	CW-016	Citizen Requests / Government Outreach - All Information Entered in CRM Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	CW-017	Citizen Requests / Government Outreach - NOT entered in CRM Database (or partial information entered into CRM Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090
Lead (Requesting) Dept.	CW-018	City Attorney Opinions	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; GC §34090

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City Clerk / Risk Management	CW-019	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-020	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 §34090
Human Resources	CW-021	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
	CW-022	Contracts: See Agreements								
Lead Dept.	CW-023	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-024	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

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Dept. that Authors Document or Receives the City's Original Document	CW-025	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, 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 . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; 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 of San Jose v. Superior Court (Smith). S218066. Supreme Court of California. 2017
Lead Dept.	CW-026	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department preference; meets auditing standards; GC §34090

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Lead Dept.	CW-027	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-028	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		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.
CD / Econ. Develop.	CW-029	Grants / CDBG / Reimbursable Claims	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Community Development / Economic Development maintains originals; GC §34090.7
Human Resources	CW-030	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
Lead Dept.	CW-031	Leave Slips / Time Off Requests	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090

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City Clerk / Risk Management OR City Attorney	CW-032	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Lead Dept.	CW-033	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-034	Minutes: City Council, Planning Commission, All Boards & Commissions	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
City Clerk	CW-035	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-036	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090

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Staffing Dept.	CW-037	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-038	Ordinances	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-039	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
Lead Dept.	CW-040	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline		Shred 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-041	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-042	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-043	Purchase Orders / Requisitions	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

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Lead Dept. (Who Ordered the Appraisal)	CW-044	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-045	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 QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	CW-046	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-047	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-048	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-049	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7

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	CW-050	Reference or Working Files: See Correspondence								
Lead Dept.	CW-051	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
Lead Dept.	CW-052	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-053	Resolutions	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-054	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-055	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; 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

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Finance / Payroll	CW-057	Time Cards / Time Sheets	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Lead Dept.	CW-058	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: CITY CLERK

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City Clerk	CC-001	Agenda Packets: City Council, Oversight Board, Redevelopment Agency, Successor Agency	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference; Includes final budget and final audit reports / CAFR; GC §34090
City Clerk	CC-002	Agreements & Contracts - ALL (INFRASTRUCTURE, JPAs, MOUs, FRANCHISES, SETTLEMENT AGREEMENTS) 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	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

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City Clerk	CC-003	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements) Examples of Non-Infrastructure: Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	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)
City Clerk	CC-004	Articles of Incorporation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-005	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		2 years		Mag, Ppr			GC §34090; 2 CCR 18702.5
City Clerk	CC-006	Board & Commission Applications - Noyo Harbor Commission, Library Advisory Board (Successful and Unsuccessful)	Minimum 2 years		Minimum 2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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>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 Clerk	CC-007	Bonds: CIP 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-008	City Clerk Filing System (if not identified elsewhere)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
City Clerk	CC-009	City Council, Board & Commission Historical List of Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	City Council and Mayor Correspondence	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	CC-011	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)
City Clerk	CC-012	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-013	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-014	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009e
City Clerk	CC-015	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-016	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e

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?	
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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-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED										
City Clerk	CC-018	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-019	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)&(g)
City Clerk	CC-020	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)&(g)
City Clerk	CC-021	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(f)&(g)
City Clerk	CC-022	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)&(g)

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>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 Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, 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-024	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, 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-025	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Minimum 2 years		Mag, Ppr			GC §34090

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>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 Clerk	CC-026	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results; Certificate of Election)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-027	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
(End of Elections Section)										
City Clerk	CC-028	Ethics Training Certificates / Harassment Prevention Training Certificates - City Council, Planning Commission, Management Team	5 years		5 years		Mag, Ppr			GC §53235.2(b)
City Clerk	CC-029	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-030	Insurance Certificates for City Vendors	11 years		11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Exceeds all statute of limitations; CCP §337; GC §34090
City Clerk	CC-031	Minutes: City Council, Planning Commission, Oversight Board, Redevelopment Agency, Successor Agency	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

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>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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City Clerk	CC-032	Oath of Office: City Council, Boards & Commission Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-033	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-034	Public Records Requests / Request for Records	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-035	Recorded Documents: Deeds, Easements, Rights of Way, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-036	Recordings - VIDEO / AUDIO - City Council, Oversight Board, Redevelopment Agency	Minimum 10 years		Minimum 10 years		Mag, OD			Department preference; Video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CC-037	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-038	Resolutions - City Council, Planning Commission, Oversight Board, Redevelopment Agency	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-039	RFP Files / Bid Files: Unsuccessful Bids or Unsuccessful Proposals, Noticing	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
City Clerk	CC-040	Subpoenas / Summons	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-041	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090
RISK MANAGEMENT										
City Clerk / Risk Manage.	CC-042	Accident, Incident, Injury reports, Public, where a claim is not filed	2 years		2 years		Mag, Ppr			GC §34090

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>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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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 / Risk Manage.	CC-043	City Property Damage Reports	Resolution + 5 years		Resolution + 5 years		Mag Ppr			Used to bill insurance companies, others; copies; GC §34090.7
City Clerk / Risk Manage.	CC-044	Claims / Liability Claims	Resolution + 5 years		Resolution + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §§ 911.2, 34090, 34090.6
City Clerk / Risk Manage.	CC-045	Insurance Policies (City Owned)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Clerk / Risk Manage. OR City Attorney	CC-046	Litigation / Lawsuits	Resolution + 5 years		Resolution + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §§ 911.2, 34090, 34090.6

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (In Storage)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for 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 Manager Correspondence (Interoffice, Citizens, Organizations, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	City Manager Weekly Updates	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-003	Management Team Agenda	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090
City Manager	CM-005	Speech Notes / Power Point Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CM-006	Travel / Conferences	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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?	
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BUILDING										
CD / Building	CD-001	Address Files / Building Permits	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
CD / Building	CD-002	Background Reports: Soil Reports, Geotechnical Reports, Botanical Reports, Traffic Reports, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
CD / Building	CD-003	Building Permit Approvals / Conditions of Approval from Planning, Public Works and Fire	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts GC §34090.7
CD / Building	CD-004	Building Permit Database (ImageFlow Lite)	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
CD / Building	CD-005	Building Plans - Cancelled, Expired or Withdrawn	Cancellation, Expiration or Withdrawal + 2 years		Cancellation, Expiration or Withdrawal + 2 years		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
CD / Building	CD-006	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS	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; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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CD / Building	CD-007	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES Except Site Plan & Floor Plan	Life of the Structure		Life of the Structure		Mag, Ppr			Department preference; State law requires plans need not be filed 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&SS§19850, GC §34090
CD / Building	CD-008	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force		Mag, Ppr			GC §50022.6
CD / Building	CD-009	Certificate of Occupancy (CofO)	P		P	Yes (all)	Mag, Ppr			Department Preference; GC §34090
CD / Building	CD-010	Energy Calculations / Title 24	When Permit is Finalled		When Permit is Finalled		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
CD / Building	CD-011	Reports: Building Activity	2 years		2 years		Mag, Ppr			GC §34090
CD / Building	CD-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090
CODE ENFORCEMENT										
CD / Code Enforcement	CD-013	Code Enforcement / Abatement Case Files / Substandard Buildings (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
ECONOMIC DEVELOPMENT										

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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CD / Econ. Develop.	CD-014	Business Recruitment and Retention	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
CD / Econ. Develop.	CD-015	Economic Development Projects / Programs / Prospect Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
CD / Econ. Develop.	CD-016	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090
CD / Econ. Develop.	CD-017	Grants - CDBG (SUCCESSFUL) Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	Notification of Close of HUD/HCD Contract + 5 years	Notification of Close of HUD/HCD Contract + 5 years		Mag, Ppr			Meets contract requirements and auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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?	
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CD / Econ. Develop.	CD-018	Grants - Other than CDBG (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, 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; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
CD / Econ. Develop.	CD-019	Redevelopment Long Range Property Management Plans, Oversight Plans	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
CD / Econ. Develop.	CD-020	Redevelopment Plans (Finals)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
CD / Econ. Develop.	CD-021	Redevelopment Projects & Project Areas (Ensure Deeds and Easements are given to the City Clerk)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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?	
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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>										
HOUSING										
CD / Housing	CD-022	Affordable Housing Loan Applications / First Time Home Buyers - Denied, Cancelled or Withdrawn (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, Ppr			GC §34090
CD / Housing	CD-023	Affordable Housing Projects (HOME, etc.) WITH a Recapture / Resale Restriction	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S	No	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42,
CD / Housing	CD-024	Affordable Housing Projects (NOT HOME FUNDED) WITHOUT a Recapture / Resale Restriction	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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>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>										
PLANNING										
CD / Planning	CD-025	ABC Applications / Alcoholic Beverage Control License Applications	When No Longer Required		When No Longer Required		Mag, Ppr			Not City records; GC §34090
CD / Planning	CD-026	Address File / Planning Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans) Examples: Conditional Use Permits (CUPs), Design Review, Parcel Maps, Planned Developments (PD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	Completion + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	=	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
CD / Planning	CD-027	Annexations / Boundaries / Consolidations / LAFCO	Completion	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
CD / Planning	CD-028	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
CD / Planning	CD-029	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		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

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CD / Planning	CD-030	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
CD / Planning	CD-031	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
CD / Planning	CD-032	Limited Term Permits / Temporary Use Permits / Temporary Encroachment Permits / Temporary Signs / Banner Permits / Fireworks Permits / Garage Sales / Yard Sales, etc. (Approved & Unapproved)	Minimum 2 years		Minimum 2 years	Yes: During Event	Mag, Ppr			Department preference; GC§§34090
CD / Planning	CD-033	Long Range Planning / Planning Studies	P		P		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
CD / Planning	CD-034	Master Plans, Specific Plans, Land Use Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CD / Planning	CD-035	Materials Boards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
CD / Planning	CD-036	Planning Commission AGENDAS & AGENDA PACKETS	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090

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City Clerk	CD-037	Planning Commission MINUTES & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Send originals to City Clerk; GC §34090.7
CD / Planning	CD-038	Planning Commission VIDEO / AUDIO RECORDINGS	10 years		10 years		Mag, OD			Department preference; Video tapes of meetings are required for 90 days; GC §34090.6
CD / Planning	CD-039	Pre-Applications / Preliminary Review File	When No Longer Required		When No Longer Required		Mag, Ppr			Content Not Substantive / Preliminary drafts; GC §34090 et seq.
CD / Planning	CD-040	Sign Approvals	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CD / Planning	CD-041	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
CD / Planning	CD-042	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
CD / Planning	CD-043	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE										
Finance	FIN-001	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; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance	FIN-002	Accounts Payable / Invoices and Backup / Request for Payments (Includes Invoices, Travel Expense Reimbursements, Transit Reimbursements, Direct Payment Vouchers, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090
Finance	FIN-003	Rate Studies (Sewer / Water Fees, etc.)	Superseded + 10 years		Superseded + 10 years		Mag, Ppr			Department preference; GC §34090
Finance	FIN-004	Accounts Receivable: Revenue - Our Invoices to Outside Entities, Transient Occupancy Tax (TOT), etc.	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance	FIN-005	Accounts Receivable: Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance	FIN-006	Audit Work Papers	2 years	3 years	5 years		Mag, Ppr			Preliminary drafts / content not substantive; GC §34090
Finance	FIN-007	Audits - Final / CAFR (Consolidated Annual Financial Report / Annual Financial Statements / Single Audits	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090

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Finance	FIN-008	Audits - Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; GC §34090
Finance	FIN-009	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-010	Bonds & Bond Sales - Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased	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); 26 CFR 1.6001-1(e): GC §43900 et seq.
Finance	FIN-011	Budgets - Final	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Finance	FIN-012	Budgets Work Papers	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Preliminary drafts; GC §34090

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Finance	FIN-013	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Ppr			May contain Fire District independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC § 34090
Finance	FIN-014	Deferred Compensation (City Statements)	2 years	3 years	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 - 7 years; GC §304090, 26 CFR 31.6001.1
Finance	FIN-015	Developer's Fee Accounts / Trust Accounts	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-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	FIN-017	FEMA / OES Claims / Reimbursements (includes all backup)	Payment + 5 years		Payment + 5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance	FIN-018	Financial Services Database (Springbrook)	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

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Finance	FIN-019	Fixed Assets (Spreadsheet)	Life of Equipment		Life of Equipment		Mag, Ppr			Department Preference (bond auditing purposes; IRS regulations state, "... <u>material records should generally</u> be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance	FIN-020	Investment Reports & Backup	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090
Finance	FIN-021	Investments: Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets)	Maturity + 5 years		Maturity + 5 years		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	FIN-022	Investments: Money Market Accounts / LAIF (Local Agency Investment Fund)	5 years		5 years		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	FIN-023	Journal Entries / Journal Vouchers / Budget Adjustments	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

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Finance	FIN-024	Purchase Orders	2 years	3 years	5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §34090
Finance	FIN-025	Reports, General Ledger, 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
Finance	FIN-026	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance	FIN-027	Returned Checks / NSF Checks	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance	FIN-028	W-9s	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090; 29 USC 436
FINANCE / CUSTOMER SERVICE / UTILITIES & BUSINESS LICENSE										
Finance / Customer Service / Business License	FIN-029	Adjustments / Lead Adjustments / Appeals to City Manager	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090 et seq.

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Finance / Customer Service / Business License	FIN-030	Applications for Service	Account Closed + Fully Paid		Account Closed + Fully Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Finance / Customer Service / Business License	FIN-031	Automatic Payment Authorizations / ACH	Account Closed + Fully Paid		Account Closed + Fully Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090 et seq.
Finance / Customer Service / Business License	FIN-032	Bankruptcies - ALL	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (account is closed and notes indicate bankruptcy); GC §34090
Finance / Customer Service / Business License	FIN-033	Business License & Permits - ALL , Including Applications and Renewals	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090 et seq.
Finance / Customer Service / Business License	FIN-034	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Ppr			May contain Fire District independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC § 34090

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Finance / Customer Service / Business License	FIN-035	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not City records; per bank agreement.
Finance / Customer Service / Business License	FIN-036	Collection Agency Statements / Write-Offs / Uncollectible Accounts	5 years		5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §34090
Finance / Customer Service / Business License	FIN-037	Payment Stubs (if not combined with Cash Register Backups)	When No Longer Required		When No Longer Required	Yes: While Active Issues	Mag, Ppr			District preference; GC §34090
Finance / Customer Service / Business License	FIN-038	Shut Off Lists / Turn Ons Turn Offs	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; GC §34090

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FINANCE / PAYROLL										
Finance / Payroll	FIN-039	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; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-040	Employee Payroll Files (includes W-4s)	Separation + 5 years		Separation + 5 years		Mag, Ppr			Department preference; Meets municipal government auditing standards; W-4s are required 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. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-041	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 5 years		Completion + 5 years		Mag, Ppr			Department Preference; GC §34090
Finance / Payroll	FIN-042	Payroll Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-043	Payroll Reports - Biweekly Reports	2 years	3 years	5 years		Mag, Ppr			Department preference for PERS buy-backs; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090

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Finance / Payroll	FIN-044	Retirement Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / Payroll	FIN-045	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; 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	FIN-046	W-2's	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-001	Benefit Plan Documents (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, 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; 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	HR-003	Compensation Surveys & Studies	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; 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
Human Resources	HR-004	Contracts for Investigators	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-005	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-006	DMV Pull Notices - Except for Police Department	When Superseded or Upon Separation		When Superseded or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-007	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

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>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>										
Human Resources	HR-008	Employee Investigations	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for 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 §§12946,
Human Resources	HR-009	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Minimum Superseded + 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
Human Resources	HR-010	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	Minimum 5 years		Minimum 5 years		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-011	OSHA Logs - 200, 300, 301, 301A	5 years		5 years		Mag, 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

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>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>										
Human Resources	HR-012	Personnel Files - Employee File Includes Application, Benefit Enrollment Forms, Ethics Certificates, Evaluations, Grievances, I-9s, Policies, Personnel Action Forms, Settlement Agreements, etc.	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	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; 53235.2(b); LC 1198.5; 26 CFR 31-6001-
Human Resources	HR-013	Personnel Files - Medical File / Benefit File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, FMLA, Psychological, Respirator Fit Tests, etc.	Separation + 1 year	29 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 QC & OD	Department preference, files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090; LC 1198.5
Human Resources	HR-014	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, etc.)	3 years		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 11013(c); GC §§12946, 34090
Human Resources	HR-015	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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>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>										
Human Resources	HR-016	Workers Compensation Claim Runs	5 years		5 years		Mag Ppr			Department preference (meets municipal government auditing standards); GC §34090
Human Resources	HR-017	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 1 year	29 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 QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

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>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	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; 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; Considered a copy and can be destroyed when no longer required; 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	UNALTERABLE MEDIA (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 34090, 12168.7, EVC 1550, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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>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>										
CHIEF / ADMINISTRATION										
Police / Chief / Admin.	PD-001	ABC Applications / Alcoholic Beverage Control License Applications	When No Longer Required		When No Longer Required		Mag, Ppr			Not City records
Police / Chief / Admin.	PD-002	Asset Forfeiture	5 years		5 years		Mag, Ppr			Department preference (meets auditing standards); GC §34090 et seq.
Police / Chief / Admin.	PD-003	Background File / Recruitment File Police Employees & Police Volunteers (SUCCESSFUL)	Separation + 7 years		Separation + 7 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 11013(c); GC §§12946, 34090
Police / Chief / Admin.	PD-004	Background File / Recruitment File - Police Employees & Police Volunteers (UNSUCCESSFUL)	3 years		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 11013(c); GC §§12946, 34090
Police / Chief / Admin.	PD-005	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Chief / Admin.	PD-006	DMV Pull Notices - Police Only	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Chief / Admin.	PD-007	Internal Affairs Investigations - Individual Officers / Complaints Against Officers - CIVILIAN or INTERNAL COMPLAINTS (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 Civilian'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-008	Pitchess Motions Notifications	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	PD-009	Press Releases	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Police / Chief / Admin.	PD-010	Regulatory Permits & Backgrounds (Solicitors, Massage, Taxi, etc.)	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief / Admin.	PD-011	Use of Force Review	Incident + 2 years		Incident + 2 years		Mag, Ppr			Department preference; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: POLICE

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?	
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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>										
INVESTIGATIONS										
Police / Investigat.	PD-012	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 / Investigat.	PD-013	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 / Investigat.	PD-014	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.
Police / Investigat.	PD-015	Narcotics Buy Fund Logs	2 years		2 years		Mag			GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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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>										
PATROL										
Police / Patrol	PD-016	Briefing Form: Vacation House Checks / Extra Patrol Requests, etc.	When No Longer Required		When No Longer Required		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-017	Canine (Police Service Dogs) Program Files / Training Files: Animal Files	Separation + 3 years		Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-018	Canine (Police Service Dogs) Program Files : Action Reports, Monthly Reports	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-019	PAS Device Calibration Logs	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-020	Range Qualifications	2 years		2 years		Mag, Ppr			GC §34090
Police / Patrol	PD-021	Ride-Along Waivers	2 years		2 years		Mag			GC §34090 et seq.
Police / Patrol	PD-022	Special Events / Ops Plans	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	PD-023	Traffic Control: Radar Calibration Records	2 years		2 years		Mag, Ppr			GC §34090 et seq.
PERSONNEL & TRAINING										
Human Resources	PD-024	Personnel Files (Department-level Files) Includes original disciplinary actions	Separation + 5 years		Separation + 5 years	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy; GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

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Police / Personnel & Training	PD-025	Training Bulletins	2 years		2 years		Mag, Ppr			GC §34090

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PROPERTY & EVIDENCE										
Police / Property & Evidence	PD-026	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-027	Forfeiture Notification	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-028	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-029	Lost & Found Property (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-030	Property & Evidence Logs	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-031	Property Auctions	2 years		2 years		Mag, Ppr			GC §34090
RECORDS										
Police / Records	PD-032	Citations & Notice to Appear - Parking, Marijuana, & Moving (Includes Voided and Warnings)	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Records	PD-033	CRIME REPORTS / INCIDENT REPORTS: BOLOS (Be on the Lookout for) issued by other agencies	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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(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?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Police / Records	PD-034	CRIME 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 3 years	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-035	CRIME REPORTS / INCIDENT REPORTS: Felonies with an Arrest, Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Child Abuse / Felony DNA / Fatal Collisions (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-036	CRIME REPORTS / INCIDENT REPORTS: Felonies without an Arrest, Wreck less Driving, DUIs	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	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; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	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?	
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Police / Records	PD-037	CRIME REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered - Minimum 2 years		Firearm Found or Recovered - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	PC§ 11108(b); GC§ 34090
Police / Records	PD-038	CRIME REPORTS / INCIDENT REPORTS: Miscellaneous Reports, Collision Reports (Not Fatal), Misdemeanors	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	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; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-039	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - 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 2 years	("Shall" Destroy); H&S §11361.5; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-040	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - 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 2 years	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-041	CRIME REPORTS / INCIDENT REPORTS: Missing Persons	Person Found or Recovered, Minimum 2 years		Person Found or Recovered, Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Per CLETS / DOJ requirements; GC §34090
Police / Records	PD-042	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §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, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Police / Records	PD-043	CRIME 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 3 years	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-044	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-045	Field Investigation Cards (FI's) - After Entry into RMS	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-046	Hearings: Parking Hearings, Tow Hearings	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-047	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-048	Officer Recordings: Body-Worn Camera Videos – LOGS of Access or Deletion of Data	P		P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Records	PD-049	Officer Recordings: Body-Worn Camera Videos - 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.

RECORDS RETENTION SCHEDULE: POLICE

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>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>										
Police / Records	PD-050	Officer Recordings: Body-Worn Camera Videos - that are NOT evidence	90 days		90 days		Mag			Department preference (should retain a minimum of 60 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records	PD-051	Officer Recordings: In-Car Mobile Audio Video (MAV) Recordings - that are NOT evidence	1 year		1 year		Mag			Department preference (consistent with Lexipol Section 422); Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings; GC §34090.6 et seq.
Police / Records	PD-052	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
Police / Records	PD-053	Police RMS Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-054	Registrants: Arson - Adults	5 years	P, or Death of Registrant	P, or Death of Registrant		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

RECORDS RETENTION SCHEDULE: POLICE

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>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>										
Police / Records	PD-055	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		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-056	Registrants: Narcotic	5 years		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-057	Registrants: Sex Offenders - Adults	P, or Death of Registrant		P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-058	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I 781
Police / Records	PD-059	Repossession Notices	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Police / Records	PD-060	Subpoenas (Police Personal Appearance or Duces Tecum)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-061	Subpoenas (Police Records)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-062	Video Recordings - Parks, Parking Lots, Public Areas	When No Longer Required		When No Longer Required		Mag			Does not record "regular and ongoing operations"; GC §34090.6

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(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?	
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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>										
Police / Records	PD-063	Video Recordings - Police Operations / Building Security	1 year		1 year		Mag			Records "regular and ongoing operations"; GC §34090.6
Police / Records	PD-064	Warrants (Recalled or Served)	2 years		2 years		Mag			Department preference;; GC §34090 et seq.
TEMPORARY HOLDING FACILITY										
Police / THF	PD-065	Daily Inspection Log, Juvenile Log	2 years		2 years		Mag, Ppr			GC §34090
Police / THF	PD-066	Monthly Counts, Official Counts	2 years		2 years		Mag, Ppr			GC §34090
Police / THF	PD-067	Video Recordings (Temporary Holding Facility)	1 year		1 year		Mag			GC §34090.6(a)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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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>										
ENGINEERING - CAPITAL PROJECTS										
Public Works / Engineering / Capital Projects	PW-001	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Meeting Minutes, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, 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
Public Works / Engineering / Capital Projects	PW-002	Capital Improvement Projects (CIP): Permanent File Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Hazardous Materials Plans, Photos, Soil Reports, Studies, Submittals, Surveys, 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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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?	
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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>										
Public Works / Engineering / Capital Projects	PW-003	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
ENGINEERING (PRIVATE DEVELOPMENT)										
Public Works / Engineering / Private Dev.	PW-004	Municipal Improvement District Formation / Assessment District Formation & Boundaries / Community Facilities District Projects Formation & Boundaries	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Private Dev.	PW-005	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering / Private Dev.	PW-006	Correspondence - Regulatory Agencies Not Related to a CIP (State & Federal Agencies, EPA, Health Department, etc.)	Minimum 10 years		Minimum 10 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 / Private Dev.	PW-007	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 / Private Dev.	PW-008	Encroachment Permits / Excavation Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, Wide Load Permits, etc.) Includes Insurance Certificates	Final / Completion + 2 years		Final / Completion + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering / Private Dev.	PW-009	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 / Private Dev.	PW-010	Engineering Studies / Surveys - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering / Private Dev.	PW-011	GIS Database / Geographic Information System Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Public Works / Engineering / Private Dev.	PW-012	Improvement Plans (Includes Grading)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering / Private Dev.	PW-013	Master Plans: Bikeway, Parking, Pavement, Transportation, etc.	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering / Private Dev.	PW-014	Parcel Maps / Tract Maps	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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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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	PW-015	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Public Works / Engineering / Private Dev.	PW-016	Private Development Projects / Job Files: <u>Administration File / Construction Inspection</u> Construction Inspections, Correspondence, Daily Logs, Inspector's Records, etc.	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			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
Public Works / Engineering / Private Dev.	PW-017	Private Development Projects / Job Files: <u>Permanent Files</u> Certificate of Acceptance / Approval, Dedications, Abandonments, Drainage, Driveway, Photos, Soil Reports, Stormwater, Private Lab Verifications, Testing Lab Final Reports, etc.	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
ENGINEERING - TRANSPORTATION										
Police	PW-018	Traffic Collision Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			copies; GC §34090.7
Public Works / Engineering / Transportation	PW-019	Traffic Committee	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC
Public Works / Engineering / Transportation	PW-020	Traffic Congestion Management Plans / Transportation Plans	10 years		10 years		Mag Ppr			Department preference; GC §34090

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Public Works / Engineering / Transportation	PW-021	Traffic Counts	10 years		10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering / Transportation	PW-022	Traffic Investigation Reports	10 years		10 years		Mag Ppr			GC §34090
Public Works / Engineering / Transportation	PW-023	Traffic Speed Surveys / Stop Sign Warrants	10 years		10 years		Mag Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
FACILITIES, BUILDINGS & PARKS										
Division Providing Service / Work	PW-024	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-025	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-026	Work Orders / Service Requests / "Dailies" - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090
FLEET MANAGEMENT										
Public Works / Fleet Management	PW-027	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090

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Lead Dept.	PW-028	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), OMB 1220-0029; GC §34090.7; LC §6429c
Public Works / Fleet Management	PW-029	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)
Public Works / Fleet Management	PW-030	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 Management	PW-031	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
NPDES / STORMWATER										
Public Works / NPDES / Stormwater	PW-032	Maintenance, Street Sweeping, Catch Basin Cleaning, etc.	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090

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Public Works / NPDES / Stormwater	PW-033	Stormwater: NPDES Monitoring Reports	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Public Works / NPDES / Stormwater	PW-034	Stormwater: NPDES Permits	P		P	Yes: Until Expiration	Mag, Ppr			Department Preference to conform with Statewide Guidelines; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
MAINTENANCE / STREETS / TREES										
Public Works / Maintenance	PW-035	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years		Mag, Ppr			AQMD Rule 1470; GC §34090
Public Works / Maintenance	PW-036	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Maintenance	PW-037	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Lead Dept.	PW-038	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), OMB 1220-0029; GC §34090.7; LC §6429c
Public Works / Maintenance	PW-039	Arborist Reports / Tree Assessments	10 years		10 years		Mag			Department preference; GC §34090

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Division Providing Service / Work	PW-040	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-041	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-042	Work Orders / Service Requests / "Dailies"- NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090
WASTEWATER / SEWER / WASTEWATER TREATMENT PLANT										
Public Works / Wastewater	PW-043	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets / Reading & Sludge Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	40 CFR 122.41(j)(2); GC §60200
Public Works / Wastewater	PW-044	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	Minimum 5 years		Minimum 5 years		Mag			Department Preference; GC §34090 et seq.
Public Works / Wastewater	PW-045	Complaints (written)	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Wastewater	PW-046	Confined Space Entries	2 years		2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Wastewater	PW-047	Correspondence - Regulatory Agencies	Minimum 10 years		Minimum 10 years	Yes: While Active Issues	Mag, Ppr			Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Wastewater	PW-048	FOG (Fats, Oil & Grease) / Pretreatment Annual / Quarterly 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-049	Laboratory / Lab Reports & Chains of Custody: Wastewater Plant Discharge / Outfall	P		P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Wastewater	PW-050	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department Preference WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Lead Dept.	PW-051	Regulatory Reports	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Wastewater	PW-052	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater	PW-053	SCADA Database / Historian	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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>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>										
Public Works / Wastewater	PW-054	Sewer System Management Plans (SSMP) and Audits	5 years		5 years		Mag Ppr			Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Lead Dept.	PW-055	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d); GC §34090
WATER (POTABLE WATER)										
Public Works / Water	PW-056	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	Applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container; GC §34090
Public Works / Water	PW-057	Backflow Test Results / Backflow Assembly Test Reports	3 years		3 years		Mag, Ppr			Department preference; 17 CCR 7605(f); GC §34090
Lead Depart.	PW-058	Confined Space Entries	3 years		3 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6); GC §34090
Public Works / Water	PW-059	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)	5 years		5 years		Mag, Ppr			Department preference; 5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)

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Lead Dept.	PW-060	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Water	PW-061	Fire Hydrant Flushes / Repairs	5 years		5 years		Mag, Ppr			Department Preference (placed in GIS); GC §34090
Public Works / Water	PW-062	Lab Reports & Chains of Custody: Bacteriological and Organics	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-063	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	Minimum 10 years		Minimum 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); 22 CCR §64692
Public Works / Water	PW-064	Lab Reports & Chains of Custody: Lead & Copper	Minimum 12 years		Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-065	Leaks, Repairs, Meter Changes	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Lead Dept.	PW-066	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Lead Dept.	PW-067	Regulatory Reports	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Water	PW-068	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Lead Dept.	PW-069	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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Public Works / Water	PW-070	Videos & Photos - Reservoirs, Tanks, etc.	10 years		10 years		Mag			Department preference; GC §34090
Public Works / Water	PW-071	Vulnerability Assessment	When Superseded Minimum 2 years		When Superseded - Minimum 2 years		Mag, Ppr			Confidential; GC §34090
Public Works / Water	PW-072	Water Permits & Addendums	P		P		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); 22 CCR §64692
Public Works / Water	PW-073	Water Production Reads / Reports (to State DPH & DWR)	5 years		5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-074	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		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); 22 CCR §64692
Public Works / Water	PW-075	Well Records (includes Destroyed or Abandoned Wells)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090