

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY WIDE</b>								
Admin. Services / Accounting	CW-001	Accounts Payable, Invoices, Petty Cash, Warrant Requests, Travel Reimbursements, etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Legis. & Info. Services / City Clerk	CW-003	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Legis. & Info. Services / City Clerk	CW-004	Agreements, Leases, MOUs, etc. <b>(Approved by the City Council)</b>  Agreement includes all contractual obligations  <i>(Specifications / Scope of Work, Notices of Completion, etc.)</i>	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All agreements, service agreements, and contracts approved by the City Council or City Manager are sent to the City Clerk; GC §34090.7

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Lead Dept.	CW-005	<p>Agreements &amp; Contracts: <b>ADMINISTRATIVE FILES - NOT funded by a grant</b></p> <p><b>Includes Agreements or Contracts approved by the Department Director or City Manager</b></p> <p>(Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, RFPs, Successful Proposals, etc.)</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-006	<p>Agreements &amp; Contracts: <b>ADMINISTRATIVE FILES - WITH grant funding</b></p> <p><b>Includes Agreements or Contracts approved by the Department Director</b></p> <p>(Copies of Invoices, Correspondence, Project Administration, Project Schedules, Certified Payrolls, Logs, Insurance Certificates, RFPs, Successful Proposals, etc.)</p>	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some Grant Funding Agencies require audits; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090, GC §8546.7

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Lead Dept.	CW-007	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the project file in the lead department and/or agreement or contract (City Clerk is OFR); GC §34090
Lead Dept.	CW-008	Appeals	The Retention of the Appealed Subject		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Lead Dept.	CW-008.2	Bid Summaries / Bid Logs / Proposal Summaries	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the project file in the lead department and/or agreement or contract (City Clerk is OFR); GC §34090
	CW-009	Bids: See Agreements & Contracts						
Staffing Dept.	CW-010	Boards and Committees: <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-011	Boards, Commissions, & Committees: <b>Citizens Advisory Bodies Formed by CITY COUNCIL</b>  <b>AGENDAS, AGENDA PACKETS.</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (only 2 years is required); Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

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Staffing Dept.	CW-012	Boards, Commissions, & Committees: <b>Citizens Advisory Bodies Formed by CITY COUNCIL</b>  <b>MINUTES &amp; BYLAWS</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Staffing Dept.	CW-013	Boards, Commissions, & Committees: <b>City Council Subcommittees Agendas, Minutes</b>  (Composed solely of less than a quorum of the City Council)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All recommendations are presented to the City Council; GC §34090 et seq.
	CW-014	Boards, Commissions, & Committees: <b>External Organizations</b>  (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
	CW-015	Boards, Commissions, & Committees: <b>Internal Employee Committees</b>  (Agendas, Minutes)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
		Brochures: See Reference Materials						
Admin. Services / Accounting	CW-016	Budgets - Finals	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

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Legis. & Info. Services / City Clerk	CW-017	Claims	Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City Clerk maintains originals; GC §§34090.7, 34090.6
Lead (Responding) Dept.	CW-018	Complaints / Concerns from Citizens (operational) - Excludes Police	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §340 et seq., 342; GC §34090
	CW-019	Contracts: See Agreements						
	CW-020	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-021	Correspondence - <b>ROUTINE</b> (Content relates in a substantive way to the conduct of the public's business)  (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Text Messages etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §34090;

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Dept. that Authors Document or Receives the City's Original Document	CW-022	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists, e-mail, e-comments, flyers invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, social media, staff videoconference chats, notes and recordings, undeliverable envelopes / returned mail, visitors logs, voice mails, etc.)	When No Longer Required		Mag, Ppr		Refer to the City's Administrative Policies.	Electronic and paper records are filed and <b>retained based upon their CONTENT</b> E-mails, electronic records, or social media postings where either the <b>Content relates in a substantive way to the conduct of the public's business</b> , or ARE made or retained for the purpose of preserving the informational content for future reference <b>are saved by printing them out and placing them in a file folder, or saving them electronically</b> . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-022.1	Department Subject Files	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-023	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705
Lead Dept.	CW-025	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Lead Dept.	CW-026	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), OMB Circular A-133; GC §34090, GC §8546.7
Admin. Services / Human Resources	CW-027	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
City Attorney	CW-028	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-029	Leave Slips	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary draft / transitory record; GC §34090, GC §6252

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Lead Dept.	CW-030	MSDS (Material Safety Data Sheets) / Safety Data Sheets (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years</b> ; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
Legis. & Info. Services / City Clerk	CW-031	Minutes - City Council or RDA	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by City Clerk Permanently; GC §34090.7
Legis. & Info. Services / City Clerk	CW-032	Municipal Code (these are copies)	Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-033	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-034	Notices: Public Hearing Notices and Proofs of Publications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
Legis. & Info. Services / City Clerk	CW-035	Ordinances - City Council	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by City Clerk Permanently; GC §34090
City Manager Human Resources	CW-036	Personnel Files Send all Originals to Human Resources	Upon Separation or Transfer, Shred	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7



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Lead Dept.	CW-037	Personnel Files ( <b>Supervisor's Notes</b> )	1 year (After Incorporation Evaluation)	Before Annual Performance Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-038	Personnel Work Schedules	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-038.5	Photographs, Videos of Events	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §34090
Lead Dept.	CW-039	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-040	Real Estate Appraisal Reports (Acquisition or Sale): Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-041	Real Estate Appraisal Reports (Acquisition or Sale): <b>Purchased or Sold</b> Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; GC §§34090 7928.705
Legis. & Info. Services / City Clerk	CW-042	Recorded Documents: Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7
Legis. & Info. Services / City Clerk	CW-043	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7

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Lead Dept.	CW-044	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by <b>YOUR DEPARTMENT</b> (League of California Cities, Chamber of Commerce, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-045	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
	CW-046	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
	CW-047	Reference or Working Files: See Correspondence						
Lead Dept.	CW-048	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-049	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Legis. & Info. Services / City Clerk	CW-050	Resolutions - City Council, RDA, Successor Agency, Oversight Board	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by City Clerk Permanently; GC §34090.7

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Lead Dept.	CW-051	Safety: OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Lead Dept.	CW-052	Special Event Permits	Expiration + 2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-053	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. Services / Payroll	CW-055	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by Payroll; GC §34090.7
Lead Dept.	CW-056	Training - ALL <b>COURSE</b> RECORDS  (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, & Safety training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention Training are 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), LC §6401.9(f),

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Lead Dept.	CW-057	Volunteer / Unpaid Intern / Recreation Volunteer Program Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§ 12960, 34090
Lead Dept.	CW-058	Volunteer / Unpaid Intern / Recreation Volunteer Program Applications & Agreements - <b>Unsuccessful or Pending Applicants</b>	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Accounts Payable, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ACCOUNTING</b>								
Admin. Services / Accounting	FIN-001	1099's / 1096's - DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090; 29 USC 436
Admin. Services / Accounting	FIN-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Admin. Services / Accounting	FIN-003	Accounts Receivable: Transient Occupancy Tax (TOT), Property Management, Damage to Public Property, Invoices to Outside Entities, Sales Tax, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Admin. Services / Accounting	FIN-004	CalPERS Reports / Retirement Reports / Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Accounting	FIN-005	Assessment Districts - Financial Documents	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Admin. Services / Accounting	FIN-006	Audit Reports / Annual Comprehensive Financial Report (ACFR) / General Ledger - and related Audit Opinions (City & RDA)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Admin. Services / Accounting	FIN-007	Audit Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (preliminary draft / content not substantive); GC §34090

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Accounts Payable, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Accounting	FIN-008	Bank Statements, Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Outstanding Check Lists, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, 26 CFR 1.6001-1
Admin. Services / Accounting	FIN-009	Bond Official Statements / Revenue Bonds / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.
Admin. Services / Accounting	FIN-010	Bonds: Employees & Officials (Dishonesty, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
Admin. Services / Accounting	FIN-011	Budgets - Adopted / Final	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, 40802, 53901
Admin. Services / Accounting	FIN-013	Business License Applications, Licenses and Renewals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090 et seq.
Admin. Services / Accounting	FIN-014	Cash Disbursement Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Accounting	FIN-015	Checks / Warrants (Cashed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Accounts Payable, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Accounting	FIN-016	Cost Allocation Plans	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Admin. Services / Accounting	FIN-016.2	Developer Trust Accounts / Deposit Accounts	Close + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Accounting	FIN-017	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(d), 1519; GC §34090
Admin. Services / Accounting	FIN-018	Financial Services <b>Database</b>	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Admin. Services / Accounting	FIN-019	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes permanent assets (for compliance with GASB 34); GC §34090
Admin. Services / Accounting	FIN-022	Investments / Arbitrage / Certificates of Deposit (CDs) / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Admin. Services / Accounting	FIN-023	Journal Entries / Journal Vouchers / Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Admin. Services / Accounting	FIN-024	Reports, Finance Reports created from Database: Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Proof & Merge Reports, etc. ( <b>MONTHLY OR PERIODIC</b> )	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Transitory records not retained in the ordinary course of business Financial system can re-create reports accurately; GC §34090

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Accounts Payable, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Accounting	FIN-025	Reports: Annual State or Federal: State Controller's Report, Statement of Indebtedness, Street Report, Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report); Housing Successor Agency Housing Assets Fund Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Admin. Services / Accounting	FIN-026	Revenue: Accounts Receivable: Daily Envelopes / Cash Receipts / Petty Cash / Revenue Daily Receipt Books, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090
Admin. Services / Accounting	FIN-027	Single Audits / Transportation Audits / PERS Audit, et.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Admin. Services / Accounting	FIN-028	Telecommunication Site Lease Financials  (City Clerk has the original Lease)	5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Admin. Services / Accounting	FIN-031	W-9s	Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Meets IRS auditing standards; GC §34090
<b>INFORMATION TECHNOLOGY</b>								
Admin. Services / Info. Tech.	IT-001	Backups Server Backups (ALL Disaster Recovery Computer Backups)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.



# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Accounts Payable, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Info. Tech.	IT-001.1	Enterprise System Catalogue (posted on-line)	When Superseded		Mag			GC §34090
Admin. Services / Info. Tech.	IT-001.2	Help Desk Database / Ticket Request Database	2 years		Mag			Data fields are inter-related; GC §34090
Admin. Services / Info. Tech.	IT-002	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Admin. Services / Info. Tech.	IT-003	Software Manuals / Installation Guides	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Admin. Services / Info. Tech.	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / <b>(WORM / DVD-r / CD r / Blue Ray-R)</b> that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
<b>PAYROLL &amp; EMPLOYEE FILES</b>								
Admin. Services / Human Resources	FIN-030.1	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Admin. Services / Payroll	FIN-031	DE-6 DE-9, DE-9C, DE-43, W-3, & 941 Forms - Quarterly Payroll Tax Returns / OASDI / DE-166, IRS 5500 Forms (Employee Benefit Plans)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Admin. Services / Payroll	FIN-032	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §34090, 26 CFR 16001.1

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Accounts Payable, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Payroll	FIN-033	Payroll Employee Files: Deduction Authorizations, Beneficiary Designations, Garnishments, etc.	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Transitory records not retained in the ordinary course of business; GC §34090
Admin. Services / Payroll	FIN-033.1	Payroll Direct Deposit Authorizations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin. Services / Payroll	FIN-034	Payroll Reports / Payroll Registers - All	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Transitory records not retained in the ordinary course of business Financial system can re-create reports accurately; GC §34090
Admin. Services / Payroll	FIN-035	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	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; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090
Admin. Services / Payroll	FIN-036	W-2s	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Admin. Services / Payroll	FIN-037.2	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1 GC §60201
<b>UTILITY BILLING</b>								
Admin. Services / Utility Billing	FIN-038	Daily Receipts, Cash Receipts, Overs and Shortages	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Consistent with Cash Receipts & Accounts Receivable; Copies are sent to Finance; GC §34090

# RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Accounts Payable, Payroll, Utility Billing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Utility Billing	FIN-038.1	Utility Billing Support Paperwork	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Consistent with Cash Receipts & Accounts Receivable; Copies are sent to Finance; GC §34090
Admin. Services / Utility Billing	FIN-039	Utility Payment Stubs	4 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts used to post receivables to correct account; GC §34090 .7
Admin. Services / Utility Billing	FIN-040	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin. Services / Utility Billing	FIN-041	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin. Services / Utility Billing	FIN-042	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Admin. Services / Utility Billing	FIN-043	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Admin. Services / Utility Billing	FIN-044	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Admin. Services / Utility Billing	FIN-045	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090

## RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY ATTORNEY</b>								
City Attorney	CA-001	Amicus Briefs	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-001.5	Closed Session Memoranda (Confidential)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Attorney	CA-002	Lawsuits / Litigation	Final Resolution + Minimum 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, -34090, 34090.6; PC §832.5
City Attorney	CA-003	Subject Files / Project Files / Department Files	Minimum 2 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY MANAGER</b>								
City Manager	CM-003	City Manager Correspondence (Interoffice, Citizens, Organizations, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-004	City Manager Reports / Memos to Council	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-008	Department Files / Special Projects	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-009	Grand Jury Reports, inquiries, responses (Pertaining to City Operations)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (matches the retention of the Grand Jury); GC §34090
City Manager / Community Develop.	CM-010	Projects, Programs, Subject & Issues - Includes Economic Development & Redevelopment  (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)  May include studies and real estate appraisals	Minimum 5 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (real estate appraisals should be retained for 5 years - see City-wide schedule); If the project comes to fruition, the Lead Department retains the appropriate records; GC §34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
City Manager / Human Resources	HR-001	Benefit Brochures & Forms	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
City Manager / Human Resources	HR-002	Benefit Plan Documents (Dental, Vision, etc.)	Duration of the Contract + 2 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
City Manager / Human Resources	HR-003	CalPERS Contract Administration (Includes annual employee listing, circular letters, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
City Manager / Human Resources	HR-004	Claim Runs (Workers Compensation)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
City Manager / Human Resources	HR-005	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
City Manager / Human Resources	HR-006	Compensation Surveys & Studies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; PERS requires 5 years for Compensation Earnable (usually compensation is adopted via Resolution of the City Council); 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, 2 CCR 270.5; GC §§12946, 12960, 34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Manager / Human Resources	HR-007	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
City Manager / Human Resources	HR-008	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
City Manager / Human Resources	HR-009	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc., 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.; 49 CFR 653.71
City Manager / Human Resources	HR-010	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
City Manager / Human Resources	HR-010.2	Employment Contracts (other than the City Manager)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
City Manager / Human Resources	HR-012	Grievances and Informal Complaints (all)	Separation + 4 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(1); GC §§12946, 12960, 34090; 29 USC 1113, LC 1174

## RECORDS RETENTION SCHEDULE: CITY MANAGER

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Manager / Human Resources	HR-013	I-9s	Separation + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
City Manager / Human Resources	HR-014	Job Descriptions / Classification Specifications	Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years after any employment action; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), GC §§12946, 12960, 34090
City Manager / Human Resources	HR-015	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 29 CFR 405.9; GC §34090
City Manager / Human Resources	HR-016	OSHA Logs (200, 300, 301A, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c
City Manager / Human Resources	HR-017	Personnel Files / Personnel Jackets - <b>Medical</b> Files  Pre-employment Physical Reports, Respiratory Fit Tests for Breathing Apparatus, etc. (all employees)	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090, 29 CFR 1627.3, 29 CFR 1602.14; LC §1198.5; 29 USC 1113



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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Manager / Human Resources	HR-018	Personnel Files / Personnel Jackets - <b>Employees</b>  Includes Training Certificates (Ethics, Sexual Harassment Prevention, Safety, etc.)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	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 4 years; 29 CFR 1602.14, 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113, LC §1198.5, 6 CFR 31.6001-1(e)(2); GC §3105
City Manager / Human Resources	HR-019	Recruitment and Testing File  (Includes Advertisements, Unsuccessful Applications Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.; 2 CCR 11013(c); GC §§12946, 12960, 34090
City Manager / Human Resources	HR-019.1	Recruitment Exam Plan <b>Database</b> (NeoGov)	4 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.; 2 CCR 11013(c); GC §§12946, 12960, 34090
City Manager / Human Resources	HR-020	Safety Committee	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 12960, 34090, 53235.2(b)

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City Manager / Human Resources	HR-021	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager / Human Resources	HR-021.5	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
City Manager / Human Resources	HR-022	Workers Compensation or Disability Claims / Employee Accident Reports  Includes all Accident, Incident, or Injury Reports and associated MSDS	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 340900
City Manager / Human Resources	HR-022.5	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Housing, Neighborhood Services, Planning)

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<b>BUILDING &amp; LIFE SAFETY</b>								
Comm. Develop. / Building & Life Safety	B&LS-001	Building Permit <b>Applications where the Plan Check Fees were Not Paid</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Develop. / Building & Life Safety	B&LS-002	Building Permit <b>Database</b>	Indefinite - Permanent	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Building Permits are required for the Life of the Building ; GC §34090; H&S §19850
Comm. Develop. / Building & Life Safety	B&LS-003	Building Permits (All) / Street Files	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §106.4.2, GC §34090, H&S §19850
Comm. Develop. / Building & Life Safety	B&LS-004	Building Plans, Specifications and Construction Documents - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial only; CBC and UAC require plans be retained 180 days from completion date for residential and appurtenances; CBC 104.7 & 107; H&S§19850, GC §34090
Comm. Develop. / Building & Life Safety	B&LS-005	Building Plans, Specifications and Construction Documents - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES, NON-RESIDENTIAL</b>  (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial only; CBC 104.7 & 107.5; H&S§19850, GC §34090

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(Building, Housing, Neighborhood Services, Planning)

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Comm. Develop. / Building & Life Safety	B&LS-005.1	Building Plans, <b>Cancelled or Withdrawn</b>	Upon Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
Comm. Develop. / Building & Life Safety	B&LS-006	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Comm. Develop. / Building & Life Safety	B&LS-007	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, investigation forms, stop work notices, etc.)	Until Cleared or Project Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Building & Life Safety	B&LS-008	<b>Reports:</b> Building Activity ( <b>Monthly / Annual</b> )	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Comm. Develop. / Building & Life Safety	B&LS-009	Requests & Permissions to Receive Copies of Plans / Architect's Approval	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
<b>HOUSING</b>								
Comm. Develop. / Housing	HOU-038	Housing Programs: Grants  (See Legislative & Information Services / City Clerk for Affordable Housing Recorded Documents)	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 24 CFR 92.508(a)(c) & 570.502(a), 29 CFR 884.214, 982.158, GC §34090; 2 CFR 200.334

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(Building, Housing, Neighborhood Services, Planning)

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Comm. Develop. / Housing	HOU-038.5	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.
<b>NEIGHBORHOOD SERVICES</b>								
Comm. Develop. / Neighbor. Services	NS-010	Neighborhood Services Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; GC §34090
Comm. Develop. / Neighbor. Services	NS-011	Neighborhood Services <b>Database</b> (Citizen Serve, Request Tracker)	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
<b>PLANNING</b>								
Comm. Develop. / Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Comm. Develop. / Planning	PL-003	ARC - Architectural Review Committee - <b>Agendas and Agenda Packets</b>	2 years	Yes (before meeting)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - copies (the Staff Reports are filed in the Entitlement Folder); GC §34090.7
Comm. Develop. / Planning	PL-004	ARC - Architectural Review Committee - <b>Audio Recordings</b>	30 days, or After Minutes are Adopted, whichever is longer		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)

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(Building, Housing, Neighborhood Services, Planning)

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Comm. Develop. / Planning	PL-004	ARC - Architectural Review Committee - <b>Video Recordings</b>	10 years		(Mag)			Department preference; Video recording of meetings are only required for 90 days; GC §34090.7
Comm. Develop. / Planning	PL-005	ARC - Architectural Review Committee - <b>Minutes &amp; Bylaws</b>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Comm. Develop. / Planning	PL-007	CDBG Subrecipient Grants & Agreements (Includes Community Services Grant Program) and Other Grant Programs Approved by the City Council.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), OMB Circular A-133; GC §34090, GC §8546.7
Comm. Develop. / Planning	PL-008.1	CEQA / Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6 GC §34090
Comm. Develop. / Planning	PL-009	Downtown Parking Advisory Board - <b>Agendas &amp; Agenda Packets</b>	2 years	Yes (before meeting)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - copies (the Staff Reports are filed in the Entitlement Folder); GC §34090.7

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(Building, Housing, Neighborhood Services, Planning)

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Comm. Develop. / Planning	PL-010	Downtown Parking Advisory Board - <b>Minutes &amp; Bylaws</b>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Comm. Develop. / Planning	PL-011	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, Initial Studies, NOE / Notice of Exemption, etc.)  <b>Inside City boundaries</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Develop. / Planning	PL-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, Initial Studies, NOE / Notice of Exemption, etc.)  <b>Outside City boundaries</b>	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Comm. Develop. / Planning	PL-013	General Plan Working Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090
Comm. Develop. / Planning	PL-014	General Plan, Elements and Amendments	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Planning	PL-015	Home Occupation Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Planning	PL-017	HRC - Historic Resources Committee - <b>Minutes &amp; Bylaws</b> (Disbanded)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Housing, Neighborhood Services, Planning)

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Comm. Develop. / Planning	PL-018	Land Use Studies / Plans / Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Planning	PL-019	Master Plans, Specific Plans, Bikeway Plans, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Planning	PL-020	Planning Commission Agenda Packets & Agendas	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Staff Reports are filed in the Entitlement Folder); GC §34090 et seq.
Comm. Develop. / Planning	PL-021	Planning Commission <b>Minutes &amp; Bylaws</b>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Comm. Develop. / Planning	PL-022	Planning Commission Recordings - <b>Audio Recordings</b>	2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Comm. Develop. / Planning	PL-023	Planning Commission Recordings - <b>Video Recordings</b>	10 years		(Mag)			Department preference; Video recording of meetings are only required for 90 days; GC §34090.7
Comm. Develop. / Planning	PL-024	Planning Commission Resolutions	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.



# **RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT** (Building, Housing, Neighborhood Services, Planning)

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Comm. Develop. / Planning	PL-025	<b>Planning Project Files - Permanent Entitlements</b>  (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps - whether withdrawn or expired or not)  Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Sign Program, Site Plans, Tentative Subdivisions, Variances, Zone Changes, Architectural Review, Minor Exceptions, Plot Plan, Viewshed Review, Development Code Amendment, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Projects have a 2 year vesting (applicant must pull permit within 2 years), and can be extended -- those applications in which the applicant does not follow through, and can be extended, with permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Comm. Develop. / Planning	PL-026	<b>Planning Project Files - Pre-Applications</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§34090
Comm. Develop. / Planning	PL-026.1	<b>Planning Project Files - Cancelled or Withdrawn</b>	Upon Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090

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(Building, Housing, Neighborhood Services, Planning)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Planning	PL-027	<b>Planning Project Files - Temporary Entitlements / TUPs - Temporary Use Permits:</b>  Temporary Barricades with Artwork, Debris Boxes, Pumpkin Lots, Temporary Signs, Use of City Property, etc.	2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Comm. Develop. / Planning	PL-028	Preliminary Review File (No Final Application)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary Documents (no application submitted); GC §34090
Comm. Develop. / Planning	PL-029	Project Log Index / Tracking Spreadsheet	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager / Comm. Develop.	PL-030	Projects, Programs, Subject & Issues - Includes Economic Development  (Issues and/or projects will vary over time e.g. Hotels, Developments, etc.)  May include studies and real estate appraisals	When No Longer Required - <b>Minimum 5 years</b>	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (real estate appraisals should be retained for 5 years - see City-wide schedule); GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Housing, Neighborhood Services, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Planning	PL-031	Redevelopment Plans, Redevelopment Project Files <b>(Historical)</b>  Environmental Documents CIP Projects, Real Property records - which can be sent to the current Office of Record for permanent retention)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Comm. Develop. / Planning	PL-031.1	Redevelopment Plans, Redevelopment Project Files <b>(NOT Historically Significant)</b>  Excludes Environmental Documents CIP Projects, Real Property records - which can be sent to the current Office of Record for permanent retention)	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Planning	PL-032	Redevelopment Project <b>Relocation Files</b>	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
	PL-033	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §34090 et seq.
Comm. Develop. / Planning	PL-034	SAC - Staff Advisory Committee (all records)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Internal Employee Committee; GC §34090
Comm. Develop. / Planning	PL-035	Special Studies / "Staff Projects"	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

# RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, Housing, Neighborhood Services, Planning)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Planning	PL-036	Zoning Amendments, Zoning Text Amendments	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Comm. Develop. / Planning	PL-037	Zoning Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
<b>RECYCLING</b>								
Comm. Develop. / Recycling	RCY-039	AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; SB 1383 compliance is required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995; 2 H&S §39730.7; GC §34090
Comm. Develop. / Recycling	RCY-040	Reports to Regulatory Agencies (CalRecycle, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Recycling	RCY-041	Tonnage Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY CLERK</b>								
Legis. & Info. Services / City Clerk	CC-001	Agenda Packets / Staff Reports: <b>Not Imaged</b> (prior to 1999)  City Council, Redevelopment Agency, Public Financing Authority	10 years	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (The minutes are the permanent record); GC §34090 et seq.
Legis. & Info. Services / City Clerk	CC-001.2	Applications for Boards, Commissions or Committees	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-001.3	Applications for Boards, Commissions or Committees ( <b>Successful</b> )	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-001.4	Applications for Boards, Commissions or Committees <b>Resignations</b> )	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-002	Agenda Packets / Staff Reports: <b>Imaged</b> (1999 and after)  City Council, Redevelopment Agency, Successor Agency, Oversight Board, Public Financing Authority	P	Yes: Until After Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (The minutes are the permanent record); GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Legis. & Info. Services / City Clerk	CC-003	<b>Agreements - ALL Non-Infrastructure (Approved by the City Council)</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i>  <b>Examples of NON-Infrastructure:</b> Consulting, disposal, City Manager employment contracts, housing, leases, loans, mutual aid, professional services, services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §34090
Legis. & Info. Services / City Clerk	CC-004	<b>Agreements - If Imaged, Infrastructure, DDAs, OPAs, MOUs, MOAs (Approved by the City Council)</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i>  <b>Examples of Infrastructure:</b> Architects, CalPERS, franchise agreements, development, Joint Powers, MOUs, settlement, water rights, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid 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. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Legis. & Info. Services / City Clerk	CC-005	Assessment / Maintenance / Landscape & Lighting / Street / Underground Utility Districts / Improvement District Projects - Formation Documents (e.g. parks, sidewalks, roads, sewer, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Engineer's Reports, Diagrams and Drawings are maintained by Engineering; GC §34090
Legis. & Info. Services / City Clerk	CC-006	Department Files that are <b>NOT</b> mentioned in this Schedule	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The lead department retains in their systems according to their retention period; GC §34090
Legis. & Info. Services / City Clerk	CC-007	City Clerk Storage Files (Prior City Council Files Index) Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Legis. & Info. Services / City Clerk	CC-008	City Newsletters: Distributed to Citizens (Stagecoach Express, etc.) Arroyo Grande Gazette, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-008.1	Claim Runs (CJPIA Liability Claims)"	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Legis. & Info. Services / City Clerk	CC-008.2	Claims (Liability Claims)	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Legis. & Info. Services / City Clerk	CC-008.3	Accident Reports (Damage involving City Vehicles or Property)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

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Legis. & Info. Services / City Clerk	CC-009	Committee Rosters / Maddy Act Lists	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-010	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>DESIGNATED POSITIONS &amp; CONSULTANTS</b> (specified in the City's Conflict of Interest code. Includes Oversight Board)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(f)&(g)
Legis. & Info. Services / City Clerk	CC-011	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (Elected. Includes City Council Members, Successor Agency Members, Planning Commission Members, City Manager, City Treasurer & City Attorney - "87200 filers")	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
Legis. & Info. Services / City Clerk	CC-011.1	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ELECTRONICALLY FILED</b>	10 years		Mag,	S / I	Yes: After QC	Statements filed electronically though a FPPC approved system are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
Legis. & Info. Services / City Clerk	CC-011.2	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>THOSE NOT REQUIRED TO FILE WITH THE CITY CLERK</b> (when serving on another board, etc.) <b>AND UNSUCCESSFUL CANDIDATES</b>	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; City maintains copies only; original statements are filed with the other agency; GC §81009(f)&(g)



# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES

(City Clerk)

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City Clerk	CC-011.4	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-011.6	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website for 4 years; GC §81009(e)
City Clerk	CC-011.8	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009e
City Clerk	CC-011.9	FPPC Form 804 (Agency Report of New Positions)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-011.10	FPPC Form 805 (Agency Report of Consultants)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-011.11	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
<b>ELECTIONS - CONSOLIDATED</b>								
Legis. & Info. Services / City Clerk	CC-012	Campaign Disclosure Statements (FPPC 400 Series Forms : <b>SUCCESSFUL CANDIDATES</b> (Elected Officials) includes FPPC 501 Forms and All Campaign Disclosure Forms, whether filed electronically or not	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	For Electronic Filings, Data that has been maintained for at least 10 years may then be archived in a secure format; For Electronic Filings, Paper must be retained for at least 2 years; CCP§583.320(a)(3); GC §81009(b)&(g); GC §84615
Legis. & Info. Services / City Clerk	CC-013	Campaign Disclosure Statements (FPPC 400 Series Forms : <b>UNSUCCESSFUL CANDIDATES</b> Includes FPPC 501 Forms and Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Candidates without committees are not required to file their statements , reports or copies online or electronically, Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

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Legis. & Info. Services / City Clerk	CC-013	Campaign Disclosure Statements (FPPC 400 Series Forms : <b>UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED</b> Includes FPPC 501 Forms Filed Electronically	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
Legis. & Info. Services / City Clerk	CC-014	Campaign Disclosure Statements (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(b)&(g)
Legis. & Info. Services / City Clerk	CC-015	Campaign Disclosure Statements (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled - Ballot Measure committees, General Purpose Committees, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009©&(g)
Legis. & Info. Services / City Clerk	CC-016	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, All Applications for vacancies on the Council, Precinct Maps, County Election Services, City Measures, etc.)	2 years		Mag, Ppr			GC §34090
Legis. & Info. Services / City Clerk	CC-017	Elections - <b>HISTORICAL</b> (Certificate of Election, Copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
Legis. & Info. Services / City Clerk	CC-018.1	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF INSUFFICIENT - IF Examined by Proponents</b>	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; 1 year after examination if the proponents choose to examine the petitions, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

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Legis. & Info. Services / City Clerk	CC-018.2	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF INSUFFICIENT - NOT Examined by Proponents</b>	Determination of Insufficiency + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
Legis. & Info. Services / City Clerk	CC-018.3	Elections - Petitions (Initiative, Recall or Referendum) - <b>IF SUFFICIENT</b>	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
Legis. & Info. Services / City Clerk	CC-019	Nomination Papers, Candidate Statements, Ballot Designation Worksheets, Code of Fair Campaign Practices, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Mag, Ppr			CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
Legis. & Info. Services / City Clerk	CC-020	Nomination Papers, Candidate Statements, Ballot Designation Worksheets, Code of Fair Campaign Practices, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Mag, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
Legis. & Info. Services / City Clerk	CC-020.1	Redistricting Web Page / Council District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Ppr			EC §21160(i); GC §34090

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES

(City Clerk)

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<b>ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)</b>								
Legis. & Info. Services / City Clerk	CC-023	Assessment District Ballots and/or protest letters - Prop. 218 proceedings	2 years		Ppr			GC §53753(e)(2), 53755(d)
<b>(End of Elections Section)</b>								
Legis. & Info. Services / City Clerk	CC-034	Historical Records (e.g. Articles of Incorporation, City Seal, Awards of significant historical interest, Scrapbooks, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; records can address a variety of subjects and media; GC §34090
Legis. & Info. Services / City Clerk	CC-035	Housing Unit Programs / Affordable Housing: (First Time Home Buyers, Life/Safety, etc.)  Loans, Deed Restrictions for Resale that Runs with the Land, Deeds of Trust, Subordination, Homeowners Insurance, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Legis. & Info. Services / City Clerk	CC-036	Insurance Policy / Liability (CJPIA)	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Legis. & Info. Services / City Clerk	CC-037	Insurance Certificates (for Contracts, Vendors, and City-issued Certificates etc.)  That cannot be matched to an agreement or contract	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Longest Statute of Limitations is 10 years; CCP §337 et seq.; GC §34090

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

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Legis. & Info. Services / City Clerk	CC-038	Minutes (City Council, Redevelopment Agency, Successor Agency, Oversight Board, Public Financing Authority)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-039	Municipal Code <b>Administration</b> , Correspondence, Distribution, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Legis. & Info. Services / City Clerk	CC-040	Municipal Code and <b>History File</b> (always retain 1 copy of each supplement)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-041	Oaths of Office: Elected and appointed officials	50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §34090; PC §§801.5, 803(c)
Legis. & Info. Services / City Clerk	CC-042	Ordinances (City Council, Redevelopment Agency, Successor Agency, Public Financing Authority)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Legis. & Info. Services / City Clerk	CC-043	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.)  See Elections for Initiative, Recall or Referendum Petitions	Minimum 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires 1 year for petitions; GC §50115
Legis. & Info. Services / City Clerk	CC-044	Proclamations / Commendations / Certificates / Recognitions (includes requests)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Legis. & Info. Services / City Clerk	CC-045	Proof of Publication	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-046	Recorded Documents, Real Property Records: Deeds, Abandonments, Deed Restrictions, Easements, Offers of Dedication, Rights of Way, Vacations, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-047	Recordings of City Council Meetings - <b>Video Recordings / DVD-R or VCR (ALL)</b>	10 years		(Mag)			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 60201
Legis. & Info. Services / City Clerk	CC-048	Recordings of City Council Meetings - <b>Audio Recordings / Tapes or CDs -</b>	2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Legis. & Info. Services / City Clerk	CC-049	Records Destruction Lists / Certificates of Records Destruction	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Legis. & Info. Services / City Clerk	CC-050	Records Retention Schedules / Authorizations and Amendments to Records Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Legis. & Info. Services / City Clerk	CC-052	Request for Public Records / Subpoenas	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES (City Clerk)

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Legis. & Info. Services / City Clerk	CC-053	Resolutions (City Council, Redevelopment Agency, Public Financing Authority)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Legis. & Info. Services / City Clerk	CC-053.2	Rosters of Elected City Officials	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for Historical Value, GC §34090
Legis. & Info. Services / City Clerk	CC-053.3	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-053.4	Taxicabs - Insurance, Rate Schedules, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Legis. & Info. Services / City Clerk	CC-054	Vehicle Titles ("Pink Slips")	Sale or Disposal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Given to Auction House / New Owner; GC §34090
<b>REDEVELOPMENT AGENCY</b>								
		Agendas, Agenda Packets, Minutes - See City Council (Joint meetings)						

# RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES

(City Clerk)

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Legis. & Info. Services / Redevelop. Agency	RDA-003	<b>Agreements RDA - ALL Non-Infrastructure (Approved by the RDA)</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i>  <b>Examples of NON-Infrastructure:</b> Consulting, leases, loans, professional services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §34090
Legis. & Info. Services / Redevelop. Agency	RDA-004	<b>Agreements RDA - If Imaged, Infrastructure, DDAs, OPAs, MOUs, MOAs (Approved by the RDA)</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</i>  <b>Examples of Infrastructure:</b> Architects, improvement agreements, development, Joint Powers, MOUs, redevelopment, settlement, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid 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. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
Legis. & Info. Services / Redevelop. Agency	RDA-005	Formation Documents	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.



**RECORDS RETENTION SCHEDULE: LEGISLATIVE & INFORMATION SERVICES**  
(City Clerk)

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Legis. & Info. Services / Redevelop. Agency	RDA-006	Redevelopment Plans / Redevelopment 5-year Plan / RDA Project Files	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Legis. & Info. Services / Redevelop. Agency	RDA-007	Resolutions (Redevelopment Agency / Successor Agency / Oversight Board)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
<b>POLICE ADMINISTRATION</b>								
Police / Admin.	PD-001	Background Files - <b>Successful Applicants</b>	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq.; 2 CCR 11013(c); GC §§12946, 12960, 34090; 29 USC 1113
Police / Admin.	PD-002	Background Files - <b>Unsuccessful Applicants</b>	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2 -3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq.; 2 CCR 11013(c); GC §§12946, 12960, 34090
Police / Admin.	PD-003	Billing for Damage to City Property (DUI, etc.) / Accounts Receivable / Booking Fees	Minimum 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
Police / Admin.	PD-003.4	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Police / Admin.	PD-012.1	DR Reports / Crime Reports <b>Sealed Juvenile and Ward Cases - Childhood Sexual Assault - After January 1, 2024</b>	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Admin.	PD-012.2	DR Reports / Crime Reports <b>Sealed Juvenile and Ward Cases - Childhood Sexual Assault - Before January 1, 2024</b>	Age of Majority + 22 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / Admin.	PD-004	Internal Affairs Investigations / Complaints: <b>WITHOUT Sustained Finding of Misconduct as defined in PC §832.7</b>	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for civilian complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 4 2-years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §832.5, VC §2547
Police / Admin.	PD-004	Internal Affairs Investigations / Complaints: <b>WITH Sustained Finding of Misconduct as defined in PC §832.7</b>	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EVC §1045, GC §§12946, 12960, 34090, PC §832.7, VC §2547
Police / Admin.	PD-005	LiveScan Applications / Fingerprint Applications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC§ 34090 et seq.
Police / Admin.	PD-006	LiveScan Responses or Logs (CORI Responses) for <b>Hired Employees</b>	50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (DOJ allows retention for legitimate business needs); must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC§ 34090 et seq.
Human Resources & Police / Admin.	PD-007	Personnel Files - <b>Employees</b>	Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, 12960, 34090; 29 USC 1113
Police / Admin.	PD-008	Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All employment actions must be retained for 4 years ;GC §§12946, 12960, 34090
Police / Admin.	PD-054	Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / Admin,	PD-031	Private House Alarm Systems Permit	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Police / Admin.	PD-009	Recruitment and Testing File - Police Personnel Only  (Includes Advertisements, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), GC §§12946, 12960, 34090
Police / Admin.	PD-011.4	Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin.	PD-010	Reports and Studies - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-011	Reports and Studies regarding Police operations (not historical - manpower, consolidation, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin.	PD-012	SEALED RECORDS:  <b>Sealed Juvenile and Ward Cases</b> - Except those with Childhood Sexual Assault Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations runs up to age 22, or within five years of date of discovery of injury / illness occurring after age of majority, whichever is later.; 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 / Admin.	PD-013	Temporary Holding Facility Logs / Includes Juveniles	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin.	PD-014	Use of Force Supervisory Reviews - <b>NO Employment Actions</b> , Not as a result of a complaint from a member of the Public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Admin.	PD-014.5	Video Recordings - <b>Ongoing Operations of the City or Building Security)</b>	1 year		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Police / Admin.	PD-014.6	Video Recordings - <b>Public Areas / Public Activity</b>	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
<b>INVESTIGATION</b>								
Police / Investigat.	PD-014.5	Automated License Plate Reader Data / ALPR Recordings	When No Longer Required		Mag			Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq;
Police / Investigat.	PD-015	Business Permits (Regulatory) - / <b>DRIVERS:</b> Taxi Driver, etc.	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investigat.	PD-016	Business Permits Background Files (Regulatory) - <b>BUSINESS OWNER:</b> Mobile Vendors, Taxi, etc.	Termination of Business + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investigat.	PD-017	Carry Concealed Weapon Permits (CCW) - <b>Approved</b>	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Investigat.	PD-018	Carry Concealed Weapon Permits (CCW) - <b>Denied</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Investigat.	PD-019	Carry Concealed Weapon Permits (CCW) - <b>Retired Employees</b>	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Investigat.	PD-019.2	Criminal Intelligence Files Confidential informant information & activities	Last Entry + 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

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Police / Records	PD-021	Detectives Investigation Files and Arrest Files ( <b>Official Reports</b> )	Transferred into Record's Crime Report Files		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Investigat.	PD-021.5	Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		Mag			Recordings that become evidence are stored with evidence; Does not record regular and ongoing operations; GC §34090.6 et seq;
Police / Investigat.	PD-022	Guns: Dealers Record of Sale (DROS)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investigat.	PD-023	Informant Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
<b>PATROL</b>								
Police / Patrol	PD-024	Citation Log Books (#s / ranges) - Parking, Traffic	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Patrol	PD-026	PAS / POS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Patrol	PD-027	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Engineering	PD-028	Traffic Control: Radar Trailer Surveys, etc.	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
<b>PROPERTY AND EVIDENCE</b>								
Police / Property & Evidence	PD-029	Officer Recordings: Mobile Audio/Video Recordings that are <b>not</b> evidence ("hip recorders", dashcams, etc.)	1 year		Mag			Department preference; Recordings that become evidence are stored with evidence; consistent with Lexipol requirements; GC §34090.6(a)

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Property & Evidence	PD-029.4	Officer Recordings: Body-Worn Cameras – <b>LOGS of Access or Deletion of Data</b>	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Property & Evidence	PD-029.5	Officer Recordings: Body-Worn Cameras - that <b>ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</b>	Follows retention for Evidence, Minimum 2 years		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Property & Evidence	PD-029.6	Officer Recordings: Body-Worn Cameras - that are <b>NOT evidence</b>	60 days		Mag,			PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
<b>RECORDS</b>								
Police / Records	PD-030	Activity Reports / Transmittal Forms / TRAK Flyers (Cadet's Daily Activity Report, etc.)	180 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; preliminary drafts / transitory records which can be destroyed when no longer required; GC §34090 et seq.
Police / Records	PD-033	Citations (Parking, Traffic, Marijuana / Cannabis). Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-034	CRIME REPORTS:  Lost Property: <b>Firearms</b> entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Records	PD-035	CRIME REPORTS:  <b>ALL Imaged Reports, or Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), &amp; Sexual Assault (Rape), Suicide, and those specifically mentioned in the schedule</b>	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; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)

## RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / Records	PD-036	CRIME REPORTS:  <b>ALL, Except Imaged Reports, or Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), &amp; Sexual Assault (Rape), Suicide, and those specifically mentioned in the schedule</b>	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Domestic Violence incident reports are required or a minimum of 5 years; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq, FC 6228(d)
Police / Records	PD-037	CRIME REPORTS:  Child Abuse or Neglect Investigation Reports - <b>Unsubstantiated or Inconclusive</b>	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§11169(c), 11170(a)(3)
Police / Records	PD-038	CRIME REPORTS:  <b>Misdemeanor or Infraction - Adult Marijuana / Cannabis</b> - 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	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8), 34090; H&S §11361.5
Police / Records	PD-039	CRIME REPORTS:  <b>Misdemeanor or Infraction - Juvenile Marijuana / Cannabis</b> - H&S §11357 - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5



## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / Records	PD-040	CRIME REPORTS: <b>Missing Persons</b>	P (If Returned, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Records	PD-041	CRIME REPORTS: <b>Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes</b> - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290)	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 187, 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799
Police / Records	PD-042	CRIME REPORTS: <b>Factually Innocent Petition Accepted Records</b> Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-043	CRIME REPORTS: <b>Misdemeanor or Infraction Marijuana / Cannabis §11357(d) - Juvenile on School Grounds during School Hours</b> (with procedure in H&S §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-043.1	CRIME REPORTS: <b>Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)</b>	Court Order + 1 year	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-044	Field Investigation Cards (FIs)	After Entry into RMS		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary documents; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / Records	PD-046	Hearings / Hearing Officer Determinations (Parking, Tows, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-047	Incident Investigations (Injuries to the Public at City Facilities)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-049	Monthly Reports (State and Federal)	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; preliminary drafts / transitory records which can be destroyed when no longer required; GC §34090 et seq.
Police / Records	PD-050	OFFICER REPORTS:  <b>Non-Criminal / Outside Assist</b>  Abandoned Vehicle Reports, Information Reports, Impounded / Towed Vehicles, Suspicious Circumstances, etc.	2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Dispatch	PD-051	Order after Hearing (Restraining Order, Emergency Protective Orders (EPO), Temporary Restraining Order (TRO))	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-052	Patrol Ride A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-055	Public Safety & Welfare Permits (One-time events, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-057	Registrants: Arson Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; required to register for life; If released from DOJ CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090
Police / Records	PD-058	Arson Registrations: <b>Juveniles</b> released from Division of Juvenile Justice California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from DOJ CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Police / Records	PD-060	Registrants: Sex Offender Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-061	Registrants: Sex Offender Registrations: <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(d);
Police / Records	PD-062	RMS Database	Indefinite - Follows Retention of the Crime Report	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Police / Records	PD-063	Stolen Firearms / Guns with Serial Numbers	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (DOJ / CLETS requirements); GC §34090
Police / Records	PD-063.1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §§12525.5, 34090
Police / Records	PD-064	Subpoenas (all)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-065	Traffic Collisions / Accident Reports - <b>Imaged</b>	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference (Fatal collisions are retained by CHP for 5 years); GC §34090
Police / Records	PD-067	Vacation Checks / Patrol Requests	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Draft (entered in RMS / CAD system; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
<b>TRAINING</b>								
Police / Training	PD-068	Personnel Training File - <b>Officer Training - BY EMPLOYEE (Includes POST printouts)</b>  Includes Retiree Fire Arson Qualifications	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (is placed into the Employee File); OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)
Lead Dept.	PD-069	Training - <b>Department Training Records - COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
<b>PUBLIC WORKS ADMINISTRATION</b>								
Public Works / Admin.	PW-001	Claims - Damage to City Property (damaged stop signs, signals)	Minimum 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
Public Works / Admin.	PW-002	Historical Events (Photos of Major Storms, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Admin.	PW-003	Regulatory Agency Correspondence (APCD, RWQCB, NRCS, etc.)	When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
<b>CAPITAL PROJECTS</b>								
Public Works / Capital Projects	PW-004	Bid - Rejected Bids / Proposals	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Capital Projects	PW-005	Bid Summaries	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (preliminary drafts); GC §34090
Public Works / Capital Projects	PW-007	Cal Trans	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Capital Projects	PW-008	Capital Improvement Projects (CIP): <b>Administration File</b>  Project Administration, Certified Payrolls, Daily Inspection Report, Project Schedules, Progress meetings, Real Estate Appraisals, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Public Works / Capital Projects	PW-009	Capital Improvement Projects (CIP): <b>Permanent File</b>  Contract, Plans, Specifications, Bids/RFPs, Successful Bid / Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, O&M Manuals, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Capital Projects	PW-010	Disadvantaged Business Enterprise (DBE) Files	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Grant requirements (see City-wide Schedules); GC §34090
Public Works / Capital Projects	PW-011	Geotechnical and Soils Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Capital Projects	PW-012	Pavement Management Plans	Superseded + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Capital Projects	PW-013	Surveys / Record of Survey / Survey Books / Field Notebooks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
<b>ENGINEERING</b>								
Public Works / Engineering & City Clerk	ENG-001	Abandonments / Vacations (Streets)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Engineering	ENG-002	Aerial Maps / Photographs - Analog or Digital	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering & City Clerk	ENG-003	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts <b>(FORMATION, BOUNDARIES)</b>	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering OR Admin. Services / Accounting	ENG-006	Bonds: <b>Subdivision Bonds</b> / Irrevocable Letters of Credit	Release of Bond / Security + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Public Works / Engineering	ENG-010	Certificate of Compliance - Final Recordation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-011	Certificate of Correction	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-014	Design & Construction / Engineering Standards	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering OR Public Works / Capital Projects	ENG-015	Drainage - Infrastructure Drawings and Records	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-016	Encroachment Permits: <b>Permanent or Imaged</b> Includes Utility Cuts	Expiration + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; the warrantee period for work done underground is usually 5 years, some Statute of Limitations may be up to 10 years; CCP §337 et seq., GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**  
**(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<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>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Public Works / Engineering	ENG-017	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-018	Engineering Studies / Surveys (City Built Projects, Water Studies, etc.)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-019.2	GIS Database / Data / Layers (both City-wide and Specialized)	Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.
Public Works / Engineering	ENG-021	Grading Permits & Plans	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	ENG-024	Index to Tracts / Subdivisions and other Records	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Public Works / Engineering OR Planning OR Building	ENG-025	Land Development Projects: Engineering Comments: Planning & Building Projects / Plan Check Comments (Provided to Planning or Building)  Includes Entitlements (CUPs, Variances, etc.)	Upon Final Approval		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Planning or Building retains originals; GC §34090.7
Public Works / Engineering	ENG-025.1	Subdivision Improvement Agreements	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering OR Planning	ENG-026	Lot Line Adjustments / LLAs - Final Recordation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090



**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**  
**(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Public Works / Engineering OR Planning	ENG-027	Maps, Plans and Drawings (Final Maps, Parcel Maps, Record of Survey, Right of Way, Tract Maps, "As-Built", Record Drawings, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering or Building	ENG-033	Subdivision Project File	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (preliminary drafts or copies); GC §34090 et seq.
Public Works / Engineering	ENG-034	Subdivisions: Grading and Soils Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Soils Reports may not always be forwarded to Planning); GC §34090
Public Works / Engineering OR Public Works / Capital Projects	ENG-035	Surveys / Record of Survey / Survey Books / Field Notebooks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>ENGINEERING - TRAFFIC &amp; TRANSPORTATION</b>								
Public Works / Engineering - Traffic & Transport.	ENG-041	Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering - Traffic & Transport.	ENG-042	Studies - Transportation (Not Related to Development Entitlements)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering - Traffic & Transport.	ENG-044	Traffic Commission <b>MINUTES &amp; BYLAWS</b>	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Public Works / Engineering - Traffic & Transport OR Planning.	ENG-045	Traffic Counts	When Superseded - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>FACILITIES</b>								
Public Works / Facilities	PW-014	Backflow Device Reports / Testing - City Facilities - Fire Suppression Systems in City Buildings	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets SWRCB, DDW requirements; 17 CCR 7605(f); GC §34090
Division Providing Service / Work	PW-017	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>FLEET</b>								
Public Works / Fleet	PW-019	APCD Permits (Generators, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Fleet	PW-020	Gas Logs (Fill ups for City Vehicles)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Fleet	PW-021	Generator Operation Logs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Public Works / Fleet	PW-022	Operations & Maintenance Manuals / O & M Manuals	When Superseded - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Fleet	PW-024	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Lead Dept.	PW-025	Regulatory Agency Reports / Compliance Reports: <b>Monthly and Quarterly</b> Reports, including backup data  (EPA, DDW, OSHA, RWQCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Public Works / Fleet	PW-026	Underground Storage Tanks (City Owned) – <b>UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records</b>	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for Cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.4(i)
Public Works / Fleet	PW-027	Underground Storage Tanks (USTs)	Life of the Tank		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.4(i); GC §34090 et. seq.
Public Works / Fleet	PW-028	Used Oil Disposal	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b)(3), 25250.19(a)(2)(B) et seq.
Public Works / Fleet	PW-029	Vehicle & Equipment History Files	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090
Public Works / Fleet	PW-030	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks / CHP Inspections / Pre-Trip Inspections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090
Division Providing Service / Work	PW-033	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
<b>PARKS</b>								
Public Works / Parks	PW-034	Adopt-A-Tree	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Parks	PW-037	Park History (Photos)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Parks	PW-038	Park Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Parks	PW-039	Pesticide Use Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 110.3(d)
Public Works / Parks	PW-041	Playground Inspections	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Parks	PW-042	Tree History / Tree Inventory / City Owned Trees Maintenance	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Parks	PW-043	Tree Removal Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
<b>STREETS</b>								
Public Works / Streets	PW-044	Claim Photos (Trip & Falls, Floods, etc.) Retain Historical Photos Permanently	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Streets	PW-045	Drainage - Infrastructure Drawings and Records	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Streets	PW-046	Fish & Game Permits (Creek Cleaning)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Streets	PW-047	NPDES Monitoring Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Streets	PW-048	NPDES Permits - Stormwater	Superseded + 3 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 122.44; CCP §337 et seq.

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Public Works / Streets	PW-049	Pesticide Use Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623,
Lead Dept.	PW-050	Regulatory Agency Reports / Compliance Reports: <b>Monthly and Quarterly</b> Reports, including backup data  (EPA, OSHA, RWQCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Public Works / Streets	PW-051	Signal Timing	When Superseded - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (City contracts for operation / maintenance); GC §34090
Public Works / Streets	PW-052	Storm Drain Maintenance	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Public Works / Streets	PW-053	Storm Drains - Infrastructure Drawings and Records	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Streets	PW-054	Stormwater Program: Unauthorized Discharges / Violations / Spills	Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; NPDES records are required for 3 years; 40 CFR 122.41(j)(2)
Public Works / Streets	PW-055	Street Lighting (Contracted)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Streets	PW-056	Street Sweeping Monitoring Reports, etc.	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
<b>UTILITIES (WATER &amp; SEWER)</b>								
Public Works / Utilities	PW-057	Backflow Device Installation Histories	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Utilities	PW-058	Backflow: Cross-Connection Backflow Device Inspections, Maintenance, Certifications	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years; GC §34090
Public Works / Utilities	PW-059	Cathodic Protection (Pipes, Tanks, Reservoirs)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

# RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

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Public Works / Utilities	PW-060	Chains of Custody - Monthly (Water testing instructions)	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Lead Dept.	PW-061	Confined Space Entries & Logs (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Utilities	PW-062	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints regarding <b>Drinking Water</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 64470
Public Works / Utilities	PW-063	Daily Water Production	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Utilities	PW-064	Fire Hydrant Inspections / Flushing	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Utilities	PW-065	FOG Program (Fat, Oil & Grease)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Public Works / Utilities	PW-066	Groundwater Plans & Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Utilities	PW-067	Hazardous Waste Permits & Reports, Hazardous Waste Manifests	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (City has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; ; 8 CCR 14300.33, 8 CCR §3203(b)(1), LC §6429c GC §34090
Public Works / Utilities	PW-068	Meter <b>Database</b>	Indefinite - Life of Meter	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Public Works / Utilities	PW-069	Meter History Cards	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Public Works / Utilities	PW-070	Meter Installations / Changes	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (the Meter History Cards) ; GC §34090
Public Works / Utilities	PW-071	Operations & Maintenance Manuals / O & M Manuals	When Superseded - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Utilities	PW-071.5	Public Notices - Potable Water (Tier 1, 2, or 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Lead Dept.	PW-072	Regulatory Agency Reports / Compliance Reports: <b>Monthly and Quarterly</b> Reports, including backup data  (EPA, OSHA, RWQCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Public Works / Utilities	PW-072.3	Reservoirs: <b>Dive Videos</b>	10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §34090
Public Works / Utilities	PW-072.4	Reservoirs: <b>Flushing, Disinfection and Cleaning</b>	Minimum 3 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Public Works / Utilities	PW-072.5	Reservoirs: <b>Inspection Reports, Maintenance Records</b>	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §34090
Public Works / Utilities	PW-072.6	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Utilities	PW-073	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Utilities	PW-074	Sewer Pump Stations / Infrastructure	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)

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Public Works / Utilities	PW-075	Sewer System Management Plans (SSMP) and Audits, Sanitary Sewer Overflows (SSOs) / Illicit Discharges / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 5 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090
Public Works / Utilities	PW-076	Sewer Videos	P		Mag			Department Preference; GC §34090
Public Works / Utilities	PW-077	Underground Service Alerts (USA's) / Dig Alerts -- City	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Utilities	PW-078	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090
Public Works / Utilities	PW-079	Water Booster Stations / Infrastructure	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Utilities	PW-080	Water Conservation / Toilet Retrofit Database	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Public Works / Utilities	PW-081	Water Conservation Management / Water Conservation Programs (other than toilet retrofit)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Utilities	PW-082	Water Conservation Program - Toilet Retrofit Program  Includes Water Conservation Certificate, Requests, Approvals, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Database will serve as the City's long term tracking for change in ownerships); meets municipal government auditing standards; GC §34090
Public Works / Utilities	PW-083	Water Management Database (Meter locations, histories, etc. - Now Excel)	Indefinite - Life of Meter	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090



**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**  
**(Capital Projects, Engineering, Facilities, Fleet, Parks, Streets Landscaping, Utilities)**

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Public Works / Utilities	PW-084	Water Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Utilities	PW-085	Water Pressure Charts	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Public Works / Utilities	PW-086	Water Production Reports (to State DPH)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Utilities	PW-087	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Utilities	PW-088	Water Rate Studies	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Utilities	PW-089	Water Requests (Outside the City) / Water "Will Serve" Letters	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Utilities	PW-090	Water Usage Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Public Works / Utilities	PW-091	Wells, Tanks, Reservoirs	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Division Providing Service / Work	PW-094	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

# RECORDS RETENTION SCHEDULE: RECREATION SERVICES

(Recreation / Childcare / Facility Reservations)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
<b>RECREATION ADMINISTRATION</b>								
Recreation / Admin.	REC-001	Community Garden: Applications, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation / Admin.	REC-004	Parks & Recreation Commission <b>MINUTES, BYLAWS &amp; RESOLUTIONS</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
<b>RECREATION / CHILDCARE / FACILITY RESERVATIONS</b>								
Recreation / Childcare	REC-019	Accident Reports / First Aid for Public (bandages, scratches, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation / Childcare	REC-020	Activity Guides (Recreation Classes / Programs)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Recreation / Childcare	REC-021	Agreements for Contractors: Class Instructors, Sports Leagues, etc.  e.g., Dance Instructors, Soccer Leagues, Science Camps, Volleyball, Edison Christmas Party, etc.	Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The statute of limitation for errors and omissions is not applicable; CCP §§336(a), 337 et. seq., GC §34090
Recreation / Childcare / Facility Reserv.	REC-022	Cash Receipts Detail / Backup / Refunds  Includes Cash Donations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Summaries are sent to Finance; GC §34090
Recreation / Childcare	REC-023	Employee Files for Day Care  Employee Forms for State Licensing	Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets State Licensing requirements; GC §34090
Recreation / Childcare	REC-024	Evaluations/Surveys (Program Evaluations)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts / Transitory records not retained in the ordinary course of business); GC §34090
Recreation / Childcare / Facility Reserv.	REC-025	Facility Use and Equipment Applications, Rental Agreements, Park Use Permits, BBQ Use Permits, Alcoholic Beverage Applications	2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

# **RECORDS RETENTION SCHEDULE: RECREATION SERVICES** (Recreation / Childcare / Facility Reservations)

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Recreation / Childcare	REC-026	Flyers for Programs	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation / Childcare	REC-028	Participant Files: Registration / Receipts / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / Field Trips  <b>Pre-school, After School Child Care ONLY (Children in Motion)</b>	End of Participation + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets State Licensing requirements; May have grant funding; GC §34090; Education Code 8482.3(g)(1)(F) and (2); 22 CCR 101221
Recreation / Childcare	REC-029	Program Manager / Event Manager Final Records with Substantive Content; Programs / Events / Special Events (Talent Shows, Halloween, City Volunteer Banquets, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation / Childcare / Facility Reserv.	REC-030	Recreation <b>Database</b> (CivicRec)	Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; data is interrelated; GC §34090
Recreation / Childcare	REC-031	Registration Forms and Liability Waivers: Recreation Classes / Sports Programs - Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / Sign-in Sheets, etc.:  <b>Includes Camps, Authorization to give Medicine, Liability Waivers, etc.</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation / Childcare	REC-032	Scholarship Applications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation / Childcare	REC-033	State License for Day Care	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets State Licensing requirements; May have grant funding; GC §34090; Education Code 8482.3(g)(1)(F) and (2); 22 CCR 101221
Recreation / Childcare	REC-033	Tourism Business Improvement District (TBID) - Agenda Packets	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090