

RESOLUTION R13-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA UPDATING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING RESOLUTION 1150 AND ALL SUBSEQUENT RETENTION SCHEDULE AMENDMENTS ADOPTED PRIOR TO THIS RESOLUTION

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Palos Verdes Estates; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention periods for various government records; and

WHEREAS, the City previously set forth a retention policy via Resolution 1150 adopted in 1986 with subsequent amendments;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES DOES RESOLVE AS FOLLOWS:

SECTION 1. The records of the City of Palos Verdes Estates, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Palos Verdes Estates.

SECTION 2. With the consent of the Department Head, City Clerk, and City Attorney, the City Manager is hereby authorized to amend, revise or supplement the Records Retention Schedule without further action by the City Council of the City of Palos Verdes Estates.

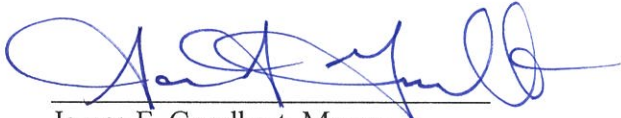
SECTION 3. The term "records" as used herein shall include documents, instructions,

books, microforms, electronic files, magnetic tape, optical media, or papers, as defined by the California Public Records Act.

SECTION 4. Resolution 1150 and all subsequent amendments adopted by the City Council prior to adoption of this resolution are hereby rescinded.

SECTION 5. The Office of the City Clerk shall certify to the passage and adoption of Resolution R13-32 and shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED on this **10TH** day of **DECEMBER**, 2013.


James F. Goodhart, Mayor

ATTEST:

APPROVED AS TO FORM:


Vickie Kroneberger,
Deputy City Clerk


Christi Hogin, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

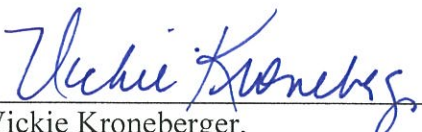
I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R13-32** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 10th day of December, 2013, by the following vote:

AYES: COUNCILMEMBERS: Goodhart, Perkins, Humphrey, Rea, Bird

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Vickie Kroneberger,
Executive Assistant/Deputy City Clerk

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<p><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></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>							
Finance	CW-001	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc.	Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr		All originals go to Finance (these are copies); GC \$34090.7
Lead Dept.	CW-002	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, Mfr, OD, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	CW-003	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	GC \$34090.7
City Clerk	CW-004	Agreements & Contracts (Specifications / Scope of Work, Notices of Completion, etc.)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	All agreements that are approved by the City Council are sent to the City Clerk; GC \$34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)											
<p><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></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>											
Lead Dept.	CW-005	<p>Agreements & Contracts: ADMINISTRATIVE FILES, WITH grant funding</p> <p>(Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, etc.)</p>	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion		Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	CW-006	Agreements & Contracts: ADMINISTRATIVE FILES, and NOT funded by a grant (Correspondence, Project Administration, Project Schedules, RFPs. Certified Payrolls, Insurance Certificates, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion
			10 years				
Lead Dept.	CW-007	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years				
			2 years				
Finance	CW-008	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Mag, Ppr		
			Copies - When No Longer Required				
	CW-009	Bids: See Agreements & Contracts					
							Copies; GC §34090.7

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			Total Retention	Vital?	Media Options	
(OFR)						
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
	CW-010	Brochures: See Reference Manuals				
Finance	CW-011	Budgets - Finals	Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I GC §34090.7
Lead Dept.	CW-012	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	S Department Preference; GC §34090
City Clerk	CW-013	Claims	Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I GC §§34090.7, 34090.6
Lead (Responding) Dept.	CW-014	Complaints / Concerns from Citizens or Correspondence	When No Longer Required - Minimum 2 years		Mag, Ppr	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
	CW-015	Contracts: See Agreements				
	CW-016	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr	GC §34090.7

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-017	Correspondence - ROUTINE (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Press Releases, Public Records Requests, Reading File, Working Files, etc.)	2 years		2 years			Mag, Ppr		GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options
<p><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></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>								
Dept. that Authors Document or Receives the City's Original Document	CW-018	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, telephone messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required	Mag, Ppr		Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing them in a file folder, or saving them electronically. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 6252, 6254(a)
City Clerk	CW-019	Deeds, Easements (All)	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Ppr		Send all originals to the City Clerk; GC §34090.7

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>											
Lead Dept.	CW-020	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-021	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years			Mag, Ppr			GC §34090

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<p><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></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>							
Lead Dept.	CW-022	Grants / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years	Mag, Ppr	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Human Resources	CW-023	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required	Copies - When No Longer Required	Copies - When No Longer Required	Mag, Ppr	Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CW-024	Lawsuits, Litigation, Pending Litigation	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-025	Leave Requests / Vacation Requests		Mag, Ppr			Preliminary draft / transitory record; GC §34090, GC §6252
City Clerk	CW-026	Minutes - City Council	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-027	Municipal Code (these are copies)	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-028	Newspaper Clippings		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-029	Notices: Public Hearing Notices and Proofs of Publications		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference		
			Total Retention	Vital?	Media Options			
(OFR)			Inactive (Records Center)	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?			
<p><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></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>								
City Clerk	CW-030	Ordinances - City Council	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	Yes (all)	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-031	Personnel Files	After Separation, Transfer to Human Resources		Mag, Ppr	Before Separation		Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources, except for Police Department employees); GC §34090.7
Lead Dept.	CW-032	Personnel Files (Supervisor's Notes)	When No Longer Required		Mag, Ppr	Before Annual Performance Evaluation		Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-033	Personnel Work Schedules	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-034	Public Relations / Press Releases	2 years		Mag, Ppr			GC §34090
City Clerk	CW-035	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Mag, Ppr			GC §34090.7

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			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)			Inactive (Records Center)				
			Active (in office)				
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>							
	CW-036	Reference Materials: Brochures, Manuals, Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr		Non-Records
Lead Dept.	CW-037	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by YOUR Department	When No Longer Required - Minimum 2 years		Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-038	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, etc: Produced by OTHER Departments	When Superseded		Mag, Ppr		Copies; GC §34090.7
	CW-039	Reference or Working Files: See Correspondence					
Lead Dept.	CW-040	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years
							Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
		Active (in office)	Inactive (Records Center)	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<p><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></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>						
Lead Dept.	CW-041	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Ppr	Information is outdated after 10 years; statewide guidelines propose 2 years; if historically significant, retain permanently; GC §34090
City Clerk	CW-042	Resolutions - City Council	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-043	Special Projects / Subject Files / Issue Files	When No Longer Required - Minimum 2 years		Mag, Ppr	Department Preference; GC §34090 et seq.
Lead Dept.	CW-044	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	When No Longer Required - Minimum 2 years		Mag, Ppr	Department Preference; GC §34090 et seq.
Lead Dept.	CW-045	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, Ppr	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	CW-046	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required		Copies - When No Longer Required	Mag, Ppr	GC §34090.7	
Lead Dept.	CW-047	Volunteer / Unpaid Intern Applications, Time Sheets, etc.	3 years		3 years	Ppr	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090	

RECORDS RETENTION SCHEDULE: BUILDING & CODE ENFORCEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital? Media Options Image: I=Import M=Mfr S=Scan	
(OFR)							
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>							
BUILDING							
Building	BL-001	Building Permit Database	Indefinite		Indefinite	Yes (all) Mag	Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-002	Building Permits (All, including Expired and Withdrawn)	P		P	Yes (all) Mag, Mfr, OD, Ppr	Department preference; Statewide guidelines propose permanent; GC §34090, H&S §19850
Building	BL-003	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES AND TWO FAMILY DWELLINGS	P		P	Yes (all) Mag, Mfr, OD, Ppr	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
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<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
Building	BL-004	<p>Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (Involving medical, restaurant or change of use)</p> <p>Excludes exceptions per Health and Safety Code Sections 19850-19853.</p> <p>Includes commercial structural plans, Hazardous Materials Questionnaire, etc.</p>	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S §19850, GC §34090
Building	BL-005	Complaints (Written)	2 years		2 years		Mag, Ppr			GC §34090
Building	BL-006	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Building	BL-007	Reports: Building Activity	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: BUILDING & CODE ENFORCEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
Building	BL-008	Reports: Soils Reports, etc.	P	Yes (all)	Mag, Mfr, OD, Ppr	Department Preference: GC \$34090
Building	BL-009	Requests & Permissions to Receive Copies of Plans	2 years		Mag, Ppr	GC \$34090 et seq.
Building	BL-010	Uniform Building Codes / California Building Code	P		Mag, Ppr	GC \$50022.6
CODE ENFORCEMENT						
Code Enforce.	BL-011	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Ppr	Department preference: Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC \$34090
Code Enforce.	BL-012	Liens	P	Yes: Until Resolution	Mag, Ppr	GC \$34090(a)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>									
City Clerk	CC-001	Agenda Packets / Staff Reports: City Council	5 years			Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	CC-002	<p>Agreements - Imaged, Infrastructure, CIPs, MOUs, MOAs</p> <p>includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</p> <p>Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, Joint Powers, MOUs, settlement, etc.</p>	5 years	5 years	10 years	Mag, Mfr, OD, Ppr	S	Yes: Before Completion Yes: Upon Completion	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: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference	
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>								
City Clerk	CC-003	<p>Agreements - Non-Infrastructure that are NOT Imaged</p> <p>includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal)</p> <p>Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years; Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
City Clerk	CC-004	Applications for Boards, Commissions or Committees - Successful	Duration of Service + 2 years		Mag, Ppr			Department preference; GC §34090
City Clerk	CC-005	Applications for Boards, Commissions or Committees - Unsuccessful	2 years		Mag, Ppr			GC §34090
City Clerk	CC-006	City Council Subcommittees (composed solely of less than a quorum of the City Council)	2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference	
			Total Retention	Vital?	Media Options		
			Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?			
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-007	Claims (Liability Claims)	Settlement + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
City Clerk	CC-008	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	2 years	5 years	Mag, Mfr, OD, Ppr	S / I Yes	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(d)
City Clerk	CC-009	FPPC Form 801 (Gift to Agency Report)	4 years		Mag, Ppr		Must post on website; 2 CCR 18944.2(c)(3)(G)
City Clerk	CC-010	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr		Must post on website for 4 years; GC §81009(e)
City Clerk	CC-011	FPPC Form 806 (Agency Report of Public Official Appointments)	2 years		Mag, Ppr		Must post on website; 2 CCR 18705.5; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference		
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>									
ELECTIONS - CONSOLIDATED									
City Clerk	CC-012	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials) Includes Oaths of Office	2 years	P	P	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-013	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-014	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH City CLERK (copies)	4 years		4 years	Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years	Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition			Retention / Reference				
			Inactive (Records Center)	Active (in office)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
City Clerk	CC-016	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES		Term of Office + 4 years	Term of Office + 4 years		Mag, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-017	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES		Election + 4 years	Election + 4 years		Mag, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-018	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)		2 years	2 years		Mag, Ppr			GC §34090
City Clerk	CC-019	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	P	2 years	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference				
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Clerk	CC-020	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Results or Final Examination if No Election + 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, 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
			Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)						
City Clerk	CC-021	Assessment District Ballots and/or protest letters - Prop. 218 proceedings	2 years		Ppr	GC §53753(e)(2)
City Clerk	CC-022	Ballots - After Election	6 mo.		Ppr	EC §17302
City Clerk	CC-023	Ballots - After Recount	6 mo.		Ppr	EC §17306
City Clerk	CC-024	Challenged & Assisted Voters List	6 mo.		Ppr	If uncontested, EC §17304
City Clerk	CC-025	Inspector Receipts for Ballots	6 mo.		Ppr	EC 17302, 17306
City Clerk	CC-026	Precinct Officer Appointments	6 mo.		Ppr	EC §17503
City Clerk	CC-027	Roster of Voters	5 years		Mag, Mfr, OD, Ppr	EC §17300
City Clerk	CC-028	Tally Sheets	6 mo.		Ppr	EC §17304
City Clerk	CC-029	Vote-by-Mail Applications, Roster of Absentee Applications	6 mo.		Ppr	EC §17505
City Clerk	CC-030	Vote-by-Mail Identification Envelopes	6 mo.		Ppr	EC §17302
City Clerk	CC-031	Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr	EC §17304
City Clerk	CC-032	Voter Index Original	5 years		Ppr	EC §17001
(End of Elections Section)						
City Clerk	CC-033	Ethics Training - Certificates	5 years		Mag, Ppr	GC §§34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder. Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-034	Grand Jury Reports and Responses (Pertaining to City Operations)	5 years		5 years		Ppr			Department preference (matches the retention of the Grand Jury); GC §34090
City Clerk	CC-035	Historical Records & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-036	Insurance Policies (City-owned policies)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-037	Lawsuits / Litigation	When no Longer Required - Minimum Final Resolution + 5 years		When no Longer Required - Minimum Final Resolution + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
City Clerk	CC-038	List of City Council Members and Mayors	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-039	Minutes (City Council)	10 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)							
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-040	Municipal Code Administration, Distribution, etc.	When no Longer Required		Mag, Ppr		Preliminary Drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-041	Municipal Code Supplements	P		Mag, Ppr		Department preference; GC §34090
City Clerk	CC-042	Newsletters (City-written)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD
City Clerk	CC-043	Ordinances (City Council)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	GC §34090 et. seq.
City Clerk	CC-044	Proclamations / Commendations / Memoriums / Recognitions, etc.	2 years		Mag, Ppr		GC §34090
City Clerk	CC-045	Proof of Publication / Public Notices / Certificate of Posting (Usually kept with Project Files)	2 years		Mag, Ppr		GC §34090
City Clerk	CC-046	Real Property - Records that Affect the Title to Real Property (Deeds, Easements, Liens, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	GC §34090
City Clerk	CC-047	Recordings / Tapes of City Council Meetings - Audio Recordings	2 years		Mag, OD		Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
			Inactive (Records Center)		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
City Clerk	CC-048	Recordings / DVD-R of City Council Meetings - Video Recordings / DVD-R or VCR	10 years		Mag, OD	Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 60201
City Clerk	CC-048	Records Destruction Lists / Certificates of Records Destruction	10 years		Mag, Mfr, OD, Ppr	Department Preference; GC §34090 et. seq.
City Clerk	CC-049	Request for Public Records	2 years		Mag, Ppr	GC §34090
City Clerk	CC-050	Resolutions (City Council)	P	Yes (all)	Mag, Mfr, OD, Ppr	GC §34090 et. seq.
City Clerk	CC-051	Subpoenas / Discovery Requests / Personal Appearance / Duces Tecum	2 years		Mag, Ppr	GC §34090
City Clerk	CC-051	Support Services (Reproduction, Printing, Mailing, etc.	When No Longer Required		Mag, Ppr	Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: (=Import M=Mfr S=Scan)	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-001	City Council Correspondence	4 years		4 years		Mag, Ppr			Department Preference; GC \$34090
City Manager / Lead Dept.	CM-002	Projects, Programs, Events, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC \$34090
City Manager	CM-003	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC \$34090 et seq.
City Manager	CM-004	Stable Program	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC \$34090
City Manager	CM-005	Swimming Pool Program	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC \$34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / ADMINISTRATION										
Finance / Admin.	FN-001	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	2 years	P	P		Mag, Ppr			Department Preference (copies); GC §34090.7
Finance / Admin.	FN-002	Audit Work Papers	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-003	Bond Official Statements / Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Deceased + 10 years		Fully Deceased + 10 years	Yes: Until Maturity	Mag, Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; CCP §§336 et seq., 337.5(a); GC §43900 et seq.
Finance / Admin.	FN-004	Bonds for Private Development / Construction Projects	Release of Bond / Security		Release of Bond / Security		Mag, Ppr			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Finance / Admin.	FN-005	Budgets - Adopted / Final	2 years	P	P	Yes: Current Fiscal Year	Mag, Ppr			Department Preference; Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Admin.	FN-006	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Admin.	FN-007	Single Audits / Transportation Audits / PERS Audit, et.	5 years	P	P			Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
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FINANCE / GENERAL ACCOUNTING						
Finance / General Accounting	FN-008	1099's Issued / W-9s	5 years		Mag, Ppr	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / General Accounting	FN-009	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	3 years	Mag, Ppr	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounts Receivable	FN-010	Accounts Receivable - ALL - False Alarms, Parking Citations, Damage to Public Property, Invoices to Outside Entities, etc.	5 years	3 years	Mag, Ppr	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	FN-011	Accounts Receivable: Leases / Rent / Property Management	5 years	3 years	Mag, Ppr	Department Preference; (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / General Accounting	FN-012	Bank Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, etc.	5 years	3 years	Mag, Ppr	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-013	Cash Receipts / Weekly Deposits	5 years	3 years	Mag, Ppr	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention					
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
Finance / General Accounting	FN-014	Checks / Warrant Register Report (issued)	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / General Accounting	FN-015	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-016	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340, 1519; GC §34090
Finance / General Accounting	FN-017	Financial Services Database	Indefinite		Indefinite	Yes	Mag, Ppr			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-018	Fixed Assets - Annual Listing (Source Documents)	5 years		5 years		Mag, Ppr			Department preference; GC §34090
Finance / General Accounting	FN-019	Investment Reports / Treasurer's Reports	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-020	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
(OFR)						
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
Finance / General Accounting	FN-021	Journal Entries / Journal Vouchers	2 years	3 years	5 years	Mag, Ppr
Finance / General Accounting	FN-022	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	2 years	3 years	5 years	Mag, Ppr
Finance / General Accounting	FN-023	Reports: Annual State or Federal; State Controller's Report, Street Report, Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	2 years	3 years	5 years	Mag, Ppr
Finance / General Accounting	FN-024	Vehicle Titles "Pink Slips"	Upon Sale of Vehicle		Upon Sale of Vehicle	Ppr

Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337

Department preference (Financial System does not qualify as a trusted system); GC §34090

Department Preference; Meets auditing standards; GC §34090

Provided to new owner upon sale; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / PAYROLL										
Finance / Payroll	FN-025	CalPERS Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC \$34090
Finance / Payroll	FN-026	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	P	P		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC \$34090
Finance / Payroll	FN-027	Deferred Compensation (City Statements)	2 years	3 years	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 -7 years; GC \$304090, 26 CFR 31.6001.1
Finance / Payroll	FN-028	Payroll Reports (includes Leave Registers, Time Transaction Reports, etc.)	2 years	3 years	5 years		Mag, Ppr			Department preference (meets auditing standards); GC \$34090
Finance / Payroll	FN-029	Time Sheet Summaries / Time Card Summaries	2 years	3 years	5 years		Mag, Ppr			Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC \$34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition				Retention / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	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>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN-030	W-2's	2 years	P	P		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, etc.)	6 years		6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-002	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)	When No Longer Required - Minimum 6 years		When No Longer Required - Minimum 6 years		Mag, Ppr			Department Preference; 6 years for retirement benefits; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-004	Classification Specifications / Job Specifications	When No Longer Required - Minimum 6 years		When No Longer Required - Minimum 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>									
Human Resources	HR-005	Compensation Surveys & Studies	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr		Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-006	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years		Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090
Human Resources	HR-007	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr		Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-008	Drug & Alcohol Test Results (All - Positives and Negatives)	2 years	3 years	5 years		Mag Ppr		D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 34090, 49 CFR 655.71 et seq.;

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards 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. Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human Resources	HR-009	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		Ppr		OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429c
Human Resources	HR-010	Personnel Files - Employees	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 60201; 29 USC 1113
Human Resources	HR-011	Personnel Files - Medical File (all employees) Includes Hearing Tests, Respirator Fit Tests, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(f), GC §§12946, 34090
Human Resources	HR-012	Recruitment and Testing File (Includes Applications, Advertisements, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 3 years		Mag, Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human Resources	HR-013	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required - Minimum 3 years		Mag, Ppr		Department preference; GC \$34090
Human Resources	HR-014	Workers Compensation Claim Runs	When No Longer Required - Minimum 3 years 5 years		Mag Ppr		Meets auditing standards; GC \$34090 Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR \$3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090
Human Resources	HR-015	Workers Compensation Claims	Separation + 2 years Separation + 28 years 30 years		Mag, Mfr, OD, Ppr	S Yes: After QC & OD	

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?		Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
Information Technology	IT-001	Backup Media - ALL		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Information Technology	IT-002	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
(OFR)						
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Planning	PL-001	<p>Address Files / Planning Case Project Files - Approved Permanent Entitlements & Code Enforcement</p> <p>(Includes associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps, Code Enforcement Site Plans)</p> <p>Examples: Conditional Use Permits (CUPs), Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.</p>	P	Yes	Mag, Mfr, OD, Ppr	<p>Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GCSS\$34090, 34090.7</p>
Planning	PL-002	Address Files / View Cases (by address of tree location) (Includes application, EIR / CEQA, mediation, agreement / resolution)	P	Yes	Mag, Mfr, OD, Ppr	<p>Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GCSS\$34090, 34090.7</p>
Planning	PL-003	Annexations / Boundaries / Consolidations / LAFCO	5 years		Mag, Mfr, OD, Ppr	<p>Land Records; GC \$34090</p>

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
			Inactive (Records Center)		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
Planning	PL-004	Census, Demographics	When No Longer Required		Mag, Ppr	(Non-Records - Census Bureau is OFR; GC §34090 et seq.)
Planning	PL-005	Construction, Demolition and Waste hauling Permits	2 years		Mag, Ppr	GC §34090
Planning	PL-006	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		Mag, Mfr, OD, Ppr	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-007	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		Ppr	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-008	General Plan, Elements and Amendments	P	Yes (all)	Mag, Mfr, OD, Ppr	GC §34090
Planning	PL-009	Log of Zoning Cases / Log of Planning Entitlements	P	Yes	Mag, Mfr, OD, Ppr	Department Preference; GC §34090
Planning	PL-010	Master Plans, Specific Plans, Bikeway Plans, etc.	P		Mag, Mfr, OD, Ppr	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-011	NPDES Monitoring and Inspections - Stormwater	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years			Mag, Ppr		Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Planning	PL-012	Parklands Committee AGENDA PACKETS	5 years		5 years			Mag, Ppr		Department Preference; GC §34090
Planning	PL-013	Parklands Committee MINUTES, ACTION MINUTES	P		P		Yes	Mag, Mfr, OD, Ppr	S	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Planning	PL-014	Parklands Committee AUDIO RECORDINGS	5 years		5 years			Mag		Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-015	Planning Commission AGENDA PACKETS	5 years		5 years			Mag, Ppr		Department Preference; GC §34090
Planning	PL-016	Planning Commission AGENDAS, MINUTES, RESOLUTIONS	P		P		Yes	Mag, Mfr, OD, Ppr	S	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Planning	PL-017	Planning Commission AUDIO RECORDINGS	5 years		5 years			Mag		Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: PLANNING

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
Planning	PL-018	Preliminary Review File	When No Longer Required		Mag, Ppr	Department preference; Preliminary Documents (no application submitted); GC \$34090
Planning	PL-019	Special Studies	When No Longer Required - Minimum 2 years		Mag, Ppr	Department Preference; GC \$34090
Planning	PL-020	Zoning Maps	P		Mag, Mfr, OD, Ppr	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC \$34090.7
Planning	PL-021	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		Mag, Mfr, OD, Ppr	Department Preference (copies); GC \$34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)			Total Retention			
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
ADMINISTRATION / CHIEF OF POLICE						
Police / Admin. / Chief	PD-001	CCW (Carry Concealed Weapon) Permits - Approved	Expiration + 2 years	Yes	Mag, Ppr	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-002	CCW (Carry Concealed Weapon) Permits - Denied	2 years	Yes	Mag, Ppr	GC § 34090 et seq.
Police / Admin. / Chief	PD-003	Department Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-004	Internal Affairs Investigations / Complaints: ALL (May include criminal acts, moral turpitude, complaints generated from a citizen)	When No Longer Required - Minimum Final Disposition + 5 years		Mag, Ppr	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / Admin. / Chief	PD-005	Permits: Bicycles	2 years	Yes	Mag, Ppr	GC § 34090 et seq.
Police / Admin. / Chief	PD-006	Permits: Parking, Preferential Parking	2 years	Yes	Mag, Ppr	GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
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<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>							
Police / Admin. / Chief	PD-007	Permits: Regulatory Businesses (Massage, Bingo, etc.)	Expiration + 2 years		Expiration + 2 years	Yes Mag, Ppr	Department preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-008	Personnel Background Packet - POLICE Successful (hired)	Separation + 3 years		Separation + 3 years	Yes: Until Separation Mag, Mfr, OD, Ppr	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Admin. / Chief	PD-009	Personnel Background Packet - POLICE Unsuccessful (not hired)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years	Mag, Ppr	Department preference (Successful employees are sent to Human Resources); EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7 (c), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference			
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)											
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Human Resources	PD-010	<p>Personnel Files - Police Department Employees</p> <p>Includes Evaluations, Training Certificates, etc. (Send all Respirator Fit Tests to Human Resources)</p>	Separation + 3 years			Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Human Resources maintains originals; GC §34090.7
Police / Admin. / Chief	PD-011	<p>Department Employees - Notes & Minor Counselling</p> <p>Includes minor disciplinary records, complaints/personnel action not originating from outside the Police Department or subject to the provisions of PC 832.5, performance or counseling memoranda, personnel commendations and documents not subject to other retention regulations.</p>	When No Longer Required - Minimum 3 years			When No Longer Required - Minimum 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Police / Admin. / Chief	PD-012	Pursuit Critiques	Indefinite			Indefinite		Mag, Ppr			Department preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-013	Reports and Studies - Historical	P			P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-014	Reports and Studies regarding Police operations (not historical - manpower, etc.)	When No Longer Required - Minimum 2 years			When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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ADMINISTRATION - COMMUNICATIONS / CAD / DISPATCH									
Police / Admin. - Commun.	PD-015	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	180 days		180 days			Mag	Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Admin. - Commun.	PD-016	Vacation Checks / Special Watch Requests (Volunteer Patrol)	2 years		2 years			Mag, Ppr	GC §34090 et seq.
ADMINISTRATION - TEMPORARY HOLDING FACILITY									
Police / Admin. - Temp. Holding Facility	PD-017	Booking Log	2 years		2 years			Mag, Ppr	Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Retention / Disposition			Comments / Reference
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<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>									
ADMINISTRATION - RECORDS									
Police / Admin. - Records	PD-018	CHP 180 Forms (Tows)	When No Longer Required		When No Longer Required		Mag, Ppr		Preliminary Drafts; GC§ 34090 et seq.
Police / Admin. - Records	PD-019	Citations - Moving Violations, Marijuana	2 years		2 years		Mag, Ppr		Parking Citations are sent to Finance; GC §34090 et seq.
Police / Admin. - Records	PD-020	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr		Department preference; GC §34090
Police / Admin. - Records	PD-021	Index to Crime Reports / Log Books	P		P		Mag, Ppr		Department preference; GC§ 34090 et seq.
Police / Admin. - Records	PD-022	NCIC Validation	2 years		2 years		Mag, Ppr		GC §34090
Police / Admin. - Records	PD-023	Officer Recordings: Mobile Audio/Video Recordings that are <u>not</u> evidence ("hip recorders", etc.)	When No Longer Required		When No Longer Required		Mag		Per the District Attorney; all evidence is booked on CD, other personal recording may be recycled; GC §34090.6(a) & (c)
Police / Admin. - Records	PD-024	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	P		P	Yes	Mag, Mfr, OD, Ppr	Yes: After QC	Department preference; PC§ 11108(b); GC§ 34090

RECORDS RETENTION SCHEDULE: POLICE

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<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
Police / Admin. - Records	PD-025	<p>Misdemeanor or Infraction - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms</p>	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Admin. - Records	PD-026	<p>POLICE REPORTS / INCIDENT REPORTS:</p> <p>ALL, Except Those Specifically Mentioned in the Schedule</p> <p>e.g., 5150, Detention Reports, etc.</p>	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Admin. - Records	PD-027	<p>POLICE REPORTS / INCIDENT REPORTS:</p> <p>Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes / Felony DNA (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h)</p>	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), WIC 707(b)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition			Comments / Reference			
			Total Retention	Vital?	Media Options				
		Active (in office)	Inactive (Records Center)	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?				
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i> <i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>									
Police / Admin. - Records	PD-028	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Mag, Mfr, OD, Ppr	Yes: Before Disposition	Yes: After QC	S/M/I	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Admin. - Records	PD-029	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Mag, Mfr, OD, Ppr	Yes: Before Disposition	Yes: After QC	S/M/I	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Admin. - Records	PD-030	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Mag, Ppr	Yes			(Courts and other Agencies "Shall" destroy); H&S §11361.5 et seq., 11357(e)
Police / Admin. - Records	PD-031	POLICE REPORTS / INCIDENT REPORTS: Missing Persons	Until CLETS Entry No Longer Exists - Minimum 7 years		Mag, Mfr, OD, Ppr	Yes: Before Disposition	Yes: After QC	S/M/I	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition			Comments / Reference
			Total Retention	Vital?	Media Options	
(OFR)			Inactive (Records Center)		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>						
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>						
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>						
Police / Admin. - Records	PD-032	Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Admin. - Records	PD-033	Public Information Requests	2 years		Mag, Ppr	GC §34090
Police / Admin. - Records	PD-034	Registrants: Arson - Adults	5 years	P	Mag, Mfr, OD, Ppr	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; if released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. - Records	PD-035	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	Pursuant to PC §457.1 et seq.; if released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Admin. - Records	PD-036	Registrants: Narcotic	5 years		Mag, Ppr	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Admin. - Records	PD-037	Registrants: Sex Offenders - Adults	P		Mag, Mfr, OD, Ppr	Department Preference; Pursuant to PC §290 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>									
Police / Admin. - Records	PD-038	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)	Mag, Mfr, OD, Ppr	S/M/I	No	Pursuant to PC §290 et seq.; W&I §781;
Police / Admin. - Records	PD-039	RMS Database	Indefinite		Indefinite	Mag			Data Fields / Records are interrelated; GC §34090
Police / Admin. - Records	PD-040	Subpoenas (all Police Dept.) / Discovery Requests / Pitchess Motions / Personal Appearance / Duces Tecum	2 years		2 years	Mag, Ppr			GC §34090
Police / Admin. - Records	PD-041	Vehicle Repossession Notifications	When No Longer Required		When No Longer Required	Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
Police / Admin. - Records	PD-042	Warrants (Recalled or Served)	2 years		2 years	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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INVESTIGATION						
Police / Investigat.	PD-043	Crime Suppression Unit Activity Records (all Teams)	5 years	5 years	Mag, Ppr	Department preference; GC §34090
Police / Records	PD-044	Detectives Investigation Files and Arrest Files - ALL Crimes	Transfer to Records	Transfer to Records	Mag, Ppr	Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Investigat.	PD-045	Informant Files	10 years	10 years	Mag, Ppr	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Investigat.	PD-046	Intelligence Files (Criminal Intelligence Files)	5 years	5 years	Mag, Mfr, OD, Ppr	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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(OFR)			Active (in office)							
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i>										
PATROL										
Police / Patrol	PD-047	Patrol Ride-A-Long Waiver Form	2 years				Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-048	Sound Permits / Special Event Permits Issued by Police	2 years				Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-049	Special Events / Ops Plan	5 years				Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-050	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years				Mag, Ppr			Department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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PROPERTY & EVIDENCE									
Police / Property & Evidence	PD-051	Crime Report Photos	Indefinite	Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC \$34090
Police / Property & Evidence	PD-052	Forfeiture Notification	2 years	2 years		Mag, Ppr			GC \$34090
Police / Property & Evidence	PD-053	Gun and Narcotics Destruction Log (Documents related to)	P	P		Mag, Ppr			Department Preference; GC \$34090
Police / Property & Evidence	PD-054	Latent Print File	Follows the Retention Period of the Crime Report	Follows the Retention of the Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC \$34090
Police / Property & Evidence	PD-055	Logs: Evidence Register	5 years	10 years		Mag, Ppr			Department Preference; GC \$34090
Police / Property & Evidence	PD-056	Property Log Book	2 years	2 years		Mag, Ppr			GC \$34090
Police / Property & Evidence	PD-057	Property Release Forms	Follows the Retention Period of the Crime Report	Follows the Retention of the Crime Report		Mag, Ppr			Department Preference; GC \$34090

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TRAINING										
Human Resources	PD-058	Personnel Files - Police Training File	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Human Resources receives original; GC §34090
Police / Training	PD-059	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	3 years	4 years	7 years		Mag, Ppr			Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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ENGINEERING											
Public Works / Engineering	PW-001	Abandonments / Street Vacations	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD \$34090	Department Preference; GC \$34090
Public Works / Engineering	PW-002	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD \$34090	Department Preference; GC \$34090
Public Works / Engineering	PW-003	Benchmarks	P		P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD \$34090	Department Preference; GC \$34090
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): <u>Administration File</u> Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer		Yes: Until Completed	Mag, Ppr			Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years; Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Public Works / Engineering	PW-005	<p>Capital Improvement Projects (CIP): <u>Permanent File</u></p> <p>Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.</p>	P	Mag, Mfr, OD, Ppr	S/I	<p>Yes: Until Completed</p> <p>Yes: After QC & OD + 10 years</p> <p>Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090</p>
Public Works / Engineering	PW-006	<p>Capital Improvement Projects (CIP): <u>Unsuccessful Proposals</u></p>	2 years	Mag, Ppr		GC §34090
Public Works / Engineering	PW-007	<p>Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Builts")</p>	P	Mag, Mfr, OD, Ppr	S	<p>Yes (all)</p> <p>Yes: After QC & OD</p> <p>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</p>
Public Works / Engineering	PW-008	<p>Engineering Studies / Surveys</p>	P	Mag, Mfr, OD, Ppr	S/I	<p>Yes: After QC & OD</p> <p>Department Preference; GC §34090</p>
Public Works / Engineering	PW-009	<p>Geotechnical and Soils Reports; Hydrology Reports (Authorized by the City)</p>	P	Mag, Mfr, OD, Ppr	S	<p>Yes: After QC & OD</p> <p>Department Preference; GC §34090</p>

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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TRAFFIC & TRANSPORTATION								
Engineering / Traffic & Trans.	PW-010	Master Plans - Transportation	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; Drafts should be destroyed; GC \$34090
Engineering / Traffic & Trans.	PW-011	Studies - Transportation (authored by the City)	When No Longer Required - Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Drafts / source records entered into database and not retained in the ordinary course of business; GC \$34090
Engineering / Traffic & Trans.	PW-012	Traffic Safety Committee AGENDA PACKETS	5 years		Mag, Ppr			Department Preference; GC \$34090
Engineering / Traffic & Trans.	PW-013	Traffic Safety Committee MINUTES, ACTION MINUTES	P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC \$34090 et seq.
Engineering / Traffic & Trans.	PW-014	Traffic Safety Committee AUDIO RECORDINGS	5 years		Mag			Department preference; State law only requires for 30 days; GC \$54953.5(b)
Engineering / Traffic & Trans.	PW-015	Traffic Speed Surveys	15 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC \$34090
Engineering / Traffic & Trans.	PW-016	Traffic Studies / Traffic Counts / Traffic Calming Requests	When No Longer Required - Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; GC \$34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference
			Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)							
<p><i>If the record is not listed here, refer to the Retention for City-Wide Standards</i></p> <p><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></p> <p><i>Litigation, complaints, claims, public records act requests, audits and/or investigations may suspend normal retention periods (retention resumes after settlement or completion).</i></p>							
PUBLIC WORKS / OPERATIONS							
Public Works / Operations	PW-017	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment			Mag, Ppr	Department Preference; GC §34090 et. seq.
Public Works / Operations	PW-018	Tree Arborists Reports (City Trees)	When No Longer Required - Minimum 2 years			Mag, Ppr	Department preference; GC §34090
Public Works / Operations	PW-019	Used Oil Disposal	3 years			Mag, Ppr	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Operations	PW-020	Vehicle & Equipment History Files	Disposal of Vehicle or Equipment + 2 years			Mag, Ppr	Department preference; if a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Public Works / Operations	PW-021	Wastewater / Sewer System Management Plans (SSMP) and Audits, Sanitary Sewer Overflows (SSOs)	5 years			Mag, Ppr	Required for a minimum of 5 years; 40 CFR 122.41(i)(2); SWRCB Order 2006-03; 40 CFR 122.41(i)(2); GC §34090