

RESOLUTION CC 2025-58

A JOINT RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY, COVINA PUBLIC FINANCING AUTHORITY, AND COVINA HOUSING AUTHORITY OF THE CITY OF COVINA, CALIFORNIA, RESCINDING RESOLUTION CC 2024-14 AND ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

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 Covina; 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 specifying retention periods for various government records; and

WHEREAS, the City Council of the City of Covina adopted a records retention schedule on July 17, 2001, by minute action; and the Covina Redevelopment Agency adopted the same records retention schedule on June 3, 2003, by minute action; and

WHEREAS, on July 17, 2017, City Council approved an agreement with Gladwell Governmental Services, Inc. to review and update the City's Records Retention Schedule and destruction procedures which included annual updates and a subscription for unlimited advice; and

WHEREAS, on December 19, 2017, the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority adopted joint Resolution CC 17-128, adopting a records retention schedule and authorizing destruction of certain city records; and

WHEREAS, the Retention Schedule has been reviewed and updated annually and taken to City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority for approval on:

- December 17, 2019, Resolution CC 19-127,
- February 18, 2020, Resolution CC 2020-16,
- April 20, 2021, Resolution CC 2021-40,
- August 16, 2022, Resolution CC 2022-89;
- September 5, 2023, Resolution CC 2023-87
- April 2, 2024, Resolution CC 2024-14 and

WHEREAS, the current records retention schedule has been reviewed and updated to comply with recent changes in law and provide a more efficient system for the management of permanent and disposable documents.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Resolution CC 2024-14 is hereby rescinded in its entirety and this resolution including the Records Retention Schedule (Exhibit A) shall supersede all previous resolutions that are in conflict with this resolution.

SECTION 2. The records of the City of Covina, as set forth in the Records Retention Schedule (Exhibit A), attached hereto and incorporated herein by 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 or Chief Deputy City Clerk and City Attorney, without further action by the City Council of the City of Covina.

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. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

SECTION 5. This resolution shall become effective immediately upon its passage and adoption.

APPROVED and PASSED this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-58 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

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

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("**Minimum 2 years**"), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

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

- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

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

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (guideline) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media** which does not allow changes

Scan / Import (guideline):
“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed)** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY-WIDE (Used by All Departments)										
Lead Dept.	CW-002	Accounts Payable, Invoices - City Attorney Invoices Only	5 years		5 years	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090
Lead Dept.	CW-004	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-007	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon- Completi n	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-008	Agreements & Contracts: ADMINISTRATIVE FILES (no Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon- Completi #	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §335 337 et. seq., GC §34090
Lead Dept.	CW-011	Bids: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract <i>Includes Rating Sheets and Interview Questions</i> <i>Excludes Bid Files, which are retained by the City Clerk</i>	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Staffing Dept.	CW-012	Boards, Commissions, & Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All recommendations are presented to the City Council; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-013	Boards, Commissions, & Committees: Employees Staff Meetings / Department Staff Meetings	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
	CW-014	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Lead (Requesting) Dept.	CW-017	City Attorney Opinions	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; GC §34090
Lead (Responding) Dept.	CW-019	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; GC §34090
Human Resources	CW-020	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Lead Dept.	CW-022	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-023	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). (2017) 2 Cal.5th 608; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
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.										
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.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Dept. that Authors Document or Receives the City's Original Document	CW-024	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required		Mag, Ppr			<p>Electronic and paper records are filed and retained based upon their CONTENT. Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §§7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). (2017) 2 Cal.5th 608</p>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-026	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets auditing standards; GC §34090
Lead Dept.	CW-027	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-028	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500
Lead Dept.	CW-029	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-030	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-031	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (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, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; ; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7
Lead Dept.	CW-033	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Settlement	Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Confirm with City Attorney prior to destruction of any litigation files; CCP §§ 335 337 et seq.; GC §34090
Lead Dept.	CW-034	Leave Slips / Time Off Requests	When No Longer Required		When No Longer Required		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the Regular Course of Business GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-035	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	CW-038	Newspaper Clippings	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-039	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§ 335-337 et seq; GC §§34090, 65009(c)(1)
Human Resources	CW-042	Personnel Files (Department-level Files)	Shred Upon Separation or Transfer		Shred Upon Separation or Transfer	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-043	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline		Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-044	Photographs	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Content not substantive - Preliminary Drafts utilized in other documents; destroy unnecessary photographs. GC §34090
Lead Dept.	CW-045	Public Relations / Press Releases	2 years		2 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Lead Dept.	CW-046	Purchase Orders / Requisitions	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Department preference; GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-048	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(a); 29 CFR 97.42, GC §34090, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-051	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by YOUR Department	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
	CW-053	Reference or Working Files: See Correspondence					Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	
Lead Dept.	CW-054	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-055	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Information is outdated after 10 years; If historically significant, retain permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-057	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-058	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-059	Time Cards / Time Sheets	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-060	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention, & Safety Training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After</u> <u>QC & OD</u> When Inactive	Department preference; Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), GC §53237.2(b); LC §6401.9(f)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY CLERK										
City Clerk	CC-001	Agenda Packets: City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Includes final budget and final audit reports / ACFR; GC \$34090
City Clerk	CC-001.1	Agenda Packets: Boards & Commissions: Finance Advisory Commission, Historic Preservation Commission, Personnel Advisory Commission, Planning Commission	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC \$34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-002	<p>Agreements & Contracts - ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs, FRANCHISES)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	<p>Yes: After <u>QC & OD</u></p> <p>Upon Completion</p>	<p>Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP <u>§335</u> 337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703</p>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-003	<p>Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Non-Infrastructure: Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	<p>Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)</p>
City Clerk	CC-004	<p>Agreements & Contracts - HOUSING Loans, Trust Deeds, Promissory Notes, etc.</p>	Fully Paid or Forgiven	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	<u>S / I</u>	<p>Yes: After <u>QC & OD</u> Upon Completion</p>	<p>Department preference; Documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090</p>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Clerk	CC-005	Articles of Incorporation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-006	Bid Files: UNSUCCESSFUL PROPOSALS / REJECTED BIDS OR PROPOSALS (ALL)	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-007	Bid Files: INFRASTRUCTURE RFP / Specifications, Successful Proposal, Notice of Completion	2 years	P	P		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	CC-008	Bid Files: NON-INFRASTRUCTURE RFP / Specifications, Successful Proposal, Notice of Completion	2 years	8 years	10 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	CC-009	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-010	Board & Commission Applications (Successful and Unsuccessful)	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-011	Bonds (Performance Bonds, Subdivision Bonds, Letters of Credit)	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Clerk	CC-012	City Clerk Filing System / MUFFS (if not identified elsewhere)	Minimum 2 years		Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-013	City Council, Board & Commission Historical List of Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources / Risk Management	CC-014	Claim Forms / Summons	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Risk Management retains Claim File; GC §34090
City Clerk	CC-014.5 CC-064	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Campaign Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-015	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-016	Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting	5 years		5 years		Mag, Ppr	S / I	Yes: After QC 2 years	2 CCR 18615(f)
City Clerk	CC-017	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After QC 2 years	Must post on website; GC §81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Clerk	CC-018	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After <u>QC -2 years</u>	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-019	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After <u>QC -2 years</u>	GC §81009(e)
City Clerk	CC-020	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	FPPC Regulation 18734(c); GC §81009(e)
City Clerk	CC-021	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	FPPC Regulation 18734(c); GC §81009(e)
City Clerk	CC-022	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr	S / I	Yes: After <u>QC -2 years</u>	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED										
City Clerk	CC-023	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §§53753(e)(2), <u>53755(d)</u>
City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials) All, whether filed electronically or not	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	For Electronic Filings, Data that has been maintained for at least 10 years may then be archived in a secure format; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615(i)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-025	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC</u> 2 years	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-025.1	Campaign Filings (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	10 years		10 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC</u>	Statements filed electronically are required to be retained for 10 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-026	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC</u>	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-027	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC</u>	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-028	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Ppr			CA law states term of office and 4 years after the expiration of term for Nomination Papers EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-029	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Ppr			Department preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers EC §17100
City Clerk	CC-030	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-031	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results; Certificate of Election)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-032.1	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT / NOT SUFFICIENT	Final Examination + 1 year after petition examination		Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; If the insufficient petition is NOT examined by the proponent(s), it has a retention of 8 months after final examination by the elections official, unless there is a legal or FPPC proceeding. If the petition is examined by the proponent(s), the petition has a retention of 1 year after examination. EC §§17200(b)(3), 17400
City Clerk	CC-032.2	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months		Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-032	Elections – Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			A 1 year retention period – applies where the proponents of the petition have commenced an examination pursuant to GC §7924.100. 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 FPCC proceeding. EC §§17200(b)(3); 17400
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)										
City Clerk	CC-033	Applications to View Voter Registration Information		5 years	5 years		Ppr			EC §2188(f)
City Clerk	CC-035	Ballots - After Election		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-036	Ballots - After Recount		6 mo.	6 mo.		Ppr			EC §17306
City Clerk	CC-037	Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-038	Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-039	Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk	CC-040	Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk	CC-041	Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-042	Vote-by-Mail Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-043	Vote-by-Mail Identification Envelopes		6 mo.	6 mo.		Ppr			EC §17302

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-044	Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-045	Voter Index Original		5 years	5 years		Ppr			EC §17001
(End of Elections Section)										
City Clerk	CC-046	Ethics Training Certificates, City Council, Board and Commission Members	5 years		5 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §53235.2(b)
City Clerk	CC-046.5 CC-065	Enterprise System Catalogue (posted online)	2 years		2 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090 et seq.
City Clerk	CC-047	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> 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-048	Minutes: City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-048.1	Minutes: Boards & Commissions: Finance Advisory Commission, Historic Preservation Commission, Planning Commission	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
City Clerk	CC-049	Municipal Code Administration , Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-050	Municipal Code History / Supplements	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference (retain one of each supplement); GC §34090
City Clerk	CC-051	Oath of Office: City Council, Boards & Commission Members	Term of Office + 4 years		Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-052	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-053	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; only 1 year is required; GC §50115
City Clerk	CC-054	Public Records Requests / Request for Records / Subpoenas (except for Police Department)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-055	Recorded Documents: ALL - Deeds, Easements, Liens & Releases, Rights of Way, Notices of Completion, Recorded Agreements / Contracts, Certificate of Compliance, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Department preference; GC §34090 et seq.
City Clerk	CC-056	Recordings - AUDIO of City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-057	Recordings - VIDEO of City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	Minimum 10 years		Minimum 10 years		(Mag)			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-058	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-059	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	GC §34090 et. seq.
City Clerk	CC-059.1	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	EC §21160(i) 21608(g) ; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-060	Resolutions: City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
City Clerk	CC-060.1	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-061	Speaker Cards	When No Longer Required		When No Longer Required		Mag , Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts used to produce minutes; GC §34090
City Clerk	CC-062	Stock Certificates (Water Company)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-063	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Sale or Disposal		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY MANAGER										
City Manager	CM-001	City Council Payroll	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but City Council Member do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
City Manager	CM-002	Grand Jury Reports and Responses (Regarding City Operations)	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference (the Grand Jury keeps their reports 5 years); GC §34090
City Manager	CM-003	Press Releases	Minimum 2 years		Minimum 2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-004	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-005	Speech Notes / PowerPoint Presentations (not part of a Council Agenda packet)	When No Longer Required		When No Longer Required		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Content not substantive; Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CM-006	Travel / Conferences	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Invoices are maintained by Finance; GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
BUILDING & SAFETY										
CED / Building & Safety	BL-002	Address Files / Building Permits	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
CED / Building & Safety	BL-003	Building Permit Database	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Department Preference - Data is interrelated; Building Permits are required for the Life of the Building; GC §34090, H&S §19850
CED / Building & Safety	BL-004	Building Plans - Cancelled, Expired or Withdrawn	Upon Expiration, Cancellation or Withdrawal		Upon Expiration, Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
CED / Building & Safety	BL-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
CED / Building & Safety	BL-006	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	Life of the Structure		Life of the Structure	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Building & Safety	BL-007	Certificate of Occupancy (CofO)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Building & Safety	BL-008	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	When Permit is Finalled		When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
CED / Building & Safety	BL-009	Plan Check Comments	When Finalled		When Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
CED / Building & Safety	BL-010	Reports: Building Activity	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (the database is the original); GC §34090
CED / Building & Safety	BL-011	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
CED / Building & Safety	BL-012	Uniform Building Codes / California Building Codes	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
CODE ENFORCEMENT										
CED / Code Enforce.	CE-001	Citations	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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CED / Code Enforce.	CE-002	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters) All Liens are sent to the City Clerk	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
CED / Code Enforce.	CE-003	Foreclosure Notices / Notices of Defaults (NOD) - for Privately owned property - courtesy notices from mortgage companies	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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ECONOMIC DEVELOPMENT / FORMER REDEVELOPMENT / SUCCESSOR AGENCY										
CED / Economic Develop.	ED-001	Economic Development Projects, Programs, Subject & Issues / Economic Development (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Economic Develop.	ED-002	Economic Development Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
CED / Economic Develop.	ED-003	Economic Development Grants / CDBG (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 6 years	After Funding Agency Audit, if required - Minimum 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Through LA County / CDC - Per GMU Bulletin 16-0020; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
CED / Economic Develop.	ED-004	Real Estate Appraisals	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference, meets municipal auditing standards; GC §34090

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CED / Economic Develop.	ED-005	Redevelopment Long Range Property Management Plans, Oversight Plans	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CED / Economic Develop.	ED-006	Redevelopment Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for Historical Purposes; GC §34090
CED / Economic Develop.	ED-007	Redevelopment Projects & Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Planning, Building and Engineering retains final documents of construction projects (transfer any CIP project files to Engineering); Covers various Statute of Limitations; CCP §335 337 et seq.; GC §34090
CED / Economic Develop.	ED-008	Leases / Tenant Files	Completion + 5 years		Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference, meets municipal auditing standards; CCP §335 337 et seq.; GC §34090
CED / Economic Develop.	ED-009	Relocations	Completion + 5 years		Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference, meets municipal auditing standards; CCP §335 337 et seq.; GC §34090
CED / Economic Develop.	ED-010	Small Business Loans / Façade Improvement	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets Municipal Government Auditing Standards; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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PLANNING										
CED / Planning	PL-001	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records)
CED / Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
CED / Planning	PL-003	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
CED / Planning	PL-003.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc. / CEQA / NEPA Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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CED / Planning	PL-004	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
CED / Planning	PL-005	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Mag. Mfr. , OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
CED / Planning	PL-006	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
City Clerk CED / Planning	PL-007	Historic Preservation Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send original Agenda Packets to the City Clerk's Office Department preference; Original Staff Reports are filed in the project file; GC §34090.7
CED / Planning	PL-008	Historic Preservation Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
CED / Planning	PL-009	Historic Preservation Commission VIDEO RECORDINGS of Meetings / Audio Tapes	Minimum 10 years		Minimum 10 years		(Mag)			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk GED / Planning	PL-010	Historic Preservation Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Send originals Minutes to the City Clerk's Office; GC §34090.7
CED / Planning	PL-011	Historic Preservation Survey, Evaluations and Designations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Planning	PL-012	Master Plans, Specific Plans, Land Use Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Planning	PL-013	Materials Boards	When No Longer Required		When No Longer Required		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk GED / Planning	PL-014	Planning Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<u>Send original Agenda Packets to the City Clerk's Office</u> Department preference; Original Staff Reports are filed in the project file; GC §34090.7
CED / Planning	PL-015	Planning Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk GED / Planning	PL-016	Planning Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Send originals Minutes to the City Clerk's Office; GC §34090.7
CED / Planning	PL-017	Planning Commission VIDEO RECORDINGS of Meetings / Audio Tapes	Minimum 10 years		Minimum 10 years		(Mag)			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Planning	PL-018	Planning Project Log of Applications, Database	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090
CED / Planning	PL-019	Planning Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	10 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must retain public works project emails and correspondence until the project is approved and the CEQA Statute of Limitations has expired without litigation being filed (Public Resources Code section 21167.6 has expired without litigation being filed). Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
CED / Planning	PL-020	Preliminary Review File	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CED / Planning	PL-021	Special Event Permits / Administrative Conditional Use Permits / Temporary Entitlements / Temporary Permits (Approved & Unapproved): Christmas Tree Lots, Pumpkin Lots, Banner Permits, etc.	Minimum 2 years		Minimum 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§§34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Planning	PL-022	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Planning	PL-023	Zoning Compliance Letters	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CED / Planning	PL-024	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Department Preference; GC §34090.7
CED / Planning	PL-025	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1-year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ACCOUNTING										
Finance / Accounting	FIN-001	1099's / 1096's, DE542 (California Report of Independent Contractors)	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FIN-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Direct Payment Vouchers, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Meets municipal government auditing standards; GC §34090
Finance / Accounting	FIN-003	Audit Work Papers (The Final Audit / Annual Comprehensive Financial Report (ACFR) is maintained by the City Clerk with the Agenda Packet)	1 year	2 years	3 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting	FIN-004	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-005	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-006	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): GC §43900 et seq.
Finance / Accounting	FIN-007	Budgets - Final	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD + year	Preliminary drafts; GC §34090
Finance / Accounting	FIN-008	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-009	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1355 , 1519; GC §34090
City Clerk Finance / Accounting	FIN-010	Finance Advisory Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send original Agenda Packets to the City Clerk's Office ; Department preference; Original Staff Reports are filed in the project file; GC §34090.7
Finance / Accounting	FIN-011	Finance Advisory Commission AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or after Minutes are Approved, whichever is Longer		30 days, or after Minutes are Approved, whichever is Longer		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk Finance / Accounting	FIN-012	Finance Advisory Commission MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Send original Minutes Packets to the City Clerk's Office ; GC §34090.7
Finance / Accounting	FIN-013	Financial Services Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-014	Fixed Assets	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference (bond auditing purposes; IRS regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance / Accounting	FIN-015	Investment Reports & Backup	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Accounting	FIN-016	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years		5 years	Yes: Until Paid	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / Accounting	FIN-017	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-018	Reports, Finance Reports created from Database: Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-019	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Accounting	FIN-020	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
FINANCE / BUSINESS LICENSE & REVENUE / WATER BILLING										
Finance / Business License & Revenue	FIN-021	Accounts Receivable - Business Improvement Districts (BIDs) - Downtown BID, Park BID, Shoppers Lane BID	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-022	Accounts Receivable - Miscellaneous - Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-023	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Business License & Revenue	FIN-024	Bankruptcies - Where a claim is filed	10 years		10 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (negative information remains on credit ratings for 7 years); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-025	Business License & Permit Applications, Changes & Renewals	2 years	3 years	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing requirements); GC §34090 et seq.
Finance / Business License & Revenue	FIN-026	Business License & Permit Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Finance / Business License & Revenue	FIN-027	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / General Accounting	FIN-028	Checks / Warrants (Cashed)	3 years	4 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Meets municipal government auditing standards; GC § 34090
Finance / Business License & Revenue	FIN-029	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance / Business License & Revenue	FIN-030	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	7 years		7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Business License & Revenue	FIN-031	Customer Information System (CIS) Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-032	Reports - Business Licenses, Utility Billing	2 years	3 years	5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets Auditing Standards (Software cannot accurately re-create reports); GC §34090
Finance / Business License & Revenue	FIN-033	Returned Checks / NSF Checks	2 years	3 years	5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Business License & Revenue	FIN-033.1	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-033.2	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-033.3	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-033.4	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan - Minimum 2 years		Expiration or Completion of Payment Plan - Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Finance / Business License & Revenue	FIN-033.5	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Finance / Business License & Revenue	FIN-033.6	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Business License & Revenue	FIN-034	Yard Sale Permits	2 years		2 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	GC §34090
FINANCE / PAYROLL										
Finance / Payroll	FIN-035	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
Finance / Payroll	FIN-036	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.	5 years	2 years	7 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-037	Deferred Compensation (City Statements)	2 years	5 years	7 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Produced by Deferred Comp. Provider; meets municipal government auditing standards; GC §34090, 26 CFR 31.6001.1

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-038	Payroll File (By Employee Name) Includes W-4, other payroll forms	Separation + 2 years	5 years	Separation + 5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-039	Payroll Reports - Periodic (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	5 years	7 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Lead Dept.	FIN-040	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Departments keep the originals; GC §34090.7
Finance / Payroll	FIN-041	W-2's	2 years	5 years	7 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: HOUSING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HOUSING										
Housing	HOU-001	Annual Affordability Monitoring	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets HUD requirements; GC §34090
Housing	HOU-002	Annual Report to HCD / Housing Successor Agency Housing Assets Fund Report (SB 341)	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets HUD requirements; GC §34090
Housing	HOU-003	Audio Recordings of Translations for Housing Transactions (e.g. Chinese Translation)	Follows the Retention of the File		Follows the Retention of the File		(Mag)			Department preference; GC §34090 et seq.
Housing	HOU-004	Community Facilities District Collections / Assessments	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing requirements; GC §34090
Housing	HOU-005	Economic Development Projects	Minimum 5 years		Minimum 5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing requirements; GC §34090
Housing	HOU-006	Housing Programs: Affordable Housing Projects, Properties with Affordability Covenants, Rehabilitation, CDBG-funded Housing Projects, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)&(c), 570.502(a)(16), 982.158, & 884.214; 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: HOUSING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Housing	HOU-007	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Housing	HOU-008	Housing Programs: Rental Subsidy	Close of File + 5 years		Close of File + 5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Housing	HOU-009	Job Training / ROP Lottery Candidates - Successful Candidates	5 years		5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets Grant Auditing requirements; GC §34090
Housing	HOU-010	Job Training / ROP Lottery Candidates - Unsuccessful Candidates	2 years		2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Housing	HOU-011	Loan Applications / Potential Buyers Denied, Cancelled or Withdrawn (First Time Home Buyers, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Housing	HOU-012	Mortgage Credit Certificate Program / Notifications	2 years		2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: HOUSING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Housing	HOU-013	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development)	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HUMAN RESOURCES										
Human Resources	HR-000	Actuarial Reports: Self-Insured and Workers Compensation	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (provides a decade of data); GC §34090 et seq.
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 4 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 4 years		Minimum 4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 4 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-003	Compensation Surveys & Studies	Minimum 4 years		Minimum 4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 4 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 4 years		Final Disposition + 4 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-005	DMV Pull Notices Excludes Transportation Employees	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71 655.71

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-007	Employee Investigations	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-009	I-9s	Separation + 4 years		Separation + 4 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Required for 1 year from termination or 4 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 4 years for "any other forms of employment inquiry"; State Law requires 2 - 4 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-010	Job Descriptions / Classification Specifications	Minimum Superseded + 4 years		Minimum Superseded + 4 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 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-011	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	Minimum 10 years		Minimum 10 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
<u>City Clerk</u> Human Resources	HR-012	Personnel Advisory Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<u>Send original Agenda Packets to the City Clerk's Office</u> Department preference; Original Staff Reports are filed in the project file; GC §34090, <u>7</u>
Human Resources	HR-013	Personnel Advisory Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years	-	(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk Human Resources	HR-014	Personnel Advisory Commission MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Send original Minutes to the City Clerk's Office ; GC §34090.7
Human Resources	HR-015	Personnel Files - Employee File Includes Application, Evaluations, Policies, Oaths of Office, PAFs (Personnel Action Forms), Ethics and Harassment Training Certificates, etc.	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5
Human Resources	HR-016	Personnel Files - Grievance Files	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-017	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 1 year	29 years or Termination of Benefits + 5 years, Whichever is Longer	Separation + 30 years or Termination of Benefits + 5 years, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC 1198.5; 8 CCR 5144, 8 CCR 15400.2
Human Resources	HR-017.5 20	Recruitment Database (NeoGov)	5 years		5 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-018	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Expiration of Eligibility List + 4 years		Expiration of Eligibility List + 4 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-019	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-020	Verifications of Employment, Child Support, etc.	When No Longer Required		When No Longer Required		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-021	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		5 years		Mag , Ppr			LC §6401.9(f), GC §34090
RISK MANAGEMENT										
Risk Management	RM-001	Accounts Receivable - Damage to Public Property	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Risk Management	RM-002	Claims	Minimum Final Resolution + 5 years		Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §335 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Risk Management	RM-003	Insurance Policies (City-owned policies)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Risk Management	RM-004	JPA / JPIA Reports / Claim Runs	5 years		5 years		Mag , Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Risk Management	RM-005	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Minimum Final Resolution + 5 years		Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §335 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Risk Management	RM-006	OSHA Logs - 200, 300, 301, 301A, Inspections and Citations	5 years		5 years		Mag. Mfr. OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33; 8 CCR §3203(b)(1), GC §34090.7; LC §6429(c)
Risk Management	RM-007	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 1 year	29 years or Termination of Benefits + 5 years, Whichever is Longer	Separation + 30 years or Termination of Benefits + 5 years, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; 8 CCR 5144, 8 CCR 15400.2

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups - Computer Backups (ALL Disaster Recovery Computer Backups)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP , (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	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>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
LIBRARY										
Lead Dept. & Finance	LIB-001	Cash Receipts Report / Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	City preference (not all detail is sent to Finance); GC §34090
Library	LIB-004	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) and PLF (Public Library Foundation), WIOA (Workforce Innovation and Opportunity Act Title II: Adult Education and Literacy) ONLY. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	2 years	Final Expenditure + 3 years	Final Expenditure + 5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	LIB-005	Library Board of Trustees AGENDA PACKETS & AGENDAS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Library	LIB-006	Library Board of Trustees MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	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>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Library	LIB-007	Library Card Applications	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Department preference (the database is the original record); GC §34090
Library	LIB-008	Library Systems: ILS Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Library	LIB-009	Library Volunteer / Unpaid Intern Logs (Hours)	When No Longer Required		When No Longer Required		Mag , Mfr. OD , Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course of business; GC §34090
Library	LIB-010	Library Volunteers / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag , Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090
Library	LIB-011	Performer Agreements	Completion + 2 years		Completion + 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Library	LIB-012	Photo Releases	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Library	LIB-013	Problem Patron File / Incident Reports	Minimum 2 years		Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	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>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Library	LIB-014	Registration Management Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Data is inter-related; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PARKS & RECREATION										
Risk Management	P&R-001	Accident / Major Injury Reports (Members of the Public)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Parks & Recreation	P&R-002	Accident / Minor Injury Reports (Members of the Public)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-003	Activity Files / Program Files / Special Programs / Special Event Files & Reports / ABC Permits, where required After School, Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-004	Attendance Tracking	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-005	Capital Improvement Projects (CIP - where Parks & Recreation is the Lead): Administration File / NOT Scanned Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP § 335 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-006	Capital Improvement Projects (CIP - where Parks & Recreation is the Lead): Permanent File / Scanned Records Specifications / RFP & Addenda, Agreement / Contract (copy), Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Comple- + 10 years	Department preference; retained for disaster preparedness purposes; ; GC §34090
Parks & Recreation	P&R-007	Class Instructors Contracts Includes Livescan Clearances, Insurance Certificates and Administration Records	Completion	2 years	Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference;, GC §34090
Lead Dept. & Finance	P&R-010	Deposits / Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference (not all detail is sent to Finance); GC §34090
Parks & Recreation	P&R-011	Donations / Sponsorship Forms	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-012	Evaluations / Surveys (of programs)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts / Transitory records; GC §34090
Parks & Recreation	P&R-013	Event Service Agreements / Concerts / Special Event Contacts / Professional Service Agreements (PSAs) Includes Insurance Certificates and Administration Records	Completion	2 years	Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-014	Facility Use Rental Contracts / Field Use Contracts / Facility Use Requests	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-015	Park and Recreation Commission AGENDA PACKETS & AGENDAS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2-years	GC §§34090, 54960.1(c)(1)
Parks & Recreation	P&R-016	Park and Recreation Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Parks & Recreation	P&R-017	Park and Recreation Commission MINUTES RESOLUTIONS & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
Parks & Recreation	P&R-018	Photo Waivers	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-019	Recreation Management Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-020	Registration / Applications / Liability Forms / Release of Liability Forms / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-021	Safety Inspections	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-023	Scholarships	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Parks & Recreation	P&R-029	Waivers of Liability	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC WORKS ADMINISTRATION										
Public Works / Admin.	PW-001	Diesel Reports (Submitted to the State)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Admin.	PW-002	FEMA Reimbursement / OES Reimbursements	1 year	9 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Div. Public Works /Admin.	PW-003	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Admin.	PW-004	Underground Storage Tanks (City-Owned - Removed) Location, Soil Remediation	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
ENGINEERING										
Public Works / Engineering	PW-005	Aerial Maps (Analog / Historical)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
Public Works / Engineering	PW-006	Address Assignments / Changes / Corrections (Includes application)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
Public Works / Engineering	PW-007	Annexations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Public Works / Engineering	PW-008	Assessment District Formation / CFD / Landscape Maintenance District Formation / Lighting and Landscape District Formation / Sewer District Formation	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-009	Assessment Rolls / Lighting and Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		5 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets auditing standards; GC §34090 et seq.
Public Works / Engineering	PW-010	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	Brewster Maps (Streets, Sewer, Water, Aerial, Gas Lines, Tract	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Capital Improvement Projects (CIP): Maintenance Projects (All Records) Examples of Maintenance Projects: Painting, Pavement Overlays, Repairs, Ramps, Re-Roof, Sidewalk Repairs, Slurry Seals, etc.	Upon Completion	5 years or After Funding Agency Audit, if required, whichever is longer	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is not applicable; Statute of Limitations: Contracts & Spec's=4 years; CCP § 335 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-013	Capital Improvement Projects (CIP): Administration File / NOT Scanned Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, Photos, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §335 337 et. seq., GC §34090
Public Works / Engineering	PW-014	Capital Improvement Projects (CIP): Permanent File / Scanned Records Specifications & Addenda, Agreement / Contract (copy), Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Comple- + 10 years	Department preference; retained for disaster preparedness purposes; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Public Works / Engineering	PW-015	Correspondence - Regulatory Agencies Not Related to a CIP (State & Federal Agencies, EPA, Health Department, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Must retain public works project emails and correspondence until the project is approved and the CEQA Statute of Limitations has expired without litigation being filed (Public Resources Code section 21167.6 has expired without litigation being filed); Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Engineering	PW-016	Design & Construction Standards - Authored by the City	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-017	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Capital Improvement Project "As-Built", Base Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> Ne	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-018	Encroachment Permits / Excavation Permits: Temporary , or Expired / Never Activated - Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts, Heavy Load Permits, Wide Load Permits, etc. (Includes Applications, Business License, Contractors License, Insurance Certificates, Site Plan, Invoice to Vendor)	Final / Completion + 2 years		Final / Completion + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering	PW-019	Encroachments - Long Term - Permanent structures in the City's Right of Way (Includes Applications, Business License, Contractors License, Insurance Certificates, Site Plan, Invoice to Vendor)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-020	Engineering Permits Database	Indefinite - Permanent		Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Data Fields / Records are interrelated; some encroachment permits are Long Term; GC §34090
Public Works / Engineering	PW-021	Engineering Studies / Surveys - Preliminary Studies / Project Assessments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Public Works / Engineering	PW-022	Geotechnical and Soil Reports; Hydrology Reports (Authored on behalf of the City)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-023	Grading Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-024	Lighting and Landscape Districts - Formation and Boundaries	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-025	Master Plans - Permanent - Bikeway, Park, Pavement, Traffic, Transportation, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-026	Master Plans - Temporary - Special Events / One-Time Events	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	GC §34090
Building	PW-027	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Preliminary drafts; GC §34090 et seq.
Public Works / Engineering	PW-028	Private Development Projects / Job Files: Administration File Construction Inspections, Correspondence, Photos, etc.	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP § 335 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-029	Private Development Projects / Job Files: Permanent Files Drainage, Driveway, Grading Plans, Rights of Way, Soil Reports, Stormwater, Private Lab Verifications, Testing Lab Final Reports, etc. Dedications, Easements, Abandonments (City Clerk is OFR)	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
City Clerk	PW-030	Recorded Documents: ALL - Deeds, Easements, Liens & Releases, Rights of Way, Notices of Completion, Recorded Agreements / Contracts, Certificate of Compliance, Maintenance Covenant Agreements, etc. Send all originals to City Clerk	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Even if documents are e-recorded, send all finals to the City Clerk; GC §34090.7
Public Works / Engineering	PW-031	Traffic Advisory Commission / Traffic & Mobility Advisory Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090

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Public Works / Engineering	PW-032	Traffic Advisory Commission / Traffic & Mobility Advisory Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Public Works / Engineering	PW-033	Traffic Advisory Commission / Traffic & Mobility Advisory Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Send originals to the City Clerk; GC §34090.7
Police	PW-034	Traffic Collision Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	copies; GC §34090.7
Public Works / Engineering	PW-035	Traffic Congestion Management Plans / Transportation Plans	10 years		10 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Public Works / Engineering	PW-036	Traffic Counts	10 years		10 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Public Works / Engineering	PW-037	Traffic Evaluations	5 years		5 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	GC §34090
Public Works / Engineering	PW-038	Traffic Speed Surveys	10 years		10 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090

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Public Works / Engineering	PW-039	Transportation Studies / Warrants: Signals, Stop Signs, Crossing Guards, etc.	10 years		10 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Department preference; GC §34090

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ENVIRONMENTAL PROGRAMS										
Public Works / Environ. Programs	PW-040	Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Environ. Programs	PW-041	AQMD Subvention Fund (AB 2766)	Paid + 5 years		Paid + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090 et seq.
Public Works / Environ. Programs	PW-042	CNG Station Monthly Statements / Revenue (Open to the Public)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Public Works / Environ. Programs	PW-043	Conservation Programs / Rebate Programs / Check Requests	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Public Works / Environ. Programs	PW-044	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Public Works / Environ. Programs	PW-045	Franchise Rebates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090 et seq.

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Lead Dept.	PW-047	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (City has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works / Environ. Programs	PW-048	Household Hazardous Waste / Recycling / e-waste / Shredding Events, etc.	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18812.4; GC §34090
Public Works / Environ. Programs	PW-049	Industrial Waste Applications & Inspections	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Environ. Programs	PW-050	Prop. 218 Ballots, Protest Letters, & Envelopes (Refuse)		2 years	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§53753(e)(2), 53755(d)
Public Works / Environ. Programs	PW-051	Sanitary Spills and Overflows (SSOs) (Above ground pump stations, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03 & 2022-0103-DWQ; ; 40 CFR 122.41(j)(2); GC §34090
Public Works / Environ. Programs	PW-124	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03 & 2022-0103-DWQ; ; GC §34090

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Public Works / Environ. Programs	PW-052	Solid Waste Price Adjustments	Until Superseded		Until Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records / Preliminary Drafts; GC §34090 et seq.
Public Works / Environ. Programs	PW-053	Solid Waste Reduction / Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) / Tonnage Reports / Annual Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
Public Works / Environ. Programs	PW-054	Stormwater Illicit Discharges	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2-years	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Environ. Programs	PW-055	Stormwater LID (Low Impact Development) Permits and Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Environ. Programs	PW-056	Stormwater Monitoring / NPDES Monitoring and Inspection	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP § 335 337 et seq.
Public Works / Environ. Programs	PW-057	Stormwater: Business Inspections	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090

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Public Works / Environ. Programs	PW-058	Stormwater: NPDES Annual Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Public Works / Environ. Programs	PW-059	Stormwater: NPDES Permits	Superseded + 5 years		Superseded + 5 years	Yes: Until Expiration	Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP § 335 337 et seq.
Public Works / Environ. Programs	PW-060	Stormwater: TMDL Plan (Total Maximum Daily Load) Plan	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Environ. Programs	PW-061	Unfunded Mandate Claims / SB 90 Claims	Paid or Give Up + 5 years		Paid or Give Up + 5 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets municipal government auditing standards; GC §34090 et seq.
Public Works / Environ. Programs	PW-062	Used Oil Disposal	3 years		3 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
EQUIPMENT & FLEET										
Public Works / Equipment & Fleet	PW-063	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	40 CFR 70.6; GC §34090
Lead Dept.	PW-064	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	AQMD Rule 1470; GC §34090

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Lead Dept.	PW-065	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr. OD. , Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Equipment & Fleet	PW-066	Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Mag. , Mfr. OD. , Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c) ; 49 CFR 396.11 ; GC §34090
Public Works / Equipment & Fleet	PW-067	Vehicle & Equipment History Files AQMD Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Mfr. OD. , Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP § 335 337 et. Seq., GC §34090
Division Providing Service / Work	PW-068	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr. OD. , Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-069	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr. OD. , Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

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Division Providing Service / Work	PW-070	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	City Preference; CCP §§ <u>335</u> , 338 et seq., 340 et seq., 342, GC §, GC §34090

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PARKS AND FACILITIES MAINTENANCE & FLEET										
Lead Dept.	PW-071	Daily Logs	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Parks, Facilities Maint. & Fleet	PW-072	Maintenance - Stormwater Compliance (Catch Basins, Field, General Cleaning, Open Channels, Slots, Stormwater Treatment Measures and Trash Cleaning)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Lead Dept.	PW-073	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Parks, Facilities Maint. & Fleet	PW-074	Park Safety Checklist / Playground Inspections	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Parks, Facilities Maint. & Fleet	PW-075	Pesticide Use Permits & Applications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 110.3(d)
Public Works / Parks, Facilities Maint. & Fleet	PW-076	Tree Inventory Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090

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STREETS										
Lead Dept.	PW-077	Pesticide Use Permits & Applications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 171.11 et seq.
Public Works / Streets	PW-078	Sewer Lift Station Inspections	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Division Providing Service / Work	PW-079	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-080	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-081	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§ 335, 338 et seq., 340 et seq., 342, GC §, GC §34090

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SEWERS										
Division Providing Service / Work	PW-082	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-083	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-084	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§ 335 , 338 et seq. , 340 et seq. , 342 , GC §, GC §34090

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TRANSPORTATION & PARKING										
Lead Dept.	PW-085	Grant Funding for Transportation (Prop A, Prop C, Prop 1B, etc.)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a) 29 CFR 97.42; OMB Circular A-133; GC \$34090; GC \$8546.7
Public Works - Transportation / Traffic Engineering	PW-086	Off-Street Parking Permits (Monthly, Daily)	3 months	21 months	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC \$34090
Public Works / Transportation / Traffic Engineering	PW-087	On-Street Parking Permits (Yearly)	3 months	21 months	2 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC \$34090
Public Works / Transportation / Traffic Engineering	PW-088	Parking Ticket Refunds / Lost Tickets	2 years		2 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC \$34090

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Public Works / Transportation / Traffic Engineering	PW-089	Transportation Applications for Service (Dial-a-Ride, etc.)	2 years		2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC § 34090
WASTEWATER COLLECTION										
Public Works / Wastewater	PW-090	Capital Improvement Projects (CIP) where Wastewater is the Lead: Administration File / NOT Scanned Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP § 335 337 et. seq., GC §34090

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Public Works / Wastewater	PW-091	Capital Improvement Projects (CIP) where Wastewater is the Lead: Permanent File / Scanned Records Specifications & Addenda, Agreement / Contract (copy), Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Comple- + 10 years	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Wastewater	PW-092	CCTV - Sewers	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater	PW-093	Confined Space Entries	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Lead Dept.	PW-094	Daily Logs	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	PW-095	Generator Operation Logs & Inspections - Fixed / Stationary Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; GC §34090

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Lead Dept.	PW-096	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Wastewater	PW-097	Log Book (Pump Houses)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Div. Dept.	PW-098	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Lead Div. Dept.	PW-099	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Division Providing Service / Work	PW-100	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-101	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

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Division Providing Service / Work	PW-102	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	City Preference; CCP §§ <u>335</u> 338 et seq., 340 et seq., 342, GC §, GC §34090
WATER (POTABLE WATER)										
Public Works / Water	PW-103	Backflow Test Results / Cross Connection / Backflow Assembly Test Reports	3 years		3 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; <u>exceeds SWRCB Cross- Connection Control Policy Handbook Section 3.5.1</u> <u>requires records be retained for</u> <u>the previous three calendar</u> <u>years.; 17 CCR 7605(f);</u> GC §34090
Lead Depart.	PW-104	Confined Space Entries	3 years		3 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6); GC §34090
Public Works / Water	PW-105	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Lead Dept.	PW-106	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 10 years		Minimum 10 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090

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Public Works / Water	PW-107	Fire Hydrant Flow Tests (Development or Maintenance) - Paper	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-108	Lab Reports & Chains of Custody: Bacteriological and Organics	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-109	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals) Disinfectant Residuals , Disinfection Byproducts , and Disinfection Byproduct Precursors	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-110	Lab Reports & Chains of Custody: Lead & Copper	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Lead Dept.	PW-111	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water	PW-111.2	Public Notices - Potable Water (Tier 1, 2, or 3)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to be consistent with the retention for complaints; 22 CCR §64470; GC §34090
Public Works / Water	PW-111.4	Reservoirs: Flushing, Disinfection and Cleaning	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090

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Public Works / Water	PW-111.6	Reservoirs: Reports, Inspections, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-112	Sanitary Surveys of Drinking Water Systems (Open Sources of Water - Lake, Open Reservoirs, Dams, etc.)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; 40 CFR 141.33(c)
Public Works / Water	PW-113	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Lead Dept.	PW-114	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Water	PW-115	Urban Water Management Plans (UWMP)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 10 years	Department Preference (copies) GC §34090.7
Public Works / Water	PW-116	Videos - Reservoirs, Tanks, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water	PW-117	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	Superseded + 5 2 years		Superseded + 5 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090 et seq

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Public Works / Water	PW-118	Water Master Plan	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-119	Water Production Reads / Reports (to State DPH & DWR)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-120	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64483; GC §34090
Public Works / Water	PW-121	Water Resources Planning Historical Reports / Water Assessments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP § 335 338-et seq., 340-et seq., 342 , GC §§945.6, GC §34090
City Clerk	PW-122	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090.7
Public Works / Water	PW-123	Well Records (includes Destroyed or Abandoned Wells)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090