

**RESOLUTION NO. 2023-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INDIAN WELLS, CALIFORNIA, ADOPTING A REVISED RECORDS RETENTION AND DESTRUCTION SCHEDULE AND AUTHORIZING THE DESTRUCTION OF OBSOLETE CITY RECORDS IN ACCORDANCE WITH STATE LAW**

**WHEREAS**, the maintenance of numerous city records is expensive, inefficient, hinders efficient 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 Indian Wells; and

**WHEREAS**, California Government Code section 34090 *et seq.* provides that, with the approval of the City Council by resolution and the written consent of the City Attorney, the head of a City department may destroy any City record, document, instrument, book or paper, under his or her charge, without making a copy thereof, after the same is no longer required, provided that certain records are exempt from such destruction; ; and

**WHEREAS**, due to changes in state and federal law regarding the retention of public agency records, City staff has determined that the Records Retention Schedule requires amendment in order for the City to be in legal compliance regarding the retention and destruction of obsolete records; and

**WHEREAS**, this Resolution is intended to adopt a revised records retention and destruction schedule that facilitates the orderly and efficient retention and destruction of City records in accordance with State law; and

**WHEREAS**, the City Attorney has reviewed and approves the revised Records Retention Schedule, as evidenced by his signature on this Resolution, in accordance with the provisions of California Government Code section 34090.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF INDIAN WELLS DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:**

**SECTION 1.** The records of the City of Indian Wells, as set forth in the Records Retention Schedule, "Exhibit A", attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 *et seq.* of the Government Code of the State of California and in accordance with the provision of said Schedule upon the request of the applicable department head ("Director") and with the consent in writing of the City Clerk and/or his/her designee, without further action by the City Council of the City of Indian Wells.

A. "City Record" or "Records": Anything that constitutes an objective lasting indication of a writing, event or other information, regardless of physical form or characteristics [including, but not limited to, any record, document, instrument, book, paper, map, exhibit, magnetic or paper tape, photographic film, photographic print, optical media, electronically transmitted mail (email), facsimile, other electronic file, or other records as defined by the California Public Records Act], which is in the custody of a public officer and is kept either: (1) because a law requires it to be kept, or (2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference.

**ATTACHMENT #1**

B. "Non-Record": Anything that constitutes an objective lasting indication of a writing, event or other information that does not fall under the definition of a City Record, [including, but not limited to (1) magazines or publications not produced by the City; (2) library or museum material intended solely for reference or exhibition; (3) transitory writings, including working papers, appointment logs, notes, calculations or preliminary drafts, or interagency or intra-agency memoranda, that are not retained by the City in the ordinary course of business even if they contain information relating to the conduct of the City's business; (4) unofficial copies of documents kept only for convenience or reference; and (5) documents that do not contain information relating to the conduct of the City's business].

C. "Legal Hold": The duty of the City to preserve and not destroy any records that are potentially relevant to any of the following in which the City may be involved: a reasonably anticipated claim or litigation; an ongoing claim or litigation; a pending employee grievance; a pending regulatory or governmental investigation; a pending subpoena; a pending Public Records Act request; a pending audit; or similar legal matter. Any records subject to a Legal Hold must be preserved in all forms in which the records exist, including both paper and electronic formats.

**SECTION 2.** The Records Retention and Destruction Schedules are further defined below.

A. The Records Retention and Destruction Schedules attached hereto as "Exhibit A", and incorporated herein by this reference, are hereby adopted.

B. City Records shall be retained for the minimum periods listed in the column entitled "Total Retention" on "Exhibit A" and shall not be destroyed until notice approved for destruction in accordance with this Resolution.

C. Non-Records need not be retained in any form; provided, however, that any Non-Records that are subject to a Legal Hold shall not be destroyed until notice is provided by the responsible attorney for the City of Indian Wells that such Non-Records no longer need to be retained.

**SECTION 3.** The Approval of Destruction of City Records is further defined below.

A. At the expiration of the retention period set forth for each record series listed on Exhibit A, such expired City Records are authorized to be destroyed as provided by Government Code Section 34090 upon the written request of the City Manager or appropriate department head and with the consent in writing of the City Clerk and the City Attorney to such destruction, without further action by the City Council. All City Records approved for destruction that are of a sensitive or confidential nature shall be shredded.

B. Notwithstanding the foregoing, City Records that are subject to a Legal Hold shall be retained and are not authorized for destruction until notice is provided by the City Attorney that such City Records subject to a Legal Hold no longer need to be retained.

C. In no event may any of the following City Records be destroyed:

- City records affecting the title to real property or liens thereon.
- Court records.
- City Records required to be kept by statute.
- City Records less than two years old except for duplicate records or unless otherwise provided by law.
- The minutes, ordinances or resolutions of the City Council or any City Committee, Board or Commission.

**SECTION 4.** Any provision of a previously adopted City Council resolution or Records Retention and Destruction Schedule that conflicts with this Resolution or the attached "Exhibit A" is superseded and shall be of no further force or effect upon the adoption of this Resolution.

**SECTION 5.** With the written approval of the City Clerk, City Manager, and City Attorney, updates are hereby authorized to be made to the Records Retention and Destruction Schedule without further action by the City Council.

**SECTION 6.** The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

**SECTION 7.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Indian Wells, California, at a regular meeting held on this 6th day of April 2023.

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**DONNA J.H. GRIFFITH**  
**MAYOR**

**CERTIFICATION FOR RESOLUTION NO. 2023-06**

I, Angelica Avila, City Clerk of the City Council of the City of Indian Wells, California, **DO HEREBY CERTIFY** that the whole number of the members of the City Council is five (5); that the above and foregoing resolution was duly and regularly passed and adopted at a regular meeting of the City Council of the City of Indian Wells on the 6th day of April 2023, by the following vote:

AYES:  
NOES:

**ATTEST:**

**APPROVED AS TO FORM:**

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**ANGELICA AVILA**  
**CITY CLERK**

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**TODD LEISHMAN**  
**CITY ATTORNEY**

# HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

## **STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

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. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

## **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 filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

## **AUTHORIZATION TO DESTROY RECORDS:**

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an 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 / transitory record or a copy.

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 completion).**"

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Abbreviations:

- B - Building
- CA – City Attorney
- CC – City Clerk
- CM – City Manager
- CW – City-Wide Standards
- F – Finance
- IT – Information Technology
- M/PR - Marketing and Public Relations
- PER – Personnel
- PL – Planning
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**T**

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 Time Sheets / Time Cards ..... F-10  
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Tree Surveys / Tree Planting Lists ..... PW-5

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**U**

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Unclaimed Money / Un-cashed Checks: Escheat ..... F-3

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**V**

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Vote-by-Mail Identification Envelopes: Elections ..... CC-9

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**W**

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W-3 & W-2 Summary Reports / Payroll Journal / Register – **Detail Year-End**, or Periodic If No Detail Year-End ..... F-9

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Wastewater – NPDES Monitoring Reports / Sewer Monitoring Reports ..... PW-5

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Working, Administration or General Files – Elections ..... CC-8

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**X**

**Y**

**Z**

Zoning Code Amendments: Planning Files – Approved Permanent and Temporary Entitlements – All ..... PL-4

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Zoning Maps ..... PL-4

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# RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

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

**Transitory Records** not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

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

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record will be 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*) – the form of the record:  
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, CD-r, DVD-r, WORM, or other **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 should be microfilmed

**Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record:** “Yes” indicates 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 (legal requirements)** the document has been imaged (electronically generated, scanned or imported **and placed on Unalterable Media, Immutable Cloud Media, DVD-R, CD-R, Blue-ray-R, or WORM** – Write Once Read Many Media, **or microfilmed**) which is stored in a safe & separate location, and both the images and indexing Quality Checked (“QC'd”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

## **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	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CITY WIDE (Used by All Departments)</b>										
Personnel / Risk Manag.	0180	Accident, incident, injury reports: <b>EMPLOYEES</b>	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies retained for reference; GC §34090.7
Personnel / Risk Manag.	0180	Accident, incident, injury reports: <b>MEMBERS OF THE PUBLIC</b>	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		Copies retained for reference; GC §34090.7
Finance / Accounts Payable	0300	Accounts Payable, Invoices, etc. (Exceptions: Confidential attorney / personnel invoices - see City Attorney & Personnel schedules)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment		Mag, Ppr		Finance Maintains Originals; GC §34090.7
Lead Dept.		Advertising (Legal)	2 years		2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days;-GC §§34090, 54960.1(c)(1)
City Clerk		Agenda Staff Reports (City Council)	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		City Clerk maintains a complete agenda packet permanently; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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>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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	0400	Agreements & Contracts ( <b>ALL Agreement or Contract, Lease, MOU, etc.</b> Agreement or Contract includes Bids/Specifications / Scope of Work, and Successful Proposal. <i>Change Orders, Insurance Certificates and Notices of Completion are maintained by the Lead Dept.</i>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <del>Inactive</del>	All agreements and contracts are sent to the City Clerk; GC §34090.7
Lead Dept.	0400	Agreements & Contracts: <b>ADMINISTRATIVE FILES - NOT funded by a grant</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Copies of Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Completion</del>	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	0400, Let's talk	Agreements & Contracts: <b>ADMINISTRATIVE FILES - WITH grant funding</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Copies of 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: <a href="#">After QC &amp; OD Completion</a>	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), CCP §§337.337.1(a), 337.15, 343; GC §34090; OMB Circular A-110 & A-133; GC §34090, GC §8546.7
Lead Dept.	0170, 0380	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS, and RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			GC §34090
		Bids: See Agreements & Contracts								

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.		Boards, Commissions, & Committees: <b>AUDIO RECORDINGS - DIGITAL</b> - of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	P		P			Mag		City Preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.		Boards, Commissions, & Committees: <b>AUDIO RECORDINGS - TAPES</b> of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	2 years		2 years			Tape (Mag)		City Preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	0120	Boards, Commissions, & Committees: <b>Citizens Advisory Formed by CITY COUNCIL</b> , other than ALC and Planning Commission ( <b>AGENDA PACKETS</b> )	2 years		2 years			Mag, Ppr		GC §34090
Staffing Dept.	0120, 0455	Boards, Commissions, & Committees: <b>Citizens Advisory Formed by CITY COUNCIL (Agendas, Notices, Affidavits of Postings, Proof of Publications, etc.)</b>	2 years		2 years			Mag, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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>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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	0120	Boards, Commissions, & Committees: <b>Citizens Advisory</b> Formed by CITY COUNCIL ( <b>MINUTES, RESOLUTIONS</b> ) Exception: Planning Commission (City Clerk is OFR)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <b>2-years</b>	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Staffing Dept.	0120	Boards, Commissions, & Committees: <b>Citizens Advisory</b> Formed by CITY COUNCIL ( <b>Staff Reports</b> )	When No Longer Required - <b>Minimum 2 years</b>		<b>When No Longer Required - Minimum 2 years</b>		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	0120	Boards, Commissions, & Committees: <b>City Council Subcommittees (All records)</b>	2 years		2 years		Mag, Ppr			Subcommittees can not take action -- all recommendations go to the full Council; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
	0120	Boards, Commissions, & Committees: <b>External</b> Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
		Brochures: See Reference Materials								
Finance / Admin.	0330	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: <a href="#">After QC &amp; OD</a> <b>5-years</b>	Copies; Final must be filed with County Auditor; GC §34090.7, 40802, 53901

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
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<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>										
Finance / Accounts Receivable	0390	Cash Receipts Detail / Backup / Accounts Receivable	Copies - When No Longer Required		Copies - When No Longer Required			Mag, Ppr		GC §34090.7
Lead Dept.	0400	Change Orders - <b>Infrastructure / Land</b>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <b>Inactive</b>	City Preference; All infrastructure change orders should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
Lead Dept.	0400	Change Orders - <b>Non-Infrastructure</b> (Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Paving, Slurry Seals, Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <b>Completion</b>	Covers E&O Statute of Limitations ; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
City Attorney	0450	City Attorney: Opinions	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <b>No</b>	GC §34090.7



**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

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(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel / Risk Manag.	0180	Claims / Liability Claims	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD Settlement</u>	Copies retained in department for 1 year; Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	0100	Committees / Staff Meetings: <b>Internal</b> attended by employees (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Lead (Responding) Dept.	0100, 0210, 0760	Complaints (against Personnel - e.g. misconduct, abuse, excessive force, etc.)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr			Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 12960, 34090; PC §§801.5, 803(c), VC §2547
Lead Dept.	0100, 0210, 0760	Complaints / Service Orders (operational)	3 years		3 years		Mag Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §-340 et seq., 342,-GC §34090
		Contracts: See Agreements								
		Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits 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 (from an outside source)	0100, 0110, 0210	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Letters, Memorandums, Administrative, Chronological, General Files,	2 years		2 years			Mag, Ppr		GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits 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 (from an outside source)	0100, 0110, 0210	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists,-instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr	Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. Records where <b>either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference</b> are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Depart.		Databases	Indefinite		Indefinite	Yes		Mag.	Data is interrelated; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.		Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required			Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Depart.		E-mail relating to the conduct of the City's business	2 years		2 years	Yes		Mag.		City preference; GC §§34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	0390, 0640, 0660	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims ( <b>SUCCESSFUL</b> Reports, Audit Reports, other records required to pass the funding agency's audit, if required)  Grants received by the City, including CDBG	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>			Mag, Mfr, OD, Ppr	S / I  Yes: After <u>QC &amp; OD</u> <del>Inactive</del>	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	0390, 0640, 0660	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel		Grievances - ALL	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			City Preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
Lead Dept.	0400	Insurance Certificates - <b>Infrastructure / Land</b>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD Completion</a>	City Preference; All infrastructure change orders should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
Lead Dept.	0400	Insurance Certificates - <b>Non-Infrastructure</b> (Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Paving, Slurry Seals, Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD Completion</a>	Covers E&O Statute of Limitations ; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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>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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	0180	Insurance Certificates (for Contracts, etc.)	Forward to City Clerk		Forward to City Clerk	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD Completion</a>	GC §34090.7
City Attorney	0470	Lawsuits, Litigation, Pending Litigation	When No Longer Required (Upon Settlement)		When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD Settlement</a>	City Attorney is OFR for lawsuits; Risk Management administrates claim; GC §§34090.7, 34090.6
		Minutes: See Commissions, Committees and Boards								
Lead Dept.		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)	30 years		30 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD Inactive</a>	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
City Clerk	0460	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.		Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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>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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	0400	Notice of Completion - <b>Infrastructure / Land</b>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <del>Inactive</del>	City Preference; All infrastructure change orders should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
Lead Dept.	0400	Notice of Completion- <b>Non-Infrastructure</b> (Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Paving, Slurry Seals, Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Completion</del>	Covers E&O Statute of Limitations ; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Staffing Dept.	0120, 0380, 0420, 0450	Notices: Public Hearing Notices, bids, etc.  (See Correspondence: Transitory for undeliverable envelopes)	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	0460	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Personnel	0530	Personnel Files	Upon Separation, Send All Originals to Personnel		Upon Separation, Send All Originals to Personnel	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources, only the Supervisor's file is maintained in departments); GC §34090.7
Personnel	0530	Personnel Files (Supervisors File of notes - incorporated into Annual Performance Evaluations)	1 year		1 year	Before Annual Performance Evaluation	Mag, Ppr			Preliminary Drafts, Notes maintained in a separate folder to be incorporated into performance evaluation; GC §34090 et seq.
Lead Dept.	0160	Photographs, City Related (analog / prints)	When No Longer Required		When No Longer Required		Mag, Ppr			Digital photographs are maintained by Information Technology; Some photographs may be retained permanently as historical records, some may be destroyed right away; some photographs are drafts that become part of a newsletter or other documents; GC §34090 et seq.



**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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>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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Marketing & Public Relations	0160	Press Releases	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			GC §34090.7
Finance / Purchasing	0380	Purchase Orders, Purchase Requisitions	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			Purchasing is OFR; Financial records are audited annually; GC §34090.7
Lead Dept.		Real Estate Appraisal Reports	When No Longer Required - <b>Minimum 7 years</b>		When No Longer Required - <b>Minimum 7 years</b>		Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u>	Department preference (not accessible to the public until close of escrow); USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; statewide guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept.	0170	Records Inventories	Indefinite		Indefinite	Yes	Mag			Data is superseded; GC §34090
Lead Dept.	0170	Records Management Audit Forms	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	0100, 0710, 0730,	Reference Materials: Policies, Procedures, Reports, Activity Reports, Brochures, Manuals, Newsletters, Directives, Goals & Objectives, Handbooks, etc.: Produced by <b>YOUR Department</b>	Minimum of 2 years		Minimum of 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	0100, 0710, 0730,	Reference Materials: Policies, Procedures, Reports, Activity Reports, Brochures, Manuals, Newsletters, Directives, Goals & Objectives, Handbooks, etc.: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Non-Records
Lead Dept.	0100	Reference Materials: Policies, Procedures, Reports, Activity Reports, Brochures, Manuals, Newsletters, Directives, Goals & Objectives, Handbooks, etc. : Produced by <b>OTHER Departments</b>	When Superseded		When Superseded			Mag, Ppr		Copies; GC §34090.7
		Reference or Working Files: See Correspondence								
Lead Dept.	0100, 0620, 0625, 0710, 0730, 0760, 0770, 0840, 0850, 0860	Reports and Studies (Historically significant)	10 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>10 years</del> Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	0100, 0620, 0625, 0710, 0730, 0760, 0770, 0840, 0850, 0860	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Ppr		Information is outdated after a period of time; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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	0460	Resolutions - City Council, Planning Commission, ALC, and Redevelopment Agency (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Depart.		Social Media postings relating to the conduct of the City's business	2 years		2 years	Yes	Mag.			City preference; GC §§34090, 6252, 6254(a); 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.		Speaker Cards (submitted at public meetings)	Copies - When No Longer Required		Copies - When No Longer Required		Ppr			Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq., 6254(a)
Lead Dept.	0160, 0610?	Special Event Permits	4 years		4 years	Yes: Until Event Completed	Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Lead Dept.	0100	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 when no longer required.	2 years		2 years		Mag, Ppr			GC §34090
		Tapes: See Boards & Commissions								

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

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			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?
(OFR)										
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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>										
Lead Dept.		Telephone Messages	When No Longer Required		When No Longer Required			Ppr		As long as they are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Finance / Payroll	0360	Time Cards / Time Sheets	Copies - When No Longer Required		Copies - When No Longer Required			Mag		Copies; GC §34090.7
Lead Dept.		Training - <b>All Course Records</b>  (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention & Safety training & Tailgate Training Meetings)	2 years	5 years	7 years			Mag, Mfr, OD, Ppr	S / I  Yes: After <a href="#">QC &amp; OD</a> <b>Inactive</b>	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31, LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.	0100	Work / Vacation Schedules	2 years		2 years			Mag, Ppr		GC §34090

**RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference		
			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?	
(OFR)											
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Dept. Providing Service / Work	0100	Work Orders / Service Requests (Department <b>providing</b> service retains originals; department asking for service is considered a copy)	3 years		3 years			Mag Ppr			Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §34090

**RECORDS RETENTION SCHEDULE - BUILDING**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive / CD 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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>BUILDING</b>										
Building	0490, 0700	Address Changes / New Addresses	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
Building		Building Permit Database	P		P	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building		Certificates of Occupancy (filed with Building Permits)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Statewide guidelines propose life of building; GC §34090
Building	0170	Daily Logs	When No Longer Required		When No Longer Required		Ppr			Transitory record not retained in the ordinary course of business (entered into Building Permit database); GC §34090 et seq.
Public Works / Engineer.	0720	Grading Permits (final)	When No Longer Required		When No Longer Required		Ppr			Public Works is OFR; GC §34090.7
Building	0710, 0950	<b>PERMITS:</b> Building Permits (except cancelled permits where no work was started)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 90 days	Statewide guidelines propose permanent; GC §34090
Planning		Plan Check Files	When No Longer Required		When No Longer Required		Ppr			Planning is OFR; GC §34090.7

**RECORDS RETENTION SCHEDULE - BUILDING**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference		
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?	
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Building	0710, 0950	<b>PERMITS: Expired</b> by Time Limitations (Abandoned) Building Permits - Projects that have <b>NOT</b> been Started ( <b>Submittal Documents / Plans belonging to applicant</b> - both residential and commercial)	180 days		180 days			Mag, Ppr		Department Preference to cover the period of time for reduced fees; Permits expire if work is not commenced within 180 days, and may be extended for 180 days if requested; GC §34090	
Building		<b>PLANS: Approved</b> Construction Documents and Plans - <b>COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION</b> (includes soils reports, energy calculations, commercial structural plans, commercial structural calculations, Private NPDES permits, Hazardous Materials Questionnaire, applications, etc.)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S <u>I</u>	Yes: After QC & <u>OD</u>	Department Preference; Law requires for the life of the building for commercial and common interest dwellings; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building		<b>PLANS: Approved</b> Construction Documents and Plans - <b>EXPIRED PERMITS - Projects that have been Started</b> ("Stalled" projects, etc. - includes applications)	When No Longer Required - <b>Minimum 180 days</b>		When No Longer Required - <b>Minimum 180 days</b>	Yes (all)		Mag, Ppr			Department Preference; Permits expire if work is not commenced within 180 days, and may be extended for 180 days if requested; H&S§19850, GC §34090

**RECORDS RETENTION SCHEDULE - BUILDING**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building		<b>PLANS: Approved</b> Construction Documents and Plans - <b>RESIDENTIAL</b> (all)	180 days		180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; CBC require plans be retained 180 days from completion date for residential and appurtenances; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building	0700	Reports - Building	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business; GC §34090
Building		Requests & Permissions to Receive Copies of Plans (Correspondence to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090
Building		Uniform Building Codes / California Building Code (CBC, UBC, UPC, UEC, etc.)	When Superseded		When Superseded		Mag, Ppr			GC §50022.6
<b>CODE ENFORCEMENT</b>										
Building / Code Enforcement	0440	Code Enforcement Case Files / Nuisance Abatement / Notices of Violation	2 years after Satisfactorily Resolved		2 years after Satisfactorily Resolved	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD <del>1-year</del>	Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; CFC §104.3.4, GC §34090



**RECORDS RETENTION SCHEDULE - BUILDING**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive / CD 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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Building / Code Enforcement	0440	Code Enforcement Case Files / Nuisance Abatement / Notices of Violation - <b>Habitual Violators, Liens, or Commercial Complexes</b>	Resolution / Payment + 3 years	P	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del>	Department Preference; CFC §104.3.4, GC §34090
Building / Code Enforcement	0440	Code Enforcement Case Files / Nuisance Abatement / Notices of Violation - <b>Routine, No liens, not Commercial Complexes</b>	Resolution / Payment + 3 years		Resolution / Payment + 3 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del>	Department Preference; CFC §104.3.4, GC §34090

**RECORDS RETENTION SCHEDULE: CITY ATTORNEY**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CITY ATTORNEY</b>										
City Attorney	0450	City Attorney Opinions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u>	Department Preference; GC §34090
City Attorney	0300	Invoices from contract law firms (confidential)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> 1-year	Finance is OFR for other invoices; Department Preference to cover auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
City Attorney	0470	Lawsuits / Litigation - <b>Historical</b> Cases	Resolution	P	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> Settled	Department Preference for historical purposes; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	0470	Lawsuits / Litigation - <b>Routine</b> Cases	Resolution	5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> Settled	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Personnel		Potential Claims	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
City Attorney		Subject / Project Files (Cable TV, etc.)	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Ppr			Some material may be required for reference, depending upon subject; GC §34090
City Attorney		Subpoenas	2 years		2 years		Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CITY CLERK</b>										
City Clerk	0455	Affidavits of Postings	2 years		2 years			Mag, Ppr		Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; GC §34090
City Clerk		Agenda Packets and Agendas - (City Council & Redevelopment / Successor Agency / Oversight Board)	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> Department Preference; GC §34090 et seq.
City Clerk	0400	Agreements & Contracts ( <b>ALL INFRASTRUCTURE</b> ) Agreement or Contract, Lease, MOU, etc. Agreement or Contract includes Specifications/Bid Documents and Successful Proposal / Scope of Work)  Examples of Infrastructure: Architects, buildings, bridges, covenants / CC&Rs, golf course redesign / construction, development, park improvements, property restrictions, reservoirs, settlement, sewers, sidewalks, street & alley improvements, utilities, water.	Completion	P	P	Yes: Before Completion		Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <b>Inactive</b> Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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	0400	Agreements & Contracts <b>(Development Agreements, DDAs OPAs, MOUs, etc.)</b>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <del>Inactive</del>	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
City Clerk	0400	Agreements & Contracts <b>(ALL NON-INFRASTRUCTURE)</b> Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Paving, Slurry Seals, Tree Trimming, Leases, Personnel, Professional Services, etc.) Agreement or Contract, Lease, MOU, etc. <i>Agreement or Contract includes Specifications/Bid Documents and Successful Proposal / Scope of Work)</i>  Examples of Non-Infrastructure: Consultants, Franchises, Landscape Maintenance, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Human Resources, Professional Services	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Completion</del>	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	0625	Annexations / LAFCO	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a>	Land Records; GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>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	0410	Assessment District Formation Records	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a>	Department Preference; GC §34090 et seq.
City Clerk		Audio Recordings of Council Meetings - <b>Analog - Tapes</b> (Audio Tapes or Digital Recordings)	5 years		5 years			Mag			Department Preference to match expected life of audio cassettes; State law only requires for 30 days; Council Policy A-11 allows destruction after 30 days; GC §54953.5(b)
City Clerk		Audio Recordings of Council Meetings - <b>Digital</b> (Audio Digital Recordings)	P		P			Mag			Department Preference; State law only requires for 30 days; Council Policy A-11 allows destruction after 30 days; GC §54953.5(b)
City Clerk	0160	Biographical Data - City Council	Term of Office + 2 years		Term of Office + 2 years			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> No	Department preference; GC §34090
City Clerk	0120	Boards, Commissions & Committees - <b>APPLICATIONS: APPOINTED</b>	Duration of Office	P	P			Mag, Ppr			Department preference for Planning & ALC members; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803c
City Clerk	0120	Boards, Commissions & Committees - <b>APPLICATIONS: UNSUCCESSFUL</b>	2 years		2 years			Mag, Ppr			GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	0120, 0420	Boards, Commissions & Committees - <b>Appointment Certificates</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a>	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §34090; PC §§801.5, 803c
City Clerk	0120	Boards, Commissions, & Committees: <b>Bylaws</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>2-years</b>	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Finance	0330	Budgets and CIP Budget - Final Adopted	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b>	GC §34090.7
City Clerk	0160, 00625	City History, <b>Historical Records</b> (e.g. Incorporation, City Seal, etc.)	P		P		Mag, Mfr, OD, Ppr	S	Yes: <a href="#">After QC &amp; OD</a> <b>No</b>	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	0490, 0730	City Land and Property - Acquisition and Disposition (Recorded Documents - Abandonments, Deeds, Easements, Covenants, Liens, Offers of Dedication, Title Reports, Restrictions, Right of Way, Vacations, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	0160	City Newsletters, City Publications of Significant Historical Value	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>Ne</del>	Department preference for Historical Value; GC §34090
Personnel / Risk Manage.		Claims (Liability Claims)	2 years		2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	<a href="#">Yes: After QC &amp; OD</a> <del>Settled</del>	Department Preference (copies); GC §34090.7
City Clerk	0490, 0700	Condemnation Proceedings / Eminent Domain	Settle + 5 years		Settle + 5 years		Mag, Ppr			Meets all auditing requirements; GC §34090
City Clerk	0445	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the City's Conflict of Interest code)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	After 2 years	City maintains original statements; GC §81009(e) & (g)
City Clerk	0445	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	Duration of Office + 4 years		Duration of Office + 4 years		Mfr, OD, Ppr	S	After 2 years	Department Preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f) & (g)
City Clerk	0445	Economic Interest Filings (FPPC Form 602/635) - <b>Lobbyist Authorization Reporting</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	2 CCR 18615(d), GC §34090
City Clerk		Ethics Training Certificates / Harassment Prevention Training Certificates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>1-year</del>	GC §53235.2(b), §53237.2(b)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk		FPPC Form 801 (Gift to Agency Report)	7 years		7 years			Mag, Ppr		Must post on website; GC §81009(e); GC §34090;
City Clerk		FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years			Mag, Ppr		Must post on website for 4 years; GC §81009(e); GC §34090
City Clerk		FPPC Form 803 (Behested Payment Report)	7 years		7 years			Mag, Ppr		GC §81009e; GC §34090
City Clerk		FPPC Form 804 (Agency Report of New Positions)	P		P			Mag, Ppr		FPPC Regulation 18734(c); GC §81009e; GC §34090
City Clerk		FPPC Form 805 (Agency Report of Consultants)	P		P			Mag, Ppr		FPPC Regulation 18734(c); GC §81009e; GC §34090
City Clerk		FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years			Mag, Ppr		Must post on website;; GC §81009(e)&(g); 2 CCR 18702.5(b)(3)
City Clerk	0390, 0640, 0660	Grants-in-Aid / Community Grants / Cultural and Promotional Grants / Schools Grants ( <b>SUCCESSFUL / FUNDED</b> Reports, Audit Reports, Agreements, other records required to pass the funding agency's audit, if required)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years			Mag, Mfr, OD, Ppr	S / I Yes: After <u>QC &amp; OD</u> <del>Inactive</del>	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; HUD requires 3 years; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR , 91.105(h), & 570.502(b), 29 CFR 97.42; GC §34090; GC §8546.7



**RECORDS RETENTION SCHEDULE: CITY CLERK**

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(OFR)										
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	0390, 0640, 0660	Grants-in-Aid / Community Grants / Cultural and Promotional Grants / Schools Grants ( <b>UNSUCCESSFUL / NOT FUNDED</b> Applications, Correspondence)	2 years		2 years			Mag, Ppr		GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
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<b>CITY CLERK - ELECTIONS - CONSOLIDATED</b>										
City Clerk		Applications to View Voter Registration Information	5 years		5 years		Ppr			EC 2188(f)
City Clerk	0450	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	0450	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		5 years		Ppr			Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	0450	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	0450	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	0450	Candidate File: Nomination Papers, Candidate Statements, etc. - <b>SUCCESSFUL CANDIDATES</b>	2 years	P	P		Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u>	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
City Clerk	0450	Candidate File: Nomination Papers, Candidate Statements, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Election + 4 years			Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a>	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk		Candidate File: Potential Candidates that pulled nomination papers, but never filed them	2 years		2 years			Mag, Ppr			GC §34090
City Clerk	0450	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications for vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years			Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk	0450	Elections - <b>HISTORICAL</b> File (Sample ballot, Oaths of Office, Certificate of Elections, copies of all Resolutions - calling the election, canvass, etc., election summary)	4 years	P	P			Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>Ne</del>	Retained for Historical Value, GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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	0450	Elections - Petitions (Initiative, Recall or Referendum)	Certification of Results + 8 months; or Final Examination of Election Official + 8 months if No Election; or 1 year after petition examination by proponents if petition is insufficient.		Certification of Results + 8 months; or Final Examination of Election Official + 8 months if No Election; or 1 year after petition examination by proponents if petition is insufficient				Ppr	Not accessible to the public; The 8 month retention applies after certification of election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
<b>CITY CLERK - ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)</b>										
City Clerk	0450	Elections - Vote by Mail / Applications, Roster of Absentee Applications		6 mo.	6 mo.				Ppr	EC §17505
City Clerk		Elections - Vote by Mail / Identification Envelopes		6 mo.	6 mo.				Ppr	EC §17302
City Clerk		Elections - Assessment District Ballots - Prop. 218 proceedings / Protest Letters		2 years	2 years				Ppr	GC §53753(e)(2)
City Clerk	0450	Elections - Ballots - After Election		6 mo.	6 mo.				Ppr	EC §17302
City Clerk	0450	Elections - Ballots - After Recount		6 mo.	6 mo.				Ppr	EC §17306
City Clerk		Elections - Challenged & Assisted Voters List		6 mo.	6 mo.				Ppr	If uncontested, EC §17304
City Clerk		Elections - Inspector Receipts for Ballots		6 mo.	6 mo.				Ppr	EC 17302, 17306

## RECORDS RETENTION SCHEDULE: CITY CLERK

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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	0450	Elections - Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk		Elections - Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk		Elections - Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk		Elections - Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk		Elections - Voter Index Original		5 years	5 years		Ppr			EC §17001
<b>(End of Elections Section)</b>										
City Clerk		Enterprise System Catalogue (posted on line)	2 years		2 years		Mag			GC § 34090
City Clerk	0390	Fee Studies	2 years		2 years		Mag, Ppr			GC §34090 et. seq.
City Clerk	0170	Filing System Guide	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	Department Preference; GC §34090 et. seq.
City Clerk	0180	Insurance <b>Certificates - Miscellaneous</b> (from outside companies, that cannot be matched with a contract or agreement)	2 years	9 years	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090
City Clerk	0420	Minutes: City Council, Redevelopment Agency / Successor Agency / Oversight Board, Planning Commission and ALC	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record	File 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>											
<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		Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required			Mag, Ppr			Preliminary drafts; GC § 34090
City Clerk	0460	Municipal Code and History File (always retain 1 supplement)	P		P			Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>Ne</del>	GC §34090
City Clerk	0460	Ordinances - Council & Redevelopment Agency / Successor Agency / Oversight Board	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk		Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.)  See Elections for Initiative, Recall or Referendum Petitions	1 year		1 year			Ppr			Law requires 1 year for petitions; GC §50115
City Clerk	0455	Proof of Publication (City Clerk)	2 years		2 years			Mag, Mfr, OD, Ppr			Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk		Public Records Act Requests	2 years		2 years			Mag, Ppr			GC § 34090
City Clerk	0490	Real Estate Appraisals - Property acquired by the City	7 years		7 years			Mag, Ppr			Meets all auditing requirements; GC §34090
City Clerk	0490	Real Estate Appraisals - Property NOT acquired	2 years		2 years			Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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	0170	Records Destruction Lists / Certificate of Records Destruction / Consents to Destroy Records	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	Department Preference; GC §34090 et. seq.
City Clerk	0170	Records Retention Schedules / Authorization for Amendments to Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	GC §34090 et. seq.
City Clerk	0425	Redevelopment Agency Formation	P		P		Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>No</del>	Historical Value; GC §34090
City Clerk		Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, Ppr			EC §21608(g); GC §34090
City Clerk	0460	Resolutions - City Council, Redevelopment Agency / Successor Agency / Oversight Board, Planning Commission & ALC	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	0420	Rosters of Council and Board members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a>	Historical Value; GC §34090
City Clerk		Statement of Facts / Registry of Public Agencies (filed with the Secretary of State)	2 years		2 years		Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk		Video Recordings of City Council Meetings - <b>Video Recordings / DVD-R or VCR (ALL)</b>	90 days		90 days		Tape (Mag)			Video recording of meetings are only required for 90 days; GC §§34090.7, 60201

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ADMINISTRATION</b>										
City Manager / City Council Support		City Council Correspondence	4 years		4 years			Mag, Ppr		Department Preference to cover terms of office; GC §34090
City Manager / Admin.		Grants provided by the City to others / outside agencies (all from the General Fund)	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I  <del>When Inactive</del>  <u>Yes: After QC &amp; OD</u>	Meets auditing standards; GC §34090
City Manager / Admin.	0460	Legislative Advocacy (Support / Oppose outside legislation)	2 years		2 years			Mag, Ppr		GC § 34090
City Manager / Admin.	0160	Newspaper Clippings	When No Longer Required		When No Longer Required			Ppr		Non-records
City Manager / Admin.		Proclamations	2 years		2 years			Mag, Ppr		GC §34090
City Manager / Admin.		Projects, Subjects & Issues (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues		Mag, Ppr		GC §34090
<b>EMERGENCY PREPAREDNESS</b>										
City Manager / Emerg. Prep.	0220	Emergency Operations Plan	Superseded (minimum 2 years)		Superseded (minimum 2 years)			Mag, Mfr, OD, Ppr	S / I  <u>Yes: After QC &amp; OD</u> <del>4-year</del>	Department Preference; GC §34090



**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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 / Emerg. Prep.	0220	Emergency Preparedness	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>			Mag, Mfr, OD, Ppr		Department Preference; GC §34090
City Manager / Emerg. Prep.	0220	Public Information Documents from Other Agencies	When No Longer Required		When No Longer Required			Mag, Ppr		Non-records; GC §34090 et seq.
City Manager / Emerg. Prep.	0220	Rosters, Emergency Personnel	When No Longer Required		When No Longer Required			Mag, Ppr		Data is superseded; GC §34090 et seq.
<b>FRANCHISE MANAGEMENT</b>										
City Manager / Franchise Manag.		Agreements & Contracts: <b>ADMINISTRATIVE FILES - NOT funded by a grant</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Completion		Mag, Mfr, OD, Ppr	S / I  <u>Yes: After QC &amp; OD</u> <del>Upon Completion</del>	Department preference; Statute of Limitations: Contracts & Spec's = 4 years (errors & omissions does not apply), Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
City Manager / Franchise Manag.	0840	Recycling Programs	3 years		3 years			Mag, Ppr		Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PUBLIC SAFETY</b>										
City Manager / Public Safety	0400	Animal Control (Contract)	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD <del>Upon Completion</del>	Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years (E&O does not apply), Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
City Manager / Public Safety		Citations (Parking & Municipal Code Violations)	2 years		2 years		Mag, Ppr			GC §34090
City Manager / Public Safety		Parking Enforcement Appeals	Settlement + 2 years		Settlement + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD <del>When Inactive</del>	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>REDEVELOPMENT / SUCCESSOR AGENCY</b>										
City Manager / Redevelop.		Potential Projects & Issues	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager / Redevelop.	0630	<b>Redevelopment Project Files:</b> Denied, Not Approved, etc.	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>When Inactive</del>	GC§§34090
City Manager / Redevelop.	0630	<b>Redevelopment Project Files:</b> Implemented / Initiated Projects	Project Completion + 5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>Upon Completion</del>	Department Preference; City Clerk Maintains originals of all documents that were presented to Council or Redevelopment; GC §34090.7
City Manager / Redevelop.	0630	<b>Redevelopment Project Files:</b> Inactive, Withdrawn, Expired, etc.	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>When Inactive</del>	Projects have a 3 year approval timeframe (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the approval period has expired; GC§§34090, 34090.7
City Manager / Redevelop.		Redevelopment Project Relocations and Relocation Appeals (if applicable)	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a> <del>When Inactive</del>	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>FINANCE ADMINISTRATION / BUDGET DEVELOPMENT / INVESTMENT</b>										
Finance / Admin.		Arbitrage Rebate Calculation (related to bonds and tax exempt debt)	2 years	3 years	5 years			Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC &amp; OD</u> FTC Reg's rely on "self-enforcement"; IRS is 4 years after tax is due or paid; Supporting documentation for Investments of Operating Funds; meets auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / Admin.	0300, 0340	Assessment District / Special District Payments & Reports	5 years	Termination of District + 10 years	Termination of District + 10 years			Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC &amp; OD</u> Department Preference; IRS is 4 years after tax is due or paid; Supporting documentation for Investments of Operating Funds; meets auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / Admin.	0300, 0310	Audits / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> Copies; GC §34090.7
Finance / Admin.		Audit Management Letters and other formal letters related to audit communication	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> 4-year Department Preference (meets auditing standards); GC §34090
Finance / Admin.	0310	Audit Schedules, Preparation Records	When No Longer Required		When No Longer Required			Mag, Ppr		Drafts and transitory records; GC §34090
Finance / Admin.		Audit Work Papers	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> 4-year Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
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(OFR)										
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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 / Admin.	0320	Bank Reconciliations, Bank Statements, Fiscal Agent Statements, Investment Account Statements, Pars Statements Trustee Statements, Treasurer's Cash Statements, Debit / Credit Memos, Deposit Corrections (Banking), Wire Transfers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 31.6001-1
Finance / Admin.	0350	Bond Registers	Maturity	10 years	Cancellat., Redemption or Maturity + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference to match Bond retention; GC §34090, 26 CFR 1.6001-1
Finance / Admin.	0350	Bond Transcripts / Issues / Authorizations (Prospectuses, Certificates, Notices, etc.).	Fully Defeased	10 years	Fully Defeased + 10 years		Mag, Mfr, OD, Ppr	I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Admin.	0330	Budget Amendments, Budget Transfer Requests, Supplemental, Updates, Fund Transfers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Meets auditing standards; GC §34090
Finance / Admin.	0330	Budget Hearing and/or Review (Development Documents, Preliminary Budget, Calendar, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Drafts - Department Preference; GC §34090.7
Finance / Admin.	0330	Budgets and CIP Budget - Final Adopted	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department preference - Must be filed with County Auditor; GC §34090, 40802, 53901

### RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Admin.	0300	Chart of Accounts / Organization Structure (Print out when Rollover is Done)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference to research Year-end General Ledgers, which are retained permanently; GC §34090
Finance / Admin.		Developer Trust Accounts	Close + 5 years		Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.		Escheat (Unclaimed money / uncashed checks)	2 years	3 years	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: <a href="#">After QC &amp; OD</a>	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(d), GC §34090
Finance / Admin.	0220	FEMA / Emergency or Disaster Incidents - Administrative Records (payroll, logs, project management, etc.)	After FEMA Reimbursement - <b>Minimum 5 years</b>		After FEMA Reimbursement - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S/I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference; meets auditing standards; GC §34090
Finance / Admin.	0300	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Finance / Admin.	0300	Fixed Assets and Inventories - Annual Listing	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Includes permanent assets; GC §34090
Finance / Admin.	0300	General Ledger & Chart of Accounts: Final year-end (Balance Sheets, Revenue Ledger and Expenditure Ledger)	2 years	23 years	25 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference; Published articles show 3 -10 years; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Admin.	0355	Investment Portfolio	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b>	Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / Admin.	0355	Investments / Certificates of Deposits	Disposal + 5 years		Disposal + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b>	Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / Admin.	0300	Journal Entries	2 years	3 years	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: <a href="#">After QC &amp; OD</a>	Meets auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Admin.	0300	Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets <b>(MONTHLY OR PERIODIC)</b> Does NOT include year-end General Ledger.	When No Longer Required		When No Longer Required		Mag, Ppr			Financial system qualifies as a trusted system and can re-create reports accurately; Transitory records not retained in the ordinary course of business; statewide guidelines propose 2 years; GC §34090
Finance / Admin.		Redevelopment Statement of Indebtedness (kept with the CAFR)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b>	Department Preference; meets auditing standards; GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Admin.	0320	Signature Cards (Banking)	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> No	Meets Auditing Standards; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803c
Finance / Admin.		State Compensation Insurance Fund	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	0300	State Reports: State Controllers Report, Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report)	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.		Street Report, AQMD Annual Report, Maintenance of Effort (MOE) Calculations, Audits, and other compliance reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Meets auditing standards; GC §34090



**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Finance / Admin.	0355	Treasurer Reports and Investment Statements, Advisor Reports, Trade Tickets	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del> Treasurer's Report is maintained with Agenda Packet and kept by City Clerk Permanently; other documents meet auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ACCOUNTS PAYABLE</b>										
Finance / Accounts Payable		1099's, 1096's, <a href="#">DE542 (California Report of Independent Contractors)</a>	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b> Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable	0300	Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Expense Account Reports, Travel Expense Reimbursements, Postage, etc.)	5 years	5 years	10 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b> Department Preference to cover grant auditing requirements; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounts Payable	0320	Checks / Warrants - Canceled (Cashed)	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b> Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounts Payable	0320	Checks / Warrants - Voided, Stop Payments, etc.	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b> Meets auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounts Payable	0300	Petty Cash Vouchers	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b> Meets auditing standards; GC §34090
Finance / Accounts Payable		W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>1-year</b> Meets IRS auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ACCOUNTS RECEIVABLE</b>										
Finance / Accounts Receivable	0390	Accounts Receivable / Revenue	2 years	3 years	5 years	Yes: Until Paid	Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	The financial services database is maintained for a minimum of 10 years; meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable		Business Licenses (Database)	Indefinite		Indefinite	Yes (before termination)	Mag, Ppr			Data fields are inter-related; GC §34090 et seq.
Finance / Accounts Receivable	0390	Business Licenses and Revocations	Termination of Business + 5 years		Termination of Business + 5 years		Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	0390	Cash Receipts Detail / Backup / Accounts Receivable / Deposit Slips / Deposit Summaries	2 years	3 years	5 years		Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	Retained in originating department for auditing purposes; GC §34090
Finance / Accounts Receivable		Collection Agency (e.g., returned checks assigned to collection)	Assignment + 7 years		Assignment + 7 years	Yes	Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	Department preference to match the length of time negative credit information remains on a consumer's credit report; GC §34090
Finance / Accounts Receivable		FTB (Franchise Tax Board) Report	5 years		5 years		Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	Meets auditing standards; GC §34090
Finance / Accounts Receivable	0390	Gas Tax Revenue Reports	2 years	3 years	5 years		Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	Meets auditing standards; GC §34090
Finance / Accounts Receivable		Misc. Receipts - Revenue from County / State	5 years		5 years		Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	Meets auditing standards; GC §34090
Finance / Accounts Receivable	0320	Returned Checks, Credit Card Slips	5 years		5 years		Mag, <a href="#">Mfr.</a> , <a href="#">OD</a> , Ppr	<a href="#">S / I</a>	<a href="#">Yes:</a> <a href="#">After QC &amp; OD</a>	Meets auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PAYROLL</b>										
Finance / Payroll		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		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll		Direct Deposit Authorization Forms	5 years		5 years		Mag, <del>Mfr</del> , OD, Ppr	<a href="#">S / I</a>	Yes: <a href="#">After QC &amp; OD</a>	Department preference; Meets auditing standards (audit + 4 years); GC §34090
Finance / Payroll		Payroll Database	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090 et seq.
Finance / Payroll	0360	Payroll Journal / Register / W-2 & W-3 Summary Reports ( <b>Detail Year-end</b> , or periodic if no detail year-end)	5 years	45 years	50 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference to facilitate PERS buy-back for past employees; consistent with auditing standards; GC §34090
Finance / Payroll	0360	Payroll Journal / Registers (Periodic reports, when a detail year-end report is retained)	When No Longer Required		When No Longer Required		Mag, OD, Mfr, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Considered a draft or transitory record (detail year-end is retained); GC §34090
Finance / Payroll		PERS Reports / Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements / Bi-weekly Reports	5 years		5 years		Mag, OD, Mfr, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference (Non-records); GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>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	0360	Time Cards / Time Sheets	5 years		5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u> Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	0360	W-2's (includes Performers State Withholding)	5 years		5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u> IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll		W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, Ppr		Department preference (W-4's are required for 4 years); FLSA requires 3 years; 29 CFR 516; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PURCHASING</b>										
Finance / Purchasing	0380	Equipment Disposition / Sales: Auction, Bills of Sale	5 years		5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u>	Meets auditing standards; GC §34090
Finance / Purchasing	0380	Purchase Orders	5 years	5 years	10 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del>	Department Preference to cover grant auditing requirements; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Purchasing		Purchasing - Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Superseded		Superseded		Mag, Ppr			Transitory Record used to mail out requests; GC §34090 et seq.
Finance / Purchasing		Purchasing Card Backup Receipts / Cal Card	2 years	3 years	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u>	Meets auditing standards; GC §34090
<b>RISK MANAGEMENT</b>										
Finance / Risk Manage.	0180	Accident / Incident / Injury Reports: <b>PUBLIC ADULTS</b> (medical and non-medical.)	3 years		3 years		Mag, Ppr			Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090
Finance / Risk Manage.	0180	Accident / Incident / Injury Reports: <b>PUBLIC JUVENILES and PREGNANT ADULTS</b> (medical and non-medical.)	20 years		20 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u>	Department Preference; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Risk Manage.	0180	Accident / Incident Reports: <b>CITY VEHICLES</b> with no injuries, City Property	2 years		2 years			Mag, Ppr		Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6
Finance / Risk Manage.	0180	Bonds, Public Official (Faithful Performance / Employee Surety Bonds)	P		P			Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803c
Finance / Risk Manage.	0180	Claims (General Liability Claims) - <b>Adults</b> Includes rejected claims	Settlement	5 years	Settle + 5 years	Yes: Until Settlement		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC &amp; OD Settled</u> If litigation is filed, the City Attorney is OFR; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Finance / Risk Manage.	0180	Claims (General Liability Claims) - <b>Juveniles &amp; Pregnant Adults</b>	25 years		25 years	Yes: Until Settlement		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC &amp; OD Settled</u> Department Preference; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Risk Manage.	0180	Insurance <b>Policies (City-owned)</b>	10 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <del>Inactive</del>	Department preference; CCP §337 et seq.; GC §34090
Finance / Risk Manage.		Loss Run Reports	5 years		5 years		Mag, <a href="#">Mfr</a> , <a href="#">OD</a> , Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a>	Department Preference (meets auditing standards); GC §34090
Finance / Risk Manage.	1120	Vehicle Titles / Pink Slips	Upon Disposal of Vehicle		Upon Disposal of Vehicle		Mag, Ppr			GC §34090
Finance / Risk Manage.	0180	Workers Compensation Claims	Separation + 5 years	Whichever is Longer: 25 years, or Termination of Benefits + 5 years	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> <del>Inactive</del>	Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; the Workers Compensation Appeals Board may destroy their records after 5 years; 8 CCR 5144, 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 10755, 10758, 15400.2; 29 CFR 1910.1020(d); GC §§12946, 12960, 34090



## RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	File No.	Records Description	Retention / Disposition					Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
<b>INFORMATION TECHNOLOGY</b>									
Information Technology	0190	Backups - <b>DAILY</b> - Network, All Files on Shared Drives	When Superseded		When Superseded	Yes	Mag.		Used for disaster recovery purposes only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	0190	Backups - <b>MONTHLY</b> - Network, All Files on Shared Drives		When No Longer Required	When No Longer Required	Yes	Mag.		Used for disaster recovery purposes only; Store off-site for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Information Technology	0160	Photographs, City Related (digital)	When No Longer Required		When No Longer Required		Mag, Ppr		Some photographs may be retained permanently as historical records, some may be destroyed right away; some photographs are drafts that become part of a newsletter or other documents; GC §34090 et seq.
Information Technology	0190	GIS database	When Superseded		When Superseded	Yes	Mag.		Department Preference (transitory records); GC §34090 et seq.
Lead Depart.	0190	GIS database - Historical Output (Zoning Map, etc.)	Provide Existing Output to Lead Department Prior to Change		Provide Existing Output to Lead Department Prior to Change	Yes	Mag.		Historical records are maintained by the Lead Department; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>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	0190	Website Content	When Superseded		When Superseded	Yes	Mag.		Transitory records not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	0190	<a href="#">UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / WORM / DVD-r / CD-r / Blue Ray-R</a> or other unalterable media that does not permit additions, deletions, or changes		P	P		OD		For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..

## RECORDS RETENTION SCHEDULE: MARKETING and PUBLIC RELATIONS

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD 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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>MARKETING &amp; PUBLIC RELATIONS</b>										
Marketing & Public Relations		City Newsletters, e-mail blasts	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	No	Those of significant historical value are maintained by the City Clerk permanently; GC §34090
Marketing & Public Relations		Eisenhower Walk of Honor Applications	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC &amp; OD</u> No	Department preference for Historical Value; GC §34090
Marketing & Public Relations		Marketing / Promotional <b>Draft</b> Documents, Photos	When No Longer Required		When No Longer Required		Ppr			Drafts not retained in the ordinary course of business; GC §34090
Marketing & Public Relations		Marketing / Promotional <b>Final</b> Documents	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Ppr			Department preference; GC §34090
Marketing & Public Relations	0160	Press Releases	2 years		2 years		Mag, Ppr			GC § 34090
Marketing & Public Relations	0160	Speeches and Lectures	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or transitory records; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE: PERSONNEL**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PERSONNEL</b>										
Personnel		1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years		5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del>	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Personnel	0550	Applications for Employment or Resumes: <b>Unsolicited (no open position)</b> , candidates not hired	1 year		1 year		Ppr			Department Preference - No positions open; therefore not deemed part of City recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §34090
Personnel	0510	Classification / Compensation / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Personnel		COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k), GC §34090
Personnel	0370	Deferred Compensation Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del>	For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1

**RECORDS RETENTION SCHEDULE: PERSONNEL**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			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?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel	0540	Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims that are resolved administratively	Final Disposition + 5 years		Final Disposition + 5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u>	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Personnel		DMV Pull Notices (for maintenance vehicles)	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Personnel		Drug and Alcohol Testing / D.O.T files: <b>Negative</b> Results	2 years		2 years		Ppr			D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

## RECORDS RETENTION SCHEDULE: PERSONNEL

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Personnel		Drug and Alcohol Testing / D.O.T files: <b>Positive Results</b>	5 years		5 years		Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u> 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
Personnel		EEO-4 Reports and records required to generate EEO-4 report	3 years		3 years		Mag, Ppr		29 CFR 1602.30, 29 CFR 1602.32; GC §34090
Personnel	0500	Employee Assistance Program	2 years		2 years		Mag, Ppr		Department Preference; GC §34090
Personnel	0500	Employee Awards	2 years		2 years		Mag, Ppr		GC §34090
Personnel		Grievances (ALL)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr		City's Preference; Lead Department is OFR for grievances resolved in their department; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174

**RECORDS RETENTION SCHEDULE: PERSONNEL**

Office of Record	File No.	Records Description	Retention / Disposition							Comments / Reference
			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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources		I-9s	Separation + 3 years		Separation + 3 years			Mag, Ppr		Non-citizens must re-certify periodically; RICA recommends Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Personnel	0300	Invoices from contract law firms (confidential)	2 years	3 years	5 years	Yes: Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Finance is OFR for other invoices; Department Preference to cover auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Personnel	0510	Job Descriptions / Job Specifications	P		P	Yes: Before Superseded		Mag, Ppr		Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Personnel	0100	Organization Charts	P		P			Mag, Mfr, OD, Ppr	S	Yes: After 2 years Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: PERSONNEL**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Personnel		OSHA Inspections & Citations, Logs 200 and Log 300, etc.	7 years		7 years		Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; OMB 1220-029; GC §60201 et seq.; LC §6429c
Personnel		PERS Actuarial Reports	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>		Mag, Mfr, OD, Ppr	S	Yes: After 1 year Department Preference; GC §34090
Personnel	0530	Personnel Files - <b>Medical</b> File (all employees)	Separation + 2 years	Whichever is Longer: 28 years, or Termination of Benefits + 5 years	Whichever is Longer: 30 years, or Termination of Benefits + 5 years,	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC §1198.5
Personnel	0530	Personnel Files - <b>Regular, Active, Permanent, Non-Regular, Temporary and Part-time</b> Employees (includes I-9s, Oaths of Office, Disaster Service Workers Oaths, benefits, etc.)	Separation + 6 years		Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.14; 1602.31 & 1627.3(b)(1); GC §§12946, 12960, 34090; 29 USC 1113; GC §3105; LC §1198.5



**RECORDS RETENTION SCHEDULE: PERSONNEL**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Personnel	0510	Reclassification Requests	2 years		2 years		Mag, Ppr		Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Personnel		Recruitment Database (NeoGov)	5 years		5 years		Mag, Ppr		Department preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090
Personnel	0550	Recruitment File - Advertisements, Applications (unsuccessful), Tests, Letters, Scantrons, Questions, Interview Notes	4 years		4 years		Mag, Ppr		State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c), GC §§12946, 12960, 34090
Personnel		Recruitment Flyers and Brochures	When No Longer Required		When No Longer Required		Mag, Ppr		Brochures and Flyers are also maintained with recruitment file (these are copies); GC §34090.7
Personnel	0520	Salary Surveys	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr		GC §34090

### RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	File No.	Records Description	Retention / Disposition					Comments / Reference		
(OFR)			Active (in office)	Inactive / CD 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, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PLANNING</b>										
Planning		ALC / DRC (Design Review Committee) Project Files	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	Department Preference; GC§34090
Planning		ALC / DRC (Design Review Committee) Agenda Packets	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>2-years</del>	City Preference; GC §34090
Planning		ALC / DRC (Design Review Committee) Minutes	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	<del>Yes: After QC &amp; OD</del> <del>No</del>	City Preference; GC §34090
		Alcoholic Beverage License Application Copies	When No Longer Required		When No Longer Required		Ppr			Non-records
Planning		Annexation / Deannexation Files	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	GC §34090
Planning		Audio Recordings of Planning Commission and ALC / DRC Meetings - <b>Analog - Tapes</b> (Audio Tapes or Digital Recordings)	5 years		5 years		Mag			Department Preference to match expected life of audio cassettes; State law only requires for 30 days; Council Policy A-11 allows destruction after 30 days; GC §54953.5(b)
Planning		Audio Recordings of Planning Commission and ALC / DRC Meetings - <b>Digital</b> (Audio Tapes or Digital Recordings)	P		P		Mag			Department Preference; State law only requires for 30 days; Council Policy A-11 allows destruction after 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	0620	Census, Demographics	When No Longer Required		When No Longer Required			Mag, Mfr, OD, Ppr		Census Bureau is OFR; GC §34090 et seq.
Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA  <b>Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action</b>	Project Approval or Denial + <u>2 years</u> <del>180 days</del>		Project Approval or Denial + <u>2 years</u> <del>180 days</del>			Mag, Ppr		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 (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090 Email pertaining to City business generally must still be retained for a period of 2 years under the general correspondence retention requirement of GC §34090
Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. - <b>Inside City boundaries</b> (normally stored with the project file)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S / I	Normally filed with project file; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090  Yes: <u>After QC &amp; OD</u> <del>1-year</del>

## RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	File No.	Records Description	Retention / Disposition					Comments / Reference		
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning		Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. - <b>Outside City boundaries</b> (EIRs inside City Boundaries are stored with the project file)	When No Longer Required		When No Longer Required		Ppr			Non-records
Planning		Film Permits	2 years		2 years	Yes (during filming)	Mag, Ppr			GC §34090
Planning	0615	General Plan Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> Amended	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090
Public Works / Engineer.	0720	Grading Permits (final)	When No Longer Required		When No Longer Required		Ppr			Public Works is OFR; GC §34090.7
Planning	0615	Land Use, General Plan, Zoning (e.g. City Master Plan)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
Planning		Massage Therapist Permits	Expiration + 2 years		Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> Inactive	Department Preference; GC §34090
Planning	0120	Planning Commission Agenda Packets	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <a href="#">QC &amp; OD</a> 2-years	City Preference; GC §34090

**RECORDS RETENTION SCHEDULE - PLANNING**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
MS / City Clerk		Planning Commission Minutes, Resolutions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	GC §34090
Planning	0600, 680	<b>Planning Files - Approved Permanent and Temporary Entitlements - All</b> (Includes Associated CEQA Noticing, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) -- Certificates of Compliance, Conditional Use Permits, Variances, Zoning Code Amendments, etc.	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	Department Preference; Projects have a 3 year vesting (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Some permits must obtain Council approval, and therefore the City Clerk becomes office of record for material presented to Council; Department maintains complete files for administrative purposes; GC§§34090, 34090.7
Planning		Proposed Projects that are Not Pursued or Implemented	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>Inactive</del>	Department Preference; GC§34090
		Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.

**RECORDS RETENTION SCHEDULE - PLANNING**

Office of Record	File No.	Records Description	Retention / Disposition					Comments / Reference	
			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options		Image: I=Import M=Mfr S=Scan
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Planning	0730	Street Names	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I Yes: <u>After QC &amp; OD</u> <del>Ne</del>	GC §34090
Planning		Zoning Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I Yes: <u>After QC &amp; OD</u> <del>Ne</del>	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

**RECORDS RETENTION SCHEDULE - PUBLIC WORKS**

Office of Record	File No.	Records Description	Retention / Disposition						Comments / Reference	
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<b>PUBLIC WORKS / ENGINEERING</b>										
MS / City Clerk	0490, 0730	Abandonments, Easements, Entitlements, and Vacations (Recorded Documents / City Property)	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> 1-year	Department Preference; GC §34090.7
Public Works / Engineer.	0720, 0730	Aerial Maps (Analog and Digital)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> No	Department Preference for historical purposes; GC §34090
Public Works / Engineer.	0730	Assessment / Maintenance District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. roads, sewer, etc.)	Termination of District	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> 1-year	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineer.	0740	Bridges	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> No	GC §34090
Public Works / Engineer.	0490, 0760	Encroachment Permits & Agreements: <b>Permanent</b> (Awnings, Utilities, Signs, etc.)	Life of the Encroachment		Life of the Encroachment	Yes: Until Revocation	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> Inactive	Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090
Public Works / Engineer.	0710	Encroachment Permits & Agreements: <b>Temporary</b> (Street Closures, Transportation / Wide Load Permits, Detours, Street Cuts, Paving, etc.)	Expiration + 4 years		Expiration + 4 years	Yes: Until Completion	Mag, Ppr			Statute of Limitations for any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; Statewide guidelines propose Permanent; CCP §§337, 343 et. Seq.; GC § 34090

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Public Works / Engineer.	0720	Grading Permits (final)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>Inactive</b>	GC §34090
Public Works / Engineer.	0860	Industrial Waste Permits	Close of Business	P	P		Mag, <a href="#">Mfr, OD, Ppr</a>	S / I	<a href="#">Yes: After QC &amp; OD</a>	Department Preference; GC §34090 et seq.
Public Works / Engineer.	0730, 0760	Inventories / Surveys (various, including street mileage, equipment, etc.)	When No Longer Required <b>(minimum 2 years)</b>		When No Longer Required <b>(minimum 2 years)</b>		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a>	Department Preference; GC §34090
Public Works / Engineer.		Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>No</b>	Administrative value; GC §34090
Public Works / Engineer.	0730, 0770, 0840, 0850, 0860	Master Plans (all)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>No</b>	Department Preference for historical purposes; GC §34090
Public Works / Engineer.		Offers of Dedication (Rejected, Unprocessed or Unaccepted -- If accepted, City Clerk is Office of Record)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>Inactive</b>	GC §34090
Public Works / Engineer.	0720, 0760	Plans and Maps (Final) - Grading, elevations, drainage, sewage, storm drains, traffic, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>No</b>	Some master plans do not go to Council; Department Preference for historical purposes; GC §34090



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Public Works / Engineer.		Preliminary Studies / Project Assessments (Not Acquired)	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a>	Department Preference; GC §34090
Public Works / Engineer.	0730, 0760, 0770, 0780, 0820, 0850, 0860, 0950	Project Files: City Infrastructure and Facilities Projects / CIP / Private Development - <b>Administration File (Construction):</b> Project Administration, Performance Bonds/Surety, Project Schedules, Certified Payrolls, Invoices, Logs, Insurance Certificates from Contractors, Correspondence, Advertising, Public Noticing, Meeting Agendas & Minutes, Field Inspections, Inspection Reports, Labor Compliance, Prevailing Wage, 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: <a href="#">After QC &amp; OD</a> <del>1</del> -year	For disaster preparedness purposes (City Clerk does not maintain Specifications, RFPs, Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

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Public Works / Engineer.	0730, 0760, 0770, 0780, 0820, 0850, 0860, 0950	Project Files: City Infrastructure and Facilities Projects / CIP / Private Development - <b>Permanent File (Design):</b> Plans, Specifications, Change Orders, Materials Testing Reports, Environmental, Feasibility Studies, Notice of Completion (send original to City Clerk), Record Drawings ("As Built"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del>	Retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Engineer.		Project Files: Fugitive Dust Applications & Plans (PM 10)	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineer.	0730	Realignments (Closed)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>No</del>	GC §34090
Public Works / Engineer.	0720	Recorded Maps (Final Maps, Record of Survey, Tract Maps, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u> <del>1-year</del>	Drafts should be destroyed; GC §34090, 34090.7
Public Works / Engineer.		Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC &amp; OD</u>	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090

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Public Works / Engineer.		Sanitary Surveys	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 141.33(c)
Public Works / Engineer.		Sewer Lift Stations Plans	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC § 34090.7
Public Works / Engineer.		Sewer System Management Plans (SSMP)	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 122.41(j)(2); GC §34090
Public Works / Engineer.		Solid Waste Reduction / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	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 / Engineer.	0720	Tract Files (drawings, studies, test reports, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Inactive	GC §34090
Public Works / Engineer.	0950	Tree Planting Lists / Tree Surveys	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory records / Data may be superseded; GC §34090

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Public Works / Engineer.		Underground Storage Tank (City Owned) <b>UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records</b>	7 years		7 years			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a>	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Public Works / Engineer.		Underground Storage Tanks - USTs (City Owned) <b>Repairs, Lining, Upgrades</b>	Life of the Tank		Life of the Tank			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	23 CCR 2712(b), H&S §25284.2(i)
Public Works / Engineer.		Underground Storage Tanks (City-Owned) <b>Location, Soil Remediation, Monitoring Well Records</b>	10 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <del>1-year</del>	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
Public Works / Engineer.	0860	Wastewater - NPDES Monitoring Reports / Sewer Monitoring Reports	3 years		3 years			Mag, Ppr			Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44

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<b>TRANSPORTATION / TRAFFIC ENGINEERING</b>										
Public Works / Trans.	0760	Speed Surveys	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a>	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Trans.	0760	SWITRS - Traffic Accident Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a>	Department Preference; GC §34090
Public Works / Trans.		Traffic Calming (speed humps, etc)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a>	GC §34090
Public Works / Trans.	0760	Traffic Counts / Volumes, Summaries, Reports - Historical	P		P		Mag, Mfr, OD, Ppr	S / I	<a href="#">Yes: After QC &amp; OD</a>	Department Preference; GC §34090
Public Works / Trans.	0760	Traffic Counts / Volumes, Summaries, Reports - Routine	Superseded - Minimum 2 years		Superseded - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Trans.		Traffic investigations (minor projects - reports, ordering of signs, pavement management studies, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: Upon Completion	Department preference to cover audits from all grant funding agencies; Statute of Limitations for Errors & Omissions is 10 years; CCP §§337. 337.1(a), 337.15, GC §34090
Public Works / Trans.		Traffic Signal Timing	Change + 10 years		Change + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: <a href="#">After QC &amp; OD</a> <b>Inactive</b>	Department Preference; GC §34090

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Public Works / Engineer.		Wide Load Permits / Oversize Load Permits	Expiration + 2 years		Expiration + 2 years			Mag, Ppr		GC §34090
<b>MAINTENANCE</b>										
Public Works / Maint.	1120	Air Compressor Tank Permits	Upon Expiration (minimum 2 years)		Upon Expiration (minimum 2 years)			Mag, Ppr		Department Preference; GC §34090
Public Works / Maint.		AQMD Permits	5 years		5 years			Mag, Ppr		40 CFR 70.6; GC §34090
Public Works / Maint.		Generator Operation Logs (for <b>Fixed / Stationary Generators</b> )	3 years		3 years			Mag, Ppr		AQMD Rule 1470; GC §34090
Public Works / Maint.		Generator Operation Logs (for <b>Portable /Emergency Generators</b> )	5 years		5 years			Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u> AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Public Works / Maint.	1120	Fuel Inventories	2 years	3 years	5 years			Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC &amp; OD</u> Auditing purposes; GC §34090

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Public Works / Maint.	1120	Maintenance History - Vehicles & Equipment	Life of Vehicle or Equipment + 2 years		Life of Vehicle or Equipment + 2 years			Mag, Ppr		Department Preference to cover statute of limitations; If a motor carrier, required for 18 months after vehicle is sold; Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090	
Public Works / Maint.	1120	Maintenance Schedules	Superseded		Superseded			Mag, Ppr		Department Preference; GC §34090	
Public Works / Maint.	1120	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment			Mag, Mfr, OD, Ppr	S	No	Administrative value; GC §34090
Public Works / Maint.		Pre-Trip Inspections / Daily Vehicle Inspections	2 years		2 years			Mag, Ppr			13 CCR 1234(c); GC§34090