

ATTACHMENT #1

RESOLUTION NO. 2024-__

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 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.

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 are 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 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 4th day of April 2024.

GREG SANDERS
MAYOR

CERTIFICATION FOR RESOLUTION NO. 2024-____

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 4th day of April 2024, by the following vote:

AYES:
NOES:

ATTEST:

APPROVED AS TO FORM:

ANGELICA AVILA
CITY CLERK

TODD LEISHMAN
CITY ATTORNEY

Exhibit "A"

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>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 WIDE (Used by All Departments)								
Personnel / Risk Manag.	CW-001	Accident, incident, injury reports: EMPLOYEES	Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Personnel / Risk Manag.	CW-002	Accident, incident, injury reports: MEMBERS OF THE PUBLIC	Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance / Accounts Payable	CW-003	Accounts Payable, Invoices, etc. (Exceptions: Confidential attorney / personnel invoices - see City Attorney & Personnel schedules)	Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			Finance Maintains Originals; GC §34090.7
Lead Dept.	CW-004	Advertising (Legal)	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	CW-005	Agenda Staff Reports (City Council)	Copies - When No Longer Required		Mag, Ppr			City Clerk maintains a complete agenda packet permanently; GC §34090
City Clerk	CW-006	Agreements & Contracts (ALL Agreement or Contract, Lease, MOU, etc. 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	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All agreements and contracts are sent to the City Clerk; GC §34090.7

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>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.	CW-007	Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Copies of Invoices, Logs, RFP, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., GC §34090
Lead Dept.	CW-008	Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (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	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., 2 CFR 200.334 200.333 ; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7
Lead Dept.	CW-009	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS, and RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Ppr			GC §34090
	CW-010	Bids: See Agreements & Contracts						
Staffing Dept.	CW-011	Boards, Commissions, & Committees: AUDIO RECORDINGS - DIGITAL - of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	P		Mag			City Preference; State law only requires for 30 days; GC §54953.5(b)

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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>								
Staffing Dept.	CW-012	Boards, Commissions, & Committees: AUDIO RECORDINGS - TAPES of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	2 years		Tape (Mag)			City Preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-013	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL, other than ALC and Planning Commission (AGENDA PACKETS)	2 years		Mag, Ppr			GC §34090
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (Agendas, Notices, Affidavits of Postings, Proof of Publications, etc.)	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (MINUTES, RESOLUTIONS) Exception: Planning Commission (City Clerk is OFR)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (Staff Reports)	When No Longer Required Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-017	Boards, Commissions, & Committees: City Council Subcommittees (All records)	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)
	CW-018	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
	CW-019	Brochures: See Reference Materials						

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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>								
Finance / Admin.	CW-020	Budgets - Finals	Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Copies; Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Accounts Receivable	CW-021	Cash Receipts Detail / Backup / Accounts Receivable	Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	CW-022	Change Orders - Infrastructure / Land	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	CW-023	Change Orders - Non-Infrastructure (Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Paving, Slurry Seals, Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., GC §34090
City Attorney	CW-024	City Attorney: Opinions	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Personnel / Risk Manag.	CW-025	Claims / Liability Claims	Copies - When No Longer Required	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies retained in department for 1 year; Risk Management administrates claim; GC §§34090.7, 34090.6

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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>								
Lead Dept.	CW-026	Committees / Staff Meetings: Internal attended by employees (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		Mag, Ppr			GC §34090
Lead (Responding) Dept.	CW-027	Complaints (against Personnel - e.g. misconduct, abuse, excessive force, etc.)	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.	CW-028	Complaints / Service Orders (operational)	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
	CW-029	Contracts: See Agreements						
	CW-030	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-031	Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith), S218066. Supreme Court of California, 2017; GC §34090

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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>								
Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-032	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, -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		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where 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 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, 7927.500 , 7928.705 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.	CW-033	Databases	Indefinite - Follows Retention of the Records attached to the Database	Yes	Mag.			Data is interrelated; GC §34090 et seq.
Lead Dept.	CW-034	Drafts & Notes: Drafts that are revised (retain final version)	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, 7927.500 , 7928.705 6252, 6254(a)

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Lead Dept.	CW-035	E-mail relating to the conduct of the City's business	2 years	Yes	Mag.			City preference; GC §§34090, 7927.500.7928.705 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.	CW-036	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims (SUCCESSFUL Reports, Audit Reports, other records required to pass the funding agency's audit, if required) Grants received by the City, including CDBG	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years ; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	CW-037	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Personnel	CW-038	Grievances - ALL	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.	CW-039	Insurance Certificates - Infrastructure / Land	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

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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.	CW-040	Insurance Certificates - Non-Infrastructure (Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Paving, Slurry Seals, Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., GC §34090
City Clerk	CW-041	Insurance Certificates (for Contracts, etc.)	Forward to City Clerk	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
City Attorney	CW-042	Lawsuits, Litigation, Pending Litigation	When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Attorney is OFR for lawsuits; Risk Management administrates claim; GC §§34090.7, 34090.6
	CW-043	Minutes: See Commissions, Committees and Boards						
Lead Dept.	CW-044	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years ; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
City Clerk	CW-045	Municipal Code (these are copies)	Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-046	Newspaper Clippings	When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090

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Lead Dept.	CW-047	Notice of Completion - Infrastructure / Land	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	CW-048	Notice of Completion- Non-Infrastructure (Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Paving, Slurry Seals, Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., GC §34090
Staffing Dept.	CW-049	Notices: Public Hearing Notices, bids, etc. (See Correspondence: Transitory for undeliverable envelopes)	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)
City Clerk	CW-050	Ordinances	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Personnel	CW-051	Personnel Files	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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>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	CW-052	Personnel Files (Supervisors File of notes - incorporated into Annual Performance Evaluations)	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.	CW-053	Photographs, City Related (analog / prints)	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.
Marketing & Public Relations	CW-054	Press Releases	Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			GC §34090.7
Finance / Purchasing	CW-055	Purchase Orders, Purchase Requisitions	Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			Purchasing is OFR; Financial records are audited annually; GC §34090.7
Lead Dept.	CW-056	Real Estate Appraisal Reports	When No Longer Required Minimum 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)-7928.705
Lead Dept.	CW-057	Records Inventories	Indefinite	Yes	Mag			Data is superseded; GC §34090
Lead Dept.	CW-058	Records Management Audit Forms	2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>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>								
Lead Dept.	CW-059	Reference Materials: Policies, Procedures, Reports, Activity Reports, Brochures, Manuals, Newsletters, Directives, Goals & Objectives, Handbooks, etc.: Produced by YOUR Department	Minimum 2 years		Mag, Ppr			Department preference; Statewide guidelines propose superseded + 2 or 5 years ; GC §34090
	CW-060	Reference Materials: Policies, Procedures, Reports, Activity Reports, Brochures, Manuals, Newsletters, Directives, Goals & Objectives, Handbooks, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-061	Reference Materials: Policies, Procedures, Reports, Activity Reports, Brochures, Manuals, Newsletters, Directives, Goals & Objectives, Handbooks, etc. : Produced by OTHER Departments	When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-062	Reference or Working Files: See Correspondence						
Lead Dept.	CW-063	Reports and Studies (Historically significant)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-064	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	When No Longer Required Minimum 2 years		Mag, Ppr			Department preference; Information is outdated after 10 years; statewide guidelines propose 2 years ; If historically significant, retain permanently; GC §34090
City Clerk	CW-065	Resolutions - City Council, Planning Commission, ALC, and Redevelopment Agency (these are copies)	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>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>								
Lead Depart.	CW-066	Social Media postings relating to the conduct of the City's business	2 years	Yes	Mag.			City preference; GC §§34090, 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-067	Speaker Cards (submitted at public meetings)	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.,
Lead Dept.	CW-068	Special Event Permits	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.	CW-069	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		Mag, Ppr			GC §34090
	CW-070	Tapes: See Boards & Commissions						
Lead Dept.	CW-071	Telephone Messages	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	CW-072	Time Cards / Time Sheets	Copies - When No Longer Required		Mag			Copies; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>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>								
Lead Dept.	CW-073	Training - All Course Records (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention & Safety training & Tailgate Training Meetings)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention 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 4-2-3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.	CW-074	Work / Vacation Schedules	2 years		Mag, Ppr			GC §34090
Dept. Providing Service / Work	CW-075	Work Orders / Service Requests (Department providing service retains originals; department asking for service is considered a copy)	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 (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BUILDING								
Building	BL-001	Building Permit Database	Indefinite - Permanent	Yes (all)	Mag			Department Preference - Data is interrelated; Building Permits are Required for the Life of the Structure; GC §34090; H&S §19850
Building	BL-002	Address Changes / New Addresses	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building	BL-003	Building Permit Database	P	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-004	Certificates of Occupancy (filed with Building Permits)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statewide guidelines propose life of building ; GC §34090
Building	BL-005	Daily Logs	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.	BL-006	Grading Permits (final)	When No Longer Required		Ppr			Public Works is OFR; GC §34090.7
Building	BL-007	PERMITS: Building Permits (except cancelled permits where no work was started)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose permanent ; GC §34090; H&S§19850,
Planning	BL-008	Plan Check Files	When No Longer Required		Ppr			Planning is OFR; GC §34090.7
Building	BL-009	PERMITS: Expired by Time Limitations (Abandoned) Building Permits - Projects that have NOT been Started (Submittal Documents / Plans belonging to applicant - both residential and commercial)	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

RECORDS RETENTION SCHEDULE - BUILDING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Building	BL-010	PLANS: Approved Construction Documents and Plans - COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION (includes soils reports, energy calculations, commercial structural plans, commercial structural calculations, Private NPDES permits, Hazardous Materials Questionnaire, applications, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings; Statewide guidelines propose 2 years for blueprints & specifications ; CBC 104.7 & 107.5, GC §34090
Building	BL-011	PLANS: Approved Construction Documents and Plans - EXPIRED PERMITS - Projects that have been Started ("Stalled" projects, etc. - includes applications)	When No Longer Required - Minimum 180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Building	BL-012	PLANS: Approved Construction Documents and Plans - RESIDENTIAL (all)	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 and UAC require plans be retained 180 days from completion date for residential and appurtenances; CBC 104.7 & 107; H&S§19850, GC §34090
Building	BL-013	Reports - Building	When No Longer Required		Mag, Ppr			Database can re-re-created reports accurately; Preliminary drafts Transitory records not retained in the ordinary course of business; GC §34090
Building	BL-014	Requests & Permissions to Receive Copies of Plans (Correspondence to and from Architects)	2 years		Mag, Ppr			GC §34090
Building	BL-015	Uniform Building Codes / California Building Code (CBC, UBC, UPC, UEC, etc.)	When Superseded		Mag, Ppr			GC §50022.6
CODE ENFORCEMENT								

RECORDS RETENTION SCHEDULE - BUILDING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Building / Code Enforcement	BL-016	Code Enforcement Case Files / Nuisance Abatement / Notices of Violation	2 years after Satisfactorily Resolved	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Building / Code Enforcement	BL-017	Code Enforcement Case Files / Nuisance Abatement / Notices of Violation - Habitual Violators, Liens, or Commercial Complexes	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §104.3.4, GC §34090
Building / Code Enforcement	BL-018	Code Enforcement Case Files / Nuisance Abatement / Notices of Violation - Routine, No liens, not Commercial Complexes	Resolution / Payment + 3 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §104.3.4, GC §34090

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY ATTORNEY								
City Attorney	CA-001	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-002	Invoices from contract law firms (confidential)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	CA-003	Lawsuits / Litigation - Historical Cases	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-004	Lawsuits / Litigation - Routine Cases	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Personnel	CA-005	Potential Claims	When No Longer Required		Mag, Ppr			Copies; GC §34090.7
City Attorney	CA-006	Subject / Project Files (Cable TV, etc.)	When No Longer Required Minimum 2 years		Mag, Ppr			Some material may be required for reference, depending upon subject; GC §34090
City Attorney	CA-007	Subpoenas	2 years		Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk	CC-001	Affidavits of Postings	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	CC-002	Agenda Packets and Agendas - (City Council & Redevelopment / Successor Agency / Oversight Board)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	CC-003	Agreements & Contracts (ALL INFRASTRUCTURE) Agreement or Contract, Lease, MOU, etc. Agreement or Contract includes <i>Specifications/Bid Documents and Successful Proposal / Scope of Work</i> 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.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)
City Clerk	CC-004	Agreements & Contracts (Development Agreements, DDAs OPAs, MOUs, etc.)	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-005	Agreements & Contracts (ALL NON-INFRASTRUCTURE) 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	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., GC §34090
City Clerk	CC-006	Annexations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
City Clerk	CC-007	Assessment District Formation Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	CC-008	Audio Recordings of Council Meetings - Analog - Tapes (Audio Tapes or Digital Recordings)	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	CC-009	Audio Recordings of Council Meetings - Digital (Audio Digital Recordings)	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	CC-010	Biographical Data - City Council	Term of Office + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-011	Boards, Commissions & Committees - APPLICATIONS: APPOINTED	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	CC-012	Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	CC-013	Boards, Commissions & Committees - Appointment Certificates	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §34090; PC §§801.5, 803c
City Clerk	CC-014	Boards, Commissions, & Committees: Bylaws	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Finance	CC-015	Budgets and CIP Budget - Final Adopted	Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
City Clerk	CC-016	City History, Historical Records (e.g. Incorporation, City Seal, etc.)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-017	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.)	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-018	City Newsletters, City Publications of Significant Historical Value	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Historical Value; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Personnel / Risk Manage.	CC-019	Claims (Liability Claims)	2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (copies); GC §34090.7
City Clerk	CC-020	Condemnation Proceedings / Eminent Domain	Settle + 5 years		Mag, Ppr			Meets all auditing requirements; GC §34090
City Clerk	CC-021	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code)	7 years		Mag, Mfr, OD, Ppr	S	After 2 years	City maintains original statements; GC §81009(e) & (g)
City Clerk	CC-022	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	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	CC-023	Economic Interest Filings (FPPC Form 602/635) - Lobbyist Authorization Reporting	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	2 CCR 18615(f), GC §34090
City Clerk	CC-024	Ethics Training Certificates / Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b), §53237.2(b)
City Clerk	CC-025	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr			Must post on website; GC §81009(e); GC §34090;
City Clerk	CC-026	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e); GC §34090
City Clerk	CC-027	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr			GC §81009e; GC §34090
City Clerk	CC-028	FPPC Form 804 (Agency Report of New Positions)	P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §34090
City Clerk	CC-029	FPPC Form 805 (Agency Report of Consultants)	P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-030	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr			Must post on website;; GC §81009(e)&(g); 2 CCR 18702.5(b)(3)
City Clerk	CC-031	Grants-in-Aid / Community Grants / Cultural and Promotional Grants / Schools Grants (SUCCESSFUL / FUNDED Reports, Audit Reports, Agreements, other records required to pass the funding agency's audit, if required)	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years ; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
City Clerk	CC-032	Grants-in-Aid / Community Grants / Cultural and Promotional Grants / Schools Grants (UNSUCCESSFUL / NOT FUNDED Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
CITY CLERK - ELECTIONS - CONSOLIDATED								
City Clerk	CC-033	Applications to View Voter Registration Information	5 years		Ppr			EC 2188(f)
City Clerk	CC-034	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-035	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Ppr			Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-036	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-037	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)

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	CC-038	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 for Nomination Papers and does not delineate between the two; EC §17100
City Clerk	CC-039	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 for Nomination Papers and does not delineate between the two; EC §17100
City Clerk	CC-040	Candidate File: Potential Candidates that pulled nomination papers, but never filed them	2 years		Mag, Ppr			GC §34090
City Clerk	CC-041	Elections - GENERAL, WORKING or ADMINISTRATION 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		Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk	CC-042	Elections - HISTORICAL File (Sample ballot, Oaths of Office, Certificate of Elections, copies of all Resolutions - calling the election, canvass, etc., election summary)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for Historical Value, GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-043	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		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
CITY CLERK - ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)								
City Clerk	CC-044	Elections - Vote by Mail / Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17505
City Clerk	CC-045	Elections - Vote by Mail / Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk	CC-046	Elections - Assessment District Ballots - Prop. 218 proceedings / Protest Letters	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-047	Elections - Ballots - After Election	6 mo.		Ppr			EC §17302
City Clerk	CC-048	Elections - Ballots - After Recount	6 mo.		Ppr			EC §17306
City Clerk	CC-049	Elections - Challenged & Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-050	Elections - Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-051	Elections - Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk	CC-052	Elections - Roster of Voters	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk	CC-053	Elections - Tally Sheets	6 mo.		Ppr			EC §17304

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-054	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304
City Clerk	CC-055	Elections - Voter Index Original	5 years		Ppr			EC §17001
(End of Elections Section)								
City Clerk	CC-056	Enterprise System Catalogue (posted on line)	2 years		Mag			GC § 34090
City Clerk	CC-057	Fee Studies	2 years		Mag, Ppr			GC §34090 et. seq.
City Clerk	CC-058	Filing System Guide	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-059	Insurance Certificates - Miscellaneous (from outside companies, that cannot be matched with a contract or agreement)	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	CC-060	Minutes: City Council, Redevelopment Agency / Successor Agency / Oversight Board, Planning Commission and ALC	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-061	Municipal Code Administration, Distribution, etc.	When No Longer Required		Mag, Ppr			Preliminary drafts; GC § 34090
City Clerk	CC-062	Municipal Code and History File (always retain 1 supplement)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-063	Ordinances - Council & Redevelopment Agency / Successor Agency / Oversight Board	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-064	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		Ppr			Law requires 1 year for petitions; GC §50115

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>								
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City Clerk	CC-065	Proof of Publication (City Clerk)	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	CC-066	Public Records Act Requests	2 years		Mag, Ppr			GC § 34090
City Clerk	CC-067	Real Estate Appraisals - Property acquired by the City	7 years		Mag, Ppr			Meets all auditing requirements; GC §34090
City Clerk	CC-068	Real Estate Appraisals - Property NOT acquired	2 years		Mag, Ppr			GC §34090
City Clerk	CC-069	Records Destruction Lists / Certificate of Records Destruction / Consents to Destroy Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-070	Records Retention Schedules / Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-071	Redevelopment Agency Formation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §34090
City Clerk	CC-072	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Ppr			EC §21608(g); GC §34090
City Clerk	CC-073	Resolutions - City Council, Redevelopment Agency / Successor Agency / Oversight Board, Planning Commission & ALC	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-074	Rosters of Council and Board members	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §34090
City Clerk	CC-075	Statement of Facts / Registry of Public Agencies (filed with the Secretary of State)	2 years		Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-076	Video Recordings of City Council Meetings - Video Recordings / DVD-R or VCR (ALL)	90 days		Tape (Mag)			Video recording of meetings are only required for 90 days; GC §§34090.7, 60201

RECORDS RETENTION SCHEDULE: CITY MANAGER

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATION								
City Manager / City Council Support	CM-001	City Council Correspondence	4 years		Mag, Ppr			Department Preference to cover terms of office; GC §34090
City Manager / Admin.	CM-002	Grants provided by the City to others / outside agencies (all from the General Fund)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
City Manager / Admin.	CM-003	Legislative Advocacy (Support / Oppose outside legislation)	2 years		Mag, Ppr			GC § 34090
City Manager / Admin.	CM-004	Newspaper Clippings	When No Longer Required		Ppr			Non-records
City Manager / Admin.	CM-005	Proclamations	2 years		Mag, Ppr			GC §34090
City Manager / Admin.	CM-006	Projects, Subjects & Issues (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
EMERGENCY PREPAREDNESS								
City Manager / Emerg. Prep.	CM-007	Emergency Operations Plan	Superseded (minimum 2 years)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager / Emerg. Prep.	CM-008	Emergency Preparedness	When No Longer Required Minimum 2 years		Mag, Mfr, OD, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

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City Manager / Emerg. Prep.	CM-009	Public Information Documents from Other Agencies	When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.
City Manager / Emerg. Prep.	CM-010	Rosters, Emergency Personnel	When No Longer Required		Mag, Ppr			Data is superseded; GC §34090 et seq.
FRANCHISE MANAGEMENT								
City Manager / Franchise Manag.	CM-011	Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	When No Longer Required— Minimum 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	CM-012	Recycling Programs	3 years		Mag, Ppr			Department Preference; GC §34090
PUBLIC SAFETY								
City Manager / Public Safety	CM-013	Animal Control (Contract)	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	CM-014	Citations (Parking & Municipal Code Violations)	2 years		Mag, Ppr			GC §34090
City Manager / Public Safety	CM-015	Parking Enforcement Appeals	Settlement + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
REDEVELOPMENT / SUCCESSOR AGENCY								

RECORDS RETENTION SCHEDULE: CITY MANAGER

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City Manager / Redevelop.	CM-016	Potential Projects & Issues	When No-Longer-Required Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager / Redevelop.	CM-017	Redevelopment Project Files: Denied, Not Approved, etc.	When No-Longer-Required Minimum 2 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC§§34090
City Manager / Redevelop.	CM-018	Redevelopment Project Files: Implemented / Initiated Projects	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council or Redevelopment; GC §34090.7
City Manager / Redevelop.	CM-019	Redevelopment Project Files: Inactive, Withdrawn, Expired, etc.	When No-Longer-Required Minimum 3 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	CM-020	Redevelopment Project Relocations and Relocation Appeals (if applicable)	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE ADMINISTRATION / BUDGET DEVELOPMENT / INVESTMENT								
Finance / Admin.	FIN-001	Arbitrage Rebate Calculation (related to bonds and tax exempt debt)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	FIN-002	Assessment District / Special District Payments & Reports	Termination of District + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	FIN-003	Audits / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Finance / Admin.	FIN-004	Audit Management Letters and other formal letters related to audit communication	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Finance / Admin.	FIN-005	Audit Schedules, Preparation Records	When No Longer Required		Mag, Ppr			Drafts and transitory records; GC §34090
Finance / Admin.	FIN-006	Audit Work Papers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Admin.	FIN-007	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	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For auditing purposes; Published articles show 3 -- 4 years; Other cities show 7 -- 10 years; GC §34090, 26 CFR 31.6001-1
Finance / Admin.	FIN-008	Bond Registers	Cancellat., Redemption or Maturity + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Bond retention; GC §34090, 26 CFR 1.6001-1

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Admin.	FIN-009	Bond Transcripts / Issues / Authorizations (Prospectuses, Certificates, Notices, etc.).	Fully Defeased + 10 years		Mag, Mfr, OD, Ppr	I	Yes: After QC & OD	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Admin.	FIN-010	Budget Amendments, Budget Transfer Requests, Supplemental, Updates, Fund Transfers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Finance / Admin.	FIN-011	Budget Hearing and/or Review (Development Documents, Preliminary Budget, Calendar, etc.)	When No Longer Required Minimum 2 years		Mag, Ppr			Drafts - Department Preference; GC §34090.7
Finance / Admin.	FIN-012	Budgets and CIP Budget - Final Adopted	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Must be filed with County Auditor; GC §34090, 40802, 53901
Finance / Admin.	FIN-013	Chart of Accounts / Organization Structure (Print out when Rollover is Done)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to research Year-end General Ledgers, which are retained permanently; GC §34090
Finance / Admin.	FIN-014	Developer Trust Accounts	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FIN-015	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(d), GC §34090
Finance / Admin.	FIN-016	FEMA / Emergency or Disaster Incidents - Administrative Records (payroll, logs, project management, etc.)	After FEMA Reimbursement - Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Admin.	FIN-017	Financial Services Database	Indefinite - <u>Minimum 10 years</u>	Yes	Mag			Department preference to match Accounts Payable retention ; Data is interrelated; GC §34090
Finance / Admin.	FIN-018	Fixed Assets and Inventories - Annual Listing	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes permanent assets; GC §34090
Finance / Admin.	FIN-019	General Ledger & Chart of Accounts: Final year-end (Balance Sheets, Revenue Ledger and Expenditure Ledger)	<u>When No Longer Required</u> 25 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Finance Database can re-produce these accurately ; Published articles show 3-10 years ; GC §34090
Finance / Admin.	FIN-020	Investment Portfolio	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent ; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / Admin.	FIN-021	Investments / Certificates of Deposits	Disposal + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent ; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / Admin.	FIN-022	Journal Entries	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3-7 years ; GC §34090
Finance / Admin.	FIN-023	Reports, Finance Reports created from Database : Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	When No Longer Required		Mag, Ppr			Financial system can re-create reports accurately ; Transitory records not retained in the ordinary course of business; statewide guidelines propose 2 years ; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Admin.	FIN-024	Redevelopment Statement of Indebtedness (kept with the CAFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090
Finance / Admin.	FIN-025	Signature Cards (Banking)	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	FIN-026	State Compensation Insurance Fund	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-027	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)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Admin.	FIN-028	Street Report, AQMD Annual Report, Maintenance of Effort (MOE) Calculations, Audits, and other compliance reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Finance / Admin.	FIN-029	Treasurer Reports and Investment Statements, Advisor Reports, Trade Tickets	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
ACCOUNTS PAYABLE								

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounts Payable	FIN-030	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable	FIN-031	Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Expense Account Reports, Travel Expense Reimbursements, Postage, etc.)	10 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to cover grant auditing requirements; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounts Payable	FIN-032	Checks / Warrants - Canceled (Cashed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounts Payable	FIN-033	Checks / Warrants - Voided, Stop Payments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounts Payable	FIN-034	Petty Cash Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Finance / Accounts Payable	FIN-035	W-9s	Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
ACCOUNTS RECEIVABLE								
Finance / Accounts Receivable	FIN-036	Accounts Receivable / Revenue	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The financial services database is maintained for a minimum of 10 years; meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	FIN-037	Business Licenses (Database)	Indefinite - <u>Minimum 5 years</u>	Yes (before termination)	Mag, Ppr			Data Fields / Records are interrelated; <u>meets municipal government auditing standards;</u> GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounts Receivable	FIN-038	Business Licenses and Revocations	Termination of Business + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	FIN-039	Cash Receipts Detail / Backup / Accounts Receivable / Deposit Slips / Deposit Summaries	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained in originating department for auditing purposes; GC §34090
Finance / Accounts Receivable	FIN-040	Collection Agency (e.g., returned checks assigned to collection)	Assignment + 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match the length of time negative credit information remains on a consumer's credit report; GC §34090
Finance / Accounts Receivable	FIN-041	FTB (Franchise Tax Board) Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Finance / Accounts Receivable	FIN-042	Gas Tax Revenue Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Finance / Accounts Receivable	FIN-043	Misc. Receipts - Revenue from County / State	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Finance / Accounts Receivable	FIN-044	Returned Checks, Credit Card Slips	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
PAYROLL								
Finance / Payroll	FIN-045	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-046	Direct Deposit Authorization Forms	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); GC §34090
Finance / Payroll	FIN-047	Payroll Database	Indefinite - <u>Minimum 5 years</u>	Yes (before termination)	Mag, Ppr			Data Fields / Records are interrelated; <u>meets municipal government auditing standards</u> ; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-048	Payroll Journal / Register / W-2 & W-3 Summary Reports (Detail Year-end , or periodic if no detail year-end)	5 50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to facilitate PERS-buy-back for past employees ; consistent with auditing standards; GC §34090
Finance / Payroll	FIN-049	Payroll Journal / Registers (Periodic reports, when a detail year-end report is retained)	5 years When No Longer Required		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Considered a draft or transitory record (detail year-end is retained); GC §34090
Finance / Payroll	FIN-050	PERS Reports / Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements / Bi-weekly Reports	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department Preference (Non-records); GC §34090
Finance / Payroll	FIN-051	Time Cards / Time Sheets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; 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	FIN-052	W-2's (includes Performers State Withholding)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-053	W-4's	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
PURCHASING								
Finance / Purchasing	FIN-054	Equipment Disposition / Sales: Auction, Bills of Sale	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Finance / Purchasing	FIN-055	Purchase Orders	10 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to cover grant auditing requirements; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years ; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Purchasing	FIN-056	Purchasing - Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Superseded		Mag, Ppr			Transitory Record used to mail out requests; GC §34090 et seq.
Finance / Purchasing	FIN-057	Purchasing Card Backup Receipts / Cal Card	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
RISK MANAGEMENT								
Finance / Risk Manage.	FIN-058	Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.)	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.	FIN-059	Accident / Incident / Injury Reports: PUBLIC JUVENILES and PREGNANT ADULTS (medical and non-medical.)	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years ; CCP §340.5, GC §34090
Finance / Risk Manage.	FIN-060	Accident / Incident Reports: CITY VEHICLES with no injuries, City Property	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.	FIN-061	Bonds, Public Official (Faithful Performance / Employee Surety Bonds)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years ; GC §34090; PC §§801.5, 803c

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Risk Manage.	FIN-062	Claims (General Liability Claims) - Adults Includes rejected claims	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	FIN-063	Claims (General Liability Claims) - Juveniles & Pregnant Adults	25 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Finance / Risk Manage.	FIN-064	Insurance Policies (City-owned)	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP §337 et seq.; GC §34090
Finance / Risk Manage.	FIN-065	Loss Run Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Finance / Risk Manage.	FIN-066	Vehicle Titles / Pink Slips	Upon Disposal of Vehicle		Mag, Ppr			GC §34090
Finance / Risk Manage.	FIN-067	Workers Compensation Claims	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Backups (ALL Disaster Recovery Computer Backups DAILY-- Network, All Files on Shared Drives-	When No Longer Required 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--MONTHLY--Network, All Files on Shared Drives-	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	IT-002	Photographs, City Related (digital)	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	IT-003	GIS database	When Superseded	Yes	Mag.			Department Preference (transitory records); GC §34090 et seq.
Lead Depart.	IT-004	GIS database - Historical Output (Zoning Map, etc.)	Provide Existing Output to Lead Department Prior to Change	Yes	Mag.			Historical records are maintained by the Lead Department; GC §34090 et seq.
Information Technology	IT-005	Website Content	When Superseded	Yes	Mag.			Transitory records not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Information Technology	IT-006	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes	P		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 (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
MARKETING & PUBLIC RELATIONS								
Marketing & Public Relations	MKT-001	City Newsletters, e-mail blasts	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Those of significant historical value are maintained by the City Clerk permanently; GC §34090
Marketing & Public Relations	MKT-002	Eisenhower Walk of Honor Applications	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Historical Value; GC §34090
Marketing & Public Relations	MKT-003	Marketing / Promotional Draft Documents, Photos	When No Longer Required		Ppr			Drafts not retained in the ordinary course of business; GC §34090
Marketing & Public Relations	MKT-004	Marketing / Promotional Final Documents	When No Longer Required Minimum 2 years		Ppr			Department preference; GC §34090
Marketing & Public Relations	MKT-005	Press Releases	2 years		Mag, Ppr			GC § 34090
Marketing & Public Relations	MKT-006	Speeches and Lectures	When No Longer Required		Mag, Ppr			Notes, drafts, or transitory records; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PERSONNEL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PERSONNEL								
Personnel	PER-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Personnel	PER-002	Applications for Employment or Resumes: Unsolicited (no open position) , candidates not hired	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	PER-003	Classification / Compensation / Reorganization Studies (for employee classifications and department structures)	When No Longer Required— Minimum 2 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Personnel		COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k), GC §34090
Personnel	PER-003	Deferred Compensation Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1
Personnel	PER-004	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims that are resolved administratively	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 2 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: PERSONNEL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Personnel	PER-005	DMV Pull Notices (for maintenance vehicles)	When Superseded or Employee Separated 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	PER-006	Drug and Alcohol Testing / D.O.T files: Negative Results	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
Personnel	PER-007	Drug and Alcohol Testing / D.O.T files: Positive Results	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	PER-008	EEO-4 Reports and records required to generate EEO-4 report	3 years		Mag, Ppr			29 CFR 1602.30, 29 CFR 1602.32; GC §34090
Personnel	PER-009	Employee Assistance Program	2 years		Mag, Ppr			Department Preference; GC §34090
Personnel	PER-010	Employee Awards	2 years		Mag, Ppr			GC §34090
Personnel	PER-011	Grievances (ALL)	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 4 2 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: PERSONNEL

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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>								
Human Resources	PER-012	I-9s	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	PER-013	Invoices from contract law firms (confidential)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	PER-014	Job Descriptions / Job Specifications	P	Yes: Before Superseded	Mag, Ppr			Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2-3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, <u>12960</u> , 34090
Personnel	PER-015	Organization Charts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Personnel	PER-016	OSHA Inspections & Citations, Logs 200 and Log 300, etc.	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

RECORDS RETENTION SCHEDULE: PERSONNEL

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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>								
Personnel	PER-017	PERS Actuarial Reports	When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Personnel	PER-018	Personnel Files - Medical File (all employees)	Whichever is Longer: 30 years, or Termination of Benefits + 5 years,	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	PER-019	Personnel Files - Regular, Active, Permanent, Non-Regular, Temporary and Part-time Employees (includes I-9s, Oaths of Office, Disaster Service Workers Oaths, benefits, etc.)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4-2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5
Personnel	PER-020	Reclassification Requests	4-2 years		Mag, Ppr			Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge ; State Law requires 4-2-3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960 , 34090
Personnel	PER-021	Recruitment Database (NeoGov)	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

RECORDS RETENTION SCHEDULE: PERSONNEL

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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>								
Personnel	PER-022	Recruitment File - Advertisements, Applications (unsuccessful), Tests, Letters, Scantrons, Questions, Interview Notes	4 years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4-2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 34090
Personnel	PER-023	Recruitment Flyers and Brochures	When No Longer Required		Mag, Ppr			Brochures and Flyers are also maintained with recruitment file (these are copies); GC §34090.7
Personnel	PER-024	Salary Surveys	When No Longer Required Minimum 2 years		Mag, Ppr			GC §34090
Personnel	PER-025	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		Mag Ppr			Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Personnel	PER-026	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag. Ppr			LC §6401.9(f), GC §34090

RECORDS RETENTION SCHEDULE - PLANNING

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING								
Planning	PL-001	Planning Permit Database	Indefinite - Permanent	Yes (all)	Mag			Department Preference - Data is interrelated; Planning permits are Permanent; GC §34090; H&S §19850
Planning	PL-002	ALC / DRC (Design Review Committee) Project Files	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC§34090
Planning	PL-003	ALC / DRC (Design Review Committee) Agenda Packets	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; GC §34090
Planning	PL-004	ALC / DRC (Design Review Committee) Minutes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; GC §34090
	PL-005	Alcoholic Beverage License Application Copies	When No Longer Required		Ppr			Non-records
Planning	PL-006	Annexation / Deannexation Files	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-007	Audio Recordings of Planning Commission and ALC / DRC Meetings - Analog - Tapes (Audio Tapes or Digital Recordings)	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	PL-008	Audio Recordings of Planning Commission and ALC / DRC Meetings - Digital (Audio Tapes or Digital Recordings)	P		Mag			Department Preference; State law only requires for 30 days; Council Policy A-11 allows destruction after 30 days; GC §54953.5(b)
	PL-009	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr			Census Bureau is OFR; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - PLANNING

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Planning	PL-010	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		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	PL-011	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. - Inside City boundaries (normally stored with the project file)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Planning	PL-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. - Outside City boundaries (EIRs inside City Boundaries are stored with the project file)	When No Longer Required		Ppr			Non-records
Planning	PL-013	Film Permits	2 years	Yes (during filming)	Mag, Ppr			GC §34090
Planning	PL-014	General Plan Elements and Amendments	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090
Public Works / Engineer.	PL-015	Grading Permits (final)	When No Longer Required		Ppr			Public Works is OFR; GC §34090.7

RECORDS RETENTION SCHEDULE - PLANNING

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-016	Land Use, General Plan, Zoning (e.g. City Master Plan)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090
Planning	PL-017	Massage Therapist Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-018	Planning Commission Agenda Packets	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; GC §34090
MS / City Clerk	PL-019	Planning Commission Minutes, Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-020	Planning Files - Approved Permanent and Temporary Entitlements - All (Includes Associated CEQA Noticing, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) -- Certificates of Compliance, Conditional Use Permits, Variances, Zoning Code Amendments, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	PL-021	Proposed Projects that are Not Pursued or Implemented	When No Longer Required -- Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC§34090
	PL-022	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.)	When No Longer Required		Mag, Ppr		Yes: After QC & OD	Non-records; GC §34090 et seq.
Planning	PL-023	Street Names	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-024	Zoning Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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PUBLIC WORKS / ENGINEERING								
MS / City Clerk	PW-001	Abandonments, Easements, Entitlements, and Vacations (Recorded Documents / City Property)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090.7
Public Works / Engineer.	PW-002	Aerial Maps (Analog and Digital)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; GC §34090
Public Works / Engineer.	PW-003	Assessment / Maintenance District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. roads, sewer, etc.)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineer.	PW-004	Bridges	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineer.	PW-005	Encroachment Permits & Agreements: Permanent (Awnings, Utilities, Signs, etc.)	Life of the Encroachment	Yes: Until Revocation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statewide guidelines propose Permanent ; CCP § 337 et. Seq.; GC § 34090
Public Works / Engineer.	PW-006	Encroachment Permits & Agreements: Temporary (Street Closures, Transportation / Wide Load Permits, Detours, Street Cuts, Paving, etc.)	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
Public Works / Engineer.	PW-007	Grading Permits (final)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineer.	PW-008	Industrial Waste Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Public Works / Engineer.	PW-009	Inventories / Surveys (various, including street mileage, equipment, etc.)	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineer.	PW-010	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090
Public Works / Engineer.	PW-011	Master Plans (all)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Public Works / Engineer.	PW-012	Offers of Dedication (Rejected, Unprocessed or Unaccepted -- If accepted, City Clerk is Office of Record)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineer.	PW-013	Plans and Maps (Final) - Grading, elevations, drainage, sewage, storm drains, traffic, etc.	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some master plans do not go to Council; Department Preference for historical purposes; GC §34090
Public Works / Engineer.	PW-014	Preliminary Studies / Project Assessments (Not Acquired)	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineer.	PW-015	Project Files: City Infrastructure and Facilities Projects / CIP / Private Development - Administration File (Construction): 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.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Public Works / Engineer.	PW-016	Project Files: City Infrastructure and Facilities Projects / CIP / Private Development - Permanent File (Design): 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.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.) Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Public Works / Engineer.	PW-017	Project Files: Fugitive Dust Applications & Plans (PM 10)	2 years		Mag, Ppr			GC §34090
Public Works / Engineer.	PW-018	Realignments (Closed)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineer.	PW-019	Recorded Maps (Final Maps, Record of Survey, Tract Maps, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090, 34090.7
Public Works / Engineer.	PW-020	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Engineer.	PW-021	Sanitary Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 141.33(c)
Public Works / Engineer.	PW-022	Sewer Lift Stations Plans	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090-7
Public Works / Engineer.	PW-023	Sewer System Management Plans (SSMP)	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.	PW-024	Solid Waste Reduction / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	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.	PW-025	Tract Files (drawings, studies, test reports, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Engineer.	PW-026	Tree Planting Lists / Tree Surveys	When No Longer Required		Mag, Ppr			Transitory records / Data may be superseded; GC §34090
Public Works / Engineer.	PW-027	Underground Storage Tank (City Owned) UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)

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Public Works / Engineer.	PW-028	Underground Storage Tanks - USTs (City Owned) Repairs, Lining, Upgrades	Life of the Tank		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	23 CCR 2712(b), H&S §25284.2(i)
Public Works / Engineer.	PW-029	Underground Storage Tanks (City-Owned) Location, Soil Remediation, Monitoring Well Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
Public Works / Engineer.	PW-030	Wastewater - NPDES Monitoring Reports / Sewer Monitoring Reports	3 years		Mag, Ppr			Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
TRANSPORTATION / TRAFFIC ENGINEERING								
Public Works / Trans.	PW-031	Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Trans.	PW-032	SWTRS - Traffic Accident Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Trans.	PW-033	Traffic Calming (speed humps, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Trans.	PW-034	Traffic Counts / Volumes, Summaries, Reports - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Trans.	PW-035	Traffic Counts / Volumes, Summaries, Reports - Routine	Superseded - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Trans.	PW-036	Traffic investigations (minor projects - reports, ordering of signs, pavement management studies, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.	PW-037	Traffic Signal Timing	Change + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineer.	PW-038	Wide Load Permits / Oversize Load Permits	Expiration + 2 years		Mag, Ppr			GC §34090
MAINTENANCE								

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Maint.	PW-039	Air Compressor Tank Permits	Upon Expiration (minimum 2 years)		Mag, Ppr			Department Preference; GC §34090
Public Works / Maint.	PW-040	AQMD Permits	5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Maint.	PW-041	Generator Operation Logs (for Fixed / Stationary Generators)	3 years		Mag, Ppr			AQMD Rule 1470; GC §34090
Public Works / Maint.	PW-042	Generator Operation Logs (for Portable /Emergency Generators)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Public Works / Maint.	PW-043	Fuel Inventories	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Auditing purposes; GC §34090
Public Works / Maint.	PW-044	Maintenance History - Vehicles & Equipment	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.	PW-045	Maintenance Schedules	Superseded		Mag, Ppr			Department Preference; GC §34090
Public Works / Maint.	PW-046	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Mag, Mfr, OD, Ppr	S	No	Administrative value; GC §34090
Public Works / Maint.	PW-047	Pre-Trip Inspections / Daily Vehicle Inspections	2 years		Mag, Ppr			13 CCR 1234(c); GC§34090
<u>Public Works / Maint.</u>	<u>PW-048</u>	<u>Underground Service Alerts (USA's) / Dig Alerts</u>	<u>3 years</u>		<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090</u>