

ATTACHMENT #2

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used By ALL Departments)

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 WIDE (Used by ALL Departments)								
Lead Dept.	CW-004	Advertising (Legal)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days;-GC §§34090, 54960.1(c)(1)
Lead Dept. (Managing the Agreement / Contract)	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);Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Agreement / Contract)	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; CCP §337 et. seq., 2 CFR 200.334; 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. (Managing the Agreement / Contract)	CW-009	Agreements / Contracts: UNSUCCESSFUL BIDS / PROPOSALS / RESPONSES to RFPs (Request for Proposals) / RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Staffing Dept.	CW-011	Boards, Commissions, / Committees: Recordings - AUDIO RECORDINGS - of Meetings / Digital Audio Tapes (except Council / Planning Commission - see City Clerk's / Planning's schedule)	P		Mag			City Preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-012	Boards, Commissions, / Committees: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes (except Council / Planning Commission - see City Clerk's / Planning's schedule)	2 years		(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 / Planning Commission (AGENDA PACKETS)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for <u>some</u> Municipal Government actions is 3 - 6 months; CCP§ 335 337 et seq; GC §§34090, 65009(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)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-017	Boards, Commissions, / Committees: City Council Subcommittees (All records)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)

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	CW-018	Boards, Commissions, / Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
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); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-026	Committees / Staff Meetings: Internal attended by employees (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP § - 340 et seq., 342,-GC §34090

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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>								
	CW-030	Copies / duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-031	Correspondence - ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative Files, Chronological , e-mail / email with <u>SUBSTANTIVE content</u> , General Files, etc.) <u>SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential</u> IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 GC §34090;

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Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-032	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency / Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive , / NOT made / retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / email , instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, staff Teams videoconference chats, notes / recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT E-mails, electronic records, or social media postings 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 printing them out and placing them in a file folder, or saving them electronically . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Depart.	CW-033	Databases	Indefinite - Follows Retention of the Records attached to the Database	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705

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Lead Depart.	CW-035	E-mail relating to the conduct of the City's business	2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; GC §§34090, 7927.500, 7928.705 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608 Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept. (Managing the Grant)	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; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29-CFR-97-42 ; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept. (Managing the Grant)	CW-037	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §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
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); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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Lead Dept.	CW-044	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form (/ 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
Lead Dept.	CW-046	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
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); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)

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Personnel	CW-051	Personnel Files (Department Level Copies) Send all originals to Human Resources	Upon Separation, Send All Originals to Personnel	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources, only the Supervisor's file is maintained in departments); GC §34090.7
Personnel	CW-052	Personnel Files (Supervisors File of notes - incorporated into Annual Performance Evaluations)	1 year	Before Annual Performance Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts, Notes maintained in a separate folder to be incorporated into performance evaluation; GC §34090 et seq.
Lead Dept.	CW-053	Photographs, City Related (analog / prints)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.
Lead Dept.	CW-056	Real Estate Appraisal Reports	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 GC §§34090, 7928.705
Lead Dept.	CW-057	Records Inventories	Indefinite	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is superseded; GC §34090
Lead Dept.	CW-058	Records Management Audit Forms	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Lead Dept.	CW-059	Reference Materials: Policies, Procedures, Activity Reports, Brochures, Handbooks, Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Reports (if not provided in the schedule) , Newsletters, Directives, Goals / Objectives, etc.: Produced by YOUR Department	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
	CW-060	Reference Materials: Policies, Procedures, Activity Reports, Brochures, Handbooks, Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Reports (if not provided in the schedule) , Newsletters, Directives, Goals / Objectives, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-061	Reference Materials: Policies, Procedures, Activity Reports, Brochures, Handbooks, Manuals, Plans (if not provided in the schedule) , Standard Operating Procedures (SOPs) , Studies , Reports (if not provided in the schedule) , Newsletters, Directives, Goals / Objectives, etc. : Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-063	Reports, Studies (Historically significant)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090

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Lead Dept.	CW-064	Reports, Studies (other than Historically significant reports - e.g. Annual Reports)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Depart.	CW-066	Social Media postings relating to the conduct of the City's business	2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; GC §§34090, 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608 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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / transitory record, / can be destroyed when no longer required.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
<u>Lead Dept.</u>	<u>CW-070</u>	<u>Training EMPLOYEE RECORDS (If Records are Created)</u> <u>Required Information for all Employee Training:</u> <u>Employee Name</u> <u>Training Provider's Name</u> <u>Date</u> <u>Duration (length)</u> <u>Core Competencies / Skills</u> <u>Certifications / Qualifications</u>	<u>Separation + 5 years</u>		<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>LC §1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b)</u>

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Lead Dept. (Presenting the Training)	CW-073	Training Presented by Staff - COURSE RECORDS (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial , Harassment, Workplace Violence, Safety Training, Tailgates)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics, Fiscal and Financial , Harassment & Workplace Violence Prevention Training are 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b) ; LC §6401.9(f),
Lead Dept.	CW-074	Work / Vacation Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The time card is the final (this is a preliminary draft); 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	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE - BUILDING

(Code Enforcement)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BUILDING								
Building	BL-001	Building Permit Database	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090
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	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090
Building	BL-004	Certificates of Occupancy (filed with Building Permits)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 104.6 104.7 and 107.5; GC §34090
Building	BL-005	Daily Logs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Public Works is OFR; CBC §§104.7 , 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	CBC §§ 104.6 104.7 and 107.5; GC §34090
Planning	BL-008	Plan Check Files	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / commercial)	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090

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Building	BL-010	PLANS: Approved Construction Documents / 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; CBC §§ 1.8.4.3.1 , 104.7 – 104.7.4 and 107.5; GC §34090
Building	BL-011	PLANS: Approved Construction Documents / Plans - EXPIRED PERMITS - Projects that have been Started ("Stalled" projects, etc. - includes applications)	1 year	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Permits expire if work is not commenced within 1 year, and may be extended for 180 days if requested; GC §34090; CBC §§ 1.8.4.3.1, 104.7 – 104.7.4 and 107.5 ; H&S 18938.6, CBC 105.5
Building	BL-012	PLANS: Approved Construction Documents / Plans - RESIDENTIAL (all)	Completion + 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; CBC require plans be retained 180 days from completion date for residential and appurtenances; CBC §§ 1.8.4.3.1 , 104.7 – 104.7.4 and 107.5; H&S§19850, GC §34090
Building	BL-013	Reports - Building	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Database can re-re-created reports accurately; Preliminary drafts not retained in the ordinary course of business; GC §34090
Building	BL-014	Requests / Permissions to Receive Copies of Plans (Correspondence to / from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building	BL-015	Uniform Building Codes / California Building Code (CBC, UBC, UPC, UEC, etc.)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6

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BUILDING / CODE ENFORCEMENT								
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, / 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
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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; 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
City Attorney	CA-006	Subject / Project Files (Cable TV, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some material may be required for reference, depending upon subject; GC §34090
City Attorney	CA-007	Subpoenas	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

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CITY CLERK								
City Clerk	CC-001	Affidavits of Postings	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§ 335 337 et seq; GC §§34090, 65009(c)(1)
City Clerk	CC-002	Agenda Packets / 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 / Contract, Lease, MOU, etc. Agreement / Contract includes <i>Specifications / Bid Documents / 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

(Elections)

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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 / Contract, Lease, MOU, etc. <i>Agreement / Contract includes Specifications / Bid Documents / 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); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 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	Council Meetings: Recordings - AUDIO RECORDINGS of Meetings / Audio, Analog, Digital, Tapes	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	Council Meetings: Recordings - DIGITAL AUDIO RECORDINGS of Meetings / Digital Audiotapes	P		Mag			Department Preference; State law only requires for 30 days; Council Policy A-11 allows destruction after 30 days; GC §54953.5(b)

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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
City Clerk	CC-011	Boards, Commissions / Committees - APPLICATIONS: APPOINTED	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Planning & ALC members; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §34090; PC §§801.5, 803c
City Clerk	CC-012	Boards, Commissions / Committees - APPLICATIONS: UNSUCCESSFUL	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / 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 / I	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 / Property - Acquisition / 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	Yes: After QC & OD	GC §34090

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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
Personnel / Risk Manage.	CC-019	Claims (Liability Claims)	2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
City Clerk	CC-020	Condemnation Proceedings / Eminent Domain	Settle + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / I	Yes: 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 / I	Yes: After 2 years	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers ; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-023	Economic Interest Filings (FPPC Form 602 or 635) - Lobbyist Authorization Reporting	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	2 CCR 18615(f), GC §34090
City Clerk	CC-024	Ethics Training Certificates, Fiscal and Financial , / Harassment Prevention Training Certificates	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b), §53237.2(b); 53238.3(b) LC §1198.5
City Clerk	CC-025	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e); GC §34090;
City Clerk	CC-026	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website for 4 years; GC §81009(e); GC §34090

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City Clerk	CC-027	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009e; GC §34090
City Clerk	CC-028	FPPC Form 804 (Agency Report of New Positions)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e; GC §34090
City Clerk	CC-029	FPPC Form 805 (Agency Report of Consultants)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e; GC §34090
City Clerk	CC-030	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5; GC §34090; GC §81009(e)
City Clerk	CC-031	Grants-in-Aid / Community Grants / Cultural / 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; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42 ; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
City Clerk	CC-032	Grants-in-Aid / Community Grants / Cultural / Promotional Grants / Schools Grants (UNSUCCESSFUL / NOT FUNDED Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
CITY CLERK / ELECTIONS - CONSOLIDATED								
City Clerk / Elections	CC-033	Applications to View Voter Registration Information	5 years		Ppr			EC 2188(f)
City Clerk / Elections	CC-034	Campaign Filings (FPPC 400 Series Forms / Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers ; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)

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City Clerk / Elections	CC-035	Campaign Filings (FPPC 400 Series Forms / Form 501): UNSUCCESSFUL CANDIDATES	5 years		Ppr	S / I	Yes: After QC	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years ; GC §81009(b)&(g)
City Clerk / Elections	CC-036	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years ; GC §81009(c)&(g)
City Clerk / Elections	CC-037	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years ; GC §81009(f)&(g)
City Clerk / Elections	CC-038	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
City Clerk / Elections	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; CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
City Clerk / Elections	CC-040	Candidate File: Potential Candidates that pulled nomination papers, but never filed them	2 years		Mag, Ppr			GC §34090
City Clerk / Elections	CC-041	Elections - GENERAL, WORKING / 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

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City Clerk / Elections	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.
City Clerk / Elections	CC-043.1	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - IF Examined by Proponents	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-043.2	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - NOT Examined by Proponents	Determination of Insufficiency + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-043.3 ²	Elections - Petitions (Initiative, Recall / Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
CITY CLERK / ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)								
City Clerk / Elections	CC-044	Elections - Vote by Mail / Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-045	Elections - Vote by Mail / Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-046	Elections - Assessment District Ballots - Prop. 218 proceedings / Protest Letters	2 years		Ppr			GC §53753(e)(2); 53755(d)
City Clerk / Elections	CC-047	Elections - Ballots - After Election	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-048	Elections - Ballots - After Recount	6 mo.		Ppr			EC §17306

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

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 / Elections	CC-049	Elections - Challenged / Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk / Elections	CC-050	Elections - Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk / Elections	CC-051	Elections - Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk / Elections	CC-052	Elections - Roster of Voters	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk / Elections	CC-053	Elections - Tally Sheets	6 mo.		Ppr			EC §17304
City Clerk / Elections	CC-054	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304
City Clerk / Elections	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
City Clerk	CC-057	Fee Studies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	COIs / Certificate of Insurance / Insurance Certificates - Miscellaneous (from outside companies), that can't be matched to an agreement / contract but vendor may be doing business with the Agency	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); CCP §337 et seq.; GC §34090
City Clerk	CC-060	Minutes: City Council, Redevelopment Agency / Successor Agency / Oversight Board, Planning Commission / ALC	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

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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City Clerk	CC-061	Municipal Code Administration, Distribution, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC § 34090
City Clerk	CC-062	Municipal Code / 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 / I	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 / Referendum Petitions	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires 1 year for petitions; GC §50115
City Clerk	CC-065	Proof of Publication (City Clerk)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§ 335 337 et seq; GC §§34090, 65009(c)(1)
City Clerk	CC-066	Public Records Act Requests	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
City Clerk	CC-067	Real Estate Appraisals - Property acquired by the City	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets all auditing requirements; GC §34090
City Clerk	CC-068	Real Estate Appraisals - Property NOT acquired	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.

RECORDS RETENTION SCHEDULE: CITY CLERK

(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EC §21160(i); 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 / I	No	GC §34090 et. seq.
City Clerk	CC-074	Rosters of Council / 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 / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-076	City Council Meetings: Recordings - VIDEO RECORDINGS of Meetings / Video Tapes, DVD-R / VCR (ALL)	90 days		(Mag)			Video recording of meetings are only required for 90 days; GC §§34090.7, 60201

RECORDS RETENTION SCHEDULE: CITY MANAGER
(Admin., Emergency Prep., Franchise, Public Safety, Redevelopment)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER / ADMINISTRATION								
City Manager / City Council Support	CM-001	City Council Correspondence	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
City Manager / Admin.	CM-004	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
City Manager / Admin.	CM-005	Proclamations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / Admin.	CM-006	Projects, Subjects / Issues (Issues / projects will vary over time - e.g. Hotels, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
CITY MANAGER / 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	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager / Emerg. Prep.	CM-009	Public Information Documents from Other Agencies	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §34090 et seq.
City Manager / Emerg. Prep.	CM-010	Rosters, Emergency Personnel	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is superseded; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY MANAGER (Admin., Emergency Prep., Franchise, Public Safety, Redevelopment)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER / 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.)	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), ; CCP §§336(a), 337 et. seq., GC §34090
City Manager / Franchise Manag.	CM-012	Recycling Programs	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CITY MANAGER / 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), CCP §§336(a), 337 et. seq., GC §34090
City Manager / Public Safety	CM-014	Citations (Parking / Municipal Code Violations)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
CITY MANAGER / REDEVELOPMENT / SUCCESSOR AGENCY								
City Manager / Redevelop.	CM-016	Potential Projects / Issues	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager / Redevelop.	CM-017	Redevelopment Project Files: Denied, Not Approved, etc.	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

RECORDS RETENTION SCHEDULE: CITY MANAGER
(Admin., Emergency Prep., Franchise, Public Safety, Redevelopment)

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>								
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City Manager / Redevelop.	CM-019	Redevelopment Project Files: Inactive, Withdrawn, Expired, etc.	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 / 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
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

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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FINANCE / ADMINISTRATION / BUDGET DEVELOPMENT / INVESTMENT								
Finance / Admin.	FIN-001	Arbitrage Rebate Calculation (related to bonds / 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) / 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 / 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

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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
Finance / Admin.	FIN-009	Bond Transcripts / Issues / Authorizations (Prospectuses, Certificates, Notices, etc.).	Fully Defeased + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference ; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds;" There are specific requirements for disposal of unused bonds ; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): 26 CFR § 1.148-5(d)(6)(iii)(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 / Review (Development Documents, Preliminary Budget, Calendar, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts - Department Preference; GC §34090.7
Finance / Admin.	FIN-012	Budgets / 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

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

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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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 / 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
Finance / Admin.	FIN-017	Financial Services Database	Indefinite - Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match Accounts Payable retention; Data is interrelated; GC §34090
Finance / Admin.	FIN-018	Fixed Assets / 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 / Expenditure Ledger)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Finance Database can re-produce these accurately; 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; 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; 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; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

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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Finance / Admin.	FIN-023	Reports, Finance Reports created from Database: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets (MONTHLY / PERIODIC)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Financial system can re-create reports accurately; Transitory records not retained in the ordinary course of business; GC §34090
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; 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, / 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 / 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; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
FINANCE / ACCOUNTS PAYABLE								

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
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; 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 / 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; 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; 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; 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
FINANCE / 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 - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Finance / Accounts Receivable	FIN-038	Business Licenses / Revocations	Termination of Business + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

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-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
FINANCE / 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; 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 - Minimum 5 years	<u>Yes</u>	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

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 , / periodic if no detail year-end)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference t; consistent with auditing standards; GC §34090
Finance / Payroll	FIN-049	Payroll Journal / Registers (Periodic reports,	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Considered a draft or transitory record 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; 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; 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (W-4's are required for 4 years); FLSA requires 3 years; 29 CFR 516; GC §34090
FINANCE / 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; GC §34090
Finance / Purchasing	FIN-056	Purchasing - Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory Record used to mail out requests; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE
(Admin / Budget Dev., A/P, A/R, Payroll, Purchasing)

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-057	Purchasing Card Backup Receipts / Cal Card	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY
[\(Risk Management\)](#)

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)	When No Longer Required	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	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.
Information Technology	IT-006	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup) / WORM / DVD-r / CD-r / Blue Ray-R / other unalterable media that does not permit additions, deletions, / changes	P Follows Retention of Official Electronic Record		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: INFORMATION TECHNOLOGY (Risk Management)

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 / RISK MANAGEMENT								
Information Technology - Risk Manage.	IT-006	Accident / Incident / Injury Reports: PUBLIC ADULTS (medical / non-medical.)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; CCP §340.5, GC §34090
Information Technology - Risk Manage.	IT-007	Accident / Incident / Injury Reports: PUBLIC JUVENILES / PREGNANT ADULTS (medical / 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; CCP §340.5, GC §34090
Information Technology - Risk Manage.	IT-008	Accident / Incident Reports: CITY VEHICLES with no injuries, City Property	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Information Technology - Risk Manage.	IT-009	Bonds, Public Official (Faithful Performance / Employee Surety Bonds)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): 26 CFR § 1.148-5(d)(6)(iii)(E) ; GC §43900 et seq.

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY
(Risk Management)

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 - Risk Manage.	IT-010	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)
Information Technology - Risk Manage.	IT-011	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
Information Technology - Risk Manage.	IT-012	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
Information Technology - Risk Manage.	IT-013	Loss Run Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Information Technology - Risk Manage.	IT-014	Vehicle Titles / Pink Slips	Upon Disposal of Vehicle		Mag, Mfr, OD, Ppr	S / I		GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY
(Risk Management)

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 - Risk Manage.	IT-006	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: 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 AND 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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts not retained in the ordinary course of business; GC §34090
Marketing & Public Relations	MKT-004	Marketing / Promotional Final Documents	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Marketing & Public Relations	MKT-005	Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Marketing & Public Relations	MKT-006	Speeches / Lectures	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / 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 / Resumes: Unsolicited (no open position) , candidates not hired	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / department structures)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 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 / 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 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Personnel	PER-005	DMV Pull Notices (for maintenance vehicles)	When Superseded or Employee Separated		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

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	PER-006	Drug / Alcohol Testing / D.O.T files: Negative Results	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc., 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Personnel	PER-007	Drug / 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 / records required to generate EEO-4 report	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.30, 29 CFR 1602.32; GC §34090
Personnel	PER-009	Employee Assistance Program	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Personnel	PER-010	Employee Awards	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Personnel	PER-011	Grievances (ALL)	Final Disposition + 5 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 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
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	PER-012	I-9s	Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; GC §34090
Personnel	PER-014	Job Descriptions / Job Specifications	P	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 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 / Log 300, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 §34090 et seq.; LC §6429c
Personnel	PER-017	PERS Actuarial Reports	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §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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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 / Part-time Employees (includes I-9s, Oaths of Office, Disaster Service Workers Oaths, benefits, Training Certificates , etc.)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC §1198.5
Personnel	PER-020	Reclassification Requests	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090
Personnel	PER-021	Recruitment Database (NeoGov)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to allow for successful selection and hiring ; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090
Personnel	PER-022	Recruitment File - Advertisements, Applications (unsuccessful), Tests, Letters, Scantrons, Questions, Interview Notes	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

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Personnel	PER-023	Recruitment Flyers / Brochures	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brochures and Flyers are also maintained with recruitment file (these are copies); GC §34090.7
Personnel	PER-024	Salary Surveys	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Personnel	PER-025	Verifications of Employment, Child Support, etc. (From lenders / other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Personnel	PER-026	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, training , etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

RECORDS RETENTION SCHEDULE - PLANNING

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PLANNING								
Planning	PL-001	Planning Permit Database	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Planning	PL-006	Annexation / Deannexation Files	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-007	Planning Commission / ALC / DRC Meetings: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes, Analog, Digital Tapes	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	Planning Commission / ALC / DRC Meetings: Recordings - AUDIO DIGITAL RECORDINGS of Meetings / Digital Audio Tapes	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	S / I	Yes: After QC & OD	Census Bureau is OFR; GC §34090 et seq.

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Planning	PL-010	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA Correspondence / staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (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		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Planning	PL-013	Film Permits	2 years	Yes (during filming)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-014	General Plan Elements / 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

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Public Works / Engineer.	PL-015	Grading Permits (final)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Public Works is OFR; GC §34090.7
Planning	PL-016	Land Use, General Plan, Zoning (e.g. City Master Plan)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / Temporary Entitlements / Temporary Use Permits - 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 / Implemented / Cancelled / Expired / Withdrawn	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, Mfr, OD, Ppr	S / I	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

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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-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
(Engineering, Transportation / Traffic Eng., Maintenance)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
PUBLIC WORKS / ENGINEERING								
MS / City Clerk	PW-001	Abandonments, Easements, Entitlements, / 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 / 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	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; 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.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineer.	PW-010	Manuals - Operation / Maintenance for various equipment	Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090

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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
Public Works / Engineer.	PW-012	Offers of Dedication (Rejected, Unprocessed / 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 / 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)	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 / 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.) GC §34090
Public Works / Engineer.	PW-016	Project Files: City Infrastructure / 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.) GC §34090

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Public Works / Engineer.	PW-017	Project Files: Fugitive Dust Applications / Plans (PM 10)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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 / Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2022-0103-DWQ ; 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 retained 5 years and updated every 6 5 years, audits are required every 2 years; SWRCB Order 2006-03 2022-0103-DWQ ; 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 / 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records / Data may be superseded; GC §34090

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Public Works / Engineer.	PW-027	Underground Storage Tank (City Owned) UST Monitoring, Inspections / 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)
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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
PUBLIC WORKS / 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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
PUBLIC WORKS / MAINTENANCE								
Public Works / Maint.	PW-039	Air Compressor Tank Permits	Upon Expiration (minimum 2 years)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Maint.	PW-040	AQMD Permits	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Maint.	PW-041	Generator Operation Logs (for Fixed / Stationary Generators)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Maint.	PW-044	Maintenance History - Vehicles / Equipment	Life of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Maint.	PW-046	Manuals - Operation / Maintenance for various equipment	Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090
Public Works / Maint.	PW-047	Pre-Trip Inspections / Daily Vehicle Inspections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090
Public Works / Maint.	PW-048	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank ; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090