

CITY OF YUBA CITY  
STAFF REPORT

**Date:** November 15, 2022  
**To:** Honorable Mayor & Members of the City Council;  
**From:** Administration Department  
**Presentation By:** Ciara Wakefield, City Clerk Administrator

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**Summary**

**Subject:** Records Retention Schedule for the City of Yuba City  
**Recommendation:** Adopt a Resolution approving the Records Retention Schedule for the City of Yuba City  
**Fiscal Impact:** Yuba City will realize significant savings both in labor and storage expenses by eliminating unnecessary records and utilizing digital storage options.

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**Purpose:**

The City is upgrading its records management program, including its records retention policies. The adoption of the proposed records retention schedule will result in efficiency gains and cost savings.

**Council's Strategic Goal:**

A comprehensive records retention schedule improves efficiency, reduces unnecessary labor/storage costs, and ultimately aligns with the Council's strategic goal of Fiscal Responsibility.

**Background:**

Over the past year, the City Clerk's office has been working closely with Gladwell Governmental Services, Inc.(Gladwell), an expert in California local government records, to upgrade the City's records management program. The City is currently utilizing an outdated records retention schedule that is incomplete and out-of-date. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

The upgrade of the current records management systems are driven by many factors, including:

- Very limited space in City facilities
- Many departments are filing and storing copies of the same records
- Yuba City produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements

- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all records managed by the City.

**Analysis:**

The proposed retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of City records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Yuba City will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the Department Head, City Clerk and City Attorney, which is provided in Section 2 of the Resolution. This will reduce costs and improve efficiency for the City.

It is also standard business practice for California cities to authorize updates to the schedule without further action of the City Council, which is provided in Section 3.

**Fiscal Impact:**

Yuba City will realize significant savings both in labor and storage expenses by eliminating unnecessary records and utilizing digital storage options.

**Alternatives:**

Do not approve the proposed Records Retention Schedule and provide staff with alternative direction.

**Recommendation:**

Adopt a Resolution approving the Records Retention Schedule for the City of Yuba City.

**Attachments:**

1. Resolution - Records Retention Policy
2. Yuba City Records Retention Schedule

Prepared By:  
Ciara Wakefield  
City Clerk Administrator

Submitted By:  
Diana Langley  
City Manager

# ATTACHMENT 1

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
YUBA CITY, CALIFORNIA, ADOPTING A RECORDS RETENTION  
SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS**

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

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

NOW, THEREFORE, be it resolved by the City Council of the City of Yuba City as follows:

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

Section 2: Updates are hereby authorized to be made to the Records Retention Schedule, without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney and City Manager.

Section 3. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

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

The foregoing Resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 15th day of November, 2022.

AYES:

NOES:

ABSENT:

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Dave Shaw, Mayor

ATTEST:

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Ciara Wakefield, Deputy City Clerk

APPROVED AS TO FORM  
COUNSEL FOR YUBA CITY:

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Shannon Chaffin, City Attorney  
Aleshire & Wynder, LLP

# ATTACHMENT 2

# HOW TO USE RETENTION SCHEDULES

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

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

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

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

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

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

## **BENEFITS**

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

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

## **• AUTHORIZATION TO DESTROY RECORDS:**

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

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

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

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

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

# RECORDS RETENTION SCHEDULE LEGEND

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

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

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

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

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

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

**P = Permanent**

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

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

**Media Options** (*guideline*) – the form of the record:  
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

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

**Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record:** “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF** the document has been imaged (electronically generated, scanned or imported **and placed on Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked (“QC’d”). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

**Legend for legal citations** (§: Section)

CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
PRC: Public Resources Code  
USC: United States Code (US)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)



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

Office of Record (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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY-WIDE (Used by All Departments)</b>								
Lead Dept.	CW-001	Accident Reports / Incident Reports (Members of the Public - No Claim Filed)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-002	Agreements & Contracts: <b>ADMINISTRATIVE FILES - ORIGINALS NOT SIGNED BY CITY MANAGER or MAYOR (with Grant Funding)</b> (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoice copies, Logs, etc.)  City Clerk maintains originals (except for Recreation Instructors)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-003	Agreements & Contracts: <b>ADMINISTRATIVE FILES, ORIGINALS NOT SIGNED BY CITY MANAGER or MAYOR</b> (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoice copies, Logs, etc.)  City Clerk maintains originals (except for Recreation Instructors)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-004	Applications for Boards or Commission	2 years		Mag, Ppr			GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-005	Bid Opening Packets: Bids or Proposals in response to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications), Notices, Specifications, Unsuccessful Proposals	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
	CW-006	Boards, Commissions, & Committees: <b>External Organizations</b> - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Task Forces: <b>Citizen Advisory Created by the City Council, - AGENDAS &amp; STAFF REPORTS</b>	Minimum 2 years		Mag, Ppr			GC §34090 et seq.
Staffing Dept.	CW-008	Boards, Committees, Commissions, Task Forces: <b>Citizen Advisory Created by the City Council, - AUDIO or VIDEO Recordings</b>	2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Staffing Dept.	CW-009	Boards, Committees, Commissions, Task Forces: <b>Citizen Advisory Created by the City Council, - MINUTES</b>	P		Mag, Ppr			GC §34090
Staffing Dept.	CW-010	Committees: City Council Subcommittees, Employee Committees, Employee Staff Meetings / Department Staff Meetings <b>AGENDAS and MINUTES</b>	2 years		Mag, Ppr			Only Citizen Advisory Boards appointed by the City Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Lead (Responding) Dept.	CW-011	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-012	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-013	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC §34090

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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-014	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, staff videoconferences, chats, notes, recordings, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		Mag, Ppr			<p>Electronic and paper records are filed and retained based upon their <b>CONTENT</b>. Records, e-mails, electronic records, or social media postings where the <b>Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved</b> by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>
Lead Dept.	CW-015	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			<p>As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)</p>

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-016	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-017	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-018	Grants / CDBG (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements ( <b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-019	Newspaper Clippings	When No Longer Required		Ppr			Used by City Manager's staff; Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	CW-020	Personnel Files ( <b>Department-level Files</b> )	Separation + 3 years	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-021	Personnel Files ( <b>Supervisor's Notes</b> )	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-022	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-023	Public Relations / Press Releases	2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-024	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
	CW-026	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-027	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by <b>YOUR Department</b>	Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-028	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	CW-029	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-030	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-031	Safety Meetings (all)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Lead Dept.	CW-032	Special Event Permits	Minimum 2 years	Yes: Before Completion	Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-033	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-034	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §34090

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-035	Time Sheets / Time Cards (includes Overtime)  Finance receives only the Time Roll	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Lead Dept.	CW-036	Training Presented by City Staff - ALL <b>COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)  Certificates are retained in Personnel File	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)



## RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
<b>CITY ATTORNEY</b>								
City Attorney	CA-001	Advice Files / Attorney Work Product (Notes, etc.)	Follows Retention for Associated Case	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department Preference; GC §34090 et seq.
City Attorney	CA-002	City Attorney Opinions	Follows Retention for Associated Case	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department Preference; GC §34090
City Attorney	CA-003	Claims Against the City  City Clerk retains initial Claim form 2 years - Initial Claim Form and Final Resolution only remaining records are held at TPA (Third Party Administrator)  Send all final Settlement Agreements to the City Clerk	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-004	Lawsuits / Litigation  Send all final Settlement Agreements to the City Clerk	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-005	Legislative Advocacies, Amicus Briefs, Miscellaneous, etc.	Minimum 2 years		Mag, Ppr			Department preference; GC §34090
City Attorney	CA-006	Subject / Project Files (Cable TV, etc.)	Minimum 2 years		Mag, Ppr			Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: CITY CLERK**

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CITY CLERK</b>								
City Clerk or Public Works	CC-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
City Clerk	CC-002	Agenda Packets. City Council, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-003	<p>Agreements &amp; Contracts - <b>SIGNED BY CITY MANAGER or MAYOR - Non-Infrastructure that are NOT Imaged</b></p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-004	<p>Agreements &amp; Contracts - <b>SIGNED BY CITY MANAGER or MAYOR - If Imaged, Infrastructure, CIPs, MOUs, MOAs, Settlement Agreements</b></p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, settlement agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090
City Clerk	CC-005	Annexations / Deannexations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-006	Assessment Districts (Formation)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-007	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-008	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-009	City Council, Board & Commission Historical List of Members / Rosters	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Claims Against the City Form (Initiating form; Claim sent to Finance)	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-011	Filing System / Subject Files / Function Filing System	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-012	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL</b>	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-013	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ELECTRONICALLY FILED</b>	10 years		Ppr			Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g); GC §84615
City Clerk	CC-014	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-015	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-016	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-018	FPPC Lobbyist Authorization / Reporting - FPPC Form 635 / 602	5 years		Mag, Ppr		Yes: After 2 years	2 CCR 18615(d); GC §34090
<b>CITY CLERK ELECTIONS (CONSOLIDATED)</b>								
City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		Mag, Ppr		Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		Mag, Ppr		Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Mag, Ppr		Yes: After QC & OD	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-024	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Mag, Ppr		Yes: After QC & OD	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-025	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-026	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination + 1 year after petition examination if petition is insufficient		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		Prop. 218 <b>Protest Letters or Ballots and Tabulation</b>	2 years		Mag, Ppr			GC §53753(e)(2)
<b>(End of Elections Section)</b>								

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-027	Ethics Training Certificates - ALL	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53235.2(b)
City Clerk	CC-028	Historical Records, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & 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-029	Insurance Certificates - Miscellaneous Renewals / that ARE doing business with the City	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; E&O and Latent Defect Statute of Limitations are 10 years, which are filed with the Agreement or contract; CCP §337 et. seq., GC §34090
City Clerk	CC-030	Minutes: City Council, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-031	Oath of Office / Appointments: City Council, Boards and Commissions	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-032	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-033	Prop. 218 proceedings - Protest Letters / Ballots / Mailing List	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-034	Public Records Requests / Subpoenas Duces Tecum - Except Police and Fire	2 years		Mag, Ppr		Yes: After QC'd & OD	GC §34090
City Clerk OR Public Works / Engineering	CC-035	Recorded Documents: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(a)

**RECORDS RETENTION SCHEDULE: CITY CLERK**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-036	Recordings - <b>AUDIO</b> - City Council, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	2 years		Mag, OD		Yes: After QC'd & OD	Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-037	Recordings - <b>VIDEO</b> - City Council, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	4 years		Mag, OD		Yes: After QC'd & OD	Department preference; Video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CC-038	Records Destruction Authorization Forms & Certifications (All Departments)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-039	Resolutions: City Council, Public Financing Authority, Redevelopment Agency, Successor Agency, Oversight Board	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-040	Secretary of State Statement of Facts / Registry of Public Officials	2 years		Mag, Ppr			GC §34090
City Clerk	CC-041	Subpoenas or Summons for City Employees	2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: CITY MANAGER**

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>								
<b>CITY MANAGER</b>								
City Manager	CM-001	City Council Correspondence	4 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	Legislation - Support or Oppose State or Federal Legislation	2 years		Mag, Ppr			GC §34090
City Manager	CM-003	Proclamations / Commendations / Memoriums / Recognitions, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Manager	CM-004	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Sister City, Goals & Objectives, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090



## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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>								
<b>COMMUNITY SERVICES / PARKS &amp; RECREATION</b>								
Community Services / Parks & Recreation	CS-001	_Recreation Database / Class Registration Database	Indefinite		Mag, Ppr			Data is interrelated; GC §34090
Community Services / Parks & Recreation	CS-002	Activity Guide (Final)	P	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Community Services / Parks & Recreation	CS-003	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Community Services / Parks & Recreation	CS-004	Contracts for Instructors and Performers	Completion + 2 years	Yes: During Class or Program	Mag, Ppr			Department preference; CCP §337; GC §34090
Community Services / Parks & Recreation	CS-005	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Ppr			Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Community Services / Parks & Recreation	CS-006	Herbicide / Pesticide Application	2 years		Mag, Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623
Community Services / Parks & Recreation	CS-007	Income Assistance Subventions (from General Fund)	2 years	Yes: During Class or Program	Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES**

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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>								
Community Services / Parks & Recreation	CS-008	Lifeguard Certifications	Separation	Yes: During Class or Program	Mag, Ppr			Department Preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
Community Services / Parks & Recreation	CS-009	Manager's Program Development Files / Activity Files / Program Files / Special Programs / Sports / Seniors, etc.	Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Community Services / Parks & Recreation	CS-010	Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (includes ABC Permits, where required)	2 years		Mag, Ppr			GC §34090 et. seq.
Community Services / Parks & Recreation	CS-011	Parks & Recreation Commission <b>AUDIO RECORDINGS or VIDEO RECORDINGS</b>	2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Community Services / Parks & Recreation	CS-012	Parks & Recreation Commission <b>AGENDAS, AGENDA PACKETS</b>	When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
Community Services / Parks & Recreation	CS-013	Parks & Recreation Commission <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	GC §34090
Community Services / Parks & Recreation	CS-014	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Ppr			GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES**

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Community Services / Parks & Recreation	CS-015	Schedules / Hours	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services / Parks & Recreation	CS-016	Senior Commission <b>AUDIO RECORDINGS or VIDEO RECORDINGS</b>	2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Community Services / Parks & Recreation	CS-017	Senior Commission <b>AGENDAS, AGENDA PACKETS</b>	When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
Community Services / Parks & Recreation	CS-018	Senior Commission <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	GC §34090
Community Services / Parks & Recreation	CS-019	Senior Programs (from General Fund)	2 years		Mag, Ppr			GC §34090
Community Services / Parks & Recreation	CS-020	Swimming Pool Chemical Addition Logs	5 years	Yes: During Class or Program	Mag, Ppr			8 CCR §3195.12; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES**

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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>								
Community Services / Parks & Recreation	CS-021	Youth Commission <b>AUDIO RECORDINGS or VIDEO RECORDINGS</b>	2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Community Services / Parks & Recreation	CS-022	Youth Commission <b>AGENDAS, AGENDA PACKETS</b>	When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
Community Services / Parks & Recreation	CS-023	Youth Commission <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	GC §34090

**RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES  
(Building, Code Enforcement, Housing / CDBG, Planning)**

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>								
<b>BUILDING</b>								
Development Services / Building	DS-001	Address Files / <b>Building Permits</b>	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Development Services / Building	DS-002	Building Permit <b>Database</b>	Indefinite	Yes (all)	Mag			Authority Preference - Data is interrelated; GC §34090, H&S §19850
Development Services / Building	DS-003	Building Plans - <b>Cancelled or Withdrawn</b>	Minimum Cancelled or Withdrawn		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Development Services / Building	DS-004	Building Plans - <b>Expired</b>	Life of the Structure		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; CBC §104.7; H&S§19850, GC §34090
Development Services / Building	DS-005	Building Plans - <b>Finalled - TENANT IMPROVEMENTS</b>	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Development Services / Building	DS-006	Building Plans / Grading Plans - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION</b>	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

**RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES  
(Building, Code Enforcement, Housing / CDBG, Planning)**

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Development Services / Building	DS-007	Building Plans / Grading Plans - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b> Energy Calculations, Structural Calculations, Soil Reports, Geotechnical Reports	180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Development Services / Building	DS-008	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §50022.6
Development Services / Building	DS-009	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Authority Preference; GC §34090
Development Services / Building	DS-010	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Authority Preference (kept with the Building Permit file); GC §34090
Development Services / Building	DS-011	Correction Notices	When Permit is Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Authority Preference (Preliminary Drafts); GC §34090
Development Services / Building	DS-012	Plan Check Comments (Site Plan File)	When Permit is Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Authority Preference (Preliminary Drafts); GC §34090
Development Services / Building	DS-014	Stop Work Notices	Life of the Structure		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Authority Preference (Preliminary Drafts); GC §34090
<b>CODE ENFORCEMENT</b>								

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Development Services / Code Enforce.	DS-015	Notice of Violations ./ Code Enforcement Citations	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Authority preference; GC §34090
Development Services / Code Enforce.	DS-016	Code Enforcement <b>Database</b>	Indefinite	Yes (all)	Mag			Authority Preference - Data is interrelated; GC §34090, H&S §19850
Development Services / Code Enforce.	DS-017	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Ppr			Authority preference; GC §34090
<b>HOUSING / CDBG / FORMER REDEVELOPMENT PROJECTS</b>								
Development Services / Housing	DS-018	Housing Applications <b>Rejected</b> (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		Mag, Ppr			GC §34090
Development Services / Housing	DS-019	Housing Programs: Affordable Housing Projects, HOME, Rehabilitation, CDBG-funded Housing Projects, etc.  <b>WITH a Recapture / Resale Restriction</b>  Send all Deeds to the City Clerk	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR- 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090

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(Building, Code Enforcement, Housing / CDBG, Planning)**

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Development Services / Housing	DS-020	Housing Programs: CDBG-funded Housing Projects, etc.  <b>WITHOUT a Recapture / Resale Restriction</b>  Send all Deeds to the City Clerk	Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Development Services / Housing	DS-021	Redevelopment Plans, Redevelopment Projects <b>(Historical)</b>  Send all Deeds to the City Clerk	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; GC §34090 et seq.
Development Services / Housing	DS-022	Redevelopment Projects <b>(Not Historical)</b>	10 years	Yes	Mag, Ppr			Authority preference; GC §34090 et seq.
<b>PLANNING</b>								



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Development Services / Planning	DS-023	<p><b>Planning Projects - Discretionary &amp; Ministerial - Approved Permanent Entitlements &amp; Permits</b></p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans)</p> <p>Examples:                      Development Agreements                      Development Plan Review                      General Plan / General Plan Amendments                      Lot Line Adjustment                      Master Plan                      Rezones                      Specific Plan                      Tentative Subdivision Maps / Parcels Maps                      Use Permits                      Variance                      Zoning Clearance (Temporary Events, Banners, Home Occupation, etc.)                      Zoning Ordinance / Updates</p>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Development Services / Planning	DS-024	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Development Services / Planning	DS-025	Census, Demographics	When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)

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Development Services / Planning	DS-026	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA  <b>Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action. Includes all emails and communications connected with the project</b>	Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090
Development Services / Planning	DS-027	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA <b>Inside City boundaries</b>	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Development Services / Planning	DS-028	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA <b>Outside City boundaries</b>	When No Longer Required		Mag, Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Development Services / Planning	DS-029	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; GC §34090
Development Services / Planning	DS-030	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

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Development Services / Planning	DS-031	Master Plans, Specific Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; GC §34090
Development Services / Planning	DS-032	Materials Boards	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Development Services / Planning	DS-033	Planning Commission <b>AGENDAS &amp; AGENDA PACKETS</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority preference; Original Staff Reports are filed in the project file; GC §34090
Development Services / Planning	CC-036	Planning Commission <b>AUDIO RECORDINGS</b>	2 years		Mag, OD		Yes: After QC'd & OD	Authority preference; State law only requires for 30 days; GC §54953.5(b)
Development Services / Planning	CC-037	Planning Commission <b>VIDEO RECORDINGS</b>	4 years		Mag, OD		Yes: After QC'd & OD	Authority preference; Video tapes of meetings are required for 90 days; GC §34090.6
Development Services / Planning	DS-035	Planning Commission <b>MINUTES, BYLAWS, RESOLUTIONS</b>	P		Mag, Ppr			GC §34090
Development Services / Planning	DS-036	Temporary Use Permits (TUP) / Temporary Signs / Banner Permits, Film Permits, etc. (Approved & Unapproved) Christmas Tree Lots, Pumpkin Lots, etc.	Expiration + 2 years	Yes: During Event	Mag, Ppr			Authority preference; GC§§34090
Development Services / Planning	DS-037	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Authority Preference; GC §34090
Development Services / Planning	DS-038	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Authority Preference (copies); GC §34090.7

**RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT**

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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>								
<b>ECONOMIC DEVELOPMENT</b>								
Economic Develop.	ED-001	Economic Development Commission <b>AGENDAS &amp; AGENDA PACKETS</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Economic Develop.	ED-002	Economic Development Commission <b>AUDIO or VIDEO RECORDINGS</b>	2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Economic Develop.	ED-003	Economic Development Commission <b>MINUTES, BYLAWS, RESOLUTIONS</b>	P		Mag, Ppr			GC §34090
Economic Develop.	ED-004	Economic Development Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090

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<b>FINANCE / ACCOUNTS PAYABLE &amp; PURCHASING</b>								
Finance / Accounts Payable & Purchasing	FIN-001	1099's / 1096's	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable & Purchasing	FIN-002	Accounts Payable / Invoices and Backup / Warrants / Refunds / Credit Card Statements / P-Card Statements (Includes Invoices, Travel Expense Reimbursements, etc.)	Audit + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance / Accounts Payable & Purchasing	FIN-003	Claims Against the City	Resolution + 5 years		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
Finance / Accounts Payable & Purchasing	FIN-004	W-9s	Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS Auditing Standards (3 years after the last payment to the vendor); GC §34090
<b>FINANCE / ACCOUNTS RECEIVABLE</b>								

**RECORDS RETENTION SCHEDULE: FINANCE**

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Finance / Accounts Receivable	FIN-005	Accounts Receivable: Revenue - Our Invoices to Outside Entities: Commercial Laboratory Accounts, Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Wastewater billing, Auctions of Surplus Property, etc.	Audit + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	FIN-006	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Accounts Receivable	FIN-007	Bankruptcies - <b>Where a claim is filed</b>	10 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Accounts Receivable	FIN-008	Billing for Damage to City Property (DUI, etc.) / Third-Party Claims to Insurance Companies or Private Parties to Reimburse City	Resolution + 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department preference (meets municipal government auditing standards); GC §34090
Finance / Accounts Receivable	FIN-009	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash, etc.	Audit + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable	FIN-010	Hearing Officer Determinations (Parking, Tows, etc.)	2 years		Mag, Ppr			GC §34090
<b>FINANCE / DEBT SERVICES</b>								

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Finance / Debt Services	FIN-011	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Deceased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
<b>FINANCE / GENERAL LEDGER</b>								
Finance / General Ledger	FIN-012	_Financial Services <b>Database</b> (Pentamation)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Ledger	FIN-013	Audit Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts / content not substantive; GC §34090
Finance / General Ledger	FIN-014	Audits - Annual Financial Reports / Consolidated Annual Financial Report	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Ledger	FIN-015	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Finance / General Ledger	FIN-016	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-017	Budgets - Finals	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Finance / General Ledger	FIN-018	Budgets Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / General Ledger	FIN-019	Checks / Warrants (Cashed)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Meets municipal government auditing standards; GC § 34090
Finance / General Ledger	FIN-020	Checks / Warrants (VOIDED)	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / General Ledger	FIN-021	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Ledger	FIN-022	Investment Reports & Backup	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / General Ledger	FIN-023	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		Mag, Ppr			Department Preference; Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Ledger	FIN-024	Journal Entries / Journal Vouchers	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-025	OES / FEMA Claims	10 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090



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Finance / General Ledger	FIN-026	Reports, General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. <b>(FROM DATABASE - ANNUAL, MONTHLY OR PERIODIC)</b>	When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / General Ledger	FIN-027	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Ledger	FIN-028	Tax - Annual Tax Roll and Special Assessments: Landscape and Lighting Districts, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Ledger	FIN-029	Tax - Sales Tax Reports (HdL)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Compilation of Non-Records / Preliminary drafts used to project revenue; GC §34090
<b>FINANCE / PAYROLL</b>								
Finance / Payroll	FIN-030	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	7 years		Mag, Ppr			Department Preference; GC §34090
Finance / Payroll	FIN-031	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	7 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

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>								
Finance / Payroll	FIN-032	W-4s	Superseded or Separated + 4 years		Mag, Ppr			W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-033	Employee Payroll Files - Includes Benefit Enrollments	Separation + 7 years		Mag, Ppr			Department preference; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-034	Garnishments	Satisfied + 7 years, or Separation of Employee		Mag, Ppr			GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-035	Payroll <b>Database</b>	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-036	Payroll Reports - <b>Periodic</b> Bi-weekly Payroll Report	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090
Finance / Payroll	FIN-037	Time Rolls Departments retain original Timecards / Time Sheets	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-038	W-2's	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE - FIRE

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>								
<b>FIRE ADMINISTRATION</b>								
Fire / Admin.	FR-001	Annual Reports / Fire Incident Statistics	P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; GC §34090
Fire / Admin.	FR-002	Emergency Plans / Disaster Preparedness Manuals, etc.	Superseded Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After Superseded	Department Preference; GC §34090
Fire / Admin.	FR-003	FEMA Reimbursements / OES Reimbursements / Strike Team Reimbursements	Reimbursed + 10 years		Mag, Ppr			Department Preference; Meets auditing standards; 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
Fire / Admin.	FR-004	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act) / Lexipol	Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	24 CFR 164.530(j)
Fire / Admin.	FR-005	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-006	Public Records Requests / Subpoenas Duces Tecum - FIRE only	2 years		Mag, Ppr		Yes: After QC'd & OD	GC §34090
Fire / Admin.	FR-007	Respiratory Fit Tests for Breathing Apparatus (all departments)	Separation + 30 years		Mag, Ppr			Department Preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 12960, 34090
Fire / Admin.	FR-008	Staff Meeting Minutes	2 years	Yes	Ppr			GC §34090
<b>FIRE PREVENTION</b>								

## RECORDS RETENTION SCHEDULE - FIRE

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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>								
Fire / Fire Prevention	FR-009	Annual Fire Inspections / Business Inspection Files / Citations / Notice of Violations -Approvals, Inspections, Fires, Modification / Alternative Methods or Materials	Life of Building - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Department preference for Citations / Notice of Violations; other records are required for the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Develop. Services / Building	FR-010	Development Review / Plan Review - Residential and Appurtenances	When No Longer Required		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Fire Prevention	FR-011	Development Review / Plan Review (Final Approved Plans) - Commercial, Industrial, Places of Public Accommodation	Life of Building		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Fire Prevention	FR-012	Fire Code Permits / Special Event Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090 et seq.
Fire / Fire Prevention	FR-013	Fire Prevention Programs (Fire Prevention Week, etc.)	When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Fire Prevention	FR-014	Pre-Fire Plans	When Superseded		Mag, Ppr			GC §34090 et seq.
<b>OPERATIONS / SUPPRESSION</b>								
Fire / Operations	FR-015	Fire House Incident <b>RMS Database / Fire Investigation Database</b>	Indefinite	Yes	Mag			Data is interrelated; GC §34090 et seq.
Fire / Operations	FR-016	Target Database / Training Database / Apparatus & Equipment Records & Testing / Daily Safety Checks / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	Indefinite - Minimum 5 years	Yes	Mag			Data is interrelated; GC §34090 et seq.

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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>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years		Mag, Ppr			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
Human Resources	HR-002	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-004	Compensation Surveys & Studies	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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	HR-005	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Human Resources	HR-006	COVID-19 Notifications to Employees	3 years		Mag Ppr			LC §6409.6(k), GC §34090
Human Resources	HR-007	Department of Fair Employment & Housing (DFEH or EEOC) Claims / <a href="#">Harassment Claims</a>	Minimum Final Disposition + 5 years		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 34090
Human Resources	HR-008	DMV Pull Notices (ALL)	When Superseded or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-009	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-010	EDD Claims (Employment Development Department Claims)	Final Disposition + 2 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-011	Employee Investigations	Minimum Separation + 3 years		Mag, Mfr, OD, Ppr	S	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 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090;
Human Resources	HR-012	Employee Verifications (responses to outside banks, mortgage brokers, and others about an employee's employment status)	When No Longer Required		Mag, Ppr			Non-records / Content Not Substantive, therefore there is no obligation to retain responses; GC §34090 et seq.
Human Resources	HR-013	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports) / EDD Reports (Employment Development Department Claims)	3 years		Mag, Ppr			29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Human Resources	HR-014	Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53237.2(b)
Human Resources	HR-015	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	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; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-016	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources	HR-017	Labor Relations / Negotiations	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-018	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c
Human Resources	HR-019	Personnel Board <b>AUDIO RECORDINGS or VIDEO RECORDINGS</b>	2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
Human Resources	HR-020	Personnel Board <b>AGENDAS, AGENDA PACKETS</b>	When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-021	Personnel Board <b>MINUTES, BYLAWS</b>	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-022	Personnel Files - <b>Employee File / Benefit File (Main File)</b> Includes Application, Benefit Enrollments, Evaluations, Grievances, Policy Acknowledgements, Personnel Action Forms, Livescan results or Log, etc.	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	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 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-023	Personnel Files - <b>Medical File</b> (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, Respirator Fit Tests, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Human Resources	HR-024	Recruitment and Testing File - (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Expiration of Eligibility List + 4-3 years		Mag, Ppr			<del>Department preference (Part Time-Employee Recruitments are retained by the Department, except for the Successful Application); EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 2-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 34090</del>
Human Resources	HR-025	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-026	Workers Compensation Claim Runs	5 years		Mag Ppr			Department preference (meets municipal government auditing standards); GC §34090

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES**

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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>								
Human Resources	HR-027	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
<b>RISK MANAGEMENT</b>								
Human Resources / Risk Manage.	HR-028	Employee Litigation / Lawsuits (Only Human-Resources) Send Final Settlement Agreements to City Clerk	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference to match the Personnel File retention ; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Human Resources / Risk Manage.	HR-029	OSHA Inspections & Citations	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

**RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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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>								
<b>INFORMATION TECHNOLOGY</b>								
Information Technology	IT-001	Backups - <b>DAILY</b>	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	Backups - <b>WEEKLY</b>	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-003	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC §34090 et seq.
Information Technology	IT-004	<b>UNALTERABLE MEDIA</b> (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

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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>								
<b>POLICE ADMINISTRATION / POLICE CHIEF</b>								
Police / Admin. / Chief	PD-001	Background Files - <b>Successful Applicants</b>	Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Police / Admin. / Chief	PD-002	Background Files - <b>Unsuccessful Applicants</b>	3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-003	CCW Permits (Carry Concealed Weapon Permits) - Retired Employees Qualifications	Expiration + 5 years		Mag, Ppr			Department preference; GC §34090
Police / Admin. / Chief	PD-004	Contracts for Investigators (Police only)	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Police / Admin. / Chief	PD-005	Internal Affairs Investigations / Complaints: <b>Civilian-Generated <u>WITHOUT Sustained Finding of Misconduct as defined in PC §832.7</u></b>	Final Disposition + 5 years		Mag, Ppr			Consistent with Lexipol Policy; State requires for at least 5 years for civilian complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, VC §2547

## RECORDS RETENTION SCHEDULE: POLICE

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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>								
<a href="#">Police / Admin. / Chief</a>	<a href="#">PD-006</a>	<a href="#">Internal Affairs Investigations / Complaints: Civilian-Generated WITH Sustained Finding of Misconduct as defined in PC §832.7</a>	<a href="#">Final Disposition + 15 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">PC §§832.5(b), 832.7; GC §34090</a>
Police / Admin. / Chief	PD-007	Internal Affairs Investigations / Complaints: <b>Internally-Generated or Observation of Misconduct</b>	Final Disposition + 3 years		Mag, Ppr			Department Preference; Exceeds with Lexipol Policy; Not a civilian complaint; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; EVC §1045, GC §§12946,12960, 34090
Police / Admin. / Chief	PD-008	Logs (Watch Commander Logs, etc.)	2 years		Mag, Ppr			GC§ 34090 et seq.
Police / Admin. / Chief	PD-009	Personnel Files - <b>Employees</b>	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + QC & OD	Department Preference to be consistent with Human Resources; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946,12960, 34090; 29 USC 1113
Police / Admin. / Chief	PD-010	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-011	Press Releases - Police Only	2 years		Mag, Ppr			GC §34090
Police / Admin. / Chief	PD-012	Report of data regarding the number, type, or disposition of complaints made against its officers	2 years		Mag, Ppr			GC §34090 et seq.
Police / Admin. / Chief	PD-013	Reports and Studies - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

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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>								
Police / Admin. / Chief	PD-014	Reports and Studies regarding Police operations (not historical - manpower, consolidation, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-015	Use of Force Supervisory Reviews	5 years		Mag, Ppr			Department Preference; GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, VC §2547
<b>ADMINISTRATION / TRAINING</b>								
Police / Admin. / Training	PD-016	Personnel Training File - <b>Officer Training - BY EMPLOYEE (Includes POST printouts)</b>  Includes Range Qualifications, Retiree Fire Arson Qualifications	Separation + 6 years		Mag, Ppr			Department Preference to be consistent with Human Resources; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)
Police / Admin. / Training	PD-017	Training - <b>Department Training Records - COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	Minimum 5 years		Mag, Ppr			Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)
<b>ADMINISTRATION / VOLUNTEERS</b>								
Police / Admin. / Volunteers	PD-018	Background Files - Volunteers - <b>SUCCESSFUL</b> (Explorers, CERT, Chaplains, Reserves, etc.)	Separation / Inactive + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	Department Preference; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)

## RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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Police / Admin. / Volunteers	PD-019	Background Files - Volunteers - <b>UNSUCCESSFUL</b> (Explorers, CERT, Chaplains, Reserves, etc.)	3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	Department Preference; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)
<b>OPERATIONS / PATROL</b>								
Police / Ops / Patrol	PD-020	Officer Recordings: <b>Body-Worn Cameras – LOGS of Access or Deletion of Data</b>	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Ops / Patrol	PD-021	Officer Recordings: <b>Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints</b>	Follows retention for Evidence, Minimum 2 years		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Ops / Patrol	PD-022	Officer Recordings: <b>Body-Worn Cameras - that are NOT evidence</b>	1 year		Mag,			Department preference (law recommends 90 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Ops / Patrol	PD-023	Officer Recordings: <b>Mobile Audio Video (MAV) Recordings - that are NOT evidence</b>	1 year		Mag, Ppr			Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings; Consistent with Lexipol requirements; GC §34090.6
Police / Ops / Patrol	PD-024	Patrol Schedules	When No Longer Required		Mag, Ppr			Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.
Police / Ops / Patrol	PD-025	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Ops / Patrol	PD-026	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Ppr			GC §34090 et seq.



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Police / Ops / Patrol	PD-027	Transportation Permits issued by the City (Wide Load Permits, Heavy Load Permits, etc.)	2 years		Mag Ppr			GC §34090
Police / Ops / Patrol	PD-028	Vacation Checks / Patrol Requests	When No Longer Required		Mag, Ppr			Preliminary Draft (entered in RMS / CAD system; GC §34090 et seq.
<b>SERVICES / CAD / DISPATCH</b>								
Police / Commun.	PD-029	Audio Recordings or Tapes - (CAD / Computer Aided Dispatch) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	2 years		Mag			Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
<b>SERVICES / INVESTIGATIONS</b>								
Police / Investig.	PD-030	Asset Forfeiture Notification	5 years		Mag, Ppr			Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090
Police / Investig.	PD-031	Business Permits Background Files (Regulatory) - <b>BUSINESS OWNER AND TECHNICIANS:</b> Bingo Permit, Massage Establishments, Pawn Shops, etc.	Termination of Business + 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Investig.	PD-032	Criminal Intelligence Files  Confidential informant information & activities	Last Entry + 5 years		Mag, Ppr			Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Investig.	PD-033	Detectives Investigation Files and Arrest Files ( <b>Notes</b> )	When No Longer Required		Ppr, Mag			GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Investig.	PD-034	Detectives Investigation Files and Arrest Files ( <b>Official Reports</b> )	Transferred into Record's Crime Report Files		Ppr, Mag			Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Investig.	PD-035	Guns: Dealers Record of Sale (DROS)	2 years		Mag, Ppr			GC §34090
Police / Investig.	PD-036	Informant Files	When No Longer Required - <b>Minimum 2 years</b>		Ppr, Mag			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Investig.	PD-037	Pawn Slips	2 years		Mag, Ppr			Department Preference (Dealers are required to keep for 3 years); Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; B&P §21633; GC §34090
<b>SERVICES / PROPERTY AND EVIDENCE</b>								
Police / Property & Evidence	PD-038	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Property & Evidence	PD-039	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-040	Lost & Found Property (Documents related to)	2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-041	Property & Evidence Database	Indefinite		Mag, Ppr			Department Preference (data is interrelated); GC §34090

**RECORDS RETENTION SCHEDULE: POLICE**

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Police / Property & Evidence	PD-042	Property & Evidence Logs	2 years		Mag, Ppr			GC §34090
<b>SERVICES / RECORDS</b>								
Police / Records	PD-043	Citation Log Books (#s / ranges) - Parking, Traffic	2 years		Mag, Ppr			GC §34090 et seq.
Police / Records	PD-044	Citations (Parking, Traffic, Marijuana / Cannabis). Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Ppr			GC §34090 et seq.
Police / Records	PD-045	CRIME REPORTS / SEALED RECORDS: <b>Sealed Juvenile and Ward Cases</b> - Except those with Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-046	CRIME REPORTS: Lost Property: <b>Firearms</b> entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Records	PD-047	<b>ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), &amp; Sexual Assault (Rape), Arson (Suspected or Undetermined)</b>	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-048	CRIME REPORTS: Child Abuse or Neglect Investigation Reports - <b>Unsubstantiated or Inconclusive</b>	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c),11170(a)(3)

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Police / Records	PD-049	CRIME REPORTS:  <b>Except those specifically mentioned in the schedule (ALL Others)</b>	5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records	PD-050	CRIME REPORTS:  <b>Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&amp;S §11357(b)(c)(d)(e) or H&amp;S §11360(b) (with procedure in H&amp;S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms</b>	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq.
Police / Records	PD-051	CRIME REPORTS:  <b>Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&amp;S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms</b>	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Records	PD-052	CRIME REPORTS:  <b>Missing Persons</b>	P (If Returned, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-053	CRIME REPORTS: <b>Factually Innocent Petition Accepted Records</b> Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-054	CRIME REPORTS: <b>Misdemeanor or Infraction Marijuana / Cannabis §11357(de) - Juvenile on School Grounds during School Hours</b> (with procedure in H&S §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
<a href="#">Police / Records</a>	<a href="#">PD-055</a>	<a href="#">CRIME REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)</a>	<a href="#">Court Order + 1 year</a>		<a href="#">Mag, Mfr, OD, Ppr</a>	<a href="#">S/M/I</a>	<a href="#">Yes: After QC &amp; OD</a>	<a href="#">Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)</a>
Police / Records	PD-056	Public Records Requests / Subpoenas Duces Tecum - POLICE only	2 years		Mag, Ppr		Yes: After QC'd & OD	GC §34090
Police / Records	PD-057	Registrants: Arson Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-058	Registrants: Arson Registrations: <b>Juveniles</b> released from California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Ppr			Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-059	Registrants: Narcotic Registrants	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)

**RECORDS RETENTION SCHEDULE: POLICE**

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Police / Records	PD-060	Registrants: Sex Offender Registrations: <b>Adults</b>	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-061	Registrants: Sex Offender Registrations: <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-062	Ride A-Long Waiver Form	2 years		Mag, Ppr			GC §34090 et seq.
Police / Records	PD-063	RMS Database	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-064	STOP Source Data / <a href="#">Audit Log</a> / <a href="#">Racial and Identity Profiling Act (RIPA) Annual Report</a>	3 years		Mag, Ppr			11 CCR 999.228; <a href="#">11 CCR 999.229</a> ; GC §34090
Police / Records	PD-065	Subpoenas	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Court or District Attorney records accessed through their portals; GC §34090
Police / Records	PD-066	Video Recordings - <b>Public Areas / Public Activity</b> See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Records	PD-067	Video Recordings - <b>Temporary Holding Cells</b> See City Clerk's schedule for City Council Video Recordings	1 year		Mag			Records regular ongoing operations of the City; GC §34090.6 et seq.

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(ALL DIVISIONS)**

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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<b>ENGINEERING</b>								
City Clerk or Public Works	PW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Public Works / Engineering	PW-002	Bonds: CIP Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits Only	Release of Bond / Letter of Credit		Mag, Ppr		Yes: After QC & OD	Security; GC §34090
Public Works / Engineering	PW-003	Bridge Inspections	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Hazardous Materials Plans, Meeting Minutes, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, Construction Inspection Logs, Daily Inspections, Daily Logs, Punch Lists, Sidewalk Grinding, 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	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(ALL DIVISIONS)**

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Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): <b>Permanent File</b> Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Photos, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-006	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-007	Encroachment Permits / Excavation Permits: <b>Temporary</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Minimum 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering	PW-008	Encroachment Permits / Excavation Permits: <b>Permanent</b> (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr			Department Preference; GC §34090
Public Works / Engineering	PW-009	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-010	Grading Permits and Grading Plans	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090



**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(ALL DIVISIONS)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-011	Prop. 218 <b>Mailing List, Master File,</b>	2 years		Mag, Ppr			GC §53753(e)(2)
City Clerk OR Public Works / Engineering	PW-012	Recorded Documents: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(a)
<a href="#">Public Works / Engineering</a>	<a href="#">PW-013</a>	<a href="#">Solid Waste Reduction / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)</a>	<a href="#">10 years</a>		<a href="#">Mag, Mfr, OD, Ppr</a>	<a href="#">S / I</a>	<a href="#">Yes: After QC &amp; OD</a>	<a href="#">Department preference: SB 1383 compliance is required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension: 14 CCR § 18995; 2 H&amp;S §39730.7; GC §34090</a>
Public Works / Engineering	PW-014	Stormwater: NPDES Monitoring Reports	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Engineering	PW-015	Stormwater: NPDES Permits	Minimum Permit Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Engineering	PW-016	Well Records (includes Destroyed or Abandoned Wells)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
<b>ENGINEERING - PRIVATE DEVELOPMENT</b>								
Engineering / Private Develop.	PW-017	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

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Engineering / Private Develop.	PW-018	Improvement Plans (for Tracts / Subdivisions)	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Engineering / Private Develop.	PW-019	Private Development Projects / Job Files: <b>Administration File / Construction Inspection</b> Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Engineering / Private Develop.	PW-020	Private Development Projects / Job Files: <b>Permanent Files</b> Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
<b>ENGINEERING - TRANSPORTATION</b>								
Public Works / Engineering / Transportation	PW-021	Traffic Calming Requests / Stop Sign Surveys (Speed Humps, etc.)	10 years		Mag Ppr			Department preference; GC §34090
Police	PW-022	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag Ppr			copies; GC §34090.7
Public Works / Engineering / Transportation	PW-023	Traffic Counts	10 years		Mag Ppr			Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
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Public Works / Engineering / Transportation	PW-024	Traffic Speed Surveys / Stop Sign Warrants	10 years		Mag Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090

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<b>FACILITIES MAINTENANCE</b>								
Public Works / Facilities Maint.	PW-025	Aboveground Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		Mag (computer), Ppr			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Lead Dept.	PW-026	Fire Sprinkler Testing & Backflow (City Buildings)	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	PW-027	FRAQMD Permits (Feather River Air Quality Management Districts) - for Generators, etc.	Issue Date + 5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Lead Dept.	PW-028	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Facilities Maint.	PW-029	Inspections or Audits by the DMV & CHP	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Public Works / Facilities Maint.	PW-030	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Lead Dept.	PW-031	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference; GC §34090 et. seq.

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Lead Dept.	PW-032	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Facilities Maint.	PW-033	Video Recordings - <b>Department Activity / Building Security</b>  See City Clerk's schedule for City Council Video Recordings	1 year		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Records regular ongoing operations of the City; GC §34090.6 et seq.
Public Works / Facilities Maint.	PW-034	Video Recordings - <b>Public Activity</b> (Parks, Pool, Public Areas, etc.)  See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Does not record regular ongoing operations of the City; GC §34090.6 et seq.
Division Providing Service / Work	PW-035	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-036	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); 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>								
Division Providing Service / Work	PW-037	Work Orders / Service Requests - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>FLEET MAINTENANCE</b>								
Public Works / Fleet Maint.	PW-038	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(3)
Lead Dept.	PW-039	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Fleet Maint.	PW-040	Tire Disposal / Waste Manifests	3 years		Mag, Ppr			14 CCR 18459.3; GC §34090
Public Works / Fleet Maint.	PW-041	Used Oil Disposal Manifests	3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.

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(ALL DIVISIONS)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Fleet Maint.	PW-042	Vehicle & Equipment History Files Maintenance, Smog Certificates	Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Fleet Maint.	PW-043	Vehicle Titles "Pink Slips"	Upon Sale of Vehicle		Ppr			Provided to new owner upon sale; GC §34090
Division Providing Service / Work	PW-044	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-045	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-046	Work Orders / Service Requests - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>UTILITIES / WASTEWATER COLLECTIONS</b>								
Public Works / Utilities / Wastewater Collections	PW-047	CCTV Videos of Sewer Lines	10 years		Mag, Ppr			Department preference; GC §34090

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Lead Dept.	PW-048	Confined Space Entries / Hot Work Permits	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Utilities / Wastewater Collections	PW-049	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Utilities / Wastewater Collections	PW-050	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Utilities / Wastewater Collections	PW-051	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; GC §34090
Lead Dept.	PW-052	Underground Service Alerts (USA's)	3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
<b>UTILITIES / WATER DISTRIBUTION</b>								
Public Works / Utilities / Water Distribution	PW-053	Fire Hydrant Pressure / Water Pressure Measurements . Fire Flow Pressure Test  Fire / Ops maintains Flush and Valve Maintenance Records	Minimum 5 years		Mag, Ppr			Department preference; GC §34090
Lead Dept.	PW-054	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090



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Lead Dept.	PW-055	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	PW-056	Underground Service Alerts (USA's)	3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(f) & 4216.3(d); GC §34090
Division Providing Service / Work	PW-057	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-058	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-059	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>UTILITIES / LAB / WATER QUALITY - POTABLE WATER</b>								

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Public Works / Water	PW-060	Laboratory Information Management System <b>Database / LIMS Database - Potable Water</b>	Indefinite - <b>Minimum 12 years</b>	Yes	Mag			Data is interrelated; Lead & Copper is required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91 ; GC §§60201, 12168.7
Public Works / Water	PW-061	Quality Assurance Manual	Indefinite - <b>Minimum 12 years</b>	Yes	Mag			Data is interrelated; Lead & Copper is required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91 ; GC §§60201, 12168.7
Finance	PW-062	Commercial Accounts: Lab Reports & Chain of Custody (sent to Finance with Invoice)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Copies - all are sent to Finance for billing attached to the invoice for commercial accounts; GC §34090.7
Public Works / Water	PW-063	Lab Reports & Chains of Custody: <b>Potable Water Bacteriological and Organics</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-064	Lab Reports & Chains of Custody: <b>Potable Water Chemical</b> (Includes Chlorine Residuals)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-065	Lab Reports & Chains of Custody: <b>Potable Water Lead &amp; Copper</b>	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-066	Laboratory Equipment Calibration Records - Potable Water	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Consistent with Chemical Reports; 40 CFR 141.33(a)
<b>UTILITIES / LAB / WATER QUALITY - WASTEWATER</b>								

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Public Works / Water Quality	PW-067	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	5 years		Mag, Ppr			Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Water Quality	PW-068	Laboratory Information Management System <b>Database</b> / LIMS <b>Database</b> - Wastewater	Indefinite - <b>Minimum 5 years</b>	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Public Works / Wastewater	PW-069	Lab Reports & Chains of Custody: <b>Wastewater</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Public Works / Water Quality	PW-070	Laboratory Equipment Calibration Records - Wastewater	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Consistent with Chemical Reports; 40 CFR 141.33(a)
<b>UTILITIES / WASTEWATER TREATMENT PLANT (WWTP)</b>								
Lead Dept.	PW-071	FRAQMD Permits (Feather River Air Quality Management Districts) - for Generators, etc	Issue Date + 5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / WWTP	PW-072	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets (Blockages)	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090
Lead Dept.	PW-073	Confined Space Entries / Hot Work Permits	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / WWTP	PW-074	Correspondence - <b>Regulatory Agencies</b> (Wastewater)	Minimum 5 years	Yes: While Active Issues	Mag, Ppr			Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Lead Dept.	PW-075	Backflow Test Results / Backflow Assembly Test Reports	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 17 CCR 7605(f); GC §34090
Lead Dept.	PW-076	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090

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Public Works / WWTP	PW-077	Logs: Vac Con Trucks, Recycled Water, etc.	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	PW-078	Operations & Maintenance Manuals / O & M Manuals	When No Longer Required		Mag, Ppr			Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090
Public Works / WWTP	PW-079	Permits - <b>Wastewater Regulatory / Operating Permits:</b> Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Lead Dept.	PW-080	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference; GC §34090 et. seq.
Public Works / WWTP	PW-081	Regulatory Reports - <b>Wastewater Reports to Regulatory Agencies:</b> Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Ppr			Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(ALL DIVISIONS)**

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Lead Dept.	PW-082	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / WWTP	PW-083	Sanitary Survey of Sewer System	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / WWTP	PW-084	SCADA Database (Wastewater)	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / WWTP	PW-085	Service Agreements / Service Contracts (Landscape Maintenance, Custodial Services, etc.) Includes Insurance Certificates	Completion + 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (E&O and Professional Liability are not applicable to these types of services); CCP §337 et. seq., GC §34090
Public Works / WWTP	PW-086	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / WWTP	PW-087	Wastewater Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
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Division Providing Service / Work	PW-088	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-089	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-090	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>WATER TREATMENT PLANT (POTABLE WATER)</b>								
Lead Dept.	PW-091	Confined Space Entries / Hot Work Permits	2 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Water Treatment Plant	PW-092	Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Public Works / Water Treatment Plant	PW-093	Environmental Agencies / Regulatory Agencies for Potable Water - <b>Correspondence with Substantive Content:</b> DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	Minimum 10 years		Mag, Ppr			Department Preference; GC §34090

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Lead Dept.	PW-094	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Water Treatment Plant	PW-095	Hazardous Waste Disposal Manifests	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §34090
Public Works / Water Treatment Plant	PW-096	Leak Report / Annual Leak Report / Water Loss Reports	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Lead Dept.	PW-097	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Public Works / Water Treatment Plant	PW-098	Permits - <b>Water Regulatory / Operating Permits:</b> CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board) ,etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Water Treatment Plant	PW-099	Regulatory Reports / <b>Water Reports to Regulatory Agencies:</b> CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Ppr			Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS  
(ALL DIVISIONS)**

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Lead Dept.	PW-100	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Water Treatment Plant	PW-101	Sanitary Surveys of Water Sources	10 years		Mag, Ppr			22 CCR §64470; GC §34090
Public Works / Water Treatment Plant	PW-102	SCADA Database (Water)	Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Water Treatment Plant	PW-103	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		Mag, Ppr			Confidential; 42 USC 300i-2(d); GC §34090
Public Works / Water Treatment Plant	PW-104	Plant Operator Log Books	5 years		Mag, Ppr			Department Preference; Meets Department of Public Health requirements; GC §34090



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Public Works / Water Treatment Plant	PW-105	Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board))	5 years		Mag, Ppr			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water Treatment Plant	PW-106	Water Master Plans / Urban Water Management Plans (UWMP)	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water Treatment Plant	PW-107	Water Quality Reports / Consumer Confidence Reports (Annual)	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR 64470; <a href="#">22 CCR §64483</a> ; GC §34090
Public Works / Water Treatment Plant	PW-108	Water Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant	PW-109	Water Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090
Public Works / Water Treatment Plant	PW-110	Reservoirs: Maintenance, Videos, Inspections, etc.	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant	PW-111	Well Records (includes Destroyed or Abandoned Wells)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

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Division Providing Service / Work	PW-112	Work Orders / Service Requests - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-113	Work Orders / Service Requests - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-114	Work Orders / Service Requests / "Dailies"- <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090