

# RECORDS RETENTION SCHEDULES

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prepared by



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# 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 Deputy 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:** Those documents not retained in the ordinary course of business and include documents, studies, books and pamphlets produced by outside agencies and preliminary drafts.

**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 = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, 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:** “Yes” indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed) **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)

USC: United States Code (US)

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)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

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)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

GC§34090 is a base minimum retention; the “Total Retention” column is what has been adopted by the City Council.

## RECORDS RETENTION SCHEDULE: CITY-WIDE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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 (applies to All Departments)</b>										
City Manager / Human Resources	CW-001	Accident, Incident, Injury reports: <b>EMPLOYEES</b> , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, <a href="#">Travel Reimbursement</a> , etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			<del>Brown Act challenges must be filed within 30 or 90 days of action</del> ; Statute of Limitations on Municipal Government actions is 3 - 6 months; <del>GCP §§337 et seq, 349.4</del> ; GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: <b>City Council / Redevelopment / Successor Agency / Oversight Board</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-005	Agreements & Contracts <b>ALL ORIGINALS</b> <i>(Specifications / Scope of Work, Notices of Completion, etc.)</i>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completi on	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7
Lead Dept.	CW-006	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> <i>(Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)</i>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completi on	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Copies of Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	<b>Completion + 10 years</b> or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completi on	Some Grant Funding Agencies require audits; 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; <a href="#">2 CFR 200.333</a> ; <del>7 CFR 3016.42</del> ; <del>21 CFR 1403.36 &amp; 1403.42(b)</del> ; 24 CFR <del>85.42</del> , 91.105(h), 92.505, & 570.502(a), <del>28 CFR 66.42</del> ; 29 CFR 97.42; <del>40 CFR 31.42</del> ; <del>44 CFR 13.42</del> ; <del>45 CFR 92.42</del> ; OMB Circular A-133; GC §34090, <a href="#">GC §8546.7</a>
Lead Dept.	CW-008	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); 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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance	CW-009	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								
Staffing Dept.	CW-011	Boards and Committees: <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-012	Boards, Commissions, & Committees: <b>City Council Subcommittees</b>  (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
	CW-013	Boards, Commissions, & Committees: <b>External Organizations</b>  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records



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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>										
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Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AGENDAS, AGENDA PACKETS.</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
	CW-016	Brochures: See Reference Manuals								
Finance	CW-017	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-018	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
City Attorney	CW-019	City Attorney Opinions	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Attorney and City Manager / Human Resources	CW-020	Claims	Copies - When No Longer Required <b>(Upon Settlement)</b>		Copies - When No Longer Required <b>(Upon Settlement)</b>	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead Dept.	CW-021	Committees <b>Internal - Attended by employees:</b> All Records  (e.g. Evaluation Committee, Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Manager / Human Resources	CW-022	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
Lead <b>(Responding)</b> Dept.	CW-023	Complaints / Concerns from Citizens / Computer Tracking Software or Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§ <del>338 et seq.</del> , 340 et seq., 342, <del>GC §§945.6,</del> <u>GC §§911.2</u> , 34090
	CW-024	Contracts: See Agreements								

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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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-026	Correspondence - <b>ROUTINE</b> <a href="#"><u>(Content relates in a substantive way to the conduct of the public's business)</u></a>  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-027	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <u>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</u> (e.g. <del>which may include</del> calendars, checklists, e-mail, <del>e-comments, flyers that does not have a material impact on the conduct of business,</del> invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, <u>telephone messages, text messages,</u> transmittal letters, thank yous, requests from other cities, <u>social media</u> , undeliverable envelopes, visitors logs, voice mails, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. Records <u>where either the Content relates in a substantive way to the conduct of the public's business,</u> or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. <del>E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically;</del> If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; <u>64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (Smith), 5218066. Supreme Court of California, 2017.</u> Adopted: 6/6/2016
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<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-029	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-030	Facility Use Applications / Facility Use Permits	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-031	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		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-032	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

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Lead Dept.	CW-033	<p>Grants / CDBG / Reimbursable Claims / FEMA Claims / <a href="#">OES Claims</a> (<b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)</p> <p>Applications (successful), grant agreement, program rules, regulations &amp; procedures, reports to grant funding agencies, correspondence, audit records, completion records</p> <p>Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years</p>	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Ppr			<p>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; <a href="#">2 CFR 200.333</a>; <del>7-CFR-3016.42; 21-CFR-1403.36 &amp; 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, &amp; 570.502(a), 28-CFR-66.42; 29 CFR 97.42; 40-CFR-31.42; 44-CFR-13.42; 45-CFR-92.42;</del> OMB Circular A-133; GC §34090, <a href="#">GC §8546.7</a></p>

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City Manager / Human Resources	CW-034	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
City Attorney	CW-035	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administers claim; GC §§34090.7, 34090.6
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; 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

## RECORDS RETENTION SCHEDULE: CITY-WIDE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-037	Minutes - City Council, Redevelopment, LSA (Local Successor Agency, Oversight Board)	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-038	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			<del>Statute of Limitations on Municipal Government actions is 3-6 months; CCP§337 et seq;</del> GC §34090
City Clerk	CW-041	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090



## RECORDS RETENTION SCHEDULE: CITY-WIDE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-042	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
City Manager / Human Resources	CW-043	Personnel Files <b>(Department-level Files)</b> Except Police Department	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-044	Personnel Files <b>(Supervisor's Notes)</b>	After Incorporation into Performance Evaluation or Documented Discipline		After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			<u>Preliminary drafts</u> ; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-045	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-046	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		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-048	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; <a href="#">2 CFR 200.333</a> ; 24 CFR <del>85.42 &amp;</del> 91.105(h), & 570.502(a); 29 CFR 97.42, GC §34090
City Clerk	CW-049	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-050	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		When No Longer Required		Mag, Ppr			Non-Records

## RECORDS RETENTION SCHEDULE: CITY-WIDE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-051	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>YOUR Department</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-053	Reference or Working Files: See Correspondence								
Lead Dept.	CW-054	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-055	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-056	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-057	Special Projects / Subject Files / Issue Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-058	Surveys / Questionnaires (that the City issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090
	CW-059	Tapes / DVD Recordings: See Boards & Commissions								
Finance	CW-060	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			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); GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-061	Training - ALL <b>COURSE</b> RECORDS  (Attendance Rosters, Outlines and Materials; includes Ethics <a href="#">Training</a> , <a href="#">Harassment Prevention Training</a> , & Safety training, Tailgates)	2 years	<del>3</del> 5-years	<del>5</del> 7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; <del>Statewide guidelines propose 7 years;</del> <del>Calif. Labor Division is required to keep their OSHA records 7 years;</del> 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 <a href="#">1602.31</a> <del>1627.3(b)(ii)</del> ; LC §6429(c); GC §§12946, 34090, 53235.2(b); <a href="#">53237.2(b)</a>
Lead Dept.	CW-062	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-063	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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 / Department Files	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S/I	Yes: After 2 years	Department Preference; GC §34090
City Attorney	CA-002	City Attorney Opinions and Opinion Index	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>	Yes	Mag, Mfr, OD, Ppr	S/I	No	Department Preference; Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney and City Manager / Human Resources	CA-003	Claims / MPA	Settlement / Case Closure + 5 years		Settlement / Case Closure + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department preference; CCP §§ 337 et seq.; GC §§ 911.2, <del>945.6</del> , 34090, 34090.6; PC §832.5(b)
<a href="#">City Attorney</a>	<a href="#">CA-005</a>	<a href="#">Contract Routing Slips</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Department Preference; GC §34090</a>

## RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Attorney	CA-004	Litigation Files / Court Case Files	When No Longer Required, but at Least <b>5 years Minimum</b> After Settlement / Case Closure		When No Longer Required, but at Least <b>5 years Minimum</b> After Settlement / Case Closure	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, <del>945.6,</del> 34090, 34090.6; PC §832.5(b)



## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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>										
Lead Dept.	CC-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		2 years		Mag, Mfr, OD, Ppr			<del>Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 – 6 months; CCP §§337 et seq., 349.4; GC §§34090, 54960.1(c)(1)</del>
City Clerk	CC-021	Agenda Packets: City Council, Redevelopment, LSA (Local Successor Agency,) Oversight Board	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

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

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-003	<p>Agreements &amp; Contracts (<b>ALL NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED</b>)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p><b>Examples of Non-Infrastructure:</b> Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			<p>Department Preference; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)</p>
City Clerk	CC-005	<p>Agreements &amp; Contracts</p> <p><b>PERS, SSI (Social Security,) Retirement</b></p>	5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; CCP §337 et. seq., GC §34090
City Clerk	CC-006	<p>Agreements &amp; Contracts</p> <p><b>Subdivision, LLA (Lot Line Adjustments,) LSA (Lot Split Agreements)</b></p>	5 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-007	Annexations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-008	Assessment District Formation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-022	Audio Recordings: City Council, Redevelopment, LSA (Local Successor Agency,) Oversight Board	2 years		2 years		Mag, OD			Department Preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-009	Board & Commission / Committee <b>Rosters</b> (Maddy Act)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-010	Board & Commission <b>Members:</b> Oath of Office, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-011	Board & Commission <b>Recruitments:</b> Applications, correspondence, notices, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-012	Budgets - <b>ALL</b> City Agencies - Operating & Capital Improvement Budgets  City, Redevelopment / LSA / Successor Agency / Oversight Board	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090, 40802 (Must be filed with County Auditor - GC §53901)

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Clerk	CC-013	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	2 years	P	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-015	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		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-016	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-017	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-018	Certificates of Election	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-020	City Clerk's Filing System (Numeric File Classification System)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Clerk	CC-026	City Council <b>Video Recordings</b>	Minimum 10 years		Minimum 10 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk OR Commun. Develop. / Economic Develop.	CC-030	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-033	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL</b>	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
<a href="#">City Clerk</a>	<a href="#">CC-058</a>	<a href="#">Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ELECTRONICALLY FILED</b></a>	<a href="#">10 years</a>		<a href="#">10 years</a>		<a href="#">Mag</a>			<a href="#">Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615</a>
<a href="#">City Clerk</a>	<a href="#">CC-059</a>	<a href="#">Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting</a>	<a href="#">5 years</a>		<a href="#">5 years</a>		<a href="#">Mag</a>			<a href="#">2 CCR 18615(d); GC §34090</a>

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-035	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, <a href="#">Applications for vacancies on the Council</a> , Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-036	Elections - <b>HISTORICAL</b> (Sample ballot, <a href="#">Certificate of Election, Oath of Office</a> , etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-037	Elections - Petitions (Initiative, Recall or Referendum)	Results <u>+ 8 months</u> , or Final Examination if No Election <del>+ 8 mo.</del> <u>1 year after petition examination if petition is insufficient</u>		Results <u>+ 8 months</u> , or Final Examination if No Election <del>+ 8 mo.</del> <u>1 year after petition examination if petition is insufficient</u>		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
<a href="#">City Clerk</a>	<a href="#">CC-060</a>	<a href="#">Enterprise System Catalogue (posted on line)</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Mag</a>			<a href="#">GC §34090</a>

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-038	Ethics Training Certificates, <a href="#">Harassment Prevention Training Certificates</a>	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	GC §§34090, 53235.2(b), <a href="#">53237.2(b)</a>
City Clerk	CC-039	Fee Waivers for Non-profits (for Community Services)	5 years		5 years		Mag, Ppr			GC §34090
City Clerk	CC-040	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; <del>2 CCR-18944.2(e)(3)(G)</del> ; <a href="#">GC §81009(e)</a>
City Manager	CC-041	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)
City Clerk	CC-042	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-043	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-044	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Ppr			GC §34090; GC §81009(e)
City Clerk	CC-045	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR <a href="#">18702.5</a> <del>-18705.5</del> ; GC §34090; GC §81009(e)



## RECORDS RETENTION SCHEDULE: CITY CLERK

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Clerk	CC-046	Historical Records , Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-047	Index to Records	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	CC-048	Insurance Certificates - Miscellaneous	11 years		11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference (most certificates are filed with the Agreement or Contract; GC §34090
City Clerk	CC-049	Minutes: <b>Boards &amp; Commissions</b>  Advisory Committee on Aging , Childhood Obesity Prevention Task Force, Community Foundation Grants Review Committee, Planning Commission, Safety Commission, Youth Advisory Commission	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-050	Minutes: <b>City Council</b> , Redevelopment, LSA (Local Successor Agency,) Oversight Board, Standing Committees	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-051	Municipal Code <b>Administration</b> , Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-052	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
<a href="#">City Clerk</a>	<a href="#">CC-061</a>	<a href="#">Proclamations / Commendations / Certificate of Recognitions</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">GC §34090</a>
City Clerk	CC-053	Public Records Requests / Request for Records / Subpoenas (Civil / Duces Tecum)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-054	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-055	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.

## RECORDS RETENTION SCHEDULE: CITY CLERK

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-056	Resolutions: City Council, Planning Commission, Redevelopment, LSA (Local Successor Agency,) Oversight Board	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
<a href="#">City Clerk</a>	<a href="#">CC-062</a>	<a href="#">Secretary of State Statement of Facts / Roster of Public Agencies</a>	<a href="#">4 years</a>		<a href="#">4 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Department Preference; GC §34090</a>
<a href="#">City Clerk</a>	<a href="#">CC-063</a>	<a href="#">Sponsorships</a>	<a href="#">2 years</a>		<a href="#">2 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">GC §34090</a>
City Clerk	CC-057	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: CITY MANAGER, ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>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	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-003	City Manager Monthly Reports	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Department Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-005	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Cable TV, Developments, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes: While Active Issues	Mag, Ppr			Department Preference; GC §34090
City Manager	CM-006	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: CITY MANAGER, ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<b>ECONOMIC DEVELOPMENT / REDEVELOPMENT / SUCCESSOR AGENCY</b>										
City Manager / Economic Develop.	CM-007	Agenda Packets: <b>Economic Development Corporation</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager / Economic Develop.	CM-008	Agenda Packets: <b>Oversight Boards:</b> Measure K and Measure Q (Sales Tax Increase Measures)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager / Economic Develop.	CM-009	Minutes: <b>Economic Development Corporation</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §34090
City Manager / Economic Develop.	CM-010	Minutes: <b>Oversight Boards:</b> Measure K and Measure Q (Sales Tax Increase Measures)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §34090
City Manager / Economic Develop.	CM-011	Project Files: Economic Development Projects	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Manager / Economic Develop.	CM-012	Redevelopment Plans	P		P		Mag, Ppr			Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: CITY MANAGER, ECONOMIC DEVELOPMENT

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City Manager / Economic Develop.	CM-013	Redevelopment Projects	P		P		Mag, Ppr			Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<b>CITY MANAGER / HUMAN RESOURCES &amp; RISK MANAGEMENT</b>										
<a href="#">City Manager / Human Resources</a>	<a href="#">HR-023</a>	<a href="#">1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage &amp; Transmittal Form)</a>	<a href="#">5 years</a>		<a href="#">5 years</a>		<a href="#">Mag Ppr</a>			<a href="#">IRS: 4 years after tax is due or paid; 26 CFR 31.6001-1(e)(2); GC §34090</a>
City Manager / Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, 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; GC §§12946, 3409
City Attorney and City Manager / Human Resources	HR-002	Claims / MPA	Settlement / Case Closure + 5 years		Settlement / Case Closure + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department preference; CCP §§ 337 et seq.; GC §§ 911.2, <del>945.6</del> , 34090, 34090.6; PC §832.5(b)
<a href="#">City Manager / Human Resources</a>	<a href="#">HR-024</a>	<a href="#">Classification &amp; Compensation Plan</a>	<a href="#">Superseded + 3 years</a>		<a href="#">Superseded + 3 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Department preference; GC §§12946, 34090</a>

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

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City Manager / Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Ppr			<a href="#">Department preference; PERS requires 5 years for Compensation Earnable (usually compensation is adopted via Resolution of the City Council);</a> 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, <a href="#">2 CCR 270.5</a> ; GC §§12946, 34090
City Manager / Human Resources	HR-004	Compensation Surveys & Studies	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
City Manager / Human Resources	HR-005	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; <del>2 CCR 7287-0</del> ; <a href="#">2 CCR 11013(c)</a> ; GC §§12946, 34090



# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

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City Manager / Human Resources	HR-006	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
City Manager / Human Resources	HR-007	Drug & Alcohol Test Results (All - Positives and Negatives)  (Except Paratransit Employees)	5 years		5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; <a href="#">49 CFR 655.71 et seq.</a> ; <a href="#">49 CFR 382.401 et seq.</a> ; 49 CFR 653.71
City Manager / Human Resources	HR-008	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years		Mag, Ppr			29 CFR 1602.30

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

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City Manager / Human Resources	HR-009	I-9s	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	<del>Non-citizens must re-certify periodically; RICA recommends-</del> <a href="#">Required for</a> 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; <a href="#">INA - Immigration and Nationality Act 274A(b)(3); INS Rule 274a.1(b)(2);</a> 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090
City Manager / Human Resources	HR-010	Job Descriptions / Classification Specifications	When No Longer Required - <b>Minimum 3 years</b>		When No Longer Required - <b>Minimum 3 years</b>		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)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; <del>29 USC 1413</del>
City Manager / Human Resources	HR-011	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<a href="#">City Manager / Human Resources</a>	<a href="#">HR-025</a>	<a href="#">Letters of Commitment for Resource Agencies for the San Pablo Childhood Obesity Prevention Task Force</a>	<a href="#">Minimum 2 years</a>		<a href="#">Minimum 2 years</a>		<a href="#">Mag Ppr</a>			<a href="#">Department Preference: GC §34090</a>
Lead Dept.	HR-012	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090; LC §6429c
City Manager / Human Resources	HR-013	Personnel Files - <b>Background File - SUCCESSFUL</b> (Employees)	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	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 §§12946, 34090; 29 USC 1113
City Manager / Human Resources	HR-014	Personnel Files - <b>Background File - UNSUCCESSFUL</b> Applicants	3 years		3 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; 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; 29 USC 1113

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager / Human Resources	HR-015	Personnel Files - <b>Benefit Enrollment File</b>	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	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 §§12946, 34090; 29 USC 1113
City Manager / Human Resources	HR-016	Personnel Files - <b>Employee File</b>  Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oaths of Office, PAFs, Training Records, etc.	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	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; <a href="#">29 CFR 1602.14</a> ; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090; 29 USC 1113; <a href="#">LC §1198.5</a>

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Manager / Human Resources	HR-017	Personnel Files - <b>Medical</b> File (all employees)  Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer, <u>OR</u> <u>Death of Employee + 7 years, whichever is longer</u>	Separation + 30 years, or Termination of Benefits, whichever is longer, <u>OR</u> <u>Death of Employee + 7 years, whichever is longer</u>	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; Statute of Limitations for Retirement Benefits is <del>retirement-benefits-is</del> 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; <del>8 CCR §3204(d)(1) et seq.</del> , <u>8 CCR 5144, 8 CCR 15400.2</u> ; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090, <u>3105</u> ; <u>LC §1198.5</u> ; <u>29 CFR 1602.14</u>
City Manager / Human Resources	HR-018	Personnel Files - <b>Retiree File</b>	Termination of Benefits		Termination of Benefits		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; GC §§12946, 34090; 29 USC 1113
<u>City Manager / Human Resources</u>	<u>HR-026</u>	<u>Recruitment Exam Plan Database (NeoGov)</u>	<u>5 years</u>		<u>5 years</u>	<u>Yes</u>	<u>Mag</u>			<u>Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 34090</u>

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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City Manager / Human Resources	HR-019	Recruitment and Testing File; Eligibility Lists  (Includes Advertisements, Applications for Unsuccessful Candidates, <a href="#">Interview Notes</a> , Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Eligibility List + 3 years		Eligibility List + 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. <del>2-CGR-7287-0(c)(2)</del> ; <a href="#">2 CCR 11013(c)</a> ; GC §§12946, 34090
City Manager / Human Resources	HR-020	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Manager / Human Resources	HR-021	Workers Compensation Claim Runs	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090

# RECORDS RETENTION SCHEDULE: CITY MANAGER / HUMAN RESOURCES & RISK MANAGEMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager / Human Resources	HR-022	Workers Compensation Claims / Long Term Disability Claims	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer, <u>OR</u> <u>Death of</u> <u>Employee +</u> <u>7 years,</u> <u>whichever is</u> <u>longer</u>	Separation + 30 years, or Termination of Benefits, whichever is longer, <u>OR</u> <u>Death of</u> <u>Employee +</u> <u>7 years,</u> <u>whichever is</u> <u>longer</u>	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; Statute of Limitations for Retirement Benefits is 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; <del>8 CCR §3204(d)(1) et</del> <del>seq.</del> , <u>8 CCR 5144</u> , <u>8 CCR</u> <u>15400.2</u> ; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090, <u>3105</u> ; <u>LC §1198.5</u> ; <u>29</u> <u>CFR 1602.14</u>

# RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>RECREATION / SENIOR SERVICES / YOUTH SERVICES</b>										
Community Services	CS-001	Accident / Incident Reports (Members of the Public)	2 years		2 years		Mag, Ppr			GC §34090
Community Services	CS-002	Activity / Special Programs / Special Event Files & Reports / ABC Permits, where required	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090
Community Services	CS-003	Advisory Committee on Aging  <b>AGENDAS &amp; AGENDA PACKETS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090
Community Services	CS-004	Advisory Committee on Aging  <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CS-005	Advisory Committee on Aging  <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
Community Services	CS-006	Applications for Boards or Commissions (Appointed and Unappointed)	2 years		2 years		Mag, Ppr			GC §34090



# RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Community Services	CS-008	Boards or Commissions that have been Disbanded  <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CS-010	Boards or Commissions that have been Disbanded  <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
Community Services	CS-007	Boards or Commissions that have been Sunset / Dissolved  <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services	CS-011	Case Management / Social Services Referrals	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
Finance	CS-012	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

# RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-013	Childhood Obesity Prevention Task Force <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services	CS-014	Childhood Obesity Prevention Task Force <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CS-015	Childhood Obesity Prevention Task Force <b>MINUTES RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
Community Services	CS-016	Community Foundation Grants Review Committee <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services	CS-017	Community Foundation Grants Review Committee <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CS-018	Community Foundation Grants Review Committee  <b>MINUTES RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
Community Services	CS-019	Evaluations / Surveys (of programs)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts / Transitory records; GC §34090
Community Services	CS-020	Facility Use Rental Contracts / Field Use Contracts / Facility Use Requests	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
City Clerk	CS-009	Fee Waivers for Non-Profits	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Community Services	CS-021	Fundraising Events	2 years		2 years		Mag, Ppr			GC §34090
Community Services	CS-022	Nutrition / Senior Nutrition	5 years		5 years		Mag, Ppr			Department Preference (meets grant auditing requirements); GC §34090
Community Services	CS-023	Recreation <b>Database</b>	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community Services	CS-024	Registration / Applications / Liability Forms / Release of Liability Forms / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Community Services	CS-025	Schedules / Hours	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services	CS-026	Sports Organizations (Little League, Soccer, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services	CS-027	Sports Score Sheets, Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts / Transitory records - NOT made or retained for the purpose of preserving the informational content for future reference, GC §34090; 64 Ops. Cal. Atty. Gen. 317 (1981))

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Lead Dept.	CS-028	Volunteer Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept.	CS-029	Volunteer Applications & Agreements (includes emergency contact information) - <b>Successful</b> Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; 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), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Community Services	CS-030	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §34090

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community Services	CS-031	Youth Commission <b>AGENDA PACKETS &amp; AGENDAS</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services	CS-032	Youth Commission <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CS-033	Youth Commission <b>MINUTES RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
Community Services	CS-034	Youth Participants <b>Database</b>	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090
<a href="#">Community Services</a>	<a href="#">CS-044</a>	<a href="#">Youth, School, &amp; Community Partnerships: Interview Sheets, Questions, Contact Lists, etc.</a>	<a href="#">When No Longer Required - Minimum 2 years</a>		<a href="#">When No Longer Required - Minimum 2 years</a>		<a href="#">Mag, Ppr</a>			<a href="#">Department preference; GC §34090</a>

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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<a href="#">Community Services</a>	<a href="#">CS-045</a>	<a href="#">Youth, School, &amp; Community Partnerships: Kaiser Sponsorship for Youth Summit Packet (Copy of check, letter of acceptance and terms/purposes of Sponsorship )</a>	<a href="#">When No Longer Required - Minimum 2 years</a>		<a href="#">When No Longer Required - Minimum 2 years</a>		<a href="#">Mag. Ppr</a>			<a href="#">Department preference; GC §34090</a>
<b>PARATRANSIT</b>										
Community Services / Paratransit	CS-035	Applications for Paratransit Services (Door-to-Door, etc.) / Clients	Inactive + 5 years		Inactive + 5 years		Mag, Ppr			Department preference (meets grant auditing requirements); GC § 34090
Community Services / Paratransit	CS-036	Audits: DMV & CHP, Terminal Inspections	5 years		5 years		Mag, Ppr			Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Community Services / Paratransit	CS-037	Bus / Vehicle Procurement	Disposal of Vehicle + 2 years		Disposal of Vehicle + 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(c); CCP §337 et. Seq., GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services / Paratransit	CS-038	Dispatch System / Dial-a-Ride / Door-to-Door <b>Database</b>	Indefinite		Indefinite		Mag, Ppr			Department preference; GC §§ 34090 & 26202
Community Services / Paratransit	CS-039	Door-to-Door Daily Counts, Etc.	5 years		5 years		Mag, Ppr			Department preference (meets grant auditing requirements); GC § 34090
Community Services / Paratransit	CS-040	DVI - Daily Vehicle Inspections	5 years		5 years		Mag, Ppr			Department preference; GC § 34090
Community Services / Paratransit	CS-041	Drug & Alcohol Test Results (All - Positives and Negatives) -  Paratransit Employees Only	5 years		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
Community Services / Paratransit	CS-042	Monthly Reports - Paratransit	5 years		5 years		Mag, Ppr			Department preference; GC § 34090



## RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community Services / Paratransit	CS-043	Vehicle & Equipment History Files (Paratransit Vehicles ONLY)	Disposal of Vehicle + 2 years		Disposal of Vehicle + 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(c); CCP §337 et. Seq., GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>BUILDING &amp; SAFETY</b>										
Develop. Services / Building	DS-001	Address Files / Building Permits	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, H&S §19850
Develop. Services / Building	DS-002	Address Assignment	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Develop. Services / Building	DS-003	Building Permit <b>Database</b>	P		P	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Develop. Services / Building	DS-004	Building Plans - <b>Cancelled or Withdrawn</b>	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Develop. Services / Building	DS-005	Building Plans and Construction Documents - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Building	DS-006	Building Plans and Construction Documents - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b>  (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&SS§19850, GC §34090
Develop. Services / Building	DS-007	Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Building	DS-008	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, stop work notices, etc.)	<u>2 years or until Project Completion, whichever is longer</u> <del>When No Longer Required</del>		<u>2 years or until Project Completion, whichever is longer</u> <del>When No Longer Required</del>		Mag, Ppr			<u>Department preference; The finalled permit is the final / official record; these are preliminary drafts; GC §34090</u>
Develop. Services / Building	DS-009	<b>Reports:</b> Building Activity	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Building	DS-010	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Develop. Services / Building	DS-011	Uniform Building Codes / California Building Codes	<a href="#">Minimum Current Code + 1 Prior Adopted Code</a> <b>P</b>		<a href="#">Minimum Current Code + 1 Prior Adopted Code</a> <b>P</b>		Mag, Ppr			<a href="#">Department preference</a> ; GC §50022.6

# **RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PERMIT SERVICES</b>										
Develop. Services / Permit Services	DS-012	Address Files / <b>Residential Health &amp; Safety Inspections</b>	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §§34090
Develop. Services / Permit Services	DS-013	Business License Applications and Renewals ( <b>ALL</b> )	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §§34090
Develop. Services / Permit Services	DS-014	Business License <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Develop. Services / Planning	DS-015	Home Occupation Permits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PLANNING</b>										
Develop. Services / Planning	DS-016	<b>Address Files / Planning Project Files - Approved Permanent Entitlements</b>  (Includes Associated Noticing, Conditions of Approval, Public Noticing, Staff Reports, Plans & Maps)  Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	Minimum 5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Develop. Services / Planning	DS-017	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Public Notices	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Develop. Services / Planning	DS-018	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records)

# **RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Planning	DS-019	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Develop. Services / Planning	DS-020	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Develop. Services / Planning	DS-021	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc. )  <b>Inside City boundaries</b>	P		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
Develop. Services / Planning	DS-022	General Plan, Elements and Amendments, Master Plans, Specific Plans, Bikeway Plans, Landscaping Plans, Street Master Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Develop. Services / Planning	DS-023	Historical Preservation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	DS-024	Materials Boards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090

# **RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>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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Develop. Services / Planning	DS-025	Planning Commission <b>AGENDA PACKETS &amp; AGENDAS</b>	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Develop. Services / Planning	DS-026	Planning Commission <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	DS-027	Planning Commission <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Develop. Services / Planning	DS-028	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Develop. Services / Planning	DS-029	Special Studies	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Develop. Services / Planning	DS-030	<b>Temporary Entitlements / Temporary Permits</b> (Approved & Unapproved):  <b>Christmas Tree Lots</b> , Banner Permits, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090



# **RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES / BUILDING, PLANNING, RESIDENTIAL HEALTH & SAFETY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. Services / Planning	DS-031	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Develop. Services / Planning	DS-032	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Department Preference (copies); GC §34090.7

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ADMINISTRATION &amp; BUDGET</b>										
<a href="#">Finance / Admin.</a>	<a href="#">FN-000</a>	<a href="#">Assets Inventory</a>	<a href="#">5 years</a>		<a href="#">5 years</a>	<a href="#">Yes: Until Paid</a>	<a href="#">Mag. Ppr</a>			<a href="#">Department Preference (meets municipal government auditing standards); GC §34090</a>
Finance / Admin.	FN-001	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-002	Audit Work Papers	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-003	Budgets - Adjustments	5 years		5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference; GC §34090 et seq.
Finance / Admin.	FN-004	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference; GC §34090 et seq.
Finance / Admin.	FN-005	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts; GC §34090
Finance / Admin.	FN-006	Single Audits / Transportation Audits / PERS Audit, etc.	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>GENERAL ACCOUNTING</b>										
Finance / General Accounting	FN-007	1099's / 1096's / <a href="#">W-9s</a>	5 years		5 years		Mag, Ppr			IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090; <a href="#">29 USC 436</a>
Finance / General Accounting	FN-008	Accounts Payable / Invoices and Backup  (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / General Accounting	FN-009	Actuarial Valuation Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Finance / General Accounting	FN-010	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<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>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-011	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			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. <del>(a)(1) &amp; (2)</del> , 337.5(a) <del>(2)</del> ; <a href="#">26 CFR 1.6001-1(e)</a> ; GC §43900 et seq.
Finance / General Accounting	FN-012	Checks / Warrants (Cashed)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-013	Escheat (Unclaimed money / uncashed checks)	5 years		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 Accounting	FN-014	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
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.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / General Accounting	FN-015	Grant Folders (invoices, copies of checks, etc.)	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b> (per Grant Requirements)	After Funding Agency Audit, if required - <b>Minimum 5 years</b> (per Grant Requirements)		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; <a href="#">2 CFR 200.333</a> ; <del>7-CFR 3016.42; 21-CFR 1403.36 &amp; 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, &amp; 570.502(a), 28-CFR 66.42; 29 CFR 97.42; 40-CFR 31.42; 44-CFR 13.42; 45-CFR 92.42;</del> OMB Circular A-133; GC §34090, <a href="#">GC §8546.7</a>
Finance / General Accounting	FN-016	Homebuyer Assistance Housing Rehabilitation (Deeds & CC&Rs)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	FN-017	Investment Reports / Treasurer's Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Part of the City Council Agenda Packet; GC §34090.7

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-018	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self- enforcement"; GC §§ 34090, 43900
Finance / General Accounting	FN-019	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / General Accounting	FN-020	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system); GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-021	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-022	W-9s	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; IRS: 4 years after tax is due or paid ; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
<b>PAYROLL</b>										
Finance / Payroll	FN-023	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FN-024	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FN-025	Deferred Compensation (457, 401A) Reports, Registers	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN-026	Employment Verifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the "Regular Course of Business" GC §§34090, 6252, 6254(a)
Finance / Payroll	FN-027	Payroll Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-028	Payroll Journals	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-029	Payroll Check Registers	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-030	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-031	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards - <b>IF FINANCE RECEIVES SIGNATURE of EMPLOYEE</b> (Either in Paper or Electronic Format)	5 years		5 years		Mag, Ppr			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); <del>8-CCR-11040.7(e)</del> , <a href="#">29 CFR 516.5 &amp; 516.6(c)</a> ; GC §34090



## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN-032	W-2's	P		P		Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FN-033	W-4's	<u>No Longer in Effect + 4 years</u> 2-years	3-years	<u>No Longer in Effect + 4 years</u> 5-years		Mag, Ppr			Department preference; IRS Regulation 31-6001-1 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. GC §34090; 26 CFR 31.6001-1 GC §60201
<b>PURCHASING</b>										
Lead Dept.	FN-034	Bid Mailing List / Vendor List	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Purchasing	FN-035	Purchase Order Logs	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Retained to match other auditing periods; GC §34090
Finance / Purchasing	FN-036	Purchase Orders, <u>Purchase Order Requests</u>	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Retained to match other auditing periods; GC §34090
<b>REVENUE</b>										

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Revenue	FN-037	Accounts Receivable - <b>Miscellaneous - Citations,</b> Transient Occupancy Tax (TOT) Applications & Returns, Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue	FN-038	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; Published articles show 3 - 4 years; GC §34090, 26 CFR 31.6001-1
Finance / Revenue	FN-039	Prop 218 Proceedings (fee increases): Proceedings, Protest Letters, etc.	2 years		2 years		Mag, Ppr			GC §53753(e)(2)

# RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Information Technology	IT-001	Backups - <b>DAILY</b> (Monday - Thursday)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Admin Services / Information Technology	IT-002	Backups - <b>WEEKLY</b> (Friday)		When No Longer Required	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; retention based on administrative value; recycle tapes; GC §34090 et seq.
Admin Services / Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Admin Services / Information Technology	IT-004	Video Recordings (Public Areas)	When No Longer Required		When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)
Admin Services / Information Technology	IT-005	WORM / DVD-r / CD-r / Blue Ray-R or other <b>unalterable media</b> that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, CCR 22620 et seq..

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager / Human Resources	CW-001	Accident, Incident, Injury reports: <b>EMPLOYEES</b> , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, <a href="#">Travel Reimbursement</a> , etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, 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; <del>CCP §§337 et seq, 349.4</del> ; GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: <b>City Council / Redevelopment / Successor Agency / Oversight Board</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-005	Agreements & Contracts <b>ALL ORIGINALS</b> <i>(Specifications / Scope of Work, Notices of Completion, etc.)</i>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completi on	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7
Lead Dept.	CW-006	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> <i>(Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)</i>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completi on	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding)</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Copies of Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	<b>Completion + 10 years</b> or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completi on	Some Grant Funding Agencies require audits; 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; <a href="#">2 CFR 200.333</a> ; <del>7 CFR 3016.42</del> ; <del>21 CFR 1403.36 &amp; 1403.42(b)</del> ; 24 CFR <del>85.42</del> , 91.105(h), 92.505, & 570.502(a), <del>28 CFR 66.42</del> ; 29 CFR 97.42; <del>40 CFR 31.42</del> ; <del>44 CFR 13.42</del> ; <del>45 CFR 92.42</del> ; OMB Circular A-133; GC §34090, <a href="#">GC §8546.7</a>
Lead Dept.	CW-008	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090

## 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>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance	CW-009	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								
Staffing Dept.	CW-011	Boards and Committees: <b>AUDIO RECORDINGS</b> of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-012	Boards, Commissions, & Committees: <b>City Council Subcommittees</b>  (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
	CW-013	Boards, Commissions, & Committees: <b>External Organizations</b>  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records

## RECORDS RETENTION SCHEDULE: POLICE


Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AGENDAS, AGENDA PACKETS.</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>MINUTES, RESOLUTIONS &amp; BYLAWS</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
	CW-016	Brochures: See Reference Materials								
Finance	CW-017	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-018	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
City Attorney	CW-019	City Attorney Opinions	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7



## RECORDS RETENTION SCHEDULE: POLICE

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City Attorney and City Manager / Human Resources	CW-020	Claims	Copies - When No Longer Required <b>(Upon Settlement)</b>		Copies - When No Longer Required <b>(Upon Settlement)</b>	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead Dept.	CW-021	Committees <b>Internal - Attended by employees:</b> All Records  (e.g. Evaluation Committee, Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Manager / Human Resources	CW-022	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
Lead <b>(Responding)</b> Dept.	CW-023	Complaints / Concerns from Citizens / Computer Tracking Software or Correspondence	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		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, <del>GC §§945.6,</del> GC §34090
	CW-024	Contracts: See Agreements								

## RECORDS RETENTION SCHEDULE: POLICE

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<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that <b>Authors</b> Document or Receives the City's Original Document	CW-026	Correspondence - <b>ROUTINE</b> <a href="#">(Content relates in a substantive way to the conduct of the public's business)</a>   (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

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<i>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-027	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS,</b> Interagency and Intraagency Memoranda not retained in the ordinary course of business  <u>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</u>  (e.g. calendars, checklists, e- mail, <del>e-comments, flyers that does not have a material impact on the conduct of business</del> , invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, <u>telephone messages, text messages,</u> transmittal letters, thank yous, requests from other cities, <u>social media</u> , undeliverable envelopes, visitors logs, voice mails, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the <b>CONTENT</b> of the record. Records <u>where either the Content relates in a substantive way to the conduct of the public's business</u> , or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. <del>E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically</del> ; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; <u>64 Ops. Cal. Atty. Gen. 317 (1981)</u> ; <u>City of San Jose v. Superior Court (Smith), 5218066. Supreme Court of California, 2017</u> Adopted: 6/6/2016
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## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-029	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-030	Facility Use Applications / Facility Use Permits	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-031	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		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-032	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>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-033	<p>Grants / CDBG / Reimbursable Claims / FEMA Claims / <a href="#">OES Claims</a> (<b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)</p> <p>Applications (successful), grant agreement, program rules, regulations &amp; procedures, reports to grant funding agencies, correspondence, audit records, completion records</p> <p>Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years</p>	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Ppr			<p>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; <a href="#">2 CFR 200.333</a>; <del>7-CFR-3016.42; 21-CFR-1403.36 &amp; 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, &amp; 570.502(a), <del>28-CFR-66.42</del>; 29 CFR 97.42; <del>40-CFR-31.42; 44-CFR-13.42; 45-CFR-92.42</del>; OMB Circular A-133; GC §34090, <a href="#">GC §8546.7</a></del></p>

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Manager / Human Resources	CW-034	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
City Attorney	CW-035	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administers claim; GC §§34090.7, 34090.6
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; 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

## RECORDS RETENTION SCHEDULE: POLICE

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
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City Clerk	CW-037	Minutes - City Council, Redevelopment, LSA (Local Successor Agency, Oversight Board)	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-038	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; <del>CCP§337-et-seq</del> ; GC §34090
City Clerk	CW-041	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
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Lead Dept.	CW-042	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
City Manager / Human Resources	CW-043	Personnel Files <b>(Department-level Files)</b> Except Police Department	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-044	Personnel Files <b>(Supervisor's Notes)</b>	After Incorporation into Performance Evaluation or Documented Discipline		After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			<u>Preliminary drafts</u> ; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-045	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-046	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090



## RECORDS RETENTION SCHEDULE: POLICE

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years		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-048	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; <a href="#">2 CFR 200.333</a> ; 24 CFR <del>85.42 &amp;</del> 91.105(h), & 570.502(a); 29 CFR 97.42, GC §34090
City Clerk	CW-049	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-050	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		When No Longer Required		Mag, Ppr			Non-Records

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Lead Dept.	CW-051	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>YOUR Department</b>	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by <b>OTHER Departments</b>	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-053	Reference or Working Files: See Correspondence								
Lead Dept.	CW-054	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-055	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-056	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Lead Dept.	CW-057	Special Projects / Subject Files / Issue Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-058	Surveys / Questionnaires (that the City issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090
	CW-059	Tapes / DVD Recordings: See Boards & Commissions								
Finance	CW-060	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			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); GC §34090.7

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Lead Dept.	CW-061	Training - ALL <b>COURSE</b> RECORDS  (Attendance Rosters, Outlines and Materials; includes Ethics <a href="#">Training</a> , <a href="#">Harassment Prevention Training</a> , & Safety training, Tailgates)	2 years	<del>3</del> 5-years	<del>5</del> 7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; <del>Statewide guidelines propose 7 years;</del> <del>Calif. Labor Division is required to keep their OSHA records 7 years;</del> 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 <a href="#">1602.31</a> <del>1627.3(b)(ii)</del> , LC §6429(c); GC §§12946, 34090, 53235.2(b)
Lead Dept.	CW-062	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.	CW-063	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

# **RECORDS RETENTION SCHEDULE: PUBLIC WORKS, ENGINEERING, ENVIRONMENTAL SERVICES, AND MAINTENANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ENGINEERING</b>										
Public Works / Engineering	PW-001	Aerial Maps	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works / Engineering	PW-002	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-003	Bonds: Subdivision Bonds, Letters of Credit	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit		Mag, Ppr			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

# **RECORDS RETENTION SCHEDULE: PUBLIC WORKS, ENGINEERING, ENVIRONMENTAL SERVICES, AND MAINTENANCE**

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): <u>Administration File</u>  Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	1 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			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, ENGINEERING, ENVIRONMENTAL SERVICES, AND MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): <b><u>Permanent File</u></b>  Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Lead Dept.	PW-006	Correspondence - <b>Regulatory Agencies</b>	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Engineering	PW-007	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090



# **RECORDS RETENTION SCHEDULE: PUBLIC WORKS, ENGINEERING, ENVIRONMENTAL SERVICES, AND MAINTENANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Public Works / Engineering	PW-008	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Bid" and "As-Built"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	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
Public Works / Land Develop.	PW-009	Encroachment Permits: <b>Temporary</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering	PW-010	Encroachments - <b>Permanent</b> (Permanent structures in the City's Right of Way)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Engineering Studies / Surveys ( <b>City Built Projects in the Public Right of Way / on City-owned Property</b> )	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Private Land Developer <b>Trust Accounts</b>	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Public Works / Engineering	PW-014	Geotechnical and Soils Reports; Hydrology Reports (Authored by the City or their contractors)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Building	PW-015	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Public Works / Engineering	PW-016	Private Land Development Projects / Job Files: <b><u>Administration File</u></b>  Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts,. TPMs, TSMs</i>	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			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, ENGINEERING, ENVIRONMENTAL SERVICES, AND MAINTENANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>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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Public Works / Engineering	PW-017	Private Land Development Projects / Job Files: <b><u>Permanent Files</u></b>  Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, etc.  Dedications, Easements, Abandonments (City Clerk is OFR)  <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Upon Completion	P	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; GC §34090
Public Works / Engineering	PW-018	Site Clearance / Soils Remediation / Mitigation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
State of California	PW-019	SWITRS - Statewide Integrated Traffic Records System	When No Longer Required		When No Longer Required		Mag Ppr			Non-Records (Sheriff)
Public Works / Engineering	PW-020	Traffic Complaints	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Public Works / Engineering	PW-021	Traffic Counts	15 years		15 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

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Public Works / Engineering	PW-022	Traffic Signal Locations	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-023	Traffic Signal Timing	Replaced + 5 years		Replaced + 5 years		Mag Ppr			Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-024	Traffic Speed Surveys	15 years		15 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	PW-025	Transportation Master Plans / Traffic Master Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Lead Dept.	PW-026	Underground Service Alerts (USA's) - Requests and Record of Marking	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(f) & 4216.3(d), 34090

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<b>ENVIRONMENTAL SERVICES</b>										
Public Works / Assessment Districts	PW-027	NPDES / Stormwater Monitoring and Inspection	3 years		3 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Assessment Districts	PW-028	NPDES / Stormwater <b>Permits</b>	Superseded + 3 years		Superseded + 3 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Assessment Districts	PW-029	Solid Waste Management: AB 939 Reports, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

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<b>BUILDING &amp; FLEET MAINTENANCE</b>										
Public Works / Equipment Maint. & Fleet	PW-030	AQMD Permits	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Equipment Maint. & Fleet	PW-031	Fleet Management Database / Expenses per Vehicle	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Lead Dept.	PW-032	Generator Operation Logs (for <del>fixed</del> / stationary generators) / Inspections	<del>5</del> 3 years		<del>5</del> 3 years		Mag, Ppr			<a href="#">AQMD Rule 1470; Form 400-E-13a instructions.</a> <del>Department Preference (2- years is required by AQMD);</del> GC §34090
Lead Dept.	PW-033	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Public Works / Equipment Maint. & Fleet	PW-034	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090; 13 CCR 1234(3)
Police / Chief / Admin. & Public Works	PW-035	Safety Committee	2 years	3 years	5 years		Mag, Ppr			Department preference; Police & Public Works trade staffing yearly; meets OSHA requirements 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090

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Public Works / Equipment Maint. & Fleet	PW-036	Used Oil Disposal	3 years		3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Equipment Maint. & Fleet	PW-037	Vehicle & Equipment History Files  Maintenance, Smog Certificates, Registrations  Excludes Police Vehicles	Disposal of Vehicle or Equipment + 2 years		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(c); CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Engineering / Lead (Responding) Dept.	PW-038	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Engineering / Lead (Responding) Dept.	PW-039	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>  (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090

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Engineering / Lead (Responding) Dept.	PW-040	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, <del>GC- §§945.6,</del> GC §34090