

RESOLUTION NO. 23-4719

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MURRIETA, CALIFORNIA, RESCINDING ALL PRIOR RECORDS RETENTION RESOLUTIONS AND POLICIES, AND ADOPTING A RECORDS RETENTION SCHEDULE

WHEREAS, the State of California Government Code Chapter 2 of Part 3 of Division 3 of Title 4 prescribes duties and responsibilities of the City Clerk, one of which includes serving as the official custodian of all City records; and

WHEREAS, the California Secretary of State Archives Division establishes guidelines for retaining local government records and providing archival support; and

WHEREAS, a Records Retention Schedule is a critical policy document that ensures compliance with various legal records-related regulations and records management efficiencies; and

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

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

WHEREAS, the City has adopted various iterations and updates to its Records Retention Schedule, as memorialized in Resolution Nos. 94-304, 06-1635, MFD 08-101, 09-2264, MFD 09-110, 09-2377, 10-2544, 12-2862, 15-3389, and 18-3957, Administrative Policy 300-04, and City Council Policy No. 100-29; and

WHEREAS, in mid-2021, the City Clerk analyzed the City's records management practices, including reviewing the Public Records Act policy, Records Retention Schedule, applied procedures, and records for all City departments; and

WHEREAS, as a result of the assessments conducted by the City Clerk and City Consultant Diane Gladwell from Gladwell Governmental Services, Inc., a short-term Action Plan was formed to assist with redesigning the City's overall Records Management program; and

WHEREAS, after several meetings and communications, in an interdepartmental effort with representatives from all departments with Diane Gladwell, a proposed updated Records Retention Schedule was drafted; and

WHEREAS, the Records Retention Schedule has been reviewed to ensure compliance with department requirements and with all applicable laws and standard business practices for California cities; and

WHEREAS, the Proposed Records Retention Schedule, attached hereto, eliminates obsolete record categories, correctly categorizes records, provides legal citations, updates administrative preferences, and gives clear and specific descriptions and retention periods; and

WHEREAS, this Records Management project was undertaken to allow the City to transition to Information Governance as the set of multi-disciplinary structures, policies, procedures, processes, and technology implemented to manage information at an enterprise level, supporting an organization's immediate and future regulatory, legal, risk, environmental, and operational requirements; and

WHEREAS, the implementation of a new Records Retention Schedule and utilization of Information Governance as a guiding principle will assist with the continued practices of responsibly and transparently managing the creation, maintenance, and preservation of accurate and accessible public records in accordance with legal requirements and best practices while ensuring the protection of citizens' rights to access and privacy.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MURRIETA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The recitals above are true and correct and incorporated herein by this reference.

Section 2. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers, as defined by the California Public Records Act.

Section 3. This Resolution and the Schedules attached hereto as Exhibit A and incorporated herein by this reference are adopted and shall constitute the City' 's Record Retention Schedule.

Section 4. Resolution Nos. 94-304, 06-1635, MFD 08-101, 09-2264, MFD 09-110, 09-2377, 10-2544, 12-2862, 15-3389, and 18-3957, Administrative Policy 300-04, and City Council Policy No. 100-29, are hereby rescinded and of no further effect.

Section 5. The records of the City of Murrieta, as set forth in the Records Retention Schedule, Exhibit A, hereby authorize records to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request by the Department Head, and with the written consent of the Department Head, City Clerk, City Attorney, and City Manager without further action by the City Council of the City of Murrieta.

Section 6. Records Retention Schedule updates are hereby authorized to be made without any further action by the City Council, with the consent of the Department Head, City Clerk, City Attorney, and City Manager. The updates can include but are not limited to, editing descriptors, departments, or any immediate regulatory changes. The City Clerk must ensure the most up-to-date version is in use and prior versions are retained.

Section 7. A redlined version of the schedule will be brought before the City Council as a consent item each year with any substantive updates, such as adding or deleting a record series or updating the retention period for administration or department decisions.

Section 8. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this 5th day of December 2023, by the City Council of the City of Murrieta, State of California.

Lisa DeForest, Mayor

ATTEST:

Cristal McDonald, City Clerk

APPROVED AS TO FORM:

Tiffany Israel, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)§
CITY OF MURRIETA)

I, Cristal McDonald, City Clerk of the City of Murrieta, California, do hereby certify that the foregoing Resolution No. 23-4719 was duly passed and adopted by the City Council of the City of Murrieta at the regular meeting thereof, held on the 5th day of December, 2023, and was signed by the Mayor of the said City, and that the same was passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cristal McDonald, City Clerk

Exhibit A

Records Retention Schedule

HOW TO USE RETENTION SCHEDULES

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

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

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

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

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

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

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

P = Permanent

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

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

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

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

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

Legend for legal citations (§: Section)

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

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

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
CITY WIDE (Used by All Departments)										
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications/ Public Hearing Notices / Notice of Adjournment	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.) Send all Agreements, Amendments or Contracts to the City Clerk	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §34090

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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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.) Send all Agreements, Amendments or Contracts to the City Clerk	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090; GC §8546.7
Lead Dept.	CW-004	Agreements & Contracts: Class Instructors, Field Use Agreements Includes Insurance Certificates and Administration Records All other agreements are sent to the City Clerk (see City-Wide).	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090

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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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-005	Agreements & Contracts: UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (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
Staffing Dept. (Department that creates Agendas & Minutes)	CW-006	Boards, Commissions, Committees & Task Forces: Citizens Advisory Formed by CITY COUNCIL - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
City Clerk	CW-007	Boards, Commissions, Committees & Task Forces: Citizens Advisory Formed by CITY COUNCIL - MINUTES & BYLAWS (includes dissolved)	Send Originals to the City Clerk		Send Originals to the City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Staffing Dept. (Department that creates Agendas & Minutes)	CW-008	Boards, Commissions, Committees & Task Forces: Citizens Advisory Formed by CITY COUNCIL - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)

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(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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Staffing Dept. (Department that creates Agendas & Minutes)	CW-009	Boards, Commissions, Committees & Task Forces:: Citizens Advisory Formed by CITY COUNCIL - RECORDINGS - VIDEO of meetings (Video became effective October 2023)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; video recordings of meetings are required for 90 days; GC §34090.6
n/a	CW-010	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	CW-011	Boards, Commissions, & Committees: Internal / Employee Committees or Task Forces - All Records (if final records are created)	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-012	City Attorney Opinions	Minimum of 2 years		Minimum of 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
Lead (Responding) Dept.	CW-013	Complaints / Concerns from Citizens / Service Orders (operational)	2 years		2 years		Mag Ppr			City preference to be consistent with correspondence; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §340 et seq., 342,-GC §34090, 42 USC §1983

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(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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
	CW-014	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-015	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Miscellaneous Reports, Public Records Requests, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

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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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-016	Correspondence - TRANSITORY / PRELIMINARY DRAFTS Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e- mail, inventories, logs, mailing lists, mailing receipts, meeting room registrations, staff videoconference chats, notes and recordings, speech notes, social media posting, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, voice mails, webpages. worksheets, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

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Lead Dept.	CW-017	Developer Trust Accounts / Development Deposits / Private Developer Deposits (Engineering, Planning, etc.) As of 2023, all are kept in EnerGov.	Close + 5 years		Close + 5 years		Mag, Ppr			Standard municipal government practice; (meets auditing requirements); GC §34090
Lead Dept.	CW-018	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090
Lead Dept.	CW-019	Events: Concerts / Film Permits / Special Event Permits / Special Events (City sponsored, or privately organized and permitted by the City) May include ABC permits, Conditions of Approval, and / or Insurance Certificates, if required	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-020	GIS Database	When Superseded		When Superseded	Yes	Mag.			Standard municipal government practice (transitory records not retained in the ordinary course of business); GC §34090 et seq.
Lead Dept.	CW-021	Grants / CDBG / Reimbursable Claims (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

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Lead Dept.	CW-022	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (Meets auditing standards); Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	CW-023	Historically Significant Records	P		P		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Lead Dept.	CW-024	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090

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Human Resources	CW-025	Personnel Files	Copies - Shred After Separation or Transfer + 1 year		Copies - Shred After Separation or Transfer + 1 year	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources, only the Supervisor's file is maintained in departments); GC §34090.7
Lead Dept.	CW-026	Personnel Files (Supervisor's Notes / Performance Journal Notes)	After Incorporation into Performance Appraisal, or Written Discipline		After Incorporation into Performance Appraisal, or Written Discipline	Before Annual Performance Evaluation	Mag, Ppr			Preliminary drafts and notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline, if required; GC §34090 et seq.
Lead Dept.	CW-027	Photographs, Videos of City Events	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (retention is applied to the final Report or other document that the photo is used in; GC §34090
Lead Dept.	CW-028	Prop. 218 proceedings: Ballots / Protest Letters, Notices, Mailing List, etc.		2 years	2 years		Ppr			GC §53753(e)(2)
Lead Dept. (Who Ordered the Appraisal)	CW-029	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; GC §§34090, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept. (Who Ordered the Appraisal)	CW-030	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
Lead Dept.	CW-031	Reference Materials: Policies, Procedures, Brochures, Goals & Objectives, Handbooks, Manuals, Newsletters, Rules & Regulations: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
n/a	CW-032	Reference Materials: Policies, Procedures, Brochures, Goals & Objectives, Handbooks, Manuals, Newsletters, Rules & Regulations: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-033	Reference Materials: Policies, Procedures, Brochures, Goals & Objectives, Handbooks, Manuals, Newsletters, Rules & Regulations: Produced by YOUR Department	Minimum of 2 years		Minimum of 2 years		Mag, Ppr			Standard municipal government practice; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-034	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-035	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Standard municipal government practice; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-036	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-037	Speaker Cards (submitted at public meetings)	When No Longer Required		When No Longer Required		Ppr			Preliminary drafts not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq., 7927.500
Lead Dept.	CW-038	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 Copies - When No Longer Required.	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-039	Training - COURSE RECORDS (Attendance Rosters, Outlines and Materials) includes Ethics, Harassment Prevention, & Safety training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-040	Training - Vector Solutions / Target Solutions Database - EMPLOYEE COMPLETION RECORDS	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)
Lead Dept.	CW-041	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		3 years		Ppr			Standard municipal government practice (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, 12960, 34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-042	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (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, 12960, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
ADMINISTRATIVE SERVICES / HUMAN RESOURCES										
Admin. Services / Human Resources	AS-001	1095-C, 1094-C (Employer- Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years		Mag, Ppr			Standard municipal government practice; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §§34090
Admin. Services / Human Resources	AS-002	Benefit Plans (Health, Deferred Compensation, Dental, Pension, etc.) Original Agreements are filed with City Clerk	Plan Termination + 6 years		Plan Termination + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; EEOC / ADEA (Age) requires 1 year after benefit plan termination; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Admin. Services / Human Resources	AS-003	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 3 years		Final Disposition + 3 years		Mag, Ppr			Standard municipal government practice (longest statute of limitations is 3 years); State requires 2 years after action is taken; GC §§12946, 12960, 34090; 2 CCR 11013(c)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES
(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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>										
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Admin. Services / Human Resources	AS-004	Classification Studies / Compensation Studies / Reorganization Studies (for employee classifications and department structures)	Minimum 4 years		Minimum 4 years		Mag, Ppr			Standard municipal government practice (longest statute of limitations is 3 years); State requires 2 years after action is taken; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090; 2 CCR 11013(c)
Admin. Services / Human Resources	AS-005	Complaints / Investigations (regarding employees - EXCLUDES PEACE OFFICERS / POLICE OFFICERS)	Separation + 4 years		Separation + 4 years		Mag, Ppr			Administrative decision to match the retention for Personnel Files; State requires for at least 5 years; other State & Federal laws require retention until final disposition of formal complaint; Statute of Limitations is 4 years after the discovery of the offense for misconduct; EVC § 1045(b)(1), GC §§12946, 12960, 34090; VC §2547
Admin. Services / Human Resources	AS-006	Direct Deposit Authorizations / Sign-Ups	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES
(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Admin. Services / Human Resources	AS-007	Employee Suggestions / Surveys	2 years		2 years		Mag, Ppr			GC §34090
Admin. Services / Human Resources	AS-008	Grievances (including final resolution or settlement)	Separation + 4 years		Separation + 4 years	Yes: Before Disposition	Mag, Ppr			Administrative decision; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(1); GC §§12946, 12960, 34090; 29 USC 1113, LC 1174
Admin. Services / Human Resources	AS-009	I-9s	Separation + 4 years		Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative decision to match retention of Personnel Files; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2) ; 29 CFR 1627.3(b)(1), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES
(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Admin. Services / Human Resources	AS-010	Insurance Policies & Certificates (City-owned) : Disability Insurance Policies Only	Completion + 10 years		Completion + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For protection from litigation; GC §34090
Admin. Services / Human Resources	AS-011	Job Specifications	Discontinued + 4 years		Discontinued + 4 years	Yes: Before Superseded	Mag, Ppr			Standard municipal government practice State requires 4 years after action is taken; (longest statute of limitations is 3 years); Bureau of National Affairs recommends 2 years for all supplementary Personnel records; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090; 2 CCR 11013(c)
Admin. Services / Human Resources	AS-012	LiveScan Fingerprint Clearance Log / LiveScan Responses (Individual Reports)	50 years		50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (protects City in the event of past employee misconduct); DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17- BCII; GC§ 34090 et seq.
Admin. Services / Human Resources	AS-013	Negotiations with Bargaining Units / Labor Relations	10 years		10 years		Mag, Ppr			Standard municipal government practice (used in interpreting provisions of MOUs); GC §34090.7

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES
(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Admin. Services / Human Resources	AS-014	Personnel Database (NeoGov) (May include Awards, Accommodations, Background Checks - except for Police, which is retained at Police, Forms, Disaster Service Workers Oaths / Oath of Office, Performance Evaluations, Vaccinations Forms, including Covid-19)	Separation + 4 years		Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; Retirement benefits is 6 years from last action; EOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113; GC §3105; LC §1198.5
Admin. Services / Human Resources	AS-015	Personnel Database (NeoGov) Reports, New Hires and Promotions	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113; GC §3105; LC §1198.5

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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?	
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Admin. Services / Human Resources	AS-016	Personnel Files - Regular, Active, Permanent, Non-Regular, Temporary and Part-time Employees (Includes Awards, Accommodations, Background Checks - except for Police, which is retained at Police, Forms, Disaster Service Workers Oaths / Oath of Office, Performance Evaluations, Vaccinations Forms, including Covid-19)	Separation + 4 years		Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; Retirement benefits is 6 years from last action; OSHA requires safety training 5 years; EOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113; GC §3105; LC §1198.5
Admin. Services / Human Resources	AS-017	Personnel Files - Medical File (all employees) Pre-Employment Physicals, FMLA, Long-Term Disability, Short-Term Disability, etc. Police includes Medical & Psych Results	Separation + 4 years	26 years, or Termination of Benefits + 3 years, whichever is longer	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR 5144; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1602.14, 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC §1198.5
Admin. Services / Human Resources	AS-018	Recruitment Database (NeoGov)	4 years		4 years		Mag, Ppr			State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES
(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Admin. Services / Human Resources	AS-019	Recruitment File / Test File - Advertisements, Applications (Unsuccessful), Brochures, Equal Employment Opportunity Data, Flyers, Job Announcements, Interview Notes, Letters, Scantrons, Tests, Questions	4 years		4 years		Mag, Ppr			State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c), GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-020	Requests for New Positions, Transfers, Reclassifications, etc.	2 years		2 years		Mag, Ppr			GC §34090
Admin. Services / Human Resources	AS-021	Salary Surveys (informal inquiries conducted by the City)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (the final is in the City Council's Agenda Staff Report); GC §34090 et seq.
ADMINISTRATIVE SERVICES / INFORMATION TECHNOLOGY										
Admin. Services / IT	AS-022	Backups / Computer Backups / Disaster Recovery Backups		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.

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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Admin. Services / IT	AS-023	IMMUTABLE CLOUD MEDIA / UNALTERABLE MEDIA / WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..
Admin. Services / IT	AS-024	Video Recordings - Regular ongoing operations of the City, or Building Security	1 year		1 year					Records regular ongoing operations of the City; GC §34090.6 et seq.
Admin. Services / IT	AS-025	Video Recordings - Public Activity - NOT Regular ongoing operations of the City, or Building Security	When No Longer Required		When No Longer Required					Does not record regular ongoing operations of the City; GC §34090.6 et seq.
ADMINISTRATIVE SERVICES / RISK MANAGEMENT										
Admin. Services / Risk Manage.	AS-026	Accident, Incident, Injury reports: MEMBERS OF THE PUBLIC (that do not result in a claim)	2 years		2 years	Yes	Mag, Ppr			GC §34090
Admin. Services / Risk Manage.	AS-027	Claims for Damages / General Liability - Adults & Juveniles	Resolution + 5 years		Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Admin. Services / Risk Manage.	AS-028	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k), GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES
(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Admin. Services / Risk Manage.	AS-029	DMV Pull Notices	When Superseded or Upon Separation		When Superseded or Upon Separation		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
Admin. Services / Human Resources	AS-030	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	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, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Admin. Services / Risk Manage.	AS-031	Insurance Policies & Certificates (City-owned) : Property Insurance, Automobile, Cyber, Deadly Weapons, Employee Insurance Policies	Completion + 10 years		Completion + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For protection from litigation; GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES
(Finance, Human Resources, Information Technology, Purchasing, Risk Management)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Admin. Services / Risk Manage.	AS-032	Insurance Policies & Certificates (City-owned) : General Liability, Workers Compensation Insurance Policies	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For protection from litigation; GC §34090
Admin. Services / Risk Manage.	AS-033	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Ppr			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
Admin. Services / Risk Manage.	AS-034	Workers Compensation (All Employee Injuries)	Close + 1 year	Separation + 30 years, or Termination of Benefits + 3 years, whichever is longer	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; 8 CCR 5144, 29 CFR 1910.1020(d); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
CITY CLERK										
City Clerk	CC-001	Abstracts of City Council Actions / Future Agenda Items	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary draft; GC §34090, GC §7927.500
City Clerk	CC-002	Agenda Packets (City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Prior to 2023, Resolution/Ordinance Attachments and Exhibits were retained in the Agenda Reports, not with the Resolution / Ordinance; Standard municipal government practice; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-003	<p>Agreements & Contracts ALL (Infrastructure, Lien Agreements, Subdivision Agreements, and MOUs and MOAs)</p> <p>Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Amendments and Notices of Completion)</p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water.</p>	Completion	P	P	Yes: Before Completi on	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<p>Standard municipal government practice; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703</p>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-004	<p>Agreements & Contracts ALL (Non-Infrastructure Service Agreements, Professional Services Agreements, and Franchises, DDAs, OPAs)</p> <p>Agreement or Contract, Insurance Certificates & Notices of Completion. Agreement or Contract includes all contractual obligations (e.g. RFP, Specifications, Successful Proposal / Scope of Work, Amendments, and Notices of Completion)</p> <p>Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Lease, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, Specialized Attorneys, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completi on	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §34090
City Clerk	CC-005	Annexations / Boundaries / Consolidations / LAFCO	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-006	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects - Formation Documents (e.g. roads, sewer, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Diagrams and Drawings are maintained by Engineering; GC §34090
City Clerk	CC-007	Audio Recordings of City Council Meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-008	Boards, Commissions & Committees: APPLICATIONS (all)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-009	Boards, Commissions & Committees: APPOINTMENTS & RESIGNATIONS	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-010	Boards, Commissions & Committees: MADDY ACT LIST	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-012	City History, Historical Records (e.g. Incorporation, City Seal, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; GC §34090
City Clerk	CC-013	Claim Forms	2 years		2 years		Mag, Ppr			The entire claim file is retained by Administrative Services / Risk Management; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Develop. Services / Building & Safety OR City Clerk	CC-014	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-014.5	Director Hearings / Appeals / Administrative Hearings / Code Enforcement Appeals	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
City Clerk	CC-015	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED / DATABASE (NetFile)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-016	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(e)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-017	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-018	Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting	2 years	3 years	5 years		Mag, Ppr			2 CCR 18615(d), GC §34090
City Clerk	CC-019	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)&(g)
City Clerk	CC-020	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)&(g)
City Clerk	CC-021	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009
City Clerk	CC-022	FPPC Form 804 (Agency Report of New Positions)	After Conflict of Interest Policy is Superseded		After Conflict of Interest Policy is Superseded		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Must be retained same period of time as the Conflict of Interest Code, which is adopted by Resolution; 2 CCR 18734(c) GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-023	FPPC Form 805 (Agency Report of Consultants)	After Conflict of Interest Policy is Superseded		After Conflict of Interest Policy is Superseded		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Must be retained same period of time as the Conflict of Interest Code, which is adopted by Resolution; 2 CCR 18734(c) GC §34090
City Clerk	CC-024	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5; GC §34090; GC §81009e
City Clerk	CC-025	Functional Filing System / MUFFS / Municipal Functional Filing System	Follows Retention for Appropriate Subject Matter		Follows Retention for Appropriate Subject Matter		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Standard municipal government practice; GC §34090 et seq.
ELECTIONS - CONSOLIDATED										
City Clerk	CC-026	Campaign Filings (FPPC 400 Series Forms - 410, 460, 470, 496, 497, Form 501): SUCCESSFUL CANDIDATES (Elected Officials) All, whether filed electronically or not	2 years	P	P		Mfr, OD, Ppr	S / I	Yes: After 2 years	For Electronic Filings, Data that has been maintained for at least 10 years may then be archived in a secure format; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615(i)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-027	Campaign Filings (FPPC 400 Series Forms - 410, 460, 470, 496, 497, Form 501): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		5 years		Mfr, OD, Ppr	S / I	Yes: After 2 years	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-028	Campaign Filings (FPPC 400 Series Forms - 410, 460, 470, 496, 497, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	10 years		10 years		Mfr, OD, Ppr	S / I	Yes: After 2 years	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-029	Campaign Filings (FPPC 400 Series Forms - 410, 460, 470, 496, 497): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-030	Campaign Filings (FPPC 400 Series Form - 410, 460, 470, 496, 497): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-031	Candidate File: Nomination Papers, Candidate Statements, Code of Fair Campaign Practices, Application to view Voter Registration Info Ballot Designation Worksheet, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Mfr, OD, Ppr			Standard municipal government practice; CA law states term of office and 4 years after the expiration of term; EC §17100
City Clerk	CC-032	Candidate File: Nomination Papers, Candidate Statements, Code of Fair Campaign Practices, Application to view Voter Registration Info Ballot Designation Worksheet, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr			Standard municipal government practice; CA law states term of office and 4 years after the expiration of term; EC §17100
City Clerk	CC-033	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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City Clerk	CC-034	Elections - HISTORICAL File (Sample ballot, Results / Certificate of Elections, copies of Resolutions - calling the election, canvass, etc., election summary)	4 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for Historical Value, GC §34090
City Clerk	CC-035	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Election Results + 8 months		Election Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-036	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT / NO ELECTION	Final Examination + 1 year after petition examination		Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)										
City Clerk	CC-037	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted online)	2 years		2 years		Mag			Posting is required by GC §6270.5; GC §60201 et seq.
City Clerk	CC-038	Ethics Training / Harassment Prevention Training Certificates - City Council, Boards and Commissions	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

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(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-039	Minutes - ALL (City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board, Community Services Commission, Historic Preservation Advisory Commission, Library Advisory Commission, Parks & Recreation Commission, Measure T Oversight Committee / Transaction & Use Tax Oversight Committee, Planning Commission, Public Safety Commission, Traffic Commission, and Traffic/Transportation Commission, Youth Advisory Committee)	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-040	Municipal Code Administration, 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-041	Oaths of Office: ALL - Boards and Commission Members, Elected and Appointed Officials, Employees	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practices; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113

RECORDS RETENTION SCHEDULE: CITY CLERK

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-042	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-043	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		1 year		Ppr			Not related to elections; Law requires 1 year for petitions; GC §50115
City Clerk	CC-044	Public Safety Commission Agendas and Agenda Packets	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-045	Public Records Requests / Database (Gov QA)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-046	Proclamations / Commendations / Memoriums	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-047	Recorded Documents: Deeds, Condemnations (Eminent Domain), Easements, Rights of Way, Vacations / Abandonments / Relinquishments, Declarations of Restrictions / CC&Rs (Covenants, Conditions & Restrictions), etc. Acquisition or Disposal of real property, Access, Fire Lanes, Parks, Open Space, Sewers, Storm Drains, Water, Utilities, etc. Engineering retains Drawings / Large Format Drawings or Maps that are recorded	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-048	Records Destruction Lists / Certificates of Records Destruction	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et. seq.
City Clerk	CC-049	Records Retention Schedules / Amendments to Records Retention Schedules	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-050	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, Ppr			EC §21608(g); GC §34090
City Clerk	CC-051	Resolutions (City Council, Housing Authority, Redevelopment Agency, Successor Agency, Oversight Board)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-052	Securities for Construction / Private Development and Correspondence, Authorization for Release: (Construction Bonds, Letters of Credit, Performance Bonds, Subdivision Bonds, etc.)	Release of Bond / Security + 2 years		Release of Bond / Security + 2 years		Mag, Mfr, OD, Ppr	S	No	File includes correspondence; Securities (Performance Bonds, Letters of Credit, etc.) are released by the Engineer after all conditions have been met (a financial instrument, not a city record)
City Clerk	CC-053	Subpoenas & Summons	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk or City Attorney (contract)	CC-054	Verbatim Transcripts	2 years		2 years		Mag, Ppr			If created for the City Attorney, custody is transferred to the City Attorney and retained according to the subject matter / content of the record; GC §34090
City Clerk	CC-055	Video Recordings of City Council Meetings	P		P		Tape (Mag)			City Council policy; Video tapes of meetings are only required for 90 days; GC §34090.7
City Clerk	CC-056	Vehicle Titles / Pink Slips	Upon Sale or Disposal of Vehicle		Upon Sale or Disposal of Vehicle		Ppr			DMV record provided to new owner when title transfers

RECORDS RETENTION SCHEDULE: CITY MANAGER

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
CITY MANAGER										
City Manager	CM-001	Solid Waste / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling); Reports to CalRecycle, etc.	10 years		10 years		Mag, Ppr			Standard municipal government practice; SB 1383 compliance is required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995;.2 H&S §39730.7; GC §34090
City Manager	CM-002	Solid Waste Self-Haul Permits	Expiration + 2 years		Expiration + 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager	CM-003	Subject Files / Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
City Manager	CM-004	Sister City Program	2 years		2 years	Yes	Mag, Ppr			GC §34090
PUBLIC INFORMATION OFFICER (PIO)										
City Manager / PIO	CM-005	Awards, Donations	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
City Manager / PIO	CM-006	Press Releases (All Non-Public Safety)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC § 34090
City Manager / PIO OR Economic Develop.	CM-007	City Newsletters (Constant Contact)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC § 34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES **(Parks & Recreation, Homeless Services, Library)**

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
COMMUNITY SERVICES / HOMELESS SERVICES										
Community Services / Homeless Services	CS-001	Homeless Services, Outreach and Sheltering - FUNDED BY OUTSIDE GRANTS	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (Meets auditing standards); Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Community Services / Homeless Services	CS-002	Homeless Services, Outreach and Sheltering - FUNDED BY THE GENERAL FUND	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (Meets auditing standards); GC §34090
COMMUNITY SERVICES / LIBRARY										
Community Services / Library	CS-003	Library Information Management Database	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §§34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES (Parks & Recreation, Homeless Services, Library)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Library	CS-004	Agreements & Contracts: Miscellaneous Library Purchases, Performers / Instructors (e.g. book purchases, copier service, security guards, collection agency, etc. - Not Infrastructure projects) All other agreements are sent to the City Clerk (see City-Wide)	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Exception to City-wide standards because of high volume and errors & omissions statute of limitations are not applicable; Statute of Limitations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Community Services / Library	CS-005	Delinquent Accounts (Collection Agency Statements) Note: After all records have been destroyed, remove from the Retention Schedule - the department has stopped sending accounts to a collection agency	5 years		5 years		Mag, Ppr			Standard municipal government practice to meet municipal government auditing standards; GC §34090
Community Services / Library OR Parks & Recreation	CS-006	Donations of Art Work or Product (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr			Rights of authors extend for the life of the author(s); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES **(Parks & Recreation, Homeless Services, Library)**

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Library OR Parks & Recreation	CS-007	Facility Use Permits / Facility Rental Agreements Includes any required Insurance Certificate and/or ABC permit	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Library	CS-008	Grants: CSLA (California Library Services Act), LSCA (Library Services and Construction), CLLS (California Library Literacy Services), LSTA (Library Services and Technology), IMLS (Institute of Museum & Library Services) , and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Administrative Services	2 years	Final Expenditure + 5 years	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Community Services / Library	CS-009	Library Advisory Commission - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES **(Parks & Recreation, Homeless Services, Library)**

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CS-010	Library Advisory Commission - MINUTES & BYLAWS	Send Originals to the City Clerk		Send Originals to the City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Community Services / Library	CS-011	Library Advisory Commission - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
Community Services / Library	CS-012	Library Patron Applications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; entered into Library Information Management System; GC §34090 et seq.
Community Services / Library	CS-013	Passport Transmittals	24 months		24 months		Mag, Ppr			US Passport requirement to destroy forms monthly; GC §34090
Community Services / Library	CS-014	Photo Releases / Film Releases	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Library	CS-015	Printed Flyers and Promotional Materials	Minimum 2 years		Minimum 2 years		Mag, Ppr			GC §34090
Community Services / Library	CS-016	Release Forms (Artists / Exhibitor's)	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES **(Parks & Recreation, Homeless Services, Library)**

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Library	CS-017	Waivers of Liability / Hold Harmless Agreements for Library Instructors All other agreements are sent to the City Clerk (see City-Wide)	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
COMMUNITY SERVICES / PARKS & RECREATION										
Community Services / Parks & Recreation	CS-018	Activity Registration Database - Civic One (e-sign ups for classes, events, field trips, etc.)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Community Services / Parks & Recreation	CS-019	Activity / Special Programs / Special Event Files - Program Manager's Finals Children's Programs, Cultural Arts, Sports, Seniors, etc.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Community Services / Parks & Recreation	CS-020	Activity Registration / Reservation Forms / Application Forms / Enrollment Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions, etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years		Ppr			GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES (Parks & Recreation, Homeless Services, Library)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Library OR Parks & Recreation	CS-022	Art in Public Places (Records Pertaining to Art Purchased by the City, or Donated Art Works or Products (Records Pertaining to Art Acquired by the City)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr			Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Community Services / Parks & Recreation	CS-023	Assessment Districts / CFDs / Community Facilities Districts & Zones / Landscape & Lighting Districts, etc. (ENGINEERS REPORTS)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090
Community Services / Parks & Recreation	CS-024	Authorizations to use Photographs on Veteran's Memorial	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	; GC §34090, 34090.7
Community Services / Parks & Recreation	CS-025	Community Services Commission - AGENDA PACKETS (Includes Agenda Face Sheets)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
City Clerk	CS-026	Community Services Commission - MINUTES & BYLAWS	Send Originals to the City Clerk		Send Originals to the City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES **(Parks & Recreation, Homeless Services, Library)**

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Parks & Recreation	CS-027	Community Services Commission - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
Community Services / Parks & Recreation	CS-028	Community Services Commission - RECORDINGS - VIDEO of meetings (Video became effective October 2023)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; video recordings of meetings are required for 90 days; GC §34090.6
Community Services / Parks & Recreation	CS-029	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Content Not substantive, preliminary draft record not retained in the ordinary course of business; GC §34090
Community Services / Library OR Parks & Recreation	CS-030	Facility Use Permits / Facility Rental Agreements Includes any required Insurance Certificate and/or ABC permit	2 years		2 years		Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Community Services / Parks & Recreation	CS-031	First Aid / Mishap Reports (Minor injuries - bandages, scratches, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Development Services / Planning	CS-032	Historic Preservation Report / Historic Sites / Landmarks	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES (Parks & Recreation, Homeless Services, Library)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Parks & Recreation	CS-033	Park History	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Community Services / Parks & Recreation	CS-034	Parks & Recreation Commission - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
City Clerk	CS-035	Parks & Recreation Commission - MINUTES & BYLAWS	Send Originals to the City Clerk		Send Originals to the City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Community Services / Parks & Recreation	CS-036	Parks & Recreation Commission - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
Community Services / Parks & Recreation	CS-037	Parks & Recreation Commission - RECORDINGS - VIDEO of meetings (Video became effective October 2023)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; video recordings of meetings are required for 90 days; GC §34090.6

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES **(Parks & Recreation, Homeless Services, Library)**

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Parks & Recreation	CS-038	Recreation Guide / Seasonal Program Brochures / Activity Guide	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Community Services / Parks & Recreation	CS-039	Sign-in / Sign-out sheets (Senior Center, etc.)	2 years		2 years		Ppr			GC §34090
Community Services / Parks & Recreation	CS-040	Swimming Pool Chemical Additions (Chlorine, Muriatic Acid. etc.)	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Parks & Recreation	CS-041	Waivers of Liability / Ride-Along Instructors, etc.	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Parks & Recreation	CS-042	Youth Advisory Committee - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
City Clerk	CS-043	Youth Advisory Committee - MINUTES & BYLAWS	Send Originals to the City Clerk		Send Originals to the City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES **(Parks & Recreation, Homeless Services, Library)**

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Community Services / Parks & Recreation	CS-044	Youth Advisory Committee - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
Community Services / Parks & Recreation	CS-045	Youth Advisory Committee - RECORDINGS - VIDEO of meetings (Video became effective October 2023)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; video recordings of meetings are required for 90 days; GC §34090.6

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES (Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
DEVELOPMENT SERVICES / BUILDING & SAFETY										
Development Services / Building & Safety	DS-001	_Building Permit Database (Tyler EnerGov / Gov Partner / HdL)	P		P	Yes (all)	Mag			Standard municipal government practice - Data is interrelated; GC §34090, H&S §19850
Development Services / Building & Safety	DS-002	Building Permit Applications: where the Permit was Never Issued (Expired or Withdrawn)	After Expiration or Withdrawal		After Expiration or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090 et seq.
Development Services / Building & Safety	DS-003	Building Permits (All, unless a Temporary Use Structures)	Life of Structure		Life of Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Development Services / Building & Safety	DS-004	Building Permits (Temporary Use Structures only)	Permit Expiration + 2 years		Permit Expiration + 2 years	Yes (until expiration)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Development Services / Building & Safety	DS-005	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES: All sheets, EXCEPT FLOOR PLAN / SITE PLAN PRIOR TO 2023 & Implementation of electronic processes / Tyler EnerGov	180 days		180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	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&SS§19850, GC §34090
Development Services / Building & Safety	DS-006	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES: FLOOR PLAN / SITE PLAN ONLY (Used for Code Enforcement and Disaster Recovery Purposes)	Life of Structure		Life of Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (used for Code Enforcement and Disaster Recovery Purposes); 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&SS§19850, GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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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Development Services / Building & Safety	DS-007	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES: AFTER Implementation of electronic processes / Tyler EnerGov	10 years		10 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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
Development Services / Building & Safety	DS-008	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (Involving medial, restaurant or change of use), PRODUCTION HOMES / TRACT HOME MODELS (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	Life of Structure		Life of Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Development Services / Building & Safety	DS-009	California Building Codes / Uniform Building Codes	Once Superseded		Once Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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Development Services / Building & Safety	DS-010	Certificate of Occupancy (CofO)	Life of Structure		Life of Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Development Services / Building & Safety	DS-011	Certificate of Occupancy (CofO) - Temporary ONLY	Expiration + 2 years		Expiration + 2 years	Yes (before expiration)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Development Services / Building & Safety	DS-012	Complaints (Written, where the Building & Safety Division would respond)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Development Services / Building & Safety	DS-013	Construction Notices / Inspection Notices / Stop Work Notices	Life of Structure		Life of Structure		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Scanned with Associated Permit; GC §34090
Development Services / Building & Safety	DS-014	Construction Waste Plan Documents / Log / Monitoring / Reporting	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (consistent with SB 1383 Organic Waste Collection and Recycling retention requirements); 14 CCR § 18995.2; GC §34090
Development Services / Building & Safety OR City Clerk	DS-015	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Development Services / Building & Safety	DS-016	Electrical Meter Releases.	Minimum When Permit is Finalled		Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (Preliminary Drafts); GC §34090
Development Services / Building & Safety	DS-017	Energy Calculations	Life of Structure		Life of Structure		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Scanned with Associated Permit; GC §34090
Development Services / Building & Safety	DS-018	Energy Compliance Forms / Registration Forms (required by law to be registered with the California Energy Commission / CEC)	Life of Structure		Life of Structure		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CEC Regulatory Advisory states the Building department ".. should consider holding digital or paper copies of the documents submitted to them as demonstration of compliance for retention and eventual registration." Required to be entered into a State-wide "data registry"; GC §34090
Development Services / Building & Safety	DS-019	Geotechnical and Soils Reports (Building & Safety)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES (Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Development Services / Building & Safety OR Public Works / Engineering	DS-020	MSHCP Fee Receipts - Riverside Regional Conservation Authority - Multiple Species Habitat Conservation Plan Fee Receipts	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference. The City was required to collect these substantial fees for the Authority until 2022. If a resident or developer cannot locate their receipt, they have to pay the substantial fees again (the Authority has been unable to locate records of past fees submitted by the City); GC §34090
Development Services / Building & Safety	DS-021	Plan Check Comments	Minimum When Permit is Finalled		Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (Preliminary Drafts); GC §34090
City Clerk	DS-022	Reports: Building Activity (Annual, included in the City Council's Agenda Packet)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Development Services / Building & Safety	DS-023	Reports: Building Activity (Monthly)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
CODE ENFORCEMENT										
Development Services / Code Enforcement	DS-024	_Code Enforcement Database (Tyler EnerGov / TriTech)	Minimum 3 years		Minimum 3 years	Yes (all)	Mag			Standard municipal government practice - Data is interrelated; GC §34090, H&S §19850

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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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Development Services / Code Enforcement	DS-025	Code Enforcement Case Files, Abatement Case Files Includes Appeals, Code Enforcement Complaint Letters, Notice of Violations, (Tyler EnerGov / TriTech) Any Final Agreements are sent to the City Clerk	Closed + 2 years		Closed + 2 years	Yes: Until Resolution	Mag, Ppr			Standard municipal government practice; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
Development Services / Code Enforcement	DS-026	Liens / Lien Releases	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
HOUSING / FORMER REDEVELOPMENT AGENCY / SUCCESSOR AGENCY										
City Clerk	DS-027	Ground Leases	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Development Services / Economic Develop. / Housing / Former Redev.	DS-028	Housing Plans: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) /	Expiration + 5 years		Expiration + 5 years		Mag, Ppr			Required for 5 years; 24 CFR 91.105(h)

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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Development Services / Economic Develop. / Housing / Former Redev.	DS-029	Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk	Loan Pay-off + 5 years		Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333; 24 CFR 92.508(a)(c), & 570.502, 982.158, 884.214; 29 CFR 97.42; GC §34090
Development Services / Economic Develop. / Housing / Former Redev.	DS-030	Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME, Affordable Covenants and Restrictions WITH a Recapture / Resale Restriction Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2) & 570.502(b), 982.158, 884.214; 29 CFR 97.42, GC §34090
PLANNING										
Development Services / Planning	DS-031	_Planning Permit Database (Tyler EnerGov / Acela / Gov Partner / HdL)	P		P	Yes (all)	Mag			Standard municipal government practice - Data is interrelated; GC §34090, H&S §19850

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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Lead Dept.	DS-032	Affidavits of Publications / Public Hearing Notices / Legal Advertising	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Development Services / Planning AND City Clerk	DS-033	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Development Services / Planning	DS-034	Applications for Entitlements / Site Development Plans - Exercised / Completed	5 years	P	P		Mag, Ppr			Standard municipal government practice; GC §34090
Development Services / Planning	DS-035	Applications for Entitlements / Site Development Plans - Not Exercised / Expired Applications	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
n/a	DS-036	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR; GC §34090 et seq.
City Clerk	DS-036.5	Director Hearings / Appeals / Administrative Hearings	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk retains originals Permanently; GC §34090.7

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Development Services / Planning	DS-037	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090
Development Services / Planning	DS-038	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries: Adopted / Certified / Finalled	P		P		Mag, Mfr, OD, Ppr	S / I	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

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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Development Services / Planning	DS-039	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries: Withdrawn / NOT Certified / NOT Finalled	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Development Services / Planning	DS-040	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Development Services / Planning	DS-041	General Plan, Elements and Amendments Air Quality Element, Circulation Element, Conservation Element, Economic Development Element, Healthy Community Element, Housing Element, Infrastructure Element, Land Use Element, Noise Element, Open Space Element, Recreation and Open Space Element, Safety Element	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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Development Services / Planning	DS-042	General Plan, Elements and Amendments - Correspondence, Workshop Agendas (Drafts and copies are destroyed When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090
Development Services / Planning	DS-043	Historic Preservation Advisory Commission - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
City Clerk	DS-044	Historic Preservation Advisory Commission - MINUTES & BYLAWS	Send Originals to City Clerk		Send Originals to City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Development Services / Planning	DS-045	Historic Preservation Advisory Commission - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
Development Services / Planning	DS-046	Historic Preservation Advisory Commission - RECORDINGS - VIDEO of meetings (Video became effective October 2023)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; video recordings of meetings are required for 90 days; GC §34090.6

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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Development Services / Planning	DS-047	Historic Preservation Report / Historic Sites / Landmarks	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Development Services / Planning	DS-048	Landscaping Plans	15 years		15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administration Decision; referenced frequently, valuable for Code Enforcement, Homeowner Associations; etc.; GC §34090
Development Services / Planning	DS-049	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Development Services / Planning	DS-050	Planning Commission - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
City Clerk	DS-051	Planning Commission - MINUTES & BYLAWS	Send Originals to City Clerk		Send Originals to City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Development Services / Planning	DS-052	Planning Commission - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Development Services / Planning	DS-053	Planning Commission - RECORDINGS - VIDEO of meetings PRIOR to October 2023	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; video recordings of meetings are required for 90 days; GC §34090.6
Development Services / Planning	DS-054	Planning Commission - RECORDINGS - VIDEO of meetings AFTER October 2023	P		P		Mag, Ppr			Legistar software implementation date; video recordings of meetings are required for 90 days; GC §34090.6
Development Services / Planning	DS-055	Planning Project Files - Approved & Unapproved Temporary Entitlements: Christmas Tree Lots , Banner, 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 & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Development Services / Planning	DS-056	Planning Project Files - Approved Permanent Entitlements - Part 1 of 3: COPIES, DRAFTS & NON-RECORDS (Business Cards, Copies, Deed / Proof of Ownership / Title Reports, Drafts, Correspondence if content does NOT relate in a substantive way to the conduct of the public's business, minutes copies, receipts, undeliverable envelopes)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts / Content Not Substantive; GC §§34090, 7927.500

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Development Services / Planning	DS-057	Planning Project Files - Approved Permanent Entitlements - Part 2 of 3: CORRESPONDENCE (if the Content relates in a substantive way to the conduct of the public's business) (Correspondence from the Public, City Attorney, Employees, or regarding CEQA / Environmental Permits)	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES
(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Development Services / Planning	DS-058	Planning Project Files - Approved Permanent Entitlements - Part 3 of 3: PERMANENT FILE (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Tract & Parcel Maps, Variances, Zone Changes	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Standard municipal government practices; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Development Services / Planning	DS-059	Planning Project Files - Denied, Expired or Withdrawn Permanent Entitlements Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Tract & Parcel Maps, Variances, Zone Changes	Minimum 2 years		Minimum 2 years	Yes	Mag, Ppr			Projects have a 2 year vesting (applicant must pull permit within 2 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired; GC §§34090, 34090.7
Development Services / Planning	DS-060	Preliminary Review File (No Application Form Submitted)	When No Longer Required		When No Longer Required		Mag, Ppr			Standard municipal government practice; Preliminary Documents (no application submitted); GC §34090
Development Services / Planning	DS-061	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development)	5 years		5 years		Mag, Ppr			Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.
Development Services / Planning	DS-062	Project Log Index / Spreadsheet / Binders of Historic Actions (prior to Software)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

(Building & Safety, Code Enforcement, Housing, Planning, Former Redevelopment)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	DS-063	Redevelopment Agency (Former) Projects and Plans - HISTORICAL Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases, or other Historically Significant records	Send Originals to City Clerk		Send Originals to City Clerk		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC§34090 et seq.
Development Services / Economic Develop. / Housing / Former Redev.	DS-064	Redevelopment Agency (Former) Projects and Plans - NOT HISTORICAL Includes Dissolution	10 years		10 years		Mag, Ppr			Standard municipal government practice; GC§34090
Development Services / Planning	DS-065	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Development Services / Planning	DS-066	Street Names / Changes	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Development Services / Planning	DS-067	Zoning Maps of Significant Historical Value	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ECONOMIC DEVELOPMENT										
City Manager / PIO OR Economic Develop.	ED-001	City Newsletters (Constant Contact)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC § 34090
Economic Develop.	ED-002	Economic Development / Business Recruitment and Retention	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Finance, Business License, Payroll, Purchasing, Treasurer)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
FINANCE / ACCOUNTING										
Finance / Accounting	FIN-001	_Financial Services Database (Finance Enterprise / Central Square (Previously IFAS))	Indefinite - Minimum 7 years		Indefinite - Minimum 7 years	Yes	Mag			Standard municipal government practice (invoices are stored in the database); Data Fields / Records are interrelated; GC §34090
Finance / Accounting	FIN-002	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		5 years		Mag, Ppr			Standard municipal government practice; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FIN-003	Accounts Payable / Invoices and Backup (All Records and Reports - Includes requisitions, check requests, Invoices, travel expense reimbursements, Petty Cash replenishment, Postage,, backups, etc.)	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice to facilitate grant audits or claim reimbursements; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Finance, Business License, Payroll, Purchasing, Treasurer)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Accounting	FIN-004	Accounts Receivable / COBRA Billing / Cash Receipts / Cash Register Tapes / Building Permits / Parking Permits / Paid Water Bills / Controller Bills / Transient Occupancy Tax (TOT) / Utility Tax Statements / Invoices to Outside Entities, Animal Licenses, Nuisance Abatement Reimbursements, Parking Citations, Receipt of Property Tax Income / Property Tax Revenue / SB-90 Claims, Sales Tax, etc.	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Meets municipal government auditing standards; GC §34090
Finance / Accounting	FIN-005	Armored Transport Receipts / Manifests	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice to meet auditing standards; GC §34090
Finance / Accounting	FIN-006	Assessment District / Community Facilities Districts & Zones / Landscape & Lighting Districts (ANNUAL ASSESSMENTS sent to County Assessor for Tax Rolls)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice to meet auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Finance, Business License, Payroll, Purchasing, Treasurer)

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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Accounting	FIN-007	Assessment District / Community Facilities Districts & Zones / Landscape & Lighting Districts (BONDS ONLY)	Fully Defeased	10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Standard municipal government practice; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Community Services / Parks & Recreation	FIN-008	Assessment District / Community Facilities Districts & Zones / Landscape & Lighting Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS, MAPS) (Whether Bonds are utilized for funding or Not)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Community Services / Parks & Recreation retains originals; GC §34090.7
Finance / Accounting	FIN-009	Audit Schedules / Audit Work Papers / Grant Audits (See ACFR for Audits)	5 years		5 years		Mag, Ppr			Standard municipal government practice; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Finance, Business License, Payroll, Purchasing, Treasurer)

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>										
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	FIN-010	Audits - FINAL - Annual Consolidated Financial Report (ACFR) and related Audit Opinions / Final Audit Report	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (copies); GC §34090.7
Finance / Accounting	FIN-011	Authorization for Automatic Withdrawals or Deposits	2 years		2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Finance / Accounting	FIN-012	Bank Statements, Trustee Statements, Bank Reconciliations, Investment Account Statements, Fiscal Agent Statements, PARs Statements, Outstanding Check Lists, Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; Meets municipal government auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-013	Budget Amendments	2 years	3 years	5 years		Mag, Ppr			Meets auditing standards; GC §34090
Finance / Accounting	FIN-014	Budget Hearings and/or Review (Development Documents & Preliminary Budget)	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts; GC §34090.7
Finance / Accounting	FIN-015	Budget Requests / New Position Requests	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: FINANCE **(Finance, Business License, Payroll, Purchasing, Treasurer)**

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>										
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	FIN-016	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (copies); Must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance / Accounting	FIN-017	Checks / Warrants - Canceled (Cashed) or voided	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice for grant auditing / claims reimbursement purposes; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / Accounting	FIN-018	Escheat (Unclaimed money / uncashed checks)	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements; CCP §§340(d); GC §34090
Finance / Accounting	FIN-019	Fixed Assets - Annual Listing (Source Documents)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice to meet auditing standards; GC §34090
Finance / Accounting	FIN-020	Journal Entries / Journal Vouchers	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (matches to Accounts Payable for grant auditing purposes); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Finance, Business License, Payroll, Purchasing, Treasurer)

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?	
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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Accounting	FIN-021	Measure T Oversight Committee / Transaction & Use Tax Oversight Committee - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et seq.
City Clerk	FIN-022	Measure T Oversight Committee / Transaction & Use Tax Oversight Committee - MINUTES & BYLAWS	Send Originals to the City Clerk		Send Originals to the City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Finance / Accounting	FIN-023	Measure T Oversight Committee / Transaction & Use Tax Oversight Committee - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
Public Works / Engineering	FIN-024	MSHCP - Riverside Regional Conservation Authority - Multiple Species Habitat Conservation Plan Fees	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice to meet auditing standards; GC §34090
Finance / Accounting	FIN-025	Refunds and Credits	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Standard municipal government practice to meet auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Finance, Business License, Payroll, Purchasing, Treasurer)

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>										
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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
Finance / Accounting	FIN-026	Reports / Financial Reports Generated from Financial Services Database: General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (reports are a compilation of data and can be re-created when needed from the Financial system database); GC §34090 et seq.
Finance / Treasurer	FIN-027	Reports / Financial Reports State or Federal Governments: State Controllers Report / Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report)	2 years	3 years	5years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Meets auditing standards; GC §34090
Finance / Accounting	FIN-028	Stubs: Bill Stubs, Check Stubs	When No Longer Required		When No Longer Required		Mag, Ppr			Drafts; GC §34090.7
Finance / Accounting	FIN-029	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Finance, Business License, Payroll, Purchasing, Treasurer)

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?	
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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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	FIN-030	Warrant Registers: Accounts Payable	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Originals are retained in the City Council Agenda Packet; GC §34090.7
FINANCE / BUSINESS LICENSES										
Finance / Business Licenses	FIN-031	_Business Licenses (HdL)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes (before termination)	Mag, Ppr			Data fields are inter-related (Meets auditing standards); GC §34090 et seq.
Finance / Business Licenses	FIN-032	Business Licenses and Revocations - Including Applications (ALL)	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090 et seq.
FINANCE / PAYROLL										
Finance / Payroll	FIN-033	_Payroll Database (Finance Enterprise / Central Square OR Telestaff)	Indefinite - Minimum 7 years		Indefinite - Minimum 7 years	Yes	Mag			Standard municipal government practice (for grant auditing purposes); Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-034	CalPERS bi-weekly reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; Retained to match other auditing periods; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Finance, Business License, Payroll, Purchasing, Treasurer)

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?	
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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>Send all recorded documents to the City Clerk</i>										
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Finance / Payroll	FIN-035	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, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-036	EEO-4 - Records required to generate EEO-4 report (Self-Identification Form, etc.) EEO-4 Report is retained by Finance / Payroll	3 years		3 years		Mag, Ppr			29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Finance / Payroll	FIN-037	Garnishments (includes Child Support Garnishments)	Completion or Separation + 5 years		Completion or Separation + 5 years		Mag, Ppr			Standard municipal government practice; meets municipal government auditing standards GC §34090
Finance / Payroll	FIN-038	Payroll Changes	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; meets municipal government auditing standards GC §34090
Finance / Payroll	FIN-039	Payroll Registers	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: FINANCE **(Finance, Business License, Payroll, Purchasing, Treasurer)**

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>										
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<i>Send all recorded documents to the City Clerk</i>										
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Finance / Payroll	FIN-040	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-041	Verifications of Employment, Child Support	When No Longer Required		When No Longer Required		Ppr			Not a City record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq.
Finance / Payroll	FIN-042	W-2's	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-043	W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
FINANCE / PURCHASING										

RECORDS RETENTION SCHEDULE: FINANCE

(Finance, Business License, Payroll, Purchasing, Treasurer)

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?	
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Finance / Purchasing	FIN-044	Auction Request / Surplus Equipment Disposal Forms	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; meets municipal government auditing standards and covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Finance / Purchasing	FIN-045	Purchase Orders, Limited Purchase Orders, Price Agreements / Procurement & Contracting Records - Formal and Informal (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	2 years	3 years	5 years	Yes: Before Completion	Mag, Ppr			Standard municipal government practice; meets municipal government auditing standards and covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Lead Dept.	FIN-046	Unsuccessful Bids or Proposals	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
FINANCE / TREASURER										
Finance / Treasurer	FIN-047	Authorization for Bank Signatures / P-Card authorization	Separation + 5 years		Separation + 5 years	Yes:	Mag, Ppr			Standard municipal government practice; GC §43900 et seq.

RECORDS RETENTION SCHEDULE: FINANCE **(Finance, Business License, Payroll, Purchasing, Treasurer)**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Finance / Treasurer	FIN-048	Bonds, Bond Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased	10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Standard municipal government practice; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): GC §43900 et seq.
Finance / Treasurer	FIN-049	Investment Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	Maturity	3 years	Maturity + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
City Clerk	FIN-050	Treasurer's Reports / Monthly or Quarterly Financial Statements (to Council)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained in the City Council Agenda Packet; GC §34090.7

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	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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FIRE / ADMINISTRATION										
Fire / Admin.	FR-001	Apparatus & Equipment Records & Testing	Disposal + 2 years		Disposal + 2 years		Mag, Ppr			Standard municipal government practice to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
Fire / Admin.	FR-002	Fire Incident Reports / Run Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Preliminary drafts; Original reports / data is in RMS database; GC §34090 et seq.
Fire / Admin.	FR-003	Fire Incident RMS Database (ImageTrend Vault, OnBase, Firehouse)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-004	ISO Insurance Ratings	15 years		15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (rated every 10 years); GC §34090
Fire / Admin.	FR-005	Monthly Statistical Report / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-006	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-007	Press Releases (All Fire Dept.)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC § 34090

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Admin.	FR-008	Programs and Projects (e.g. CPR Program, Fire Prevention Week, Explorers, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC § 34090 et seq.
Fire / Admin.	FR-009	Respirator Fit Tests	Separation + 4 years	26 years	Separation + 30 years,	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Claims can be made for 30 years for toxic substance exposure; 8 CCR 5144; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1602.14, 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC §1198.5
Fire / Admin.	FR-010	Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Fire / Admin.	FR-011	Subpoenas (all Fire Dept.) / Discovery Requests / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE - FIRE

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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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Fire / Admin.	FR-012	Training Files (by Employee or Volunteer / Explorer) / Vector Solutions / Target Solutions Database	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-013	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks - Fire Vehicles	2 years		2 years		Ppr			GC §34090; 13 CCR 1234 et seq
EMERGENCY MANAGEMENT										
Fire / Emergency Manage.	FR-014	Citizen's Emergency Response Training (CERT) / Neighborhood Training Course Records, Roster, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Fire / Emergency Manage.	FR-015	Emergency Plans / Disaster Preparedness Manuals, etc.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
EMERGENCY MEDICAL SERVICES										

RECORDS RETENTION SCHEDULE - FIRE

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Fire / EMS	FR-016	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §34090
Fire / EMS	FR-017	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-018	Patient Care Reports / PCRs / Paramedic Release Forms / e-PCRs / PCR Database / EMS transportation (Health EMS): ALL (medical and non-medical, refusals / against medical advice.)	3 years	17 years	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
FIRE MARSHAL / FIRE PREVENTION										
Fire / Fire Marshal & Fire Prevention	FR-019	Defensible Space Inspections / Weed Abatement Inspections / Collectors Software Database	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Fire Marshal & Fire Prevention	FR-020	Fire Code Permits / Special Event Permits / Fire Works Permits / Explosives Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Minimum 2 years		Minimum 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-021	Fire Inspections / Business Inspection Files: Citations / Notice of Violations / Fire Sprinkler Testing / Inspection Certifications	Minimum 5 years		Minimum 5 years,		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Standard municipal government practice; Fire Sprinkler systems are required every 5 years; California Fire Code requires the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-022	Fire Inspections / Business Inspection Files: Approvals, Inspections, Fires, Modification / Alternative Methods or Materials	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Standard municipal government practice; California Fire Code requires the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-023	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (Capital Crimes have no statute of limitations); CFC §§ 104.6 – 104.6.4; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

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Fire / Fire Marshal & Fire Prevention	FR-024	Fire Investigations - OTHER Than Arson & Capital Crimes Only	5 years		5 years		Mag, Ppr			California Fire Code requires 5 3 years; CFC §§ 104.6 – 104.6.4, GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-025	Fire Prevention Plans / Fire Sprinkler Plans	Life of the Structure		Life of the Structure		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Standard municipal government practice; California Fire Code requires the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-026	Occupancy Inspections / Fire Inspections / Business Inspection Files (may be stored in Streamline Software)	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Standard municipal government practice; California Fire Code requires the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-027	Pre-Occupancy Inspections (stored in Tyler EnerGov)	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Standard municipal government practice; California Fire Code requires the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials CFC §§ 104.6 – 104.6.4, GC §34090

RECORDS RETENTION SCHEDULE - FIRE

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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-028	Pre-plan Sheets	When Superseded		When Superseded		Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-029	Public Information / Education (when produced internally)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Engineering Building	FR-030	Record Drawings ("As-Built") and CAD drawings of buildings	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			GC §34090.7
City Clerk	FR-031	Weed Abatement Liens	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Send all original liens to the City Clerk; GC §34090.7
OPERATIONS / SUPPRESSION										
Fire / Operations	FR-032	Timecards / Daily Roster (Telestaff Database)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes: Before Event	Mag			Meets municipal government auditing standards; Data is interrelated; GC §34090 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?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
POLICE ADMINISTRATION / CHIEF OF POLICE										
Police / Admin. / Chief	PD-001	Asset Forfeiture Records / Forfeiture Notification / DOJ Equitable Sharing Program	5 years		5 years		Mag, Ppr			Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090
Police / Admin. / Chief	PD-002	CCW (Carry Concealed Weapon): Application, Background, Permit - Approved	Expiration of Permit - Minimum 2 years		Expiration of Permit - Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Police / Admin. / Chief	PD-003	CCW (Carry Concealed Weapon): Application, Background - NOT Approved	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Police / Admin. / Chief	PD-004	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	P		P		Mag, Ppr			Filed on line with the State; Standard municipal government practice; GC §34090
Police / Admin. / Chief	PD-005	Department Policy Manual / Lexipol / Operation Directives / General Orders / (Department Policies and Procedures)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC § 34090 et seq.
Police / Admin. / Chief	PD-006	Internal Affairs Investigations / Complaints: INTERNALLY- GENERATED COMPLAINTS (Late Attendance, etc.) WITH or WITHOUT a SUSTAINED Finding	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Exceeds Lexipol Policy; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC 801.5, 803(c); GC §§12946,12960, 34090; VC §2547

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Admin. / Chief	PD-007	Internal Affairs Investigations / Complaints: EXTERNAL COMPLAINTS WITH Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 15 years		Final Disposition + 15 years		Mag, Ppr			PC §832.5; GC § 34090
Police / Admin. / Chief	PD-008	Internal Affairs Investigations / Complaints: EXTERNAL COMPLAINTS WITHOUT Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC §§801.5, 803(c). 832.5EVC § 1045(b)(1), GC §§12946, 12960, 34090; VC §2547
Police / Admin. / Chief	PD-009	Personnel Files - Background Packet (only) - POLICE Unsuccessful (not hired)	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Ppr			Department preference; Consistent with Personnel Files / successful background files; State Law requires 4 years; 8 CCR §11040(7)(C); 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 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>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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Police / Admin. / Chief	PD-010	Personnel Files - Police Department Employees & Background Packets (only) (Successful) Includes Backgrounds, Contact Information, DMV, Weapons, Equipment, Recognition, Discipline, Award, Records, Settlement Agreements	Separation + 5 years		Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Standard municipal government practice; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. / Chief	PD-011	Press Releases (All Police)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC § 34090
Police / Admin. / Chief	PD-012	Pursuit Critiques / Use of Force Reviews (not as a result of a Complaint from a member of the public)	2 years		2 years		Mag, Ppr			GC § 34090 et seq.
Police / Admin. / Chief	PD-013	Reports: POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9, Report of data regarding the number, type, or disposition of complaints made against its officers (optional), etc.	2 years		2 years		Mag, Ppr			Optional report; GC §34090 et seq.
Police / Admin. / Chief	PD-014	Reports and Studies - Historical	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC § 34090 et seq.

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Police / Admin. / Chief	PD-015	Reports and Studies regarding Police operations (not historical - manpower, overtime use, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC § 34090 et seq.
ADMINISTRATION / TRAINING										
Police / Admin. / Training	PD-016	Equipment & Uniform Authorization	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Admin. / Training	PD-017	Personnel Files - Police Training File	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

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Police / Admin. / Training	PD-018	Training - Department Training Records - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	5 years		5 years		Mag, Ppr			Standard municipal government practice; Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. / Training	PD-019	Weapons Database / Department Weapons (Department-issued Weapons)	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
OPERATIONS / TRAFFIC & POLICE, CANINE										
Police / Operations	PD-020	Canine (Police Dogs) Program Files: Action Reports, Monthly Reports	5 years		5 years		Mag, Ppr			Standard municipal government practice; GC §34090 et seq.
Police / Operations	PD-021	PAS Device Calibration Logs	5 years		5 years		Mag, Ppr			Standard municipal government practice; GC §34090 et seq.
Police / Operations	PD-022	Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Operations	PD-023	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years		Mag, Ppr			Standard municipal government practice; GC §34090 et seq.
Police / Operations	PD-024	Traffic Control: Radar Trailer Surveys, Special Event Action Plans, etc.	2 years		2 years		Mag, Ppr			GC §34090 et seq.
SUPPORT / AUDIO & VIDEO EVIDENCE (RECORDINGS)										

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Police / Ops / Recordings	PD-025	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P		P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Ops / Recordings	PD-026	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Follows the Retention of the Evidence, Minimum 2 years		Mag			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Ops / Recordings	PD-027	Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days		60 days		Mag			PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Ops / Recordings	PD-028	Video Interviews	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag			1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
Police / Ops / Recordings	PD-029	Video Recordings Temporary Holding Facility	1 year		1 year		Mag			1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
SUPPORT/ COMMUNICATIONS / CAD / DISPATCH										
Police / Support / Commun.	PD-030	Alarms / False Alarm Correspondence & Billing	5 years		5 years		Mag, Ppr			Standard municipal government practice (meets municipal government auditing standards); GC §34090 et seq.

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Police / Support / Commun.	PD-031	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	366 days		366 days		Mag			Standard municipal government practice; (legally mandated for 100 days; civil suits may be filed up to 365 days); GC §§34090, 34090.6
Police / Support / Commun.	PD-032	Dispatch Queries	2 years		2 years		Mag, Ppr			Department preference; Preliminary drafts; GC §34090 et seq.
Police / Support / Commun.	PD-033	Restraining Orders / Temporary Restraining Orders not associated with a case	Expiration of the Order		Expiration of the Order		Mag, Ppr			Court record, not a City record
Police / Support / Commun.	PD-034	Vacation Checks / Special Watch Requests (Volunteer Patrol)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
SUPPORT / DETECTIVE BUREAU										
Police / Support / Detective Bureau.	PD-035	Detectives Investigation Notes	Transcribed into the Crime Report or Impounded as Evidence at the Detectives Discretion.		Transcribed into the Crime Report or Impounded as Evidence at the Detectives Discretion		Mag, Ppr			Final reports and records are retained in the case file stored in Records; GC §34090 et seq.
Police / Support / Detective Bureau.	PD-036	Informant Files	10 years		10 years		Mag, Ppr			Informant information; Does not contain criminal intelligence information concerning individuals; Standard municipal government practice; GC §34090

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Police / Support / Detective Bureau.	PD-037	Intelligence Files (Criminal Intelligence Files)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Support / Detective Bureau.	PD-038	Taxi Permits	Expiration of Permit - Minimum 2 years		Expiration of Permit - Minimum 2 years		Mag, Ppr			Remove record series once all records have been destroyed; Standard municipal government practice; GC §34090
Police / Support / Detective Bureau.	PD-039	Massage Establishment Permits / Massage Technician Background Checks	Expiration of License - Minimum 2 years		Expiration of License - Minimum 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Police / Support / Detective Bureau.	PD-040	Registrants: Arson - Adults	5 years	P, or Death of Registrant	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Police / Support / Detective Bureau.	PD-041	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090
Police / Support / Detective Bureau.	PD-042	Registrants: Narcotic – Registration no longer required per AB 1261	2 years		2 years		Mag, Ppr			Remove record series once all records have been destroyed; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Support / Detective Bureau.	PD-043	Registrants: Sex Offenders - Adults	P, or Death of Registrant		P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Support / Detective Bureau.	PD-044	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(d)
SUPPORT / PROPERTY & EVIDENCE										
Police / Support / Property & Evidence	PD-045	Crime Report Photos	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Evidence

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Police / Support / Property & Evidence	PD-046	Gun and Narcotics Destruction Log (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Property & Evidence	PD-047	Latent Print File	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Evidence
Police / Support / Property & Evidence	PD-048	Logs: Evidence Register	Follows the Retention Period of the Crime Report		Follows the Retention of the Crime Report		Mag, Ppr			Evidence
Police / Support / Property & Evidence	PD-049	Property Release Forms	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Property & Evidence	PD-050	Property Tag Logs	2 years		2 years		Mag, Ppr			GC §34090
SUPPORT / RECORDS BUREAU										
Police / Support / Records	PD-051	Citations / Citation Books - Moving Violations, Marijuana / Cannabis	2 years		2 years		Mag, Ppr			Parking Citations are sent to Finance; GC §34090 et seq.
Police / Support / Records	PD-052	Field Investigation Cards (FI's) - After Entry into to RMS	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.

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Police / Support / Records	PD-053	Field Investigation Cards (FI's) - Prior to RMS	3 years		3 years		Mag, Ppr			Standard municipal government practice; GC §34090
Police / Support / Records	PD-054	Fingerprint Cards	After Entry into LiveScan		After Entry into LiveScan		Mag, Ppr			Standard municipal government practice to cover accreditation cycles; GC §34090
Police / Support / Records	PD-055	Juvenile Detention Log	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Support / Records	PD-056	LiveScan Applications / Fingerprint Applications (for the Public)	2 years		2 years		Mag, Ppr			GC§ 34090 et seq.
Police / Support / Records	PD-057	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Records	PD-058	Operations Plans (Crowd Control, Searches, Special Events, SWAT, etc.)	5 years		5 years		Mag, Ppr			Standard municipal government practice; GC §34090 et seq.
Police / Support / Records	PD-059	Payment Plans for outstanding parking citations received by indigent persons	Fully Paid or Forgiven + 2 years		Fully Paid or Forgiven + 2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Police / Support / Records	PD-060	POLICE REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered - Minimum 5 years		Firearm Found or Recovered - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC§ 11108.2(b); GC§ 34090

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Police / Support / Records	PD-061	POLICE REPORTS / INCIDENT REPORTS: ALL, Except Those Specifically Mentioned in the Schedule e.g., 5150, Detention Reports, Traffic Collisions, including Fatals, etc.	10 years		10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Support / Records	PD-062	POLICE REPORTS / INCIDENT REPORTS: Capital Crimes / Serious Felonies / Major Crimes / Child Abuse / Sex Crimes - Capital Crimes (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290); Substantiated Child Abuse or Severe Neglect (Adults Only)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)

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Police / Support / Records	PD-063	POLICE REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Support / Records	PD-064	POLICE REPORTS / INCIDENT REPORTS: Juvenile Child Abuse or Severe Neglect	Date of Incident + 10 years, If No Subsequent Reports		Date of Incident + 10 years, If No Subsequent Reports	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§11169(i); 11170(a); GC §34090
Police / Support / Records	PD-065	POLICE REPORTS / INCIDENT REPORTS: Missing Persons	Until CLETS Entry No Longer Exists - Minimum 7 years		Until CLETS Entry No Longer Exists - Minimum 7 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090

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Police / Support / Records	PD-066	POLICE REPORTS / INCIDENT REPORTS: Sealed Juvenile and Ward Cases - Except Child Abuse or Severe Neglect, (Substantiated); those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations runs up to age 22 or within five years of date of discovery of injury/illness occurring after age of majority, whichever is later; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Support / Records	PD-067	POLICE REPORTS / INCIDENT REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Court Order + 1 year	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Support / Records	PD-068	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms, serious felonies, or synthetic cannabis	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	("Shall" Destroy); H&S §11361.5; GC §34090

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<i>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Support / Records	PD-069	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357- Except those with outstanding stolen property, including firearms, or lost firearms, serious felonies, or synthetic cannabis	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Support / Records	PD-070	POLICE REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(d) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(d)
Police / Support / Records	PD-071	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Records	PD-072	RMS Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Support / Records	PD-073	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Mag, Ppr			11 CCR 999.228; 11 CCR 999.229; 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>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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Support / Records	PD-074	Subpoenas (all Police Dept.) / Discovery Requests / Pitchess Motions / Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090
Police / Support / Records	PD-075	Warrants (Recalled or Served)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & ENGINEERING

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>										
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<i>Capital Improvement Project (CIP): Infrastructure owned & built by the City (may be contracted)</i>										
<i>Land Development: Infrastructure owned & built by a private party / developer. Ownership of the Infrastructure is transferred to the City after inspection and acceptance.</i>										
PUBLIC WORKS / ENGINEERING										
City Clerk	PW-001	Abandonments / Vacations (Streets)	Copies - Minimum 2 years		Copies - Minimum 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-002	Assessment Districts / CFDs / Community Facilities Districts & Zones / Landscape & Lighting Districts, etc. (FORMATION, BOUNDARIES, MAPS)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090
Public Works / Engineering	PW-003	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFPs / RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & ENGINEERING

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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Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Geotechnical Reports, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc. Drawings, Record Drawings, Large-Format Drawings, Capital Improvement Project "As-Builts"	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): Unsuccessful Proposals	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering	PW-006	CCTV Storm Drain Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	2 years		2 years		Mag			Standard municipal government practice; GC §34090 et seq.
Public Works / Engineering	PW-007	Centerline Ties	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090

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City Clerk	PW-008	Deeds, Easements, Rights of Ways, Covenants , Liens	Minimum 2 years		Minimum 2 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-009	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Public Works / Engineering	PW-010	Drawings, Record Drawings, Large-Format Drawings, Capital Improvement Project or Land Development "As-Built" or "Mylars" (Recorded or Not Recorded - whether or not the Drawing was Recorded)	3 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After 15 years	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 / Engineering	PW-011	Encroachment Permit Database (Tyler EnerGov)	Indefinite		Indefinite		Mag, Ppr			Standard municipal government practice; GC §34090 et. seq.
Public Works / Engineering	PW-012	Encroachment Permits - Long Term Encroachments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & ENGINEERING

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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Public Works / Engineering	PW-013	Encroachment Permits - Haul Permit, Public Right of Way, Street Permits, Temporary Construction, Traffic Control, Transportation / Wide Load, Utility Cuts etc.	2 years		2 years		Mag, Ppr			Standard municipal government practice (the warrantee period for work done is 5 years); GC §34090
Public Works / Engineering	PW-014	Engineering Studies / Geotechnical and Soils Reports; Hydrology Reports / Surveys (Not related to a CIP Project)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Public Works / Engineering	PW-015	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090
Public Works / Engineering	PW-016	Flow Measurements (Storm Drains)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Standard municipal government practice; GC §34090
Public Works / Engineering	PW-017	Grading Permits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090

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Public Works / Engineering	PW-018	Land Development Projects: Permanent Files Acceptance, Geotechnical Reports, Materials Testing Reports, Grading Permits, Hazardous Materials, Soils Reports, Studies, Submittals, Surveys, etc. Drawings, Record Drawings, Large-Format Drawings, Land Development "As-Built" <i>Examples: Lot Line Adjustments, Parcel Merger, Precise Alignment, Final Tract and Parcel Maps</i>	Upon Completion	P	P	Yes: Until Completed	v	S/I	Yes: After QC & OD	Standard municipal government practice; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-019	Land Development Projects: Administration File Construction Inspections / Daily Inspections, Photos, Correspondence, Meeting Agendas & Minutes, Safety. SWPPP / WPCP, etc. <i>Examples: Lot Line Adjustments, Parcel Merger, Precise Alignment, Final Tract and Parcel Maps</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; CCP §337 et. seq., GC §34090
City Clerk	PW-020	Lien Agreements	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

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Development Services / Building & Safety OR Public Works / Engineering	PW-021	MSHCP Fee Receipts - Riverside Regional Conservation Authority - Multiple Species Habitat Conservation Plan Fee Receipts	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference. The City was required to collect these substantial fees for the Authority until 2022. If a resident or developer cannot locate their receipt, they have to pay the substantial fees again (the Authority has been unable to locate records of past fees submitted by the City); GC §34090
Public Works / Engineering	PW-022	NPDES Monitoring Reports and Inspections - Stormwater	Minimum 10 years		Minimum 10 years		Mag, Ppr			Standard municipal government practice; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Engineering	PW-023	NPDES Permits / MS4 Permits - Stormwater Quality	Superseded + 10 years		Superseded + 10 years	Yes: Until Expiration	Mag, Ppr			Standard municipal government practice; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & ENGINEERING

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Public Works / Engineering	PW-024	Studies and Reports: Water Quality Management Plan, Studies and Reports	Superseded + 3 years		Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Standard municipal government practice; Monitoring records required for 3 years (therefore the Plan needs to be retained for 3 years after superseded; 40 CFR §§122.21, 122.41; CCP §337 et seq.
State of California	PW-025	SWTRS - Statewide Integrated Traffic Records System	When No Longer Required		When No Longer Required		Mag Ppr			Non-Records (Sheriff)
Public Works / Engineering	PW-026	Traffic Commission , and Traffic/Transportation Commission - RECORDINGS - AUDIO of meetings	30 days, or After Minutes are Approved, Whichever is Longer		30 days, or After Minutes are Approved, Whichever is Longer		Mag			State law only requires for 30 days; GC §54953.5(b)
Public Works / Engineering	PW-027	Traffic Commission , and Traffic/Transportation Commission - AGENDA PACKETS, AGENDA FACE SHEETS.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Road Closures are documented only in these Agenda Staff Reports; GC §34090 et seq.

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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City Clerk	PW-028	Traffic Commission , and Traffic/Transportation Commission - MINUTES & BYLAWS	Send Originals to the City Clerk		Send Originals to the City Clerk	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Minutes are mandated to be retained Permanently; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
Public Works / Engineering	PW-029	Traffic Commission , and Traffic/Transportation Commission - RECORDINGS - VIDEO of meetings (Video became effective October 2023)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Standard municipal government practice; video recordings of meetings are required for 90 days; GC §34090.6
Public Works / Engineering	PW-030	Traffic Signal Maintenance History, Specifications	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-031	Traffic Speed Surveys	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	PW-032	Traffic Studies / Traffic Counts / Traffic Calming Requests / Traffic Complaints / Traffic Impact Analysis	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & ENGINEERING

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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Public Works / Engineering	PW-033	Transportation Master Plans / Traffic Master Plans (NOT Elements of the General Plan / Circulation Element)	Minimum 10 years		Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice; Drafts should be destroyed; GC §34090
PUBLIC WORKS / MAINTENANCE										
Public Works / Maint.	PW-034	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Maint.	PW-035	City Facility Inspections / Building Inspections	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Maint.	PW-036	Daily Work Records (Includes Sidewalk Maintenance Records)	5 years		5 years		Mag, Ppr			Standard municipal government practice; GC §34090
Public Works / Maint.	PW-037	Generator Operation Logs (for all generators)	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Public Works / Maint.	PW-038	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard municipal government practice (City has "cradle to grave" liability; test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works / Maint.	PW-039	Leave Slips	When No Longer Required		When No Longer Required		Mag, Ppr			The final record is the time sheet or time card; GC §34090 et seq.

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Public Works / Maint.	PW-040	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Standard municipal government practice; GC §34090 et. seq.
Public Works / Maint.	PW-041	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			13 CCR 1234; GC§34090
Public Works / Maint.	PW-042	Time Sheets / Time Cards (Maintenance does not forward the original signed Time Cards / Time Sheets to Finance)	2 years	3 years	5 years		Mag, Ppr			Standard municipal government practice; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090
Public Works / Maint.	PW-043	Tree Database (West Coast Arborist)	P		P		Mag, Ppr			Inventory of trees is historical; GC §34090
Public Works / Maint.	PW-044	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(f) & 4216.3(d), GC §34090
Public Works / Maint.	PW-045	Vehicle Smog Certificates Only	4 years		4 years		Mag			Data Fields / Records are interrelated; GC §34090

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Public Works / Maint.	PW-046	Vehicle & Equipment History Files Maintenance (may be provided by contracted garages)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Standard municipal government practice; 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., 13 CCR 1234(f); GC §34090
Public Works / Maint.	PW-047	Vehicle Accident Report (City Vehicles)	2 years		2 years		Mag, Ppr			Standard municipal government practice; GC §34090
Public Works / Maint.	PW-048	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Public Works / Maint.	PW-049	Work Orders / Service Requests - All Information Entered in CMMS Database	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); 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>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>Send all recorded documents to the City Clerk</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<i>Capital Improvement Project (CIP): Infrastructure owned & built by the City (may be contracted)</i>										
<i>Land Development: Infrastructure owned & built by a private party / developer. Ownership of the Infrastructure is transferred to the City after inspection and acceptance.</i>										
Public Works / Maint.	PW-050	Work Orders / Service Requests - NOT entered in CMMS Database (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			Standard municipal government practice; CCP §§338 et seq., 340 et seq., 342, GC §34090