



## Staff Report April 9, 2019

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Crickett Strock, Town Clerk  
**DATE:** April 9, 2019  
**RE:** Revised Management Records Retention Schedule

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### **Recommendation**

Staff recommends Council repeal Resolution No. 95-43 and approve a Resolution adopting a revised Management Records Retention Schedule for the Town of Loomis.

### **Issue Statement and Discussion**

The purpose of the Management Records Retention Schedule is to provide the Town management guidance for the creation of records retention schedules which set the duration that Town records must be retained, and authorizes the destruction or disposition of any records at the conclusion of the record retention period specified. Management record retention schedules and records management procedures protect vital, historically valuable, and legally mandated records; confidentiality obligations; and assure the prompt and systematic disposal of records that no longer have administrative, fiscal, legal, and historic or research value.

The staff and Town Attorney have been given an opportunity to review and comment on all proposed schedules and time frames. The schedule provides a basic index and guide to town wide records retention practices.

The Schedule is an integral part of the Town of Loomis records and information management and requires periodic updates to comply with State regulations and individual department needs. The proposed Management Records Retention Schedule will supersede the current schedule.

### **CEQA Requirements**

There are no CEQA issues.

### **Financial and/or Policy Implications**

There is no Town fiscal impact from this action.

### **Attachments**

A – Resolution

B – Management Records Retention Schedule

**TOWN OF LOOMIS**

**RESOLUTION NO. 19 - \_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
ADOPTING A REVISED MANAGEMENT RECORDS RETENTION SCHEDULE  
AND SUPERSEDING RESOLUTION NO. 95-43**

WHEREAS, Government Code Section 12168.7 directed the California Secretary of State to establish the Local Government Records Program to set published guidelines for local government records retention; and

WHEREAS, Government Code Section 34090 provides a procedure whereby certain public records which have served their purpose and are no longer required may be destroyed, and the destruction of said records will not interfere with the services and functions of the Town; and

WHEREAS, the keeping of certain records is not necessary nor legally required after the passage of certain periods of time for the effective and efficient operation of the Town of Loomis; and

WHEREAS, Resolution 95-43 was adopted on October 10, 1995 establishing a Management Records Retention Schedule for the Town of Loomis; and

WHEREAS, certain amendments to the Management Records Retention Schedule are necessary for the Town to remain in compliance with applicable statutes, codes, and regulations; and

WHEREAS, the head of each Town Department agrees to only destroy records that are no longer required in strict compliance with the retention periods set forth in the Loomis Management Records Retention Schedule; and

WHEREAS, each Department shall periodically prepare a list of those records to be destroyed pursuant to the Loomis Management Records Retention Schedule and the Town Clerk shall prepare a Certificate of Destruction (Exhibit A) to be kept in the permanent file; and

WHEREAS, the Town Attorney has reviewed and approved the proposed management records retention schedule.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Loomis hereby repeals Resolution No. 95-43 and approves the revised Town of Loomis Management Records Retention Schedule attached as Exhibit A.

PASSED AND ADOPTED by the Town Council of the Town of Loomis on April 9, 2019 by the following vote:

Ayes:  
Noes:  
Abstained:  
Absent:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

# TOWN OF LOOMIS

## MANAGEMENT RECORDS RETENTION SCHEDULE



Approved: October 10, 1995  
Resolution 95-43

Updated: \_\_\_\_\_ 2019  
Resolution 19-

## INTRODUCTION

In 1999, the California legislature added Section 12236 to the Government Code, requiring the Secretary of State to establish a Local Government Records Program to develop records retention guidelines and an archival support program. The "Local Government Records Management Guidelines" subsequently published by the State Archives in August 2001 provided the model. It is important that the Town staff periodically review the Management Records Retention Schedule and present appropriate amendments to the Town Council in accordance with changes in law and/or Town policies and operational procedures.

The Management Records Retention Schedule has been divided into departmental sections to enable staff members to quickly determine the required retention period for documents stored in their department.

Retention: The retention period is the minimum amount of time the record series must be maintained by the Town. Unless otherwise noted, retention periods are expressed in years. Some retention periods have been administratively extended beyond the legal requirement for operational reasons.

It should be noted that California Government Code Section 34090.5 authorizes a Town officer to destroy original records, without the approval of the Town Attorney or Town Council once they have been electronically or photographically reproduced and certain specific conditions have been satisfied.

**TOWN OF LOOMIS  
MANAGEMENT RECORDS RETENTION SCHEDULE**

FILE	RECORD DESCRIPTION	RE-TENTION PERIOD	FOR-MAT	LEGAL AUTHORITY & REMARKS
	COPIES OR DUPLICATES of documents for which a department is not the office of record.	C		It is the policy of the Town of Loomis that copies distributed to various departments for informational purposes and drafts, notes or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business may be destroyed by the departments when they are no longer useful for reference. GC 6254(a) (drafts); GC 34090.7 (copies)
<b>GENERAL ADMINISTRATION</b>				
	General Information	2	HC	GC 34090
	Town wide Policies/Procedures	P	E HC	Keep one for historical purposes. Keep until superseded. GC 34090
	Correspondence	2	D HC	Letters, emails on issues relating to Town business GC 34090
	Staff Meeting Notes	C	HC	Inter-agency memoranda not retained in the ordinary course of business. GC 6254(a)
	Press Releases and Social Media	C+2	D	Media releases, posts to social media accounts (Facebook, Twitter, Instagram, YouTube, Pinterest, Flickr, NextDoor, Etc.) GC 34090
	General Subject Files	C+2	HC	Internal working files. GC 34090(d)
	Customer Response Management	2	D HC	Correspondence, audio recordings, and staff memos regarding suggestions, complaints, and feedback from community. GC 34090
	Professional Associations	2	HC	(e.g. IIMC, CCAC, ICMA) GC 34090
	Town Facility Rental	C+2	D HC	GC 34090
	Event/Street Closure Applications	2	D HC	(e.g. Eggplant Festival, Family Fest, etc.)
	Community Promotions	5	HC	(e.g. Communications & Outreach info, surveys, etc.) GC 34090
	Publications from Outside Agencies	C	HC	Not in Town's control (not a public record) GC 34090
	Blank Forms & Document Templates	C+2	D HC	Templates/forms are considered preliminary drafts exempt from disclosure. GC 6254(a)
	Mailing Labels	C	D	GC 34090
	Town Attorney Memorandums and Opinions	C+5	D HC	Active until issues resolved. GC 34090
	Attorney Confidential Opinions	10	E HC	GC 34090; GC 6254
	Publications and law updates	C	HC	GC 34090
	Federal and State Grants and Assistance	C+5	E HC	Refer to grant application close-out procedure. Records for grants with Prop. 1B funding must be retained for 35 years. GC 34090; OES Grant Mgmt. Memo 2011-09
	Emergency/Disaster Planning	C+2	DHC	Emergency Preparedness plan, Emergency Communication, Emergency Management Exercises and Training. GC 34090
	Town Owned Vehicles	C+2	D E HC	Inventory, equipment, parts & supplies, staff reports for Purchasing vehicles, Owner's Manual & Vehicle Information, Licenses, Title, Permits. GC 34090(a); VC 9900 et seq.
	Purchase Orders and Requisitions	Au+5	D HC	Original Documents. GC 34090; CCP 337
	Bids, RFP's, RFQ's	Au+5	D HC	Requests for Proposals regarding goods & services, plus winning bid staff reports. GC 34090; GC 25105-1; CCP 337
<b>BUILDING</b>				
	Building Permits	P	D HC	Issued and final permits, associated documents. GC 34090(a); H&S 19850
	Code Books	P	D HC	Uniform Building, Fire, Mechanical, Plumbing & Supplements – Keep until superseded. GC 34090€
	Certificates	P		Compliance, elevation, occupancy which affect real property. GC 34090a
	Inspection Logs	C+2	D HC	Daily inspections GC 34090
	Complaint File	C+7	E	Confidential complaints. 42 USC 1983
	Contract Building Inspection Services	C+10	D E HC	Legal agreements. GC 34090
	Projects, not completed or denied	C+2	HC	Building, engineering, planning. GC 34090d
	Reports	C+2	D	Activity, periodic

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FILE	RECORD DESCRIPTION	RE-TENTION PERIOD	FOR-MAT	LEGAL AUTHORITY & REMARKS
<b>PLANNING/DEVELOPMENT</b>				
	Correspondence	C+2		GC 34090d. Working documentation.
	Development Bonds	C+10	E	CCP 337.5 Housing; Industrial development (GC43901) requires that you list publication requirements before destroying. All destruction must be approved by Town Attorney. A development bond is what a developer posts to insure that required public improvements (roads, curbs, gutters, sidewalks, etc.) are built.
	Development Conditions & Agreements & Supporting Materials	P	E HC	Mitigation measures; filed with case files. Supporting documents for development agreements. Signed Development Agreements. GC 65868.5; CCP 337.15; gc34090
	Development Standards	P	HC	GC 34090(a)
	Drawings, Project Plan	C+2		GC 34090d. Does not include those usually filed with case or project.
	Grants, Community Development Block Grants (CDBG)	C, AU+4		Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, supporting documents, inventory, consolidated plan, etc Includes Section 108 loan guarantee, actual grant contract filed. 24 CFR 570.502(b)(3)(a)(7), 241CFR 85.42 & OMB Cir A-110, attach, C, A-102, & 128, A-110, A-28, HUD regulations
	Incident Files	2		Emergency Call-outs. GC 34090d
	Logs	C+5		Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility. GC 34090
	Lot Splits and Lot Mergers	P	D HC	GC 34090
	Maps & Plats & Town Boundary	P	D E HC	Engineering & field notes & profiles; cross-section of roads, streets, right of way maps; annexations, parks, tracts, block, storm drains maps, etc. H&S 19850; GC 34090(a)
	Photos, Aerial	C+10	D E HC	GC 34090
	Plans – Regulatory	P	D E HC	Master Plans, General Plans & Elements to General Plan, Area Plans, Land Use Plans, Zoning Ordinance, Zoning Maps, Zoning Text Amendments, Plans, Drawings, Exhibits and Photos
	Projects, Not Completed or Denied	C+2	HC	Building, Engineering, Planning. GC 34090d
	General Plan Amendment	C+3	E HC	Includes approved and denied. GC 34090(a); GC 65106; GC 50110
	Development Impact Fees	P	D E	GC 34090(a); CCP 337.15
	Studies, Special Projects & Areas	C+2	D HC	Engineering joint powers, noise, traffic impact studies, circulation, archeological artifacts. GC 34090(a)
	Project Files	P	D HC	Planning & Zoning. Pertains to real property. May include blueprints, drawings, maps, plans, reports, correspondence, uses, variances, studies, appeals, compliance certificates, includes rezoning of properties, historic preservations address files, planning alcohol permits/uses and redevelopment/lot line adjustments, preliminary, tentative and final maps; subdivision agreements. GC 34090; GC 34090(a); GC 4003; GC 4004; H&S 19850
	Sample materials submitted with projects for approval	C+2	S	Roof, glass, paint, etc. samples – keep as long as project is in approval process plus 2 years. Original is then scanned or photograph, original destroyed, and photo or scan filed in project file. GC 34090
	California Environmental Quality Act (CEQA)	P	D HC	Exemptions, Draft & Final EIR's, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration. GC 34090(a); CEQA Guidelines
	Reports, Soil	P	D HC	Final reports. GC 34090(d); CCP 338.1
	Review of EIRs not under Town Jurisdiction	C+2	D HC	Town Review and comments on projects by other jurisdictions – exemptions, EIRs, mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration. GC 34090(d)
	Tree Removal Permits	5	HC	Permits & related correspondence, regulations. GC 34090(a); H&S 19850

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FILE	RECORD DESCRIPTION	RE-TENTION PERIOD	FOR-MAT	LEGAL AUTHORITY & REMARKS
<b>PUBLIC WORKS</b>				
	Bids & Proposals (unsuccessful)	C+2	HC	GC 34090d
	Bonds, Security	C+2	HC	Documentation for performance of work/services for parcel maps & subdivision work. GC 34090; GC 43900; CCP 337.5
	Capital Improvement Projects	C+10	HC	Supporting documents including bidders list specifications, reports, plans, work orders, schedules, etc. CC337.15
	Correspondence	C+2	HC	GC 34090d. Working documentation.
	Studies, Special Projects & Areas	C+2	D	Engineering, Joint Powers, noise, transportation. GC 34090d
	Surveys	P	HC	Recording data and Maps. GC 34090a
	Traffic Impacts	P	D HC	Reports. GC 34090(d)
	Green House Gas Emissions	P	D HC	Climate Action Plan. GC 34090(d)
	Abandonment of Easements/ Vacations	P	D HC	GC 34090
	Acquisition/Disposition of Property	P	E HC	Supporting documents of sale, purchase, or exchange, leases of Town property and related documents. GC 34090(a); GC 6254; CCP 337.2
	Annexations/De-annexations	P	E HC	Reports, public notices. GC 34090(a)
	Appraisals	C+2	E HC	Exempt from disclosure until final acquisition obtained. GC 34090; GC 6254(h)
	Engineering Construction Tracking	C+10	D E	CCP 337.15
	Engineering Design, Drawings, Traffic Control Plans	P	D E HC	Includes street design (e.g. signs, striping). GC 34090(a)
	Flood Control,	P	D HC	Storm Drains, Drainage maps, flood zones, creeks, etc. GC 34090(d)
	Inventory, Equipment	AU+2	HC	Warranties, purchase orders. GC 34090
	Landscape	C+2	HC	Drawings, contracts, complaints, specifications, photos, reports. GC 34090
	Maps	P	HC	Irrigation, plot plans, etc. GC 34090
	Plans, Proposed	C+2	HC	Future plans, new sites, expansions. GC 34090
	Special Districts	P	D E HC	Supporting documents re: improvement, lighting, assessments, underground utility; bonds, taxes & construction. GC 34090(a)
	Street Openings & Closures	P	D E HC	GC 34090
	Easements, Dedications, Right of ways, Abandonment/Vacations and other access Agreements	P	HC	Supporting documentation includes emergency access and alternate access routes. GC 34090
	Landscaping & Lighting	C+2	D HC	Plants, tree maintenance, work orders, Maintenance. GC 34090
	Capital Improvement Programs	C+10	D HC	Construction/Project related documents. CCP 337.15; GC 34090
	Railroad Right-of-way	C+3	HC	Land acquisitions, correspondence, improvements, statutory records. 36 CFR 64.11
	Traffic Operations	P	HC	Lighting, wheel chair ramps, storm drains, streets, sidewalks. GC 34090
	Traffic Studies	C+10	D HC	Includes analyses and surveys that are studies. Traffic Counts, traffic calming, traffic control, GC 34090
	Encroachment Permits	C+2	D E HC	Encroachment permits, street opening permits, driveway permits. GC 34090(d); H&S 19850
	Other Permits	C+2	D HC	Oversize transportation Permits, street banners. GC 34090
	Speed Limits	C+2	D HC	Engineering & Traffic Surveys. GC 34090
	Traffic Safety	C+2	D HC	Pedestrian safety, crosswalks, bicycle lanes, traffic calming, safe routes to school, traffic stripes and markings. GC 34090
	Traffic Signs & Signals	C+2	D HC	Logs, drawings codes, circuits, installation records, testing & maintenance, inventory, timing crosswalk warning, flashing beacons, etc. GC 34090
	Public Works Equipment Inventory	Au+2	D HC	Warranties. GC 34090
	PW Maintenance/Operations	C+2	D	Work Orders, Inspection, repairs, schedules, complaints, etc.. GC 34090
	PW Pest Control	C+2	D HC	Regulations, recommendations, MSDS sheets, monthly use reports, labels. GC 34090(d)
	PW Parks, Playgrounds	C+3	D HC	Site files, inspection records, repairs. GC 34090
<b>FINANCE</b>				

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FILE	RECORD DESCRIPTION	RE-TENTION PERIOD	FOR-MAT	LEGAL AUTHORITY & REMARKS
	A-P General Information	2	D HC	GC 34090
	Accounts Payable	AU+5	D HC	Check Register, invoices, check copies, supporting documents GC 34090; 26 CFR 16001-1. 1099s and associated W-9s. GC 34090; 29 USC 436; 29 CFR 516.5-516.6; 26 CFR 31.6001-1-4; IRS Reg 31.6001-1(e)(2); R&T 19530
	Accounts Receivable	AU+5	D HC	GC 34090
	Assessment Districts	P	D HC	Collection information; Original documentation files with municipal clerk. GC 34090
	Checks	AU+5	HC	Includes payroll, canceled & voided checks. GC 34090; CCP 337
	Payroll Register	P	E	GC 34090; GC 37207
	Employee Time Sheets	Au+6	D HC	GC 34090; 29 CFR 516.2; 20 CFR 516.6(1); IRS Reg 31.6001-1(3)(z); R&T 19530; LC 1174(d)
	Other Payroll Related Documents	Au-6	D HC	Includes W-2 Forms, W-4 Forms, leave balance sheets, etc. GC 34090; 29 CFR 516.2; CAC 22-1085-2
	Salary Records	P	E HC	GC 34090; 29 CFR 516.2; CAC 22-1085-2
	General Ledger	P	E HC	GC 34090; CCP 337
	Journal Entries and Backup	Au+7	HC	Account postings with supporting documents. GC 34090; CCP 337
	Audit Reports and Backup	P	E HC	Treasurer's Reports, Annual Financial reports. GC 34090
	State Controller's and Other Required Reports	P	E HC	GC 34090
	Budget, proposed	AU+2	HC	Presented to Council GC 34090
	Budget, Adopted	P	HC	GC 34090
	Budget Adjustments	Au+5	HC	Account transfers, appropriation and transfer of funds, and modification, or accounting funds, Midyear review reports. GC 34090
	Bank Reconciliations	AU+5	HC	Statements, Summaries for Receipts, Disbursements & Reconciliations. GC 34090; 26 CFR 16001-1
	Billing Information	Au+5	D HC	Invoices, Accounts Receivable, taxes (e.g. TOT and sales tax revenues, etc) Cash register receipts & credit card receipt copies. GC 34090; CCP 338
	Business Licenses	C+5	D HC	GC 34090; CCP 337
	Fee Schedules	C+5	E HC	GC 34090
	Investment Records	P	D E	Summary of Transactions, Inventory & Earnings Report. GC 34090; GC 53607; CCP 337
	Invoices	AU+2	HC	Copies sent for fees owed, billing, related documents. GC 34090
	Inventory	AU-4	HC	Reflects purchase date, cost, account number. GC 34090; 26 CFR 301 65-1(F)
	Assessment Districts	P	D E HC	Collection of Information, Resolutions, Ordinances regarding Assessments and Engineer Reports. GC 34090
	Revenue Bonds and other Bond Information	C+10	D HC	Account Statements, Administration, Bond and coupons. A revenue bond is a bond issued by the Town for a specific public works project and supported by revenues from that project. GC 34090; GC 53921; CCP 337.5
	Deposits, Receipts	AU+5	HC	Current documents are vital records, checks, coins, currency GC 34090; CCP 337
	Warrant Register	AU+2	HC	GC 34090.7
	Warranties	C+2	HC	Warranties to cover services, purchases, and or work performed for the Town. GC 34090; CCP 1790
<b>RISK MANAGEMENT</b>				
	Accident Reports – Town Assets	C+7	HC	Reports and related records. 29 CFR 1904.2; 29; CFR 1904.6
	Damage to Town Property	C+7	D HC	Reports and Related Records. GC 25105.5
	Bonds, Insurance	P	D HC	Bonds & Insurance Policies Insuring Town Property and other Assets. CCP 337.2; CCP 343; GC 6499.03
	Insurance, Liability/Property	P	HC	May include liability, property, Certificates of Participation deferred, use of facilities. GC 34090
	Insurance, Workers Compensation	P	HC	Indemnity; PERS – working files – originals with Administrator. GC 6410; 29 CFR 1910.20
	Small Cities Organized Risk Effort/JPA	P	D E HC	Liability Insurance; Town Property insurance, Workmen's Comp, Agreements. GC 34090
	Photographs, Negatives, Film	C+2	D HC	GC 34090

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FILE	RECORD DESCRIPTION	RE-TENTION PERIOD	FOR-MAT	LEGAL AUTHORITY & REMARKS
	Risk Management Reports	C+5	D E HC	Federal OSHA forms, safety reports, studies. 29 CFR 1904.4; 29 CFR 1904.7; GC 34090
	Workers Compensation	P	HC	Claim Files, Reports, Incidents (working files) originals filed with Administrator. CCR 14311; 15400.2; CA Labor Code 110-139.6
<b>PERSONNEL</b>				
	Active Employees & temporary	C+10	HC	May include application, release authorizations, certifications, disciplinary actions, terminations, evaluations. 29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602 et seq.; 29 CFR 1607.4; GC 6254(c); GC 12946; GC 34090
	Contract Employees	C+10	HC	29 CFR 516.6; 29 CFR 1627.3; 29 CFR 1602.30; 29 CFR 1602.31; GC 6254(c); GC 12946; GC 34090; CCP 337; CCP 343
	Workers Compensation Employee Files	P	HC	Claim files, reports, incidents, etc. CCR 14311; CCR 15400.2; LC 110-139.6; 8 CFR 15400.2
	Investigations, Discipline Background, Information & Grievances	P	HC	29 CFR 1627.3; 29 CFR 1607.4; 29 CFR 516.6 et seq; CCR Sec 1174; GC 12946; GC 3300; EEOC – Federal Regs.; PC 832.5(b)
	Town Employee Oaths of Office	C+2	HC	GC 34090
	Job Descriptions	C+2	D HC	Current documents are vital records. GC 34090
	Position Classifications	C+2	D HC	Includes classifications & wage rates, staff reports, classification studies and surveys, and reclassification. GC 12946; GC 34090; 29 CFR 516.6(2); 29 CFR 1602; 29 CFR 1607
	Active Employee Benefit Files	C+10	D HC	May include enrollment forms, emergency notification forms, Family Leave, etc. 29 CFR 1627.3; 29 CFR 1602.30.32
	Separated Employees	10	HC	29 CFR 1627.3; 29 CFR 1602.30.32
	Unemployment Claims	C+4	HC	GC 34090
	Employee Training Records	C+7	D E HC	Employee forms, class training materials, internships, etc. GC 6250 et seq
	Employee Handbooks and Policies	C+2	D HC	General Employee information, including benefit plans. GC 34090; GC 12946
	Employee Programs	C+2	D HC	Includes commendations, awards, and recognitions. GC 34090; GC 12946
	Employee Bargaining Unit MOUs	P	E HC	Includes side letters and any other amendments to employee bargaining unit MOUs. GC 34090; 29 USC Sec 211(c)
	Federal I-9 Forms	C+3	HC	In accordance with Section 101, Control of Unlawful Employment of Aliens, (b)(3)(B)(i) and (ii) I-9s are retained for three years after the date of such hiring, or (ii) one year after the individual's employment is terminated, whichever is later. Immigration Reform/Control Act 1986 Pub. L 99-603
	COBRA Files	C+10	HC	May include enrollment forms, COBRA letters, etc. 29 CFR 1627.3; 29 CFR 1602.30.32
	Retirement	P	HC	CalPERS, Social Security, Medicare & Benefit documents.
	Motor Vehicle (DMV) Records	C+7	HC	GC 12946; 8 USC 1324(a)
	Position Recruitment	C+3	HC	Applications and resumes for those not hired, lists/logs, examination materials & answer sheets, job bulletins, eligibility, release of information forms for recruitments, electronic database. GC 12946; GC 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
	Volunteer Programs, Guidelines, and Activities	C+2	HC	GC 34090
	OSHA	C+7	D HC	29 CFR 1904.2; 29 CFR 1966.6
	Safety Policies and Procedures	C+2	D HC	GC 34090
<b>TOWN CLERK/LEGISLATIVE</b>				
	Certificates of Destruction	P	E HC	Authorization to destroy obsolete records, Authorization to destroy unrecoverable damaged records. GC 34090.5
	Public Records Request	C+2	D HC	GC 34090
	Retention Schedules	C+4	E HC	GC 34090; CCP 343
	General Information/Council Meetings	2	D HC	Follow-up Letters on meeting items; Council Comments; Proof of Publications, etc. GC 34090
	Agendas	C+2	E HC	Agendas and special meeting packets notices, including proof of posting, etc. GC 34090
	Agenda Reports	C+10	E	Agenda reports submitted for Council/Commission packets to include all exhibits and attachments therein. Hard copy discarded

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FILE	RECORD DESCRIPTION	RE-TENTION PERIOD	FOR-MAT	LEGAL AUTHORITY & REMARKS
				after scanned into Laserfiche. GC 34090
	Applications to Boards, Commissions, & Committees	2	D HC	Not Selected. (includes letters to unsuccessful candidates and pending interview applications) GC 34090
	Applications to Boards, Commissions, & Committees	C+5	D HC	Selected (includes appointment staff reports, oaths of office, awards, performance and attendance reports, etc.) GC 34090; GC 40801
	Legal Advertising	C+10	E HC	Includes public notices and proofs of publication for public hearings. CCP 343; CCP 349 et seq; GC 911.2; GC 34090
	Minutes	P	E HC	Official minutes and hearing proceedings of governing body or board, commission or committee. GC 34090(d); GC 36814; GC 40801
	Municipal Code	P	E HC	Supplements included. GC 34090
	Ordinances	P	E HC	Signed ordinances, ordinance staff report, proof of publication, notice. GC 34090(d); GC 40806
	Petitions	2	HC	Submitted to legislative bodies. GC 50115; GC 6253
	Resolutions	P	E HC	Legislative actions. GC 34090(d); GC 40806
	Audio Recording of Public Meetings	??????	D	Used for minute preparation. GC 34090.7
	Council approved policies and procedures	P	D E HC	GC 34090
	Public Comments from Meetings	C+2	HC	GC 34090.7
	Closed Sessions	C+10	E HC	Confidential Matters under litigation. GC 34090
	Appeals of Administrative Citations	C+3	HC	GC 34090; GC 583.320(a)(3)
	Awards and Proclamations	C+2	HC	Awards to non-town staff or given to Town as a whole. GC 34090
	Brown Act	C+2	D HC	GC 34090
	FPPC Manuals, Forms, and Publications	C	HC	GC 34090
	FPPC Opinions	C	HC	GC 34090
	FPPC Ethics Education	C+5	HC	Ethics training certificates and staff reports. GC 53235.2(b)
	Statement of Economic Interest (Form 700) Elected	P	HC	GC 81009(b & g)
	Statement of Economic Interest Not Elected	5	HC	GC 81009(b)
	Statement of Economic Interest (Form 700) Employees, Boards, and Commissions	C+7	HC	GC 81009(e)
	Agency's Public Official Appointments (Form 806)	C+2	HC	Paper record of form posted on website, inactivated when replaced. GC 34090
<b>ELECTION</b>				
	Canvass and Ballot	P	HC	EC 17302
	Measures	P	HC	GC 34458-60; GC 34090
	Nomination Papers - Successful	T+4	HC	Must be held for four years after expiration of term. Candidate statements to be retained permanently. GC 81009; EC 17100
	Nomination Papers – Unsuccessful	C+2	HC	Candidate statements E+5, Nomination papers E+4. GC 81009(b); EC 17100
	Notifications and Publications	C+4	HC	Voter information flyers, candidate guides, proof of publication or posting. GC 34090
	Oaths of Office	T+6	HC	Elected and Appointed Officials. GC 34090; 29 USC 1113
	Petitions	8 Mos.	HC	From date of filing or election; Initiative, referendum, recall, Signatures are confidential. Preserve petition until eight months after the certification of the results of the election for which the petition qualified. EC 17200; EC 17400
	Campaign Disclosure, Elected	P	D E HC	This includes incumbent, retired and out of office elected officials 410s, 420s, 460s, 470s, 490s, and 501s – original scanned replacing paper files. GC 81009(b),(g)
	Campaign Disclosure, Not Elected	C+5	HC	410s, 420s, 460s, 470s, 490s, and 501s. GC 81009(b)
	Campaign Disclosure, other Committees	C+7	HC	410s, 420s, 460s, 470s, 490s, and 501s. GC 81009
<b>LEGAL</b>				
	Conveyances from or to the Town	P	E HC	Includes Deeds, Grant Deeds, Deeds of Trust, Quitclaim Deeds,

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FILE	RECORD DESCRIPTION	RE-TENTION PERIOD	FOR-MAT	LEGAL AUTHORITY & REMARKS
	(Deeds, etc.)			Deed Restrictions, Subordination Agreement with Deeds, Promissory notes secured by property, Trust Transfer Deeds, Easements,, Full or Partial (re)conveyances, Covenant of Easement, Public Access Easements, Grant of Storm Drain Easements, Covenant Restrictions on Property. GC 34090(a); 24CFR 570.502(b)(3); OMB Circ. A-110
	Joint Powers Authority	P	E HC	Any JPA's the Town has signed. GC 34090
	Liens	P	E HC	Claim of Lien. GC 34090
	Contracts and Agreements, Leases for Town Property	C+5	D HC	Includes Leases by Town of outside equipment, agreements or contract for services and supplies, software, grant contracts, volunteer agreements, and professional services contracts. All legal agreements. CCP 337.2; CCP 343
	Construction Contracts	C+10	D HC	Includes construction contract, accepted proposal, insurance certificates, performance bond,, labor and material bond, bid bond, notice of completion, plans and specifications, and other documents as incorporated into the agreement. GC 34090; CCP 337.2; CCP 343
	Subdivision Agreements	P	D E HC	GC 34090
<b>AGENCIES AND JURISDICTIONS</b>				
	Federal & State Agencies	C+2	HC	Destroy when no longer relevant. GC 34090
	Regional & County & Local Agencies	C+2	HC	Destroy when no longer relevant. GC 34090
	Grand Jury Reports	10	HC	Includes responses. GC 34090
<b>CODE COMPLIANCE</b>				
	Case Files	C+7	D	May include inspections, photos, drawings, building, correspondence, public nuisance, rubbish abatement, vehicle abatement, citations, sidewalk, etc. GC 34090(d)
	Liens, Releases Recorded	P	E	Utilities, abatement, licenses
<b>LEGEND</b>				
<u>Citation Codes</u> CAC – California Administrative Code CCP – Code of Civil Procedure CFR – Code of Federal Regulations EC – California Elections Code EEOC – Equal Employment Opportunity Commission H&S – California Health and Safety Code IRS – Internal Revenue Service OMB – Federal Office of Management & Budget OSHA – Occupational Safety and Health Administration R&T – Revenue and Taxation Code USC – United States Code VC – California Vehicle Code		<u>Format Codes</u> D - Database E – Electronic/Image File (Laserfiche) HC – Hard Copy S - Samples  When a record may be retained in multiple formats, (e.g. E HC), any format may be chosen with neither format considered to be preferable over the other(s) except Permanent Files.  <u>Retention Period Codes</u> A/E – After Expiration Au - Audit C – While Current/Until Completed P – Permanent T – Until Termination		

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