



**CITY OF MONTCLAIR  
RECORDS RETENTION SCHEDULE**

**JANUARY 2019**

# CITY OF MONTCLAIR RECORDS RETENTION SCHEDULE

Originally Adopted Pursuant to the Following:  
Resolution No. 12-2973

Amendments:

March 2016

Pursuant to 12-10-2015 Memo  
RE: Email Retention

January 2019

Pursuant to Resolution No. 18-3224

## Citations

|                                      |   |
|--------------------------------------|---|
| B&P – Business and Professions       | H&S – Health & Safety                   |
| CAC – California Administrative Code | HUD – Housing and Urban Development     |
| CBC – California Building Code       | OMB – Office of Management & Budget     |
| CCP – Code of Civil Procedure        | OSHA – Occupational Safety & Health Act |
| CCR – Code of California Regulations | PC – Penal code                         |
| CFR – Code of federal Regulations    | UFC – Uniform Fire Code                 |
| DOJ – Department of Justice          | USC – United States Code                |
| FMLA – Family & Medical Leave Act    | VC – Vehicle Code                       |
| GC – Government Code                 | WIC – Welfare & Institutions Code       |

## Legend

| Key                    | Description  |
|------------------------|--|
| AU = Audit             | Document to be retained commencing at the end of an audit year.  |
| CU = Current Year      | Document to be retained commencing the year the document was created.  |
| CL = Closed/Completion | Document to be retained until the program to which it corresponds is closed or completed.  |
| E = Election           | Document to be retained at the end of an election year. For example candidate statements will be maintained at the end of each election year.                        |
| L = Life               | Document to be retained for the life of the document.  |
| S = Supersede          | Document to be retained until superseded by another document.  |
| P = Permanent          | Document to be retained permanently.   |
| T = Termination        | Document to be retained until termination. For example in the case of Personnel Files, files will be retained until employee is terminated.                          |
| +                      | Denotes years that a document must be retained in addition to regular retention. For example CU+2 equal current year +2 additional years for a total of three years. |

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| Reports Studies .....                            | 45 |
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# Administration

| Record                                | Retention | Citation   | Description/Notes  |
|---------------------------------------|-----------|--|--|
| Administration Hearings               | P         | GC34090  |  |
| Accident, Incident, & Injury Reports  | CL+2      | GC34090  | Members of the public that do not result in a claim              |
| Accident Reports City Assets          | CL+7      | 29 CFR 1904.2, 1904.6  | Reports and Related Records                                      |
| Agreements/Contracts Non Capital Imp. | CL+10     | CCP 337.2, 343, B&P 7042.5; GC 53066, 37090a                                     | JPAs, MOUs, MOAs, consulting, professional services, etc.        |
| Agreements/Contracts Capital Imp.     | P         | GC 37090a; 4004; H&S 19850   |  |
| Agreements Franchise                  | P         | GC 65864, 65869.5, 34090; CCP 337.2, 343   | Cable, Solid Waste, etc.   |
| Assessment Districts                  | P         | GC 34090.7; CCP 337, 337.1(a), 337.15, 343                                       | Collection information & all original documentation              |
| Assessment Rolls                      | CU+5      | GC 34090   |  |
| Assessor Parcel Information           | S         | GC 34090   |  |
| Bids, RFQ's, & RFP's                  | AU+4      | GC 34090   | City created document  |
| Bids, RFQ's, & RFP's Successful       | AU+5      | GC 34090; CCP 337  |  |
| Bids, RFQ's, & RFP's Unsuccessful     | CU+2      | GC 34090; CCP 337  |  |
| Business Licenses                     | T+4       | GC 34090; CCP 337  |  |
| CDBG Project/Grants                   | CL+5      | GC 34090; 24 CFR 570.502(b) (3), 24 CFR 85.42; OMB Cir. A-102, A-110 & HUD Regs. | Applications, reports, contracts, supporting documents           |
| City Insurance/ Bonding               | P         | CCP 337.2, 343   | Bonds & insurance policies insuring City property & other assets |
| City Council Correspondence           | CU+2      | GC 34090   |  |
| City Council Committees               | CU+2      | GC 34090, 54960.1(c)(1)  | All records  |

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**T=Termination**

# Administration

| Record   | Retention | Citation   | Description/Notes   |
|--|-----------|--|---|
| City Council Boards, Commissions, & Committees                 | P         | GC 34090   | Minutes, Resolutions, Agendas, etc.   |
| City Manager Project Files                                     | CL+2      | GC 34090   |   |
| Claims/Damages   | CL+5      | GC 34090, 25105.5, 911.2, 945; PC 832.5; CCP 337 | Paid/Denied Litigation, complaints, and/or claims suspend normal retention periods ( retention begins after settlement)     |
| Claims Adjustment Reports                                      | CL+5      | CCP 337; GC 911.2, 945, 34090, 34090.6; PC 832.5 |   |
| Correspondence   | CU+2      | GC 34090   | Administrative, general files, Memorandums, Misc. reports, working files, etc.  |
| Deeds  | P         | GC 34090   | City owned property   |
| Easements  | P         | GC 34090   |   |
| Environmental Determinations/Reports (Inside City boundaries)  | P         | 14 CCR 15095(c); GC 34090                        | Environmental Impact Reports (EIRS), Negative Declarations, etc.  |
| Environmental Determinations/Reports (Outside City boundaries) | CU+2      | GC 34090   | Non-records   |
| Emergency Response & Preparedness                              | S+5       | GC 34090   |   |
| Emergency Documents  | P         | GC 34090, 6252, 945.6; CCP 338, 340, 342         | All documents relating to a declared emergency  |
| Equipment  | T+2       | GC 34090   | Owner's manuals; service maintenance information; purchase information, correspondence, back up data & warranty information |
| General Subject  | CL+2      | GC 34090   | Internal working files including correspondence   |

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# Administration

| Record  | Retention | Citation   | Description/Notes  |
|---|-----------|--|--|
| Grants Federal, State, & Local (Successful)   | CL+5      | 7 CFR 3016.42, 24 CFR 85.42, 570.52(b); 29 CFR 97.42 | Application, supporting data, grant completion documentation, bids, selection documentation, budget & financial data, consultants/contractor's records, amendments, environmental documentation, labor compliance documentation, reports to granting agency, rules, regulations and procedures |
| Grants Federal, State, & Local (Unsuccessful) | CU+2      | GC 34090   |  |
| Goals & Objectives                            | CU+2      | GC 34090   | Departmental goals and objectives  |
| Incident Reports                              | CL+7      | 29 CFR 1904.2, 1904.6                                | Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement) (includes incidents occurring on City property)  |
| Insurance Certificates                        | CU+11     | GC 34090, CCP 337                                    | For Contract Vendors, etc.   |
| Insurance Use of Facility                     | T+2       | GC 34090   | Facility Rental  |
| Insurance Liability/Property                  | P         | GC 34090   | City owned policies/certificates, liability, general/public, workers compensation, property  |
| Inventory                                     | AU+4      | GC 34090; 26 CFR 301 65-1(f)                         | Reflects purchase date, cost, account number   |
| Legal Opinions                                | S+2       | GC 34090, 6254                                       | Confidential   |
| Liens & Releases                              | P         | GC 34090   | Recorded liens, public nuisance lien   |
| Liens & Releases Support Documentation        | CL+2      | GC 34090   |  |
| Litigation/Lawsuits (High Profile)            | P         | GC 6254  | Significant cases which have important/or has set legal precedence. Includes logs, complaints, court orders, motions, notes, briefs  |
| Litigation/Lawsuits                           | CL+5      | GC 34090, 34090.6, 911.2, 945; CCP 337, PC 832.5     | Routine  |
| Master Plans                                  | P         | GC 34090   | Special or long range program plan for municipalities, coordination of services; strategic planning  |
| Photos Aerial                                 | S+2       | GC 34090(d)  |  |

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# Administration

| <b>Record</b>                          | <b>Retention</b> | <b>Citation</b>   | <b>Description/Notes</b>                                 |
|--|------------------|---|--|
| Policies & Procedure                   | S+5              | GC 34090(d)   | General administrative                                   |
| Property Acquisition                   | P                | GC 34090  | Deeds, title reports, etc.                               |
| Property Acquisition Appraisal Reports | CL+5             | 24 CFR 85.42, 91.105(h), 570.502(b); 29 CFR 97.42, GC 34090 | Purchased property, funded loans, property not purchased |
| Property Acquisition Appraisal Reports | CL+2             | GC 34090, 62554(h)  | Property not purchased                                   |

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# City Clerk

| <b>Record</b>                                     | <b>Retention</b> | <b>Citation</b>                                | <b>Description/Notes</b>  |
|---|------------------|--|---|
| AB 939 Compliance                                 | CU+10            | GC 34090                                       | Includes tonnage reports and all supporting documentation   |
| Affidavits of Publications/Public Hearing Notices | CU+2             | CCP 337; GC 34090, 54960.1(c)(1)               |   |
| Agenda Packets                                    | P                | GC 34090(d)                                    | Documentation received, created and/or submitted to Council, Commissions, Boards & Commissions          |
| Agendas   | CU+2             | GC 34090                                       |   |
| Annexation Petitions, Protests, & Withdrawals     | CU+2             | GC 50115                                       |   |
| Appeals Civil                                     | CU+3             | CCP 583.320(a)(3); GC 34090                    |   |
| Applications Not Selected                         | CL+2             | GC 34090                                       | To serve on Boards, Commissions & Committees  |
| Applications Selected                             | T+4              | GC 34090, PC 801.5, 803c                       | To serve on Boards, Commissions & Committees  |
| Articles of Incorporation                         | P                | GC 34090, CCP 337.2                            | Includes City seal  |
| Certificates of Destruction                       | P                | GC 34090                                       |   |
| Elections Ballot Prop 218                         | 6 months         | Calif. Constitution Art. XIII; EC 17302, 17306 | Property related fees (assessment ballot proceeding)  |
| Elections Calendar                                | E+2              | GC 34090                                       |   |
| Elections Canvass                                 | P                | GC 34090                                       | Notification and publications of election   |
| Elections Certificates of Election                | T+4              | GC 34090                                       |   |
| Nomination Documents for Successful Candidates    | P                | EC 17100; GC 81009(b)                          | FPPC Form 501, Nomination Papers, Ballot Designation, Candidate Statements, Letters, related documents. |
| Nomination Documents for Unsuccessful Candidates  | E+4              | EC 17100; GC 81009(b)                          | FPPC Form 501, Nomination Papers, Ballot Designation, Candidate Statements, Letters, related documents. |

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# City Clerk

| Record   | Retention | Citation   | Description/Notes   |
|--|-----------|--|---|
| Elections Notifications & Publications                         | E+2       | GC 34090   | Proof of publication or posting, certification & listing of notice of posting; copy of newspaper notice & certification of offices to be voted for at forthcoming election                          |
| Elections Oath of Office                                       | T+6       | GC 34090, 36507; 29 USC 1113                       |   |
| Elections Petitions  | E+8mons.  | EC 17200, 17400                                    | From date of filling or election; initiative, referendum, or recall   |
| Election Sample Ballot   | P         | GC 34090   |   |
| FPPC Campaign Filings (Committees)                             | E+7       | GC 81009(c)(g)                                     | All other committees (400 series)   |
| FPPC Campaign Filings (Copies)                                 | E+4       | GC 81009(b)(g)                                     | FPPC Filings (400 series) original forms not required to be filed with the City Clerk   |
| FPPC Campaign Filings (Elected)                                | P         | GC 81009(b)(g)                                     | FPPC Filings (400 series)   |
| FPPC Campaign Filings (Not Elected)                            | E+5       | GC 81009(b)(g)                                     | FPPC Filings (400 series)   |
| FPPC Statement of Economic Interest Designated Employees       | CU+7      | GC 81009(e) and 84615; FPPC Regs 18944 and 18944.1 | FPPC Filings (700 series)<br>Employees designated to file annually (Conflict of Interest Code); Originals can be destroyed after 2 years on file if electronic copy retained.                       |
| FPPC Statement of Economic Interests - Unsuccessful Candidates | E+5       | GC 81009(b) and 84615; FPPC Regs 18944 and 18944.1 | FPPC Filings (700 series)<br>Originals can be destroyed after 2 years on file if electronic copy retained.  |
| FPPC Statement of Economic Interests - Public Officials        | CU+7      | GC 81009(e) and 84615; FPPC Regs 18944 and 18944.1 | FPPC Statement of Economic Interests - Public Officials<br>SEI Article II Designated Filers (City Council, Planning Commission, City Manager, and City Attorney).<br><br>Originals filed with FPPC. |

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# City Clerk

| <b>Record</b>                                | <b>Retention</b> | <b>Citation</b>                          | <b>Description/Notes</b>   |
|--|------------------|--|--|
| FPPC Agency Forms 801, 802, and 803          | CU+7             | FPPC Regulation 18944, 18944.1, GC 82015 | FPPC Filings (800 series)  |
| FPPC Agency Forms 804 and 805                | P                | FPPC Regulation 18734                    | FPPC Filings (800 series)  |
| Non-Current FPPC Agency Form 806             | CU+5             | FPPC Regulation 18705.5                  | FPPC Filings (800 series)  |
| General Plan                                 | P                | GC 34090                                 |  |
| Legal Advertising                            | CU+4             | CCP 343, 349 et. Seq; GC 911.2, GC 34090 | Includes public notices and legal publications   |
| Maddy Act List/Committee Rosters             | CU+2             | GC 34090                                 |  |
| Meeting Notices                              | CU+2             | GC 34080.7, 4960.1(c)(1); CCP 337        | Includes special meeting and public hearings and proofs of publication                       |
| Minutes                                      | P                | GC 34090                                 | Official minutes and hearing proceedings of governing body or board, commission or committee |
| Mobile Home Park General Files               | CL +2            | GC 34090(d)                              | Registration, annual increases, misc. documents.   |
| Mobile Home Park NOI, CPI, & Loss of Amenity | CL+2             | GC 34090(d)                              |  |
| Municipal Code & Development Code            | P                | GC 34090                                 |  |
| Ordinances                                   | P                | GC 34090                                 |  |
| Petitions                                    | CU+2             | GC 50115                                 | Submitted to legislative bodies  |
| Policies General Administration              | S+2              | GC 34090, 40801                          | All City policies and procedures, instructions   |
| Proclamations                                | S+2              | GC 34090                                 |  |
| Public Records Request                       | CL+2             | GC 34090                                 |  |
| Recorded Documents                           | P                | GC 34090                                 | Land and property approved by City Council   |
| Records Management Working Copy              | CL+2             | GC 34090                                 | Includes retrieval, transfers, inactive and sign off   |

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# City Clerk

| <b>Record</b>                                | <b>Retention</b> | <b>Citation</b>        | <b>Description/Notes</b>                       |
|--|------------------|------------------------|--|
| Records Management Destruction Certification | P                | GC 34090               | Document of final disposition of records       |
| Records Retention                            | S+4              | CCP 343                | Schedules/guidelines                           |
| Resolutions                                  | P                | GC 34090(d), 40801     | Legislative actions                            |
| Subpoenas/Summons                            | CU+2             | GC 34090               | Request for information or personal appearance |
| Tapes, Audio, & /or Video                    | CU+3             | GC 34090.7, 54953.5(b) |  |

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## Code Enforcement

| <b>Record</b>               | <b>Retention</b> | <b>Citation</b> | <b>Description/Notes</b>   |
|-----------------------------|------------------|-----------------|--|
| Abandoned Vehicles          | CL+2             | GC 34090(d)     |  |
| Case Files                  | P                | GC 34090(d)     | Building, housing and mobile home code violation records including inspections; public nuisance, rubbish and weed abatement, vehicle abatement, citations, and general |
| Case Files No Liens         | P                | GC 34090(d)     | Building, housing and mobile home code violation records including inspections; public nuisance, rubbish and weed abatement, vehicle abatement, citations, and general |
| Liens & Releases Supporting | P                | GC 34090        | Utilities, abatement licenses  |
| Liens & Releases Recorded   | P                | GC 34090        | Utilities, abatement licenses  |
| Logs                        | CU+2             | GC 34090(d)     | Lien recovery, citation, complaints  |
| Regulations                 | P                | GC 34090(d)     | Includes rules   |
| Reports, Federal, & State   | P                | GC 34090(d)     | Code enforcement statistics, may contain records affecting title to real property or liens thereon   |
| Violations                  | P                | GC 34090(d)     | Supporting code enforcement activity for building, property and zoning violations  |

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## Community Development Building & Safety

| Record  | Retention  | Citation                          | Description/Notes                   |
|---|------------|-----------------------------------|-------------------------------------|
| Abatement Case Files<br>Code Enforcement                    | CL+5       | GC 34090                          |                                     |
| Annexations   | P          | GC 34090(a)                       | Reports, agreements, public notices |
| Annual Historical<br>Reports of Building<br>Permit Activity | CL+2       | GC 34090(d)                       |                                     |
| Banner Permits,<br>Temporary Signs                          | CL+2       | GC 34090                          |                                     |
| Benchmark Data  | CU+2       | GC 34090(d)                       | Horizontal, vertical and control    |
| Building inspection Log                                     | CL+2       | GC 34090                          |                                     |
| Building Permit<br>Database                                 | P          | GC 34090, H&S 19850               |                                     |
| Building Permits  | P          | CBC 107.5, GC 34090,<br>H&S 19850 |                                     |
| Building<br>Plans/Construction<br>Docs (Commercial)         | P          | CBC 107.5, GC 34090,<br>H&S 19850 |                                     |
| Building<br>Plans/Construction<br>Docs (SFR)                | CL+90 days | CBC 107.5, GC 34090,<br>H&S 19850 |                                     |
| Census Demographics   | S+2        | GC 34090                          |                                     |
| Certificates of<br>Occupancy                                | L          | GC 34090(a)                       |                                     |
| Code Books  | P          | GC 34090(e)                       |                                     |
| Complaints/Violations                                       | CL+1       | GC 34090                          | Prior to certificate of occupancy   |
| Correction Notices,<br>Stop Work Orders, Etc.               | CL+1       | GC 34090                          |                                     |
| Development<br>Conditions                                   | P          | GC 34090                          |                                     |
| Development Standards                                       | P          | GC 34090(a)                       |                                     |
| General Plan & Elements                                     | P          | GC 34090                          | Includes sphere of influence        |

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## Community Development Building & Safety

| Record   | Retention | Citation                                 | Description/Notes  |
|--|-----------|--|--|
| General Plan & Specific Plan Amendments (Approved) | P         | GC 34090, 65103, 50110                   |  |
| General Plan & Specific Plan Amendments (Denied)   | CU+3      | GC 34090, 65103, 50110                   |  |
| Graffiti Reports & Photographs                     | CU+2      | GC 34090(d)                              |  |
| Home Occupancy Permits                             | L         | GC 34090                                 |  |
| Land Records                                       | P         | CCP 337, 337.1(a), 337.15, 343; GC 34090 | Includes annexations, boundaries, consolidations, LAFCO            |
| Land Uses Non Conforming                           | P         | GC 34090(a)                              | Building or site usage which does not conform to current standards |
| Lien & Releases                                    | CL+2      | GC 34090                                 | All supporting documentation                                       |
| Monthly & Periodic Reports of Building Activity    | CU+2      | GC 34090                                 | Dodge reports, etc.  |
| Plan Check Correction List                         | CL+1      | GC 34090                                 |  |
| Projects Not Completed or Denied                   | CL+1      | GC 34090                                 |  |
| Permit Parking                                     | CL+2      | GC 34090                                 |  |
| Permit Temporary Use                               | CU+2      | GC 34090                                 |  |
| Permit Tree Removal                                | CU+5      | GC 34090                                 |  |
| Prospects/Economic Development                     | CL+2      | GC 34090                                 |  |
| Redevelopment Plan                                 | P         | GC 34090                                 |  |
| Redevelopment Project/Project Areas                | P         | GC 34090                                 |  |
| Specific Plans                                     | P         |  |  |

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## Community Development Building & Safety

| <b>Record</b>                            | <b>Retention</b> | <b>Citation</b> | <b>Description/Notes</b>                          |
|--|------------------|-----------------|---|
| Studies                                  | CL+2             | GC 34090(d)     | Noise studies, seismic studies, air quality, etc. |
| Studies Economic                         | CU+10            | GC 34090        |   |
| Violations, Building, Property, & Zoning | CL+2             | GC 34090(d)     |   |
| Weed Abatement                           | CL+2             | GC 34090        | Reports, assessments, resolutions, documentation  |
| Zoning Maps                              | P                | GC 34090.7      |   |

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## Finance

| Record                              | Retention | Citation                    | Description/Notes  |
|-------------------------------------|-----------|-----------------------------|--|
| AB90 Mandated Cost Claim Forms      | CL+3      |                             |  |
| Accounts Payable                    | AU+4      | GC 34090                    | Includes invoices, Pos, travel expense reimbursements, petty cash, postage, PER reports, accrued wages, check requests, backups, retiree checks, etc.                        |
| Accounts Receivable                 | AU+4      | GC 34090                    | Cash receipts, cash register tape, grant reimbursements, yearend listing, accrued interest, A/R Billing (State HWY billing, Firm Solution Reimbursement, booking fees, etc.) |
| Agency Assessed Values              | AU+4      | GC 34090                    |  |
| Allocation of \$1 Property Tax Levy | AU+4      | GC 34090                    |  |
| Appropriations Report               | P         | GC 34090; CCP 337; GC 53607 | Including expenditure detail, expenditure summary, etc.  |
| Assessment Districts                | P         | GC 34090                    | CFDs, BIDS Maintenance, Lighting, etc. Collection information, original documentation files with City Clerk  |
| Audit Report Copies                 | S         | GC 34090.7                  |  |
| Audit Report (Original)             | P         | GC 34090                    | Financial statement, CAFR and related audit opinions/audit reports   |
| Audit Report (Supporting Documents) | AU+4      | GC 34090                    | Back up, correspondence file, and supporting documents generated by City staff in the course of the audit  |
| Audit Report Forms                  | P         | GC 34090                    | Audit report forms (Forms CJ-6, E-3, E-4, F-21A, F-32, and G-30)   |
| Bank Deposits/ Receipts             | Au+4      | GC 43900, 26 CFR 1.6001-1   | Deposit tickets and supporting documents   |
| Bank Reconciliations                | AU+5      | GC 34090; 26 CFR 1600-1     | Including backup and supporting documents  |
| Bank & Trustee Statements           | AU+4      | GC 43900, 26 CFR 1.600-1    |  |
| Billing Records/Invoices            | AU+2      | GC 34080                    | Including sewer/trash paid invoices  |

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## Finance

| Record  | Retention | Citation                          | Description/Notes   |
|---|-----------|-----------------------------------|---|
| Bond Transcripts/Certificates of Participations | CL+10     | GC 34090, 43900, CCP336, 337.5(2) |   |
| Bond Account Statements                         | CL+10     | GC 34090, 43900; CCP 337.5        | Monthly statement of transactions   |
| Bond Administration                             | CL+10     | GC 34090, 43900; CCP 337.5        | Supporting documentation  |
| Budget (Copies)                                 | S         | GC 34090.7                        |   |
| Budget Adjustments/Amendments                   | AU+5      | GC 34090                          | Meets auditing standards. Including reconciliations, etc.   |
| Budget Adopted & Final                          | P         | GC 34090, 40802, 53901            | Adopted by City Council   |
| Budget Hearing, Review, & Reconciliation        | AU+2      | GC 34090                          | Mid-year review, preliminary, budget merge, etc.  |
| Budget Worksheets                               | S         | GC 34090.7                        | Work papers   |
| Business License Applications                   | CL+2      | GC 34090                          | Applications, renewals, supporting documents  |
| Business License Reports                        | CU+2      | GC 34090                          |   |
| Capital Improvement Financial Reports           | P         | GC 34090, 40802, 53901            | Work papers, reports, etc.  |
| Cash Receipts & Summaries                       | AU+4      | GC 34090; 26 CFR 1.6001-1         | Includes checks, coin, currency, transaction logs, cash receipt proof list, and supporting documents      |
| Cashier's Reports                               | AU+4      | GC 34090; 26 CFR 1.6001-1         | Daily cash reports, supporting documentation, processed deposit information, credit card settlement, etc. |
| Certified Mail/Electronic/Postage Receipts      | AU+7      | GC 34090                          | Meets statute of limitations standards  |
| Chart of Accounts                               | AU+4      | GC 34090                          |   |
| Checks  | AU+5      | GC 34090; CCP 337                 | Includes payroll, cancelled, voided, vendor, imprest, warrant, and cashed                                 |
| Closing Entries                                 | AU+4      | GC 34090                          |   |

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## Finance

| Record                                     | Retention | Citation                    | Description/Notes   |
|--|-----------|-----------------------------|---|
| Compensated Absences Year-End              | AU+4      | GC 34090                    |   |
| Contingency Account Reconciliations        | AU+5      | GC 34090                    |   |
| Contracts                                  | CL+10     | GC 34090                    | Including deposit of public funds   |
| Credit Card Agreements                     | L+4       | GC 34090, 34090.7           |   |
| Credit Card Supporting Documentation       | L         | GC 34090                    |   |
| Daily Revenue                              | CU+5      | GC 34090; 26 CFR 1.6001-1   |   |
| Deferred Compensation Employee             | T+5       | GC 34090                    | Includes Employee History Report, and Deferred Compensation Report  |
| Deferred Revenue                           | AU+4      | GC 34090                    |   |
| Deposit Log Sheets/Books                   | AU+4      | GC 34090                    |   |
| Detail Report                              | CU+4      |                             |   |
| Employee Benefit Plan Insurance            | T+5       | GC 34090                    | Insurance correspondence file, insurance enrollment cards, terminated employees, etc.   |
| Employee Benefit Plan Reports              | AU+5      |                             | Monthly reports   |
| Employee Reconciliation Report             | CU+2      | GC 34090                    |   |
| Employee Vehicle Benefit                   | CU+4      | 26 CFR 31.6001-1            |   |
| Employee Vehicle Mileage Reimbursement     | S+2       | GC 34090                    |   |
| Encumbrance Reports                        | AU+4      | GC 34090                    |   |
| Escheat (Unclaimed Money/Un-Cashed Checks) | CU+5      | GC 34090; CCP 3340(d), 1519 | All tangible property held by government agencies escheats after 3 years; statute of limitations is 1 year for seized property; meets auditing requirements |
| Excess Sales & Property Tax                | P         | GC 34090                    |   |

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## Finance

| Record                     | Retention | Citation                                 | Description/Notes  |
|----------------------------|-----------|--|--|
| Financial Statements       | AU+7      | GC 34090; CCP 337                        | Annual, monthly financial statements and supporting documentation  |
| Fines Civil and Penalties  | AU+4      | GC 34090                                 | Includes Backup and supporting documentation   |
| Fines False Alarms         | AU+4      | GC 34090                                 | Includes backup and supporting documentation   |
| Fines JDS                  | AU+4      | GC 34090                                 | Includes backup and supporting documentation   |
| Fines NSF                  | AU+4      | GC 34090                                 | Includes backup and supporting documentation   |
| Fines Parking Citations    | Au+4      | GC 34090                                 | Includes backup and supporting documentation   |
| Fines Restitutions         | CL+4      | GC 34090                                 | Includes backup and supporting documentation   |
| Fixed Assets               | P         | GC 34090                                 | Inventory listing, annual listing, statement of changes in account balance, addition listing, deletion listings  |
| Franchise Tax Board Filing | P         | GC 65864, 65869.5, 34090, CCP 337.2, 343 | Including Franchise fee returns  |
| Gann Limit File            | P         | GC 34090                                 |  |
| Gas Tax                    | AU+3      | CCP 338                                  | Tax receipts, audits, reports, backup and supporting documents   |
| General Journal Reports    | AU+2      | GC 34090                                 | Includes account postings, entries, vouchers, backup and supporting documentation; utility billing including monthly activity, data entry, and lock offs   |
| General Ledger             | P         | GC 34090; CCP 337                        | Accounts payable refund deposit subsidiary, accounts receivable subsidiary, employee deferred compensation, fixed asset equipment detail, fixed asset land detail, investment, insurance receivable trial balance, treasurer, etc.   |
| General Register           | P         | GC 34090; 29 CFR 516.2                   | Business licensing certificate register, business license master register, business license renewal notice register, business license daily receipts register, cash receipt, employee insurance, improved act bond, paid warrants payroll deductions, payroll check, payroll direct deposit etc. |

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## Finance

| Record                                     | Retention | Citation  | Description/Notes  |
|--|-----------|---|--|
| Grants Federal, State, & Local Successful  | CL+5      | 7 CFR 3016.42, 24 CFR 85.42, 570.52(b); 29 CFR 97.42                    | Application, supporting data, grant completion documentation, bids, selection documentation, budget & financial data, consultants/contractor's records, amendments, environmental documentation, labor compliance documentation, reports to granting agency, rules, regulations and procedures |
| Interest Income Allocations                | AU+4      | GC 34090  |  |
| Investment Receipts                        | CL+5      | GC 34090, 43900   | Summary of transactions, inventory and earnings report, trade tickets, local agency investment fund (LAIF)   |
| Investment Policy                          | S+2       | GC 34090  |  |
| Inventory Equipment & Supplies             | CU+2      | GC 34090  |  |
| Invoices to Outside Entities               | AU+4      | GC 34090  | Copies sent for fees owed, billing, and related documents  |
| Journal Entries/ Journal Vouchers          | AU+4      | GC 34090; CCP 337   | Account postings with supporting documents   |
| Liens & Releases Recorded                  | P         | GC 34090  | Utilities, abatement licenses, notice of lien file, etc.   |
| Life Insurance Reports                     | 10        |   | Fidelity Security, Great West Summary  |
| Leave Liability                            | CU+6      | GC 34090  |  |
| Leave Request Forms                        | CU+6      | GC 34090  |  |
| Month End Reports                          | CU+2      | GC 34090  |  |
| Monthly Trace Reports                      | CU+2      | GC 34090  |  |
| Payment Request                            | AU+4      | GC 34090  |  |
| Payroll CalPERS Bi-Weekly Reports          | AU+4      | GC 34090  |  |
| Payroll CalPERS Employee Deduction Reports | T+4       | GC 34090; CAC 22-1085-2; CFR 31-6001-1; 29 CFR 516.5, 516.6, LC 1174(d) | Record of deduction  |

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# Finance

| Record   | Retention | Citation                                 | Description/Notes   |
|--|-----------|--|---|
| Payroll CalPERS Employee Reports                 | P         | GC 34090                                 | Annual member statement, correspondence file, enrollment forms, separation forms, summary report, etc.  |
| Payroll Folder                                   | AU+4      | GC 34090                                 | Payroll merge, exception files, additions, changes, adjustment listing, etc.  |
| Payroll Output Proof List                        | AU+2      | GC 34090                                 |   |
| Payroll Register                                 | P         | GC 34090; GC 37207                       | Active payroll, employee payroll information, general ledger, payroll register interface, labor costs by employee, employee year to date earnings, etc. |
| Payroll Salary Records                           | T+3       | GC 34090; 29 CFR 516.2                   | Deduction authorization, beneficiary designations, unemployment claims, garnishments  |
| Payroll Social Security, SSI                     | T+5       | GC 12946, 6250, 29 CFR 1627.3(2)         | EEOC/ADEA   |
| Payroll State & Federal Forms                    | AU+6      | GC 34090                                 | State and Federal employment forms (Forms DE-3, DE-3B, DE-3DP, DE-6, DE-7, 43, 428R 941, 1099, 1096, 6559, 6560, 8003, W-2/verification, W-4, and W-9)  |
| Payroll Timesheets/Cards & Overtime Sheets/Cards | AU+6      | GC 34090; 29 CFR 516.2                   |   |
| Permit Fees                                      | P         | GC 34090                                 |   |
| Personnel Cards                                  | P         | GC 34090                                 |   |
| Petty Cash Receipts                              | AU+4      | GC 34090                                 |   |
| Petty Cash Records                               | CU+2      | GC 34090                                 | Logs and transmittal forms  |
| Premium Pay Listing                              | P         | GC 34090                                 |   |
| Promissory Notes                                 | P         | GC 34090                                 |   |
| Property Management                              | AU+4      | GC 34090                                 | J.D. Property Management, property summaries, appraisal, etc.   |
| Purchase Orders/Requisitions                     | AU+4      | GC 34090; CCP 337, 337.1(a), 337.15, 343 | Includes original backup documents, procurement and contracting records   |
| Purchase Vendor Register                         | P         | GC 34090                                 | Alpha vendor positing of purchase orders, invoices, account numbers and check date  |
| Receipt Copies                                   | AU+4      | GC 34090                                 |   |

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# Finance

| Record   | Retention | Citation                              | Description/Notes   |
|--|-----------|---------------------------------------|---|
| Reconciliations by Account                     | CU+2      | GC 34090                              |   |
| Refunds & Credits                              | AU+4      | GC 34090                              |   |
| Register Tape                                  | AU+4      | GC 34090                              |   |
| Revenue Report                                 | P         | GC 34090                              | Revenue detail, summary, etc.   |
| Risk Management Reports                        | CL+5      | GC34090, OMB 1220-0029; 29 CFR 1904.4 | Federal OSHA forms, loss analysis report, safety reports, and actuarial studies |
| San Bernardino County Stores Account           | CU+4      | GC 34090                              |   |
| Sick Leave Redemption                          | CU+4      | 26 CFR 31.6001-1                      |   |
| Short Register                                 | CU+2      | GC 34090                              |   |
| Signature Cards & Activity                     | CL+2      | GC 34090                              |   |
| State Controllers Report                       | AU+5      | GC 34090                              | Including City, Montclair Fire authority, etc.                                  |
| State & Federal Reports                        | AU+6      | GC 34090                              | SBOE Business Tax Report, SBOE Reports, etc.                                    |
| Statement of Indebtedness                      | AU+4      | GC 34090                              |   |
| Strong Motion Implementation Program Return    | CU+4      | GC 34090                              |   |
| Tax Increment                                  | CL+3      | GC 34090                              | Including file by project, increment remittance advices, etc.                   |
| Taxes Receivable                               | AU+4      | GC 34090                              | State, Local & District Sales & Use Return, user use fuel tax return, etc.      |
| Transient Occupancy Taxes                      | AU+4      | GC 34090                              |   |
| Travel Expense Reimbursements                  | AU+4      | GC 34090                              | Travel claim form logs and travel expenditure reports                           |
| Treasure's Report/Monthly Financial Statements | AU+4      | GC 34090                              |   |
| Trial Balance Detail Reports                   | AU+4      |                                       |   |

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## Finance

| <b>Record</b>           | <b>Retention</b> | <b>Citation</b>          | <b>Description/Notes</b>   |
|-------------------------|------------------|--------------------------|--|
| Trust Accounts          | P                | GC 34090, 53607          |  |
| Utility Billing Records | AU+2             | GC 34090, 26 CFR 16001-1 | Customer name, service address, meter readings, usage, payments, applications/cancellations, billings, write-offs, monthly activity, data entry, and lock-offs |
| Utility Meter Reading   | AU+2             | GC 34090                 |  |
| Utility Posts           | AU+2             | GC 34090                 |  |
| Utility Rebates         | AU+2             | GC 34090                 |  |
| Utility Stubs           | AU+2             | GC 34090                 |  |
| Utility User Tax        | AU+4             | GC 34090                 |  |
| Vendor Files/Register   | P                | GC 34090                 | Vendor listing of purchase orders, invoices, account numbers, and check date   |
| Void Check Postings     | AU+5             | GC 34090; CCP 337        |  |
| Voucher                 | AU+4             | GC 34090                 | Including cash disbursement, cash receipt, warrant, etc.   |
| Warrant Posting         | AU+2             | GC 34090                 |  |
| Workers Compensation    | P                |                          | Adjustment memos, earning reports, management reports, etc.  |

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# Fire

| Record                              | Retention | Citation                   | Description/Notes   |
|-------------------------------------|-----------|----------------------------|---|
| Accounting                          | CU+2      | GC 34090                   |   |
| Administrative Files                | CU+2      | GC 34090                   |   |
| Apparatus/Vehicles                  | CU+2      | GC 34090; CCP 340.5        | Repair and maintenance  |
| Budget                              | S         | GC 34090                   |   |
| Code Books                          | S+3       | GC 34090                   | Includes OPS manuals  |
| Complaints                          | CU+2      | GC 34090                   |   |
| Community Prevention Programs       | CU+2      | GC 34090                   | CPR, Open House, public education, Community Emergency Response Team (CERT)   |
| Emergency Operations Center         | CU+2      | GC 34090                   |   |
| Exposure Sampling                   | T+30      | 29 CFR 1910.1020           | Sample results, collection methodology, a description of the analytical and mathematical methods used, and a summary of other background data including identify of substance/agent (when and where used) |
| Exposure Reports                    | CU+2      | GC 34090; CFR 1910.1020(d) | Laboratory reports and worksheets and material safety data sheets   |
| False Alarm Report                  | CU+2      | GC 34090                   |   |
| Filed Non-Arson & Logs              | CU+2      | GC 34090                   |   |
| Field Non-Fire & Logs               | CU+2      | GC 34090                   |   |
| Fire Alarm/Sprinkler Plans          | P         |                            | Retain plans during the life of the building  |
| First Aid Records                   | CU+2      | GC 34090; CFR 1910.1020(d) | Minor one time treatments; should be maintained separately from medical records   |
| Fire Equipment/Gear Logs            | CU+2      | GC 34090                   |   |
| General Correspondence              | CU+2      | GC 34090                   |   |
| General Order Policies/Procedures   | S+2       |                            |   |
| Hazardous Materials Storage Permits | CU+2      | GC 34090                   | Two year retention required statutorily   |

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## Fire

| Record                               | Retention | Citation                      | Description/Notes  |
|--------------------------------------|-----------|-------------------------------|--|
| Hazardous Waste Disposal             | CU+10     | CAL OSHA 40 CFR 122.21        | Documentation regarding handling and disposition                                   |
| Hazardous Water Household Programs   | S+2       | GC 34090                      |  |
| Health Insurance Claims              | CU+2      | GC 34090; CFR 1910.1020(d)    |  |
| Incident Report                      | CL+3      | GC 34090; CCP 338             | Dispatch and daily logs  |
| Inspections                          | CL+3      | UFC 103.34                    | Inspections made showing the findings and disposition of each inspection           |
| Inventory Equipment & Supplies       | CU+2      | GC 34090                      |  |
| Investigations Arson Homicide        | P         | PC 799                        |  |
| Investigations Evidence Arson Report | CL+6      | PC 800, 801; UFC 104.32       |  |
| ISO Insurance Ratings                | S+10      |                               |  |
| Journals Fire Station                | P         | GC 34090                      | Activities, personnel, engine company  |
| Medical Records                      | T+30      | GC 34090; 29 CFR 1910.1020(d) | Includes injury/exposure logs  |
| Medical Records                      | T+2       | GC 34090; 29 CFR 1910.1020(d) | Employees less than a year   |
| Mutual Aid Strategic Plans           | S+2       | GC 34090                      |  |
| Paramedic Adult Report               | CU+7      | 22 CCR 97530.9                |  |
| Paramedic Minor Report               | CU+7      | 22 CCR 97530.9                | Maintain one year after minor reaches age of 18 years and no less than seven years |
| Permits Uniform Fire Code            | CL+2      | GC 34090                      | Fumigation permits, occupancy permits, inspections                                 |
| Property Files                       | CL+2      | GC 34090                      | Fumigation permits, occupancy permits, inspections                                 |
| Request to View Patient Records      | CU+6      |                               |  |

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# Fire

| <b>Record</b>                                    | <b>Retention</b> | <b>Citation</b>               | <b>Description/Notes</b>                         |
|--|------------------|-------------------------------|--|
| Ride Along Release of Liability                  | CU+4             | GC 34090, CCP 337, 340.5, 343 |  |
| Training   | T+2              | GC 34090                      | Scores, certificates, CE Units, designations     |
| Training Materials                               | S+2              | GC 34090                      | Standards and administration                     |
| Underground Storage Tank Compliance              | P                | GC 34090a                     | Documents regarding storage                      |
| Underground Storage Tank Maintenance & Operation | CU+2             | GC 34090                      | Location, installation, removal, and remediation |

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# Human Resources

| Record                                   | Retention | Citation   | Description/Notes   |
|--|-----------|--|---|
| Administrative Policy Manual             | S+2       | GC 34090   |   |
| Bond Personnel Fidelity                  | T+2       | GC 34090   | Employee Fidelity Bonds   |
| CalPERS Bi-Weekly Reports                | AU+5      | GC 34090   |   |
| Classifications & Appointments           | P         | GC 34090, 34090.7, 12946; 29 CFR 516.6(2); 29 CFR 1602.4           | Includes wage rates   |
| Deferred Compensation Plan               | T+5       | GC 34090, 26 CFR 16001-1, 29 CFR 1627.3(2)                         | Records of employee contributions and City payments   |
| Department of Fair Employment & Housing  | CL+2      | GC 12946, 34090  | Claims that are resolved administratively   |
| Employee Benefit Plan Claims             | P         | GC 6250; CFR 1602.30; 32; 29 CFR 1637.3, 1627.3; 29 USC 1113, 1027 | Includes dental, disability, education, health, life, vision; including dependent care and employee assistance          |
| Employee Benefit Plan Enrollment-Denied  | T+5       | GC 34090   |   |
| Employee Benefit Plan Reports            | AU+5      | GC 34090   |   |
| Employee Joinders/Participant Agreements | T+5       | GC 34090   |   |
| Employee Orientation Handbook            | S+2       | GC 34090   | General employee information including benefit plans  |
| Employee Rights                          | T+2       | GC 12946; 29 CFR 1602; 29 USC 211(e)                               | Includes arbitration, grievances, union requests, sexual harassment, civil rights, complaints, and disciplinary actions |
| Employment Applications Unsuccessful     | CL+2      | GC 34090   |   |

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## Human Resources

| Record                                 | Retention  | Citation  | Description/Notes   |
|--|------------|---|---|
| Hourly Employees                       | T+6        | GC 12946, 34090; 29 CFR 1627.3  |   |
| Immigration                            | T+2        | GC 12946, 34090; 29 CFR 1627.3(b)(i)  | I-9's   |
| Leave Reports                          | CU+6       | GC 34090  | Vacation and sick leave   |
| Medical Leave                          | T+30/ T+10 | FMLA 1993 US OSHA; 29 CFR 1910.20; 29 CFR 1602.30.32; 49 CFR 193-9            | Includes family leave; certifications, tests, W-4's, toxic substance exposure= T+30/ No exposure to toxic substance= T+10   |
| Motor Vehicle (DMV) Pulls              | CL+7       | GC 12946, CAC 91009; 8 USC 1324(a)  |   |
| Negotiation                            | P          | 29 USC 211©, 203(m), 207(g)   | Notes, notebooks, correspondence, contracts, and memorandums of agreement   |
| OSHA                                   | CU+7       | 8 CCR 3203(b)(1); GC 34090; LC 6429(c)  | Inspection and citations, Log 200, 300, 301, and 301(a)   |
| Personnel Recruitment                  | CL+3       | GC 12946, 6250; 29 CFR 1602, 1607; 49 USC 2000(e)-8, 2000(c)-12               | Applications, resumes, alternate lists/logs, ethnicity disclosure, examination materials, examination answer sheets, job bulletins, eligibility, electronic database  |
| Personnel Medical File (All Employees) | T+30       | 8 CCR 3204(d)(1) et seq., GC 12946, 34090                                     | Files maintained separately; claims can be made for 30 years for toxic substance exposure; pre-medical drug and alcohol testing   |
| Personnel Files Permanent & Hourly     | T+10       | 29 CFR 1602.31, 1627.3(b)(ii); 8 CCR 3204(d)(1); GC 12946, 34090; 29 USC 1113 | Release authorizations, certifications, reassignments, outside employment, commendations, disciplinary actions, terminations, oaths of office, evaluations, fingerprints, identification cards, deduction authorization, beneficiary designations, unemployment claims, garnishments, applications, certificates, disciplinary complaints, grievances, insurance, license, accident/incident reports with no action, and finger print clearance |
| Personnel Reports                      | CU+2       | GC 34090  | Employee statistics, benefit activity, and liability loss   |

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## Human Resources

| Record   | Retention | Citation                                | Description/Notes   |
|--|-----------|---|---|
| Reports Labor Distribution   | AU+2      | CG 34090                                | Cost by employee and program  |
| Risk Management Accident Reports (City Assets)                         | CL+7      | GC 34090; 29 CFR 1904.2, 1904.6         | Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement) (includes incidents occurring on City property) Reports and related records |
| Risk Management Accident & Incident, Injury Reports Public (Claim)     | CL+7      | GC 34090; 29 CFR 1904.2                 | Members of the public (not a City employee)   |
| Risk Management Accident & Incident, Injury Reports Public (Non-Claim) | CL+2      | GC 34090                                | Members of the public that do not result in a claim   |
| Risk Management Claims Against City                                    | CL+5      | GC 34090, 911.2, 945; PC 832.5; CCP 337 |   |
| Risk Management Insurance Bonds (City)                                 | P         | CCP 337.2, 343                          | Bonds and insurance policies insuring City property and other assets  |
| Risk Management Insurance Certificates                                 | CU+11     | GC 34090; CCP 337                       | For Contract vendors, etc.  |
| Risk Management Insurance Liability, Property Worker's Compensation    | P         | GC 34090                                | City owned policies/certificates, liability, general/public, workers compensation property  |
| Risk Management Insurance CIPA   | P         | GC 34090                                | California Insurance Pool Authority liability insurance   |
| Risk Management Rental/Use of City Facility                            | T+2       | GC 34090                                | Insurance binders for rental/use of City facilities   |
| Risk Management Reports  | CL+5      | GC 34090; 29CFR 1904.4                  | Federal OSHA Forms; Loss Analysis Report, Safety Reports; Actuarial Studies   |
| Self Fund Insurance  | CL+5      | GC 34090, 12946                         |   |

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# Human Resources

| <b>Record</b>                                 | <b>Retention</b> | <b>Citation</b>   | <b>Description/Notes</b>   |
|---|------------------|---|--|
| Training Records                              | T+7              | GC 34090  | Certifications, designations, paperwork documenting internal and external training |
| Unemployment Compensation Files               | T+3              | GC 34090; 29 CFR 516.7  |  |
| Volunteer Applications, (Successful)          | T+2              | 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR 3204(d)(1), GC 12946 & 34090, 29 USC 1113 | Unpaid volunteers  |
| Volunteer Applications, (Unsuccessful)        | CU+2             | 29 CFR 1602.31 & 1627.3(b)(ii), 8CCR 3204(d)(1), GC 12946 & 34090               | Unpaid volunteers  |
| Work Release Files                            | T+2              | GC 34090  |  |
| Workers Compensation & Dependent Care Reports | P                | CCR 14311; 5400; CA Labor Code 110-139.6  | Claim files, reports, incidents  |
| Workers Compensation & or Disability Claims   | P                | CCR 14311; 5400; CA Labor Code 110-139.6  | Claim files, reports, incidents  |
| Workers Compensation Insurance                | P                | GC 6410; 29 CFR 1910.20   | Indemnity, PERS working files  |

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## Human Services

| <b>Record</b>                                     | <b>Retention</b>      | <b>Citation</b>              | <b>Description/Notes</b>                             |
|---|-----------------------|------------------------------|--|
| Accident Reports<br>Recreation Program<br>Patrons | CL+2                  | GC 34090                     |  |
| Activity/Project Files                            | CU+2                  | GC 34090                     | Concerts, special programs, special event permits    |
| Agreement with School<br>District                 | P                     | GC 34090                     |  |
| Agreements for<br>Contractors                     | CL+5                  | GC 34090, CCP 336(a),<br>337 | Class instructors, sports, etc.                      |
| Class Rosters                                     | CU+2                  | GC 34090                     |  |
| Evaluations/Surveys of<br>Programs                | CU+2                  | GC 34090                     |  |
| Facility Rentals/Use                              | CU+2                  | GC 34090                     |  |
| Facility Safety<br>Inspection                     | CU+2                  | GC 34090                     |  |
| Kids Enrollment Roster                            | CU+2                  | GC 34090                     |  |
| Kids Receipt Copies                               | CU+2                  | GC 34090                     |  |
| Liability Forms                                   | CU+2                  | GC 34090                     | Including release of liability                       |
| Medical Records Adult                             | CU+6                  |                              |  |
| Medical Records<br>Children                       | Until 18<br>years old |                              |  |
| Permission Slips                                  | CU+4                  | GC 34090, CCP 337,<br>343    | Field trips, camps, authorization to give medicine   |
| Playground Inspections                            | CL+7                  | GC 34090                     |  |
| Refund Requests                                   | AU+4                  | GC 34090                     | Classes, facility rentals                            |
| Registrations                                     | CU+4                  | GC 34090, CCP 337,<br>343    | Including fees and charges                           |
| Schedules, Classes, &<br>Events                   | CU+2                  | GC 34090                     |  |
| Special Event Permits                             | CL+2                  | GC 34090                     | All pertaining documents relating to approved permit |

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# Information Technology

| Record                                   | Retention   | Citation                 | Description/Notes  |
|--|---|--------------------------|--|
| Backup Tapes, Network,& Files on Servers | CU+2  | GC 34090                 |  |
| E-Mails                                  | <p>Official E-mails: Two (2) years, unless subject to special records retention requirements</p> <p>Transitory and Personal E-mails: Delete immediately or as soon as practical at the discretion of the employee</p> | GC 6250-6270; 34090      | <p>Official E-mails are e-mails relating to the conduct of City business prepared, owned, used, received, or retained by staff which are made or retained for the purpose of preserving their informational content.</p> <p>Transitory and Personal E-mails are e-mails not relating to the conduct of City business prepared, owned, used, received, or retained by staff. There is no legal requirement or obligation to retain Transitory or Personal e-mails and the City of Montclair shall not be held liable or responsible for the loss, deletion, or purging of any Transitory and/or Personal e-mails and/or associated documents retained in electronic format.</p> |
| GIS Database                             | S+2   | GC 34090                 | Management policies and supporting documentation   |
| Internet Policies                        | CU+2  | GC 34090                 | Hardwar/software inventory logs; systems manuals   |
| Inventory Information Systems            | Cu+2  | GC 34090                 | Forms documentation required by Federal or State Agencies  |
| Licenses                                 | CU+4  | GC 34090; CCP 337.2, 343 |  |
| Network Information Systems              | CU+2  | GC 34090, 34090.7        |  |
| Program Files & Directives               | CU+2  | GC 34090                 |  |

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# Police

| Record  | Retention                | Citation   | Description/Notes   |
|---|--------------------------|--|---|
| Accounting/Cash Reconciliation  | CU+2                     | GC 34090   | Includes cash register receipt rolls, daily reconciliation documents.   |
| Administrative Investigations / Citizen Complaints  | CL+5                     | PC 803 (c),<br>PC 832.5 (b)<br>EC 1045<br>GC 34090 | Includes all documents/records relating to the initial complaint, investigation, and findings.  |
| Administrative Documents  | CU+2                     | GC 34090   | Generally, administrative documents not required by statute or other requirements to be kept beyond the two year minimum set forth in GC 34090. Includes, but is not limited to documents, forms, rosters, files, memorandums, staff meeting minutes, telephone message books, critical incident debriefing after action reports, purchasing records, payment request forms, program files, and general correspondence. |
| Asset Forfeiture Investigations/ Proceedings Case File  | State CU+10<br>Federal P | GC 34090   | Maintained until receipt of Distribution Order from the District Attorney and CU+10 from the date of original report. Federal Asset Forfeiture file to be maintained P.   |
| Asset Forfeiture Notification   | CU+2                     | GC 34090   | Notification to legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file.  |
| Background Investigation Non-Hired  | T+2                      | GC 34090<br>GC 12946                               | Background investigation of applicant not hired.  |
| Background Investigation Requests for Local Criminal Offender Record Information (CORI) and Responses | CU+2                     | GC 34090   |   |
| Breath Machine & PAS Device Records   | CU+2                     | GC 34090   | Calibration and maintenance records. Breath machine records are copies (originals are held by San Bernardino County Sherriff's Department).   |

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## Police

| <b>Record</b>  | <b>Retention</b> | <b>Citation</b>   | <b>Description/Notes</b>  |
|--|------------------|---|---|
| Call Card Dispatch   | CU+2             | GC 34090  |   |
| California Board of State and Community Corrections Audit Inspection Logs                | P                | CA Board of State and Community Corrections requirement | Audit documentation.  |
| Case Books, Investigative, Detective Bureau Working Copy of Report                       | CL+2             | GC 34090  | Retained by division until a case is suspended/closed.  |
| Citations - Notice to Appear and Administrative  | CU+2             | GC 34090  | Includes Notice to Appear Citations and Montclair Municipal Code Administrative Citations and related documentation such as officer notes and hearing documentation. Court retains the original Notice to Appear Citations. The Police Department retains a duplicate copy. City Finance Department retains original Administrative Citation and Police Department retains a duplicate. |
| Citations - Parking  | CU+2             | GC 34090  | Includes original citation and related documentation such as administrative review and hearing documentation, statements, correspondence, and reports from the citation processing company.   |
| Claim Files  | CL+6             | PC 832.5  | Claim copy, correspondence, photographs, and supporting documents relative to incidents involving the Police Department filed by citizens. City Hall Administrative Services Division retains claim files.  |
| CLETS Agency Terminal Coordinator Records and CLETS Training and Recertification Records | P                | CA DOJ Requirement                                      |   |
| Contracts and Agreements   | CL+5             | GC 34090  | Retention period consistent with Administrative Services retention period.  |

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## Police

| Record   | Retention | Citation  | Description/Notes  |
|--|-----------|---|--|
| Criminal and Non-Criminal Police Reports Involving Death   | P         | GC 34090  | Death reports of all types. Includes homicide, manslaughter, suicide, natural causes, fatal traffic collision, accidental death, and suspicious death.   |
| Crime Report – All Arrest Reports  | P         | GC 34090  | Includes adult and juvenile arrests unless ordered sealed per PC 851.8 (adult) or WIC 781 or WIC 389 (juvenile).   |
| Crime Report – Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (occurring after January 1, 1996)  | P         | GC 34090  | To be retained for same period as all other arrest reports (P) – (H&S 11361.5 only applies to state agencies).   |
| Crime Report – Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (occurring before January 1, 1996) | P         | GC 34090  | To be retained for same period as all other arrest reports (P)–(H&S 11361.5 only applies to state agencies).   |
| Crime Report – Child Abuse with or without arrest  | P         | PC 11169(c), PC 11170(a)(3), PC 803   | Does not include incident reports documenting an unfounded Child Protective Services (CPS) referral or other report of child abuse deemed to be unfounded.   |
| Crime Report – Crime Punishable by Death or Life in Prison or Having Historical Value  | P         | PC 799,<br>PC 209,<br>PC 209.5,<br>PC 205,<br>PC 206.1,<br>PC 217.1,<br>PC 218,<br>PC 803 | Crimes having no statute of limitation, including, but not limited to murder, attempted murder, kidnap for ransom, reward, or extortion, or to commit robbery or rape, or during the commission of carjacking, aggravated mayhem, torture, assault on a specific public official, train wrecking, falsification of public records, embezzlement of public funds, offenses having no statute of limitations, reports and records involving firearms or hazardous materials, active CLETS entry of toxic/hazardous materials indefinite, documents having historical value as determined by the Chief of Police. |

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## Police

| Record   | Retention | Citation  | Description/Notes   |
|--|-----------|---|---|
| Crime Report – Elder/Dependent Adult Abuse with or without arrest          | P         | PC 368<br>GC 34090                                  | Does not include incident reports documenting an unfounded Adult Protective Services (APS) referral or other report of child abuse deemed to be unfounded.  |
| Crime Report – Felony with or without Arrests                              | P         | GC 34090  | Retention period for all felony reports with or without arrests.  |
| Crime Report – Involving a firearm or resulting in destruction of Firearms | P         | GC 34090/<br>DOJ AFS entry<br>Retention requirement | Retention period for all police reports involving firearms– P, regardless if the firearm(s) is destroyed.<br><br>Retention period for institutional firearm (agency firearm) CLETS/NCIC entry records– P, regardless if firearm is destroyed or is no longer an agency firearm.<br><br>Retention period for records of guns destroyed contained within a police report shall be retained the same period as the police report–P.  |
| Crime Report – Misdemeanor   | P, CU+5   | GC 34090  | Misdemeanor reports with no arrest and no charges filed by the District Attorney are retained CU+5, unless otherwise specifically identified as requiring retention as identified in this policy.<br><br>Misdemeanor reports with no arrest but charges were filed by the District Attorney are retained–P.<br><br>Reports meeting these criteria with identifiable property (serialized property entered in the CLETS/NCIC system) require cancellation of the entry prior to destruction.<br><br>Retention period for all reports involving a firearm(s)–P. |
| Crime Report – Sex Crime with or without arrest                            | P         | PC 290, PC 803, PC 667.61                           | Includes felony and misdemeanor sex crimes.   |
| Department Manual  | S+5       | GC 34090  | Montclair Police Department manuals.  |

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# Police

| Record   | Retention | Citation   | Description/Notes  |
|--|-----------|--|--|
| Dispatch ALI Request/<br>Approval Logs                           | CU+2      | GC 34090   |  |
| Disturbance of the<br>Peace-Second Response<br>Service Fee Forms | CU+2      | GC 34090   |  |
| Equipment Chemical<br>Emissions                                  | CU+2      | GC 34090   |  |
| Equipment<br>Communication                                       | T+2       | GC 34090   | Retained until termination of equipment; Manuals,<br>instructions, procedures.   |
| Equipment Inventory  | S+2       | GC 34090   | Listing of equipment assigned to division, to whom it is<br>assigned.  |
| Equipment & Uniform<br>Records                                   | T         | GC 34090   | Retain until equipment no longer owned/used by the<br>Department. Includes manuals, instructions, procedures<br>for use, purchase records, maintenance, etc.   |
| False Alarm Cards  | CU+2      | GC34090  | Alarm cards including related billing documentation and<br>correspondence.   |
| Field Interview Card   | CU+5      | GC34090  | Retention Period- CU+5 (Five-year retention complies<br>with corresponding gang data base entry retention<br>requirements).  |
| Fingerprint Applicant<br>Forms                                   | CU+2      | GC 34090   | Live scan forms of persons having live scan fingerprint<br>services completed by the Police Department, including<br>City employment, volunteer, and licensing applicants and<br>for outside agencies/organizations and individuals.                             |
| Fingerprints -<br>Arrestee/Suspect                               | CL        | Montclair Police<br>Department Evidence<br>Retention and<br>Destruction Policy | Palm or latent prints are booked as evidence to be<br>retained according to the evidence retention and<br>destruction policy.<br><br>Booking fingerprints are retained by the CA Department<br>of Justice/Federal Bureau of Investigations (FBI) and Cal-<br>ID. |

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# Police

| Record                               | Retention  | Citation  | Description/Notes  |
|--------------------------------------|--|---|--|
| Fingerprints - Inked/Palm Cards      | P, CU+5  | Montclair Police Department Evidence Retention and Destruction Policy | Inked/Palm cards of persons booked are not retained by the Police Department, except as evidence and shall be retained according to the Montclair Police Department Evidence Retention and Destruction Policy.<br><br>Inked/Palm cards of registrant files and are to be retained the same period as the registrant record retention period. See Registrant Files, Arson, Gangs, Sex, and Narcotics. |
| Fingerprints - Latent                | N/A  | Montclair Police Department Evidence Retention and Destruction Policy | Retain for applicable case statute of limitation, or until evidence in case is destroyed.  |
| General Orders/Department Directives | P  | GC 34090  |  |
| Grants Approved                      | CL+5<br>Unless the grant mandates longer retention | GC 34090  | Application and related documents.   |
| Grants Unapproved                    | CU+2<br>Unless the grant mandates longer retention | GC 34090  | Application and related documents.   |
| Grievance Files                      | CU+5   | GC 34090  | Grievance filed by employees, supporting documentation.  |
| Homicide Reports                     | P  | PC 799  |  |
| Impound Lot Records                  | CU+2   | GC 34090  | Records relating to the operation of the impound lot.  |
| Informant Files                      | T+10   | GC 34090  | Legal notifications, identification information, payment information, activities information.  |

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# Police

| Record                                      | Retention | Citation  | Description/Notes  |
|---|-----------|---|--|
| Jail Daily Logs                             | CU+6      | GC 34090  | Daily report of staffing, booking/release, transfers, transportation. Includes Medical Screening Forms, Detention Observation Logs, Adult Detention Logs, Secure Detention of Juveniles Logs and Non-Secure Detention of Juveniles Logs, and Inmate Classification Forms.                  |
| Jail Inspection Files                       | CL+6      | GC 34090  | Inspection by various agencies. Includes but not limited to inspections and audits by the Department of Justice, State Board of Corrections, and California Corrections Standards Authority, San Bernardino County Department of Health and Human Services, and Montclair Fire Department. |
| Jail Surveys                                | CL+2      | GC 34090  | Original is sent to State Board of Corrections. Copy is retained.  |
| License - Bicycle                           | CU+2      | GC 34090  | Original is retained by City Hall. Copy is retained.   |
| License - Concealed Weapon (CCW)            | CL+2      | GC 34090  | Includes CCW License and application documentation.  |
| License -Firearm Dealer                     | CU+6      | GC 34090  | Firearm dealer license records and firearm dealer license applicant records.   |
| License - Other                             | CU+2      | GC 34090  | Permit / licensing documentation related to massage permits; live adult entertainment permits; and other permits and licensing not otherwise specified.  |
| License - Secondhand Dealer and Pawn Broker | CU+2      | GC 34090  | Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency.  |
| Local Records Check Application / Response  | CU+2      | GC 34090  |  |
| Log Book                                    | CU+5      | GC 34090  | Log book- CR/AR.   |
| Log - Case Assignment                       | CU+2      | GC 34090  |  |
| Log - CORI Release                          | CU+3      | DOJ CLETS Policies Practices and Procedures requirement |  |

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## Police

| Record                      | Retention  | Citation                 | Description/Notes   |
|-----------------------------|------------|--------------------------|---|
| Log - Daily Activity        | CU+5       | GC 34090                 | Includes Sergeant's daily log, Crime Suppression Unit; and other daily logs.  |
| Log - Dispatch              | CU+5       | GC 34090                 | The Computer Aided Dispatch (CAD) record is maintained electronically by the CAD/RMS service provider for a period of five calendar years from the date of occurrence.  |
| Log - Evidence Room Entry   | CU+2       | GC 34090                 | Documentation of people entering and leaving the evidence room.   |
| Log - Juvenile Detention    | CU+6       | GC 34090                 | Logs document juvenile processing per CYA. Includes secure detention of juveniles and non-secure detention of juvenile's logs. Retention is CU+6 to be consistent with retention period for other similar logs under Jail-daily logs.   |
| Log - Subpoena              | CU+2       | GC 34090                 | Subpoenas received/served daily.  |
| Missing Persons Report      | P/CU+5     |                          | Retention period for missing persons reports-P, unless the missing person(s) has returned or been located. If missing person is returned/located, retention is CU+5.  |
| NCIC Validation Lists       | CU+2       | GC 34090                 |   |
| Non-Criminal Police Reports | CU+5       | GC 34090                 | Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges.<br><br>Also includes but not limited to lost property, found property, safekeeping property, incident reports, suspicious circumstances, injury reports, suspicious circumstances, injury reports, WIC 5150, attempted suicide, WIC 300, stored and impounded vehicle reports, CPS/APS Incident Reports, missing person reports in which the missing person(s) has returned or been located. |
| Officer Involved Shootings  | CL+30 mos. | GC 34090,<br>PC 832.5(b) | Officer Involved Shooting administrative file.  |

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## Police

| Record  | Retention | Citation  | Description/Notes  |
|---|-----------|---|--|
| Pawn Slip/Secondhand Dealer Consignment Slips (DOJ Form JUS123) | CU+4      | GC 34090  | Applies to pawn slips/secondhand dealer consignment slips sent to Montclair Police Department by pawn/secondhand dealer businesses located in Montclair. Does not apply to copies of pawn slips/secondhand dealer consignment forms sent to Montclair Police Department by other law enforcement agencies. Those copies may be destroyed when no longer useful.      |
| Pawn Slip/Tickets   | CU+4      | GC 34090  | Retention will coincide with retention period of any property or firearm entry made in the California Law Enforcement Telecommunications System (CLETS) Automated Property System (APS) (six months) or Automated Firearm System (AFS) (three years) per supporting documentation.   |
| Personnel Files   | T+10      | GC 34090 /<br>GC 12946  | Includes Police Department Personnel Files, Training Files, Background Investigation Files, employee/volunteer photographs. Retention period is consistent with Human Resources Retention Schedule.  |
| Photographs   | CU+2/P    | GC 34090  | Photographs of Police Department events, miscellaneous photographs, official department photograph. Minimum retention is CU+2. Permanent retention for historical record purposes is recommended.  |
| Photograph - Booking  | P         | GC 34090  | Booking photograph retention period same as retention period for arrest report (P). Includes photograph negatives, film photographs, and digital photographs.  |
| Photograph - Crime and Traffic Collision Report                 | P/CU+5    | GC 34090/<br>Montclair Police<br>Department Evidence<br>Retention and<br>Destruction Policy | Crime report photographs and negatives are evidence and are retained according to the evidence retention and destruction policy. If a crime report or non-criminal report (e.g., incident report, traffic collision report) is eligible for destruction according to this record retention policy, the photographs associated with the case shall also be destroyed. |

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# Police

| Record  | Retention               | Citation  | Description/Notes  |
|---|-------------------------|---|--|
| Photograph - Field Interview  | CU+5                    | GC 34090  | Field Interview (FI) photographs are retained according to the same retention period as the FI card records (CU+5).  |
| Photograph - Log Item   | CU+5                    | GC 34090  | Retention consistent with retention of the CAD record of the incident.   |
| Photograph - Negatives, Misc.   | CU+2                    | GC 34090  | Not case related (public relations, promotions, events, ceremonies, staff photos).   |
| Photograph - Personnel  | T+10                    | GC 34090  | Retention period is consistent with Human Resources Retention Schedule for retention of personnel files.   |
| Photograph - Registrant   | Same as registrant file | PC 290(a)(1), PC 290.08, PC 457.1PC 186.32(c), H&S 11594(a) | Registrant photographs are retained according to the same retention period as the registrant records. See Registrant Files, Arson, Gangs, Sex, and Narcotics.  |
| Press Releases  | CU+2                    | GC 34090  |  |
| Press, Video Programs (Community Relations)   | CU+2                    | GC 34090  | Collection of videos of programs and events; outside press coverage of department.   |
| Property Records  | P/CU+5                  | GC 34090  | Includes property receipt/evidence report hard card. Retained with police report and retained same retention period as related police report.  |
| Public Records Requests   | CL+2                    | GC 34090  |  |
| Radar Calibration Records   | T+2                     | GC 34090  | Documentation of Radar instruments retained during use/ownership.  |
| Range Inventory   | S+2                     | GC 34090  | Report of inventories of weapons and ammunition held by Department Range.  |
| Record Destruction Documentation  | P                       | GC 34090  | Approved Schedule of Records Recommended for Destruction.  |
| Recordings - Audio, Mobile Video Recorder (MVR), Telephone and Radio Communications | CU+2                    | GC 34090.6(b), GC 26202.6, GC 911.2, CCP 340, CCP 335.1     | Exception; recordings used as evidence in a criminal prosecution or claim file or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action. Includes digital recordings. |

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# Police

| Record  | Retention | Citation  | Description/Notes   |
|---|-----------|---|---|
| Registration Files, Arson, Gangs, Sex and Narcotics   | P/CU+5    | PC 290(a)(1), PC 290.08, PC 457.1, PC 186.32(c), H&S 11594(a) | Sex registration files retention period- P (reference PC 290(a) (1) - sex offender lifetime registration requirement; PC 290.08-75 year sex registrant record retention requirement).<br>Arson registration files retention period- P (reference PC 457.1-arson offender lifetime registration requirement; except juvenile arson registrant-records to be destroyed when registrant reaches 25 years of age or has arrest record sealed per WIC 781, whichever occurs first (PC 457.1(d)).<br>Gang registration files to be retained CU+5 (reference PC 186.32(c)-five year registration requirement).<br>Narcotic registration files retention period- CU+5 year of release from parole/probation (reference H&S 11594(a)).<br>P/CU+5 |
| Repossession/Private Impounds   | CU+2      | GC 34090  |   |
| Research Project Files  | CL+2      | GC 34090  | May include request forms, background materials, staff reports, final project reports and supporting data.  |
| Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing | T         | GC 34090  | Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired. Court retains original court order. Police Department retains copy provided by protected party.   |
| Ride-Along Waiver Forms and Attachments   | CU+5      | GC 34090  |   |
| Rosters   | P/CU+2    | GC 34090  | Roster of ID numbers assigned-Retention period-P;<br>Employee address roster- retention period-P. Assignment rosters, phone extension rosters, all other rosters- retention period CU+2.  |

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# Police

| Record                     | Retention  | Citation                   | Description/Notes  |
|----------------------------|--|----------------------------|--|
| Schedule Daily             | CU+5   | GC 34090                   | Schedules of personnel on duty. Includes Patrol, Detective Bureau, Records, Dispatch, Reserve, CSU, WESTNET, Cadet, and other daily and monthly schedules. Includes overtime shift sign-up lists and vacation sign-up lists.   |
| Sealed Adult Records       | Mandatory Destruction upon and pursuant to court order | PC 851.8                   | General provision; upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.  |
| Sealed Juvenile Records    | Mandatory Destruction upon and pursuant to court order | WIC 826(a)&(b), WIC 781(a) | Upon petition, local laws, enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court.   |
| Service Schedules          | CU+2   | GC 34090                   | Vehicle and equipment service schedules.   |
| Speaker Requests           | CU+2   | GC 34090                   | Community and business requests for public appearances, speakers.  |
| Special Event Records      | CL+2   | GC 34090                   | Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation.   |
| Statistical Crime Analysis | CU+2   | GC 34090                   | Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage. |

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# Police

| Record  | Retention                                       | Citation                      | Description/Notes  |
|---|---|-------------------------------|--|
| Statistical Reports   | CU+10 /<br>CU+2                                 | GC 34090                      | Originals are sent to DOJ/FBI. Agency retains copies. Includes monthly statistical reports required by the CA Department of Justice / Federal Bureau of Investigation (FBI) - Retention (CU+10).<br><br>All other statistical reports - CU+2.              |
| Subpoenas   | CU+2  | GC 34090                      | Includes Subpoena Duces Tecum (SDT) and responses. Individual subpoenas received by employees/volunteers are not retained by the Department.   |
| Survey Response Files   | CU+2  | GC 34090                      | Surveys, responses, and correspondence with other agencies requesting statistical data.  |
| Tapes<br>Surveillance/Security<br>Video                                     | CU+13<br>months                                 | GC 34090                      | Includes routine video monitoring recordings.  |
| Teletypes   | CU+2  | GC 34090, DOJ<br>requirements | Teletypes sent but not otherwise retained with case files.   |
| Timesheets, Leave<br>Request Forms,<br>Overtime Forms, Shift<br>Trade Forms | CU+6  | GC 34090                      | Consistent with Finance Department retention period.   |
| Traffic Collision Reports   | CU+5/ Same<br>as crime or<br>arrest<br>report/P | GC 34090                      | Non-fatal and non-criminal reports retention is CU+5. Retention period for accident reports with a crime involved is same as established retention period for misdemeanor or felony crime or arrest report. Fatal traffic collision report retention is P. |
| Training Bulletins  | P   | GC 34090                      |  |
| Training Files  | CU+2  | GC 34090                      | Includes general administrative records related to training/class information, expenses, reservations, schedules, etc.   |
| Training Lesson Plans,<br>Range   | CL+15   | GC 34090                      | Scope, content, and time period of courses.  |
| Training Range Records  | CU+5  | GC 34090                      | Includes range schedules.  |

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# Police

| <b>Record</b>                         | <b>Retention</b> | <b>Citation</b> | <b>Description/Notes</b>  |
|---------------------------------------|------------------|-----------------|---|
| Use of Force Supervisory Review Files | CL + 30 mos.     | GC 34090        | Includes review forms, arrest copies, logs, and findings.   |
| Vehicle Assignment Records            | CU+2             | GC 34090        | Record of assignments   |
| Vehicle Repair Reports                | CU+2             | GC 34090        | Records reporting when vehicles are down for repair, maintenance, etc. Includes Vehicle Repair forms.   |
| Weapons- Records of Department-Owned  | P                | GC 34090        | Records of department-owned firearms/weapons entered in AFS as an institutional weapon require permanent retention of supporting documentation for the entry. |

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## Public Works

| Record  | Retention | Citation                     | Description/Notes   |
|---|-----------|------------------------------|---|
| Abandonments/<br>Vacations (Streets)            | P         | GC 34090                     |   |
| Annual Assessments/<br>Inspection of Facilities | CU+2      | GC 34090                     |   |
| Backflow Certifications                         | CU+2      | GC 34090                     |   |
| Capital Improvement<br>Project Plans            | P         | GC 34090                     | Infrastructure- streets, curbs, gutters, sidewalks, storm drains, water, sewer, and parks   |
| Capital Improvement<br>Projects                 | CL+10     | CCR 337.15                   | Supporting documents including bidders list, specifications, reports, work orders, schedules, meeting notes, real estate appraisals, etc.   |
| Capital Improvements<br>Municipal Facilities    | P         | GC 34090(a); H&S<br>19850    | Records regarding planning, design, construction, conversion or modification of facility, structures & systems, and management reports  |
| Daily Logs                                      | CU+2      | GC 34090                     |   |
| Easements,<br>Dedications, & Rights of<br>Way   | P         | GC 34090                     |   |
| Flood Control Records                           | CU+2      | GC 34090                     | Storm Drains  |
| Geotechnical Reports                            | P         | GC 34090                     | Soil Reports  |
| Maintenance &<br>Operations                     | CU+2      | GC 34090                     | Includes work orders, inspection, repairs, and cleaning.  |
| Maintenance Contracts                           | CL+10     | CCP 336(a), 337; GC<br>34090 | Landscaping, HV AC, pavement management, street sweeping, pest control, security, slurry seals, striping, tree trimming, etc.   |
| Maintenance Sheets                              | CU+9      | GC 34090                     | Tree Division Service Request & Concrete Repair Record sheets.  |
| Maps & Plats                                    | P         | GC 34090(a)                  | Engineering field notes and profiles; cross-section of roads, streets, right of way, bridges; may include annexations, parks, tracts, block, storm drains, water, easements, bench marks, trees, grading, base maps, etc. |
| NPDES Monitoring<br>Records & Permits           | P         | 40 CFR 122.28                | Municipalities of 100,000/more, compliance with Clean Water Act: pollutants   |

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## Public Works

| Record                                      | Retention | Citation                      | Description/Notes   |
|---|-----------|-------------------------------|---|
| Permit Encroachment Permanent               | P         | GC 34090, CCP 337             | Buildings, sewers, streets, utilities, etc.   |
| Permit Encroachment Temporary               | CL+5      | GC 34090, CCP 337             | Street closures, street cuts, paving, etc.  |
| Permit Wide Load Transportation             | CL+2      | GC 34090                      |   |
| Pest Control Reports                        | CU+2      | GC 34090(d)                   | City facilities includes pesticide applications, inspections, sampling, and documents       |
| Programs Federal & Traffic Safety           | CU+3      | 23 CFR 663(a) & (c); GC 34090 |   |
| Public Facilities Infrastructure            | P         | GC 34090                      | As built, mylars, and record drawings   |
| Reports Bridge & Overpasses                 | L         | GC 34090                      | Life of structure   |
| Reports Inspection                          | CU+2      | GC 34090                      | Included intersection and sidewalks   |
| Reports Studies                             | CL+2      | GC 34090                      | Traffic volume, accident history, requests, statistics, drawings supporting traffic devices |
| Reports Traffic Count                       | CL+2      | GC 34090                      | Evaluation of traffic volume  |
| Speed Limits                                | S+2       | GC 34090                      |   |
| Studies/Surveys City Projects               | P         | GC 34090                      | Engineering studies or surveys  |
| Studies/Surveys (Not Required or Developed) | S+3       | GC 34090                      | Engineering studies or surveys, preliminary studies, and project assessments                |
| Surplus Property Auction                    | AU+2      | GC 34090                      | Listing of property   |
| Traffic Legends, Signals & Signs            | P         | GC 34090                      | Locations   |
| Vehicle Ownership & Title                   | L+2       | VC 900                        | Title transfers when vehicle sold   |

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