



CITY OF PETALUMA

RECORDS RETENTION SCHEDULE

Fiscal Year 2023/24
Revision Approved: January 3, 2024

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

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

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

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

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

P = Permanent

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

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

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

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

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
CITY ATTORNEY								
City Attorney	CA-001	Advice Assignment Files	Minimum 2 years	Completion or Full File Folder	Paper			Department Preference (Department Director has authority to keep longer) GC §34090
City Attorney	CA-002	Bankruptcies - NOT pursued (Bankruptcy notices where a claim is NOT filed)	When No Longer Required	n/a	Paper			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Attorney	CA-003	Bankruptcies - Where a claim is filed	10 years	Completion	Paper			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
City Attorney	CA-004	City Attorney Forms	Until Superseded	When Superseded	Paper			Forms do not become a record that needs to be retained for 2 years unless it is filled out / completed; GC §34090 et seq.
City Attorney	CA-005	City Attorney Opinions and Opinion Index	Minimum 10 years	Completion or Full File Folder	Paper			Department Preference; Department Director has authority to keep longer; Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney	CA-006	City policies - final adopted in Human Resources, working file in City Attorney's Office	Until Superseded	Completion or Full File Folder	Paper			Preliminary drafts; GC §34090 et seq.
City Attorney	CA-007	Closed Session Memos and Related Closed Session Material	Minimum 10 years	Full File Folder	Paper			Department Preference (Department Director has authority to keep longer) Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney	CA-008	Legislation working file / department file (resolution / ordinance copies and correspondence)	Minimum 2 years	Full File Folder	Paper			May contain official correspondence; GC §34090
City Attorney	CA-009	Litigation and Claims Assignment Files and Related Records (Send Original Settlement Agreements to the City Clerk)	Minimum Final Resolution + 5 years	Completion (Final Resolution)	Paper			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
City Attorney	CA-010	Outside counsel retention (agreement is confidential - not in Clerk's office)	Minimum Completion + 10 years	Completion	Paper			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
City Attorney	CA-011	Professional development, certificates, licensing records, bar records, etc.	Until Superseded	Full File Folder	Paper			Not City records (belongs to the individual attorney)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
CITY CLERK								
City Clerk	CC-001	Agenda Packets: City Council, Redevelopment Agency (Petaluma Community Development Commission - PCDC), Petaluma Community Development Successor Agency (PCDSA), Oversight Board to PCDSA, Petaluma Public Financing Authority and Petaluma Public Financing Corporation	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	<p>Agreements & Contracts - ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p>	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: Upon Completion of Contract	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
City Clerk	CC-003	<p>Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Non-Infrastructure: Airport Licenses, Hangars & Tiedowns, Consultants, Landscaping, Leases, Marina Berthing, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion + 10 years	Completion of Contract	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: Upon Completion of Contract	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Articles of Incorporation	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department preference; GC §34090
City Clerk	CC-005	Assessment District Formation / Maintenance District Formation	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department preference; GC §34090
City Clerk	CC-006	Bid Opening Files (RFP/RFQ/Bid Notice, bid log, etc.	2 years	Full File Folder	Paper			GC §34090
City Clerk	CC-007	Committees, Commissions, and Boards (CCBs) Maddy Act Lists / Vacancy Notices	2 years	Full File Folder	Paper			GC §34090
City Clerk	CC-008	Committees, Commissions, and Boards (CCBs) Applications - Successful	Term + 2 years	Term Ended	Paper			Department preference; GC §34090
City Clerk	CC-009	Committees, Commissions, and Boards (CCBs) Applications - Unsuccessful	2 years	Full File Folder	Paper			GC §34090
City Clerk	CC-010	Bonds (Performance Bonds, Subdivision Bonds, Letters of Credit)	Release of Bond / Letter of Credit	Completion or Full File Folder	Paper			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
City Clerk	CC-011	City Council, Committees, Commissions, and Boards (CCBs) Historical List of Members	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department preference; GC §34090
City Clerk	CC-012	Domestic Partnerships	Termination + 2 years	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department preference; GC §34090
City Clerk	CC-013	Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization / Reporting	5 years	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	2 CCR 18615(d)
City Clerk	CC-014	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-015	FPPC Form 801 (Gift to Agency Report)	7 years	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	Must post on website; FPPC Opinion; GC §81009(e)
City Clerk	CC-016	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-017	FPPC Form 803 (Behested Payment Report)	7 years	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	GC §81009(e)
City Clerk	CC-018	FPPC Form 804 (Agency Report of New Positions)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-019	FPPC Form 805 (Agency Report of Consultants)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	Must post on website; 2 CCR 18702.5; GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED								
City Clerk	CC-021	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings	2 years	Completion or Full File Folder	Paper			GC §53753(e)(2)
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years	Completion or Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years	Completion or Full File Folder	Paper			Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-025	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years	Completion or Full File Folder	Paper			Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years	Completion or Full File Folder	Paper			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-027	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years	Completion or Full File Folder	Paper			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-028	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	2 years	Completion or Full File Folder	Paper			GC §34090
City Clerk	CC-029	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results; Certificate of Election)	P	Completion or Full File Folder	Paper			Retained for Historical Value, GC §34090

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
City Clerk	CC-030	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election 1 year after petition examination if petition is insufficient	Election Results or Final Examination	Paper			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)								
City Clerk	CC-031	Ethics Training Certificates	5 years	Full File Folder	Paper			GC §53235.2(b)
City Clerk	CC-032	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P	n/a	Paper or Optical Disk	Yes (Laserfiche)	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-033	Minutes: City Council, Redevelopment Agency (Petaluma Community Development Commission - PCDC), Petaluma Community Development Successor Agency (PCDSA), Oversight Board to PCDSA, Petaluma Public Financing Authority and Petaluma Public Financing Corporation	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	No	GC §34090
City Clerk	CC-034	Oath of Office: City Council, Committees, Commissions, and Boards (CCBs) Members	Completion of Term + 4 years	Completion of Term	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC'd & OD	Department Preference; ; Statute of Limitations for Public official misconduct is discovery of offense + 4 years; PC §§801.5, 803(c); GC §34090
City Clerk	CC-035	Ordinances	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
City Clerk	CC-036	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum) / Summons	2 years	Completion	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC'd & OD	GC §34090
City Clerk	CC-037	Recorded Documents: ALL - Deeds, Easements, Liens & Releases, Rights of Way, Notices of Completion, Recorded Agreements / Contracts, etc.	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	No	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-038	Recordings - AUDIO OR VIDEO of City Council, Redevelopment Agency (Petaluma Community Development Commission - PCDC), Petaluma Community Development Successor Agency (PCDSA), Oversight Board to PCDSA, Petaluma Public Financing Authority and Petaluma Public Financing Corporation	8 years	Meeting Date	Electronic / Magnetic			Department preference; State law requires Audio for 30 days, Video for 90 days; GC §54953.5(b); GC §§34090.7, 34090
City Clerk	CC-039	Records Destruction Authorization Forms, Transfers	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-040	Records Retention Schedules / Amendments to Records Retention Schedules	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	No	GC §34090 et. seq.
City Clerk	CC-041	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years	Completion of Redistricting	Electronic / Magnetic			Copies or Preliminary drafts; EC §21608(g); GC §34090.7
City Clerk	CC-042	Resolutions: City Council, Redevelopment Agency (Petaluma Community Development Commission - PCDC), Petaluma Community Development Successor Agency (PCDSA), Oversight Board to PCDSA, Petaluma Public Financing Authority and Petaluma Public Financing Corporation	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	No	GC §34090
City Clerk	CC-043	Resolutions: Planning Commission, Historical & Cultural Preservation Committee, Public Art Committee	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
City Clerk	CC-044	Speaker Cards	When No Longer Required	Adoption of Minutes	Paper			Preliminary drafts used to produce minutes; GC §34090
City Clerk	CC-045	Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years	Completion	Mag (computer), Pdf	Yes (Laserfiche)		GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System ?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
CITY MANAGER								
City Manager	CM-001	City Council Correspondence / City Manager Correspondence	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090
City Manager	CM-002	City Manager Reports: Annual Reports, Monthly Reports	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090
City Manager	CM-003	Grand Jury Reports and Responses (Regarding City Operations)	5 years	Full File Folder	Paper			Department Preference (the Grand Jury keeps their reports 5 years); GC §34090
City Manager	CM-004	Permits: Banner Permits / Facility Rental Permits / Film Permits	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090
City Manager	CM-005	Proclamations	2 years	Full File Folder	Paper			GC §34090
City Manager	CM-006	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
CITY WIDE (Used by All Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years	Full File Folder	Paper			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.) Original Agreements & Contracts are sent to the City Clerk	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Completion of Contract	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: Upon Completion of Contract	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion + 10 years	Completion of Contract	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: Upon Completion of Contract	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-004	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years	Full File Folder	Paper			The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Staffing Dept.	CW-005	Boards, Commissions, & Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years	Full File Folder	Paper			All recommendations are presented to the City Council; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
Staffing Dept.	CW-006	Boards, Commissions, & Committees: Employees Staff Meetings / Department Staff Meetings	2 years	Full File Folder	Paper			GC §34090 et seq.
	CW-007	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required	n/a	n/a			Non-records
Staffing Dept.	CW-008	Committees, Commissions, and Boards (CCBs) : Residents Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS.	Minimum 2 years	Meeting Date	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-009	Committees, Commissions, and Boards (CCBs) : Residents Advisory Bodies Formed by CITY COUNCIL AUDIO or VIDEO RECORDINGS of Meetings / Audio Tapes	8 years	Meeting Date	Electronic / Magnetic			Department preference; State law requires Audio for 30 days, Video for 90 days; GC §54953.5(b); GC §§34090.7, 34090
Staffing Dept.	CW-010	Committees, Commissions, and Boards (CCBs) :: Residents Advisory Bodies Formed by CITY COUNCIL MINUTES & BYLAWS	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	GC §34090
Lead (Responding) Dept.	CW-011	Complaints / Concerns from Citizens	Minimum 2 years	Full File Folder	Paper			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §340 et seq., 342, GC §34090
Lead Dept.	CW-012	Copies or duplicates of any record	Copies - When No Longer Required	n/a	n/a			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
Dept. that Authors Document or Receives the City's Original Document	CW-013	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years	Full File Folder	Paper			GC §34090
Dept. that Authors Document or Receives the City's Original Document	CW-014	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media posting, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required	n/a	n/a			Electronic and paper records are filed and retained based upon their CONTENT . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §§7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-015	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years	Full File Folder	Paper			Department preference; meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
Lead Dept.	CW-016	DMV Pull Notices	When Superseded or Separated	When Superseded or Separate	Paper			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-017	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required	n/a	n/a			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500
Lead Dept.	CW-018	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	When Data Superseded	Electronic / Magnetic			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-019	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years	Full File Folder	Paper			GC §34090
Lead Dept.	CW-020	Grants / CDBG / FEMA or OES Claims / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years	Full File Folder	Paper			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a); 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	CW-021	Leave Slips / Time Off Requests	When No Longer Required	n/a	n/a			Preliminary drafts not retained in the Regular Course of Business GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
Lead Dept.	CW-022	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years ; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	CW-023	Newspaper Clippings	When No Longer Required	n/a	n/a			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-024	Notices: Public Hearing Notices and Proofs of Publications	2 years	Full File Folder	Paper			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
Human Resources	CW-025	Personnel Files (Department-level Files) Except for Fire & Police Department	Shred Upon Separation or Transfer	n/a	n/a			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-026	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	n/a	n/a			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-027	Photographs	When No Longer Required	n/a	n/a			Preliminary Drafts; destroy unnecessary photographs. GC §§34090
Building	CW-028	Plan Checks	Copies - When No Longer Required	n/a	n/a			Department preference (preliminary drafts / copies); GC §34090
Lead Dept.	CW-029	Public Relations / Press Releases	2 years	Full File Folder	Paper			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
Lead Dept.	CW-030	Purchase Orders / Requisitions	5 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department preference; GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-031	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years	Full File Folder	Paper			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-032	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
	CW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required	n/a	n/a			Non-Records
Lead Dept.	CW-034	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by YOUR Department	Minimum 2 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-035	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OTHER Departments	When Superseded	n/a	n/a			Copies; GC §34090.7
Lead Dept.	CW-036	Reports and Studies (Historically significant - e.g., Zoning Studies)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-037	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years	Full File Folder	Paper			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-038	Special Projects / Subject Files / Issue Files	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
Lead Dept.	CW-039	Surveys / Questionnaires (that the City issues) If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years	Full File Folder	Paper			GC §34090
Finance / Payroll	CW-040	Time Cards / Time Sheets (Finance keeps the originals with employee signatures)	Copies - When No Longer Required	n/a	n/a			Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Lead Dept.	CW-041	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Sexual Harassment Prevention, & Safety Training & Tailgates)	5 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.	CW-042	Volunteer Applications & Agreements - Unsuccessful or Pending Applicants	3 years	Full File Folder	Paper			Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
Lead Dept.	CW-043	Volunteer Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building Safety, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
COMMUNITY DEVELOPMENT / BUILDING & SAFETY								
Community Develop. / Building & Safety	BL-001	Address Files / Building Permits (Construction Notices, Compliance Orders, Stop Work Orders, etc.)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Statewide guidelines propose permanent; GC §34090, H&S §19850
Community Develop. / Building & Safety	BL-004	Building Permit Database	Indefinite	n/a	Electronic / Magnetic			Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Develop. / Building & Safety	BL-005	Building Plans - Cancelled Expired, or Withdrawn (Permit never issued)	Upon Expiration, Cancellation or Withdrawal	Expiration, Cancellation or Withdrawal	n/a			Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building & Safety	BL-006	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building & Safety	BL-007	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Site Plans Only for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building & Safety	BL-008	Certificate of Occupancy (CofO)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building Safety, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Community Develop. / Building & Safety	BL-010	Plan Check Comments	When Finalled	n/a	n/a			Preliminary Drafts; GC §34090
Community Develop. / Building & Safety	BL-011	Reports: Building Activity	When No Longer Required	n/a	n/a			Preliminary Drafts (the database is the original); GC §34090
Community Develop. / Building & Safety	BL-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years	Full File Folder	Paper			GC §34090
Community Develop. / Building & Safety	BL-013	Uniform Building Codes / California Building Codes	When Superseded	When Superseded	Paper			GC §50022.6
COMMUNITY DEVELOPMENT / HOUSING								
Community Develop. / Housing	HS-001	Foreclosure Notices / Notices of Defaults (NOD)	When No Longer Required	n/a	n/a			Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Develop. / Housing	HS-002	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, HOME, etc. WITH a Recapture / Resale Restriction	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Affordability Period Terminates	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR §§92.508, 570.502, 982.158, 884.214; 29 CFR 97.42; HUD Notice PIH 98-48, 99-49; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building Safety, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Community Develop. / Housing	HS-003	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, HOME, etc. WITHOUT a Recapture / Resale Restriction	Loan Pay-off OR Forgiveness + 5 years	Loan Pay-off OR Forgiveness + 5 years	Paper			HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR §§92.508, 570.502, 982.158, 884.214; 29 CFR 97.42; HUD Notice PIH 98-48, 99-49; GC §34090
Community Develop. / Housing	HS-004	Loan Applications / Potential Buyers Denied, Cancelled or Withdrawn (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years	Full File Folder	Paper			GC §34090
Community Develop. / Housing	HS-005	Mobile Home Rent Control - Arbitrations	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: QC & OD	Department preference; GC §34090
Community Develop. / Housing	HS-006	Mobile Home Rent Control - Park files	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: QC & OD	Department preference; GC §34090
COMMUNITY DEVELOPMENT / PLANNING								
Community Develop. / Planning	PL-002	Administrative Reviews (final determination letter, plans, etc..)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	PL-004	Annexations / Boundaries / Consolidations / LAFCO	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Land Records; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building Safety, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Community Develop. / Planning	PL-005	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) / CEQA / NEPA Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years	Completion of CEQA Process	Paper			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Community Develop. / Planning	PL-006	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Develop. / Planning	PL-007	General Plan, Elements and Amendments	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Community Develop. / Planning	PL-011	Historic Preservation Survey, Evaluations and Designations	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	PL-012	Master Plans, Specific Plans, Land Use Plans, etc.	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Planning	PL-013	Materials Boards	After Issuance of Certificate of Occupancy, or Final Permit Sign-Off, whichever is later	n/a	n/a			Preliminary drafts not retained in the ordinary course of business; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building Safety, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Community Develop. / Planning	PL-014	Permits - Over the Counter (OTC Permits) / Temporary Zoning Permit/Limited Term Permit, including Christmas Trees and Pumpkin Lots .	2 years	Full File Folder	Paper			GC §34090
Community Develop. / Planning	PL-019	Planning Project Database	Indefinite	n/a	Electronic / Magnetic			Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Develop. / Planning	PL-020	Planning Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Community Develop. / Planning	PL-021	Preliminary Review File	Minimum 2years	Full File Folder	Paper			Department preference; GC §34090
Community Develop. / Planning	PL-022	Public Art / Art in Public Places, or Art Owned by the City	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	PL-014	Short Term Vacation Rental Permits	Expiration + 2 years	Expiration of Permit	Paper			Department Preference; GC §34090
Community Develop. / Planning	PL-027	Special Studies (Not related to a Project - Noise in the Downtown Corridor, etc.)	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090
Community Develop. / Planning	PL-029	Zoning Maps (Historically Significant)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090.7

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT & OPEN GOVERNMENT (Information Technology, GIS, Economic Development, Communications)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
COMMUNICATIONS								
Lead Dept.	COM-001	Graphics Files, Website, etc.	When No Longer Required	n/a	n/a			The "Client" department retains the final official record for its retention period; GC §§34090, 7927.500
Lead Dept.	COM-002	Public Relations / Press Releases	2 years	Full File Folder	Paper			GC §34090
ECONOMIC DEVELOPMENT / REDEVELOPMENT / SUCCESSOR AGENCY								
Economic Develop. / RDA / Successor Agency	ED-001	Economic Development Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090
Economic Develop. / RDA / Successor Agency	ED-002	Real Estate Appraisals	5 years	Full File Folder	Paper			Department preference, meets municipal auditing standards; GC §34090
Economic Develop. / RDA / Successor Agency	ED-003	Redevelopment Long Range Property Management Plans, Oversight Plans	Completion + 10 years	Completion of Plan	Paper			Department preference; GC §34090
Economic Develop. / RDA / Successor Agency	ED-004	Redevelopment Plans	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: Upon Completion of Contract	Department Preference for Historical Purposes; GC §34090
Economic Develop. / RDA / Successor Agency	ED-005	Redevelopment Projects & Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)	Completion + 10 years	Completion of Project	Paper			Planning, Building and Engineering retains final documents of construction projects (transfer any CIP project files to Engineering); Covers various Statute of Limitations; CCP §337 et seq.; GC §34090
INFORMATION TECHNOLOGY & GIS								

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT & OPEN GOVERNMENT (Information Technology, GIS, Economic Development, Communications)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Information Technology & GIS	IT-001	Backups - ANNUAL / DAILY / WEEKLY / MONTHLY	When No Longer Required	n/a	Electronic / Magnetic			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Information Technology & GIS	IT-003	Enterprise System Catalogue (posted on line)	Minimum 2 years	Superseded, or 2 years	Electronic / Magnetic			GC §34090 et seq.
Information Technology & GIS	IT-005	Network Configuration Maps & Plans	When No Longer Required	n/a	n/a			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology & GIS	IT-009	Video Recordings - Operations of the City (City Employees Performing Work)	1 year	1 year	Electronic / Magnetic			Records "regular and ongoing operations"; GC §34090.6
Information Technology & GIS	IT-010	Video Recordings - Parking Lots, Public Areas	When No Longer Required	n/a	Electronic / Magnetic			Does not record "regular and ongoing operations"; GC §34090.6
Information Technology & GIS	IT-011	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / WORM / DVD-r / CD-r / Blue Ray-R or other UNALTERABLE MEDIA that does not permit additions, deletions, or changes	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
FINANCE / ACCOUNTING								
Finance / Accounting	FIN-001	1099's / 1096's	5 years	Full File Folder	Paper			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FIN-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Check Request, etc.)	8 years	Full File Folder	Paper			Department preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §34090
Finance / Accounting	FIN-003	Assessment Rolls / Lighting and Landscape Districts (to Tax Assessor for Tax Rolls)	5 years	Full File Folder	Paper			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounting	FIN-004	Audit Reports / ACFR (Annual Comprehensive Financial Report) and related Audit Opinions	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department Preference (copies); GC §34090.7
Finance / Accounting	FIN-005	Audit Work Papers	10 years	Full File Folder	Paper			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounting	FIN-006	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	5 years	Full File Folder	Paper			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounting	FIN-007	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	5 years	Full File Folder	Paper			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Finance / Accounting	FIN-008	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Deceased + 10 years	Fully Deceased	Paper			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Accounting	FIN-009	Budgets - Adopted / Final	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; GC §34090 et seq.
Finance / Accounting	FIN-010	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required	n/a	n/a			Preliminary drafts; GC §34090
Finance / Accounting	FIN-011	Escheat (Unclaimed money / uncashed checks)	5 years	Full File Folder	Paper			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / Accounting	FIN-012	FEMA Reimbursement / OES Reimbursements	Close of Project + 10 years	Close of Project	Paper			Department Preference; GC §34090
Finance / Accounting	FIN-013	Financial Services Database	Indefinite	n/a	Electronic / Magnetic			Data Fields / Records are interrelated; GC §34090
Finance / Accounting	FIN-014	Fixed Assets	Sale or Disposal + 2 years	Sale or Disposal	Paper			Department Preference (bond auditing purposes; IRS regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance / Accounting	FIN-015	Investment Reports & Backup	5 years	Full File Folder	Paper			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Finance / Accounting	FIN-016	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	Fully Defeased + 10 years	Fully Defeased	Paper			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / Accounting	FIN-017	Journal Entries / Journal Vouchers	6 years	Full File Folder	Paper			Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounting	FIN-018	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required	n/a	n/a			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / Accounting	FIN-019	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years	Full File Folder	Paper			Department Preference; Meets auditing standards; GC §34090
Finance / Accounting	FIN-020	Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	Fully Defeased + 10 years	Fully Defeased	Paper			Department preference due to underlying Bonds; Meets auditing standards; GC §34090 et seq.
Finance / Accounting	FIN-021	Surplused Equipment / Disposal	Sale or Disposal + 2 years	Sale or Disposal	Paper			Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounting	FIN-022	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal	Sale or Disposal	Paper			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Finance / Accounting	FIN-023	W-9s	Vendor Inactive + 3 years	Vendor No Longer Does Business with the City	Paper			Meets IRS Auditing Requirements; GC §34090
BUSINESS LICENSE & REVENUE								
Finance / Business License & Revenue	FIN-024	Accounts Receivable - Miscellaneous - Damage to Public Property, Invoices to Outside Entities, etc.	5 years	Full File Folder	Paper			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-027	Billing Registers, Payment Registers, Adjustment Registers	When No Longer Required	n/a	n/a			Department preference (The Business License & Permit Database is the original; reports are considered drafts or copies); GC §34090
Finance / Business License & Revenue	FIN-028	Business License & Permit Applications and Changes	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference (Planning uses for Zoning Compliance purposes); GC §34090 et seq.
Finance / Business License & Revenue	FIN-029	Business License & Permit Database	Indefinite	n/a	Electronic / Magnetic			Data Fields / Records are interrelated; GC §34090
Finance / Business License & Revenue	FIN-030	Business License & Permit Renewals	5 years	Full File Folder	Paper			Department preference (meets municipal government auditing requirements); GC §34090 et seq.
Finance / Business License & Revenue	FIN-031	Cash Receipts / MCRs (Miscellaneous Cash Receipts) / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	5 years	Full File Folder	Paper			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / General Accounting	FIN-032	Checks / Warrants (Cashed)	5 years	Full File Folder	Paper			Department preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Finance / Business License & Revenue	FIN-033	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	7 years	Full File Folder	Paper			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Business License & Revenue	FIN-034	Returned Checks / NSF Checks	5 years	Full File Folder	Paper			Department Preference; Meets auditing standards; GC §34090
Finance / Business License & Revenue	FIN-035	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years	Final Decision	Paper			Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-036	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	5 years	Full File Folder	Paper			Meets municipal government auditing standards; GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-037	Water Billing: NSF Checks / Adjustments to Customer accounts	5 years	Full File Folder	Paper			Meets municipal government auditing standards; GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-038	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Fully Paid or Written Off + 5 years	Fully Paid or Written Off	Paper			Meets municipal government auditing standards; GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-039	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years	When Superseded	Paper			Must post to Website; H&S §116906; GC §34090
Finance / Business License & Revenue	FIN-040	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years	Full File Folder	Paper			Must post to Website; H&S §116918; GC §34090
PAYROLL								

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Finance / Payroll	FIN-040.1	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years	Full File Folder	Paper			Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Finance / Payroll	FIN-041	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	10 years	Full File Folder	Paper			Department Preference; GC §34090
Finance / Payroll	FIN-042	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	7 years	Full File Folder	Paper			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-043	Deferred Compensation (City Statements)	7 years	Full File Folder	Paper			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; published articles for bank statements show 4 -7 years; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FIN-044	Payroll File (By Employee Name) Includes W-4, other payroll forms	Separation + 7 years	Employee Separation	Paper			Department preference; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-045	Payroll Reports - Annual Detail	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC &OD	Department preference for SBCERA Buy-backs; GC §34090
Finance / Payroll	FIN-046	Payroll Reports - Periodic (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	7 years	Full File Folder	Paper			Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Finance / Payroll	FIN-047	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	7 years	Full File Folder	Paper			Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §34090
Finance / Payroll	FIN-048	W-2's	7 years	Full File Folder	Paper			Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §34090
PURCHASING								
Finance / Purchasing	FIN-049	Purchase Orders / Requisitions	5 years	Full File Folder	Paper			Department Preference; GC §34090
Finance / Purchasing	FIN-050	Request for Proposals / Unsuccessful Bids / Evaluations	5 years	Full File Folder	Paper			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
FIRE ADMINISTRATION								
Fire / Admin. & Police / Admin.	FR-001	Emergency Operations Center (EOC) Activations & Drills	10 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Fire / Admin.	FR-002	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	Superseded and Approved	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	No	GC §34090
Fire / Admin.	FR-003	Employee Training Individual Records - Rookie Tests / Individual Training Certificates / DMV File (by employee)	Separation + 5 years	Separation of Employee	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; LC §6429(c); GC §§12946, 12960, 34090
Fire / Admin.	FR-004	Employee Training Course Records / EMS Continuing Education Training (Attendance Rosters, Outlines and Course Materials, Paramedic Continuing Education Rosters and Certificates)	7 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Fire / Admin.	FR-005	Employee Training Database / Log (Fire House)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-006	FEMA / OES Reimbursement Claims / Strike Team Reimbursements	10 years	Full File Folder	Paper			Department Preference; GC §34090
Fire / Admin.	FR-007	Fire Incident Reports and RMS Database	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-008	ISO Insurance Ratings	When Superseded - Minimum 2 years	When Superseded	Paper			Department Preference (rated every 10 years); GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Fire / Admin.	FR-009	Monthly Statistical Reports / Run Statistics	When No Longer Required	n/a	n/a			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-010	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required	n/a	n/a			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-011	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years	Full File Folder	Paper			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-012	Requests for Fire Incident Reports and Fire Investigation Reports	2 years	Full File Folder	Paper			GC §34090
Fire / Admin.	FR-013	Ride-A-Long Waivers	3 years	Full File Folder	Paper			Department Preference; GC § 34090
Fire / Admin.	FR-014	Subpoenas (Personal Appearance - Fire Personnel)	3 years	Full File Folder	Paper			Department Preference; GC § 34090
EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-015	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	2 years	Completion of Inventory or Transaction	Paper			Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Fire / EMS	FR-016	Emergency Medical PCR Database	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090, 60201 et seq.
Fire / EMS	FR-017	EMS Complaints about Patient Care	Final Disposition + 3 years	Final Disposition	Paper			Department preference; Statute of Limitations for health providers is 3 years; CCP §340.5 , GC §34090
Fire / EMS	FR-018	EMS CQI (Continuous Quality Improvement) / Quality Assurance	3 years	Full File Folder	Paper			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090, 60201 et seq.
Fire / EMS	FR-019	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years	Policy Superseded	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	24 CFR 164.530(j)

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Fire / EMS	FR-020	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: ADULTS	10 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire / EMS	FR-021	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: JUVENILES	18 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
FIRE MARSHAL / FIRE PREVENTION								
Fire / Fire Marshal & Fire Prevention	FR-022	Consumer Fireworks Booth Permits (Financial Data, etc.)	5 years	Full File Folder	Paper			Department preference (meets auditing standards); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-023	Fire Investigations - Evidence of Arson Resulting in Homicide / Fire Deaths	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Fire / Fire Marshal & Fire Prevention	FR-024	Fire Investigations - OTHER Than Arson Resulting in Homicide or Death / including evidence of arson resulting in great bodily harm	Minimum 5 years	Completion of Investigation	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-025	Fire Protection System Permit Billings	5 years	Full File Folder	Paper			Department Preference (meets municipal government auditing requirements); GC § 34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-026	Fire Protection System Plans - Fire Sprinkler plans, Fire Alarm Plans, etc.	Life of the Structure	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-027	Fire Sprinkler Plans	When Superseded	Superseded	Paper			Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-028	Pre-Citations, Citations, Notice of Violations	5 years	Full File Folder	Paper			Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-029	Public Information / Education (when produced internally)	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-030	Remittance / Billing (CUPA, HazMat, etc.)	5 years	Full File Folder	Paper			Department preference (meets municipal government auditing standards); GC §34090
Fire / Fire Marshal & Fire Prevention	FR-031	Special Event Permits / Explosives Permits (assembly permits, candle permits, tent permits, open flame, etc.)	Life of Permit - Minimum 5 years	Expiration of Permit	Paper			Department Preference; CFC §§ 104.6 – 104.6.4

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Fire / Fire Marshal & Fire Prevention	FR-032	Underground Storage Tank (City Owned - Removed) UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records	7 years	Full File Folder	Paper			Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Fire / Fire Marshal & Fire Prevention	FR-033	Underground Storage Tanks - USTs (City Owned - Removed) Repairs, Lining, Upgrades	Life of the Tank	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	23 CCR 2712(b), H&S §25284.2(i)
Fire / Fire Marshal & Fire Prevention	FR-034	Underground Storage Tanks (City-Owned - Removed) Location, Soil Remediation, Monitoring Well Records	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
Fire / Fire Marshal & Fire Prevention	FR-035	Weed Abatement / Vegetation Abatement	Minimum 3 years	Full File Folder	Paper			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
OPERATIONS / SUPPRESSION								
Fire / Ops	FR-036	AQMD Permits (Generators, etc.)	Expiration of Permit Minimum 2 years	Expiration of Permit	Paper			40 CFR 70.6; GC §34090
Fire / Ops	FR-037	Daily Vehicle Inspections / Daily Equipment Checks / Safety Equipment Inspections	Minimum 3 years	Full File Folder	Paper			Department Preference; GC §34090
Fire / Ops	FR-038	Fire Code Permits, CUPA Inspections, Engine Company Business Inspections, Annual and Triannual Inspections	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Full File Folder	Paper	S / I	Yes: After QC & OD	Approvals, Inspections, Fires, Modification / Alternative Methods or Materials are Required for the Life of the Structure or Activity, or Minimum 5 years CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Ops	FR-039	Fire Vehicle, Apparatus, & Equipment History Files, Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle, Apparatus, or Equipment + 3 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Fire / Ops	FR-040	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years	Full File Folder	Paper			AQMD Rule 1470; GC §34090
Fire / Ops	FR-041	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years	Full File Folder	Paper			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Fire / Ops	FR-042	Hazardous Materials Business Plans (HMBP)	Superseded + 5 years	Full File Folder	Paper			Department Preference; GC §34090

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HUMAN RESOURCES								
Human Resources	HR-002	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years	Contract Termination	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	4 years	Full File Folder	Paper			Department Preference; FLSA; Wage and hour laws are subject to a 3 year SOL; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys & Studies	Minimum 4 years	Full File Folder	Paper			Department Preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-005	COVID-19 Notifications to Employees	3 years	Final Disposition	Paper			LC §6409.6(k), GC §34090
Human Resources	HR-006	CRD (California Civil Rights Department / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 4 years	Final Disposition	Paper			All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090

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Human Resources	HR-008	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years	Full File Folder	Paper			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-015	Grievance Files / Investigations	Minimum 4 years	Action Completion	Paper			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; LC §1198.5
Human Resources	HR-009	I-9s	Separation + 3 years	Separation of Employee	Paper			Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 4 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Human Resources	HR-010	Job Descriptions / Classification Specifications	Minimum Superseded + 4 years	Superseded	Paper			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Human Resources	HR-011	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	Minimum 10 years	Full File Folder	Paper			Department Preference; GC §34090
Human Resources	HR-011.1	Non-Industrial Long Term Disability Claims	Separation + 30 years OR Termination of Benefits + 5 years (whichever is longer)	Separation of Employee	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-013	Personnel Files - Background Files (Executives, Information Technology)	Separation + 30 years OR Termination of Benefits + 5 years (whichever is longer)	Separation of Employee	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 8 CCR §11040.7(7)(C); 29 CFR 1602.14, 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; LC §1198.5
Human Resources	HR-014	Personnel Files - Employee File Includes Application, Evaluations, Policies, Oaths of Office, PAFs (Personnel Action Forms), etc.	Separation + 30 years OR Termination of Benefits + 5 years (whichever is longer)	Separation of Employee	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; LC §1198.5

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Human Resources	HR-016	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 30 years OR Termination of Benefits + 5 years (whichever is longer)	Separation of Employee	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-017	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + 4 years	Hiring Decision	Paper			State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-018	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required	n/a	n/a			Preliminary drafts not retained in the ordinary course of business; GC §34090
HUMAN RESOURCES / RISK MANAGEMENT								
Human Resources / Risk Manag.	RM-001	Accident / Incident / Injury Reports (Potential Claims - medical and non-medical that do not result in a claim.)	2 years	Full File Folder	Paper			Department preference; CCP §340.5, GC §34090
Human Resources / Risk Manag.	RM-002	Cal-OSHA Logs - 200, 300, 301, 301A, Cal-OSHA Inspections or Citations	5 years	Full File Folder	Paper			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090; LC §6429c
Human Resources / Risk Manag.	RM-003	Claim Runs	5 years	Full File Folder	Paper			Department Preference; GC §34090

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Human Resources / Risk Manag.	RM-004	Claims	Resolution + 5 years	Claim Resolved	Paper			Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Human Resources / Risk Manag.	RM-005	COVID-19 Notifications to Employees regarding potential exposures	3 years	Full File Folder	Paper			LC §6409.6(k), GC §34090
Human Resources / Risk Manag.	RM-006	DMV Pull Notices (All)	When Superseded, or Upon Separation	Superseded, or Upon Separation	Paper			Department Preference; GC §34090
Human Resources / Risk Manag.	RM-007	Insurance Policies / Memorandum of Coverage (City-owned policies)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: Upon Completion of Contract	Department Preference; GC §34090
Human Resources / Risk Manag.	RM-008	Workers Compensation Claim Runs / Monthly Reports	5 years	Full File Folder	Paper			Meets auditing standards; GC §34090
Human Resources / Risk Manag.	RM-009	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years OR Termination of Benefits + 5 years (whichever is longer)	Separation of Employee	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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PARKS & RECREATION / COMMUNITY SERVICES								
Parks & Recreation / Community Services	REC-001	Accident / Incident Reports (Members of the Public)	3 years	Full File Folder	Paper			GC §34090
Parks & Recreation / Community Services	REC-002	Activity / Special Programs / Special Event Files & Reports / ABC Permits, where required Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years	Full File Folder	Paper			Department preference; GC §34090
Parks & Recreation / Community Services	REC-003	Attendance Sheets (e.g. Tiny Tots, Summer Camp, etc.)	2 years	Full File Folder	Paper			GC §34090
Parks & Recreation / Community Services	REC-004	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years	Full File Folder	Paper			City preference (not all detail is sent to Finance); GC §34090
Parks & Recreation / Community Services	REC-005	Class Rosters	2 years	Full File Folder	Paper			GC §34090
Parks & Recreation / Community Services	REC-006	Contracts: Class Instructors Includes Insurance Certificates and Administration Records	Completion + 5 years	Completion	Paper			Department preference; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Parks & Recreation / Community Services	REC-007	Credit Card Receipts	2 years	Full File Folder	Paper			City preference (not all detail is sent to Finance); GC §34090

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Parks & Recreation / Community Services	REC-008	Donations	Minimum 2 years	Full File Folder	Paper			Department Preference; GC §34090
Parks & Recreation / Community Services	REC-009	Facility Use Rental Contracts / Field Use Contracts / Facility Use Requests / Park Permits	Expiration + 2 years	Expiration	Paper			GC §34090
Parks & Recreation / Community Services	REC-010	Golf Discount Records (who is provided an Identification Card for Golf discounts)	2 years	Full File Folder	Paper			GC §34090
Parks & Recreation / Community Services	REC-011	Pool Accident Logs - Non-Chemical Related Accidents	5 years	Full File Folder	Paper			Health Department regulations; GC §34090
Parks & Recreation / Community Services	REC-011	Pool Accident Logs - Chemical Related Accidents	30 years	Full File Folder	Paper			Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Parks & Recreation / Community Services	REC-012	Pool Chemical Readings	5 years	Full File Folder	Paper			Health Department regulations; GC §34090
Parks & Recreation / Community Services	REC-013	Recreation Database (Civic Rec)	Indefinite	n/a	Electronic / Magnetic			Department Preference; data is interrelated; GC §34090
Parks & Recreation / Community Services	REC-017	Registration / Applications / Liability Forms / Release of Liability Forms / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	3 years	Full File Folder	Paper			Department preference; GC §34090

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Parks & Recreation / Community Services	REC-018	Safety Inspections	3 years	Full File Folder	Paper			Department preference; GC §34090
Parks & Recreation / Community Services	REC-019	Schedules / Hours of Classes, Programs, Facilities	When No Longer Required	n/a	n/a			Preliminary drafts not retained in the ordinary course of business; GC §34090
Parks & Recreation / Community Services	REC-020	Scholarships	5 years	Full File Folder	Paper			Department Preference (meets auditing standards); GC §34090
Parks & Recreation / Community Services	REC-024	Park and Facility Permits (Little League, Soccer League, etc.)	Expiration + 2 years	Expiration	Paper			GC §34090
Parks & Recreation / Community Services	REC-025	Sports Score Sheets, Schedules	When No Longer Required	n/a	n/a			Preliminary drafts / Transitory records - NOT made or retained for the purpose of preserving the informational content for future reference, GC §34090; 64 Ops. Cal. Atty. Gen. 317 (1981))
Parks & Recreation / Community Services	REC-028	Waivers of Liability	3 years	Full File Folder	Paper			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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POLICE ADMINISTRATION				
Police / Administration	PD-001	Background File / Investigations - Hired	Separation + 5 years	City preference; 8 CCR §11040.7(7)(C); 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Police / Administration	PD-002	Background File / Investigations - NOT Hired	4 years	State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
Police / Administration	PD-003	Department Policies & Procedures / Department Directives / General Orders	Superseded + 4 years	Department Preference; GC § 34090 et seq.
Police / Administration	PD-004	Internal Affairs Investigations - Member of the Public Complaints - NOT SUSTAINED FINDING OF MISCONDUCT	Final Disposition + 5 years	Consistent with Lexipol Policy; State requires for at least 5 years for member of the public's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §832.5, VC §2547
Police / Admin.	PD-004.1	Internal Affairs Investigations - Member of the Public Complaints - WITH SUSTAINED FINDING OF MISCONDUCT	Final Disposition + 15 years	PC §§832.5, 832.7; GC §§12946, 12960, 34090;
Police / Administration	PD-005	Internal Investigations - Internally-Generated Complaints	Final Disposition + 4 years	Consistent with Lexipol Policy; Not a complaint from a member of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; EVC §1045, GC §§12946, 12960, 34090
Police / Administration	PD-006	Personnel Training Files (Includes Range Qualifications)	Separation + 5 years	City preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Police / Administration	PD-007	Pitchess Motions Notifications	2 years	GC §34090
Police / Administration	PD-008	Press Releases	3 years	Department Preference; GC § 34090 et seq.
Police / Administration	PD-009	Professional Standards Database	Incident + 5 years	Department preference; GC §§12946, 12960, 34090
Police / Administration	PD-010	Reports to State or Federal Governments: Report to POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9 Report of data regarding the number, type, or disposition of complaints made against its officers (optional)	2 years	PC §13510.9; GC §34090 et seq.

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CODE ENFORCEMENT				
Police / Code Enforcement	PD-011	Code Enforcement / Abatement Case Files / Administrative Citations / Vehicle Abatement	Resolution + 2 years	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Police / Code Enforcement	PD-012	Code Enforcement Database	Indefinite	Data Fields / Records are interrelated; GC §34090
Police. / Code Enforce.	PD-012.5 CE-002	Liens	P	n/a
COMMUNICATIONS				
Police / Communications	PD-013	Alarm Notifications	2 years	GC §34090
Police / Communications	PD-014	Audio Recordings - Radio or Telephone	2 years	Department Preference (consortium standard); Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Communications	PD-015	Emergency Protective Orders (Issued by the City)	Expiration + 2 years	Department preference; GC §34090
Police / Communications	PD-016	Trespass Letters	Expiration + 2 years	Department preference; GC §34090
GIS & Information Technology & Police / Communications	PD-017	Video Recordings - Operations of the City, Building Security,	2 years	Department preference (1 year is mandated); Records "regular and ongoing operations"; GC §34090.6
INVESTIGATIONS				
Police / Investigations	PD-018	Asset Forfeiture	5 years	Per Federal DOJ requirements (Equitable Sharing Guide); GC §34090
Police / Investigations	PD-019	Fingerprint Examiner Files	Same as Associated Case Report	Department preference GC §34090
Police / Investigations	PD-020	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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Police / Investigations	PD-021	Investigations Case Management Database	Indefinite	Data Fields / Records are interrelated; GC §34090
Police / Investigations	PD-022	Pawn Slips	2 years	Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Investigations	PD-023	Registered Sex Offenders - Adults	Life of the Registrant	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Investigations	PD-024	Registered Sex Offenders - Juveniles	Life of the Registrant or Sealing Date + 5 years (or Court Order)	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(d)
PATROL				
Police / Patrol	PD-025	Canine (Police Service Dogs) Program Files	Separation + 3 years	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Investigations or Patrol	PD-026	Confidential Informant Files	5 years	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090
Police / Patrol	PD-027	Daily Duty Roster Scheduling Database	2 years	GC §34090
Police / Patrol	PD-028	PAS Device Accuracy Check Logs	5 years	Department preference; GC §34090 et seq.
Police / Patrol	PD-029	Radar Calibration Records	2 years	GC §34090 et seq.
Police / Patrol	PD-030	Special Events / Operations Plans	2 years	Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
PROPERTY & EVIDENCE				
Police / Property & Evidence	PD-031	Body-Worn Camera Videos - that ARE evidence	Follows the Retention of the Evidence, 3 years	Department preference; PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Property & Evidence	PD-032	Body-Worn Camera Videos - that are NOT evidence	2 years	Department preference; PC§ 832.18(b)(5)(A); GC §34090.6 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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Police / Property & Evidence	PD-033	Evidence Chain of Custody and Disposal Records	Same as Associated Case Report	Department Preference; GC §34090
Police / Property & Evidence	PD-034	PEBT Device Accuracy Check Logs	5 years	Department Preference; GC §34090
Police / Property & Evidence	PD-035	Property & Evidence Database	Indefinite	Data Fields / Records are interrelated; GC §34090
RECORDS				
Police / Records	PD-036	Arrest Logs / Press Logs	7 days	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Records	PD-037	Case Logs	2 years	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Records	PD-038	Case Reports: Active Pre-Sentencing Warrants	Statute of Limitations for the Applicable Criminal Charge(s)	Department preference; GC §34090 et seq.
Police / Records	PD-039	Case Reports: Child Abuse or Neglect - Substantiated, Adult Suspect	P	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; PC§ 11169(i); GC§ 34090
Police / Records	PD-040	Case Reports: Child Abuse or Neglect - Substantiated, Juvenile Suspect	10 years from Suspect's Last Incident	PC§ 11170(a)(3); GC§ 34090
Police / Records	PD-041	Case Reports: Child Abuse or Neglect - Unsubstantiated / Inconclusive	10 years from Suspect's Last Incident	Department Preference; Unsubstantiated / Inconclusive reports are not sent to the DOJ / CACI Index; GC§ 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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Police / Records	PD-042	Case Reports: Criminal - No Arrest	Statute of Limitations or NCIC Expiration, whichever is longer:	Department preference; - Stolen firearm – Permanent - Stolen boat, vehicle, vehicle part, license plate – Year entered + 4 years - Other stolen property, lost property – 3 years PC 799-806, 832; CJIS Manual, Terminal Operator's Guide, Stolen Vehicle System section 1.2.4 and Automated Property System section 5.3 (rev 12/2008); GC§ 34090
Police / Records	PD-043	Case Reports: Detention Only under PC 849(b)	3 years	GC§ 34090
Police / Records	PD-044	Case Reports: Factually Innocent Petition Accepted Records Sealed Pending Destruction	Date of Arrest + 3 years	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-045	Case Reports: Homicide - Conviction	Until Released from Prison	Department Preference; have no limitations on commencement of action; PC 799 - 806; GC§ 34090
Police / Records	PD-046	Case Reports: Homicide - No Prosecution or Prosecution with No Conviction	P	Department Preference; have no limitations on commencement of action; PC 799 - 806; GC§ 34090
Police / Records	PD-047	Case Reports: Kidnapping - Active	P	Department Preference; have no limitations on commencement of action; PC 799 - 806; GC§ 34090
Police / Records	PD-048	Case Reports: Kidnapping - Found / Recovered	Closed Case + 10 years	Department Preference; have no limitations on commencement of action; PC 799 - 806; GC§ 34090
Police / Records	PD-049	Case Reports: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b) or (c) or H&S §11360(b) (with procedure in H&S §11361.5)	2 years	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-050	Case Reports: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357(a)	Conviction or Arrest (if No Conviction) + 2 years	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-051	Case Reports: Misdemeanor or Infraction Marijuana / Cannabis §11357(d) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(d)
Police / Records	PD-052	Case Reports: Missing Person - Active	P	Department Preference; have no limitations on commencement of action; PC 799 - 806; GC§ 34090

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
Police / Records	PD-053	Case Reports: Missing Person - Found / Recovered	2 years	GC§ 34090
Police / Records	PD-054	Case Reports: Non-criminal (informational, agency assist, suspicious circumstances, restraining order, lost/found property, towed/impounded vehicle, recovered stolen property/vehicle, municipal code violation)	2 years	GC§ 34090
Police / Records	PD-055	Case Reports: Officer-Involved Shootings	5 years	Department preference; GC§ 34090
Police / Records	PD-056	Case Reports: Registrants: Arson - Adults	Life of the Registrant	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-057	Case Reports: Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-058	Case Reports: Registrants: Narcotic	5 years	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records	PD-059	Case Reports: Sealed Adult, Juvenile and Ward Cases Except Sealed Childhood Sexual Assault	Sealing Date + 5 years (or Court Order)	CCP §§340.1, GC §34090; GC §68152(g)(1), W&I §§389(a), 781(d)
Police / Records	PD-059.1	Case Reports: Sealed Childhood Sexual Assault	Age of Majority + 22 years	CCP §§340.1, GC §34090
Police / Records	PD-060	Case Reports: Sexual Assault - Conviction	Until Released from Prison	Department Preference; have no limitations on commencement of action; PC 799; GC§ 34090
Police / Records	PD-061	Case Reports: Sexual Assault - No Prosecution or No Conviction	P	There are no statute of limitations for rape, sodomy, lewd or lascivious acts, continuous sexual abuse of a child, oral copulation, and sexual penetration, PC 799, 801.1, 803; GC§ 34090
Police / Records	PD-062	Case Reports: Suicide or Natural Death	2 years	GC§ 34090
Police / Records	PD-063	Case Reports: Traffic Collisions - Fatal	5 years	Department preference; GC§ 34090
Police / Records	PD-064	Case Reports: Traffic Collisions - Non-Fatal	5 years	Department preference; GC§ 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
Police / Records	PD-065	Case Reports: Use of Force (Not as a result of a civilian complaint, and not resulting in death or in great bodily injury.)	5 years	Department preference; GC§ 34090
Police / Records	PD-065.1	Case Reports: Vacatur Relief Granted by Court - Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)	is Court Order + 1 year.	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-066	Case Reports: All Others	5 years	Department Preference; PC 799 - 806; GC§ 34090
Police / Records	PD-067	Field Interview Cards	5 years	Department preference; Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-068	Jail Logs / Juvenile Detention Logs and Reports	2 years	GC §34090 et seq.
Police / Records	PD-069	Live Scan Applications – Employees	Separation + 2 years	GC §34090 et seq.
Police / Records	PD-070	Live Scan Applications – Public Applicants	2 years	GC §34090
Police / Records	PD-071	NCIC Validation	2 years	GC §34090
Police / Records	PD-072	Permits (Alarm, Cannabis Business, Carry Concealed Weapon (CCW), Massage, Solicitor, Special Event, Taxi Driver)	No Longer Active or Denied + 2 years	Department preference; GC §34090 et seq.
Police / Records	PD-073	Police Records Management System (RMS) Database	Indefinite	Data Fields / Records are interrelated; GC §34090
Police / Records	PD-074	Ride-Along Cards	2 years	Department preference; GC §34090 et seq.
Police / Records	PD-074.1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years	11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Records	PD-075	Subpoenas (Records) / Subpoena Log	2 years	GC §34090
Police / Records	PD-076	Traffic Citations (Parking, Traffic), Logs, Payment Receipts	2 years	Department preference; GC §34090 et seq.
Police / Records	PD-077	Uniform Crime Reports (UCR) Submission	2 years	Filed on line with the State; GC §34090
Police / Records	PD-078	Visitor Logs (Front Counter, Evidence Room)	2 years	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
PUBLIC WORKS / AIRPORT								
AS / Risk Manag.	PW-001	Accident / Incident Reports: Aircraft (sent to FAA)	5 years	Full File Folder	Paper			Department preference; GC §34090
City Clerk	PW-003	Airport Leases, Licenses, Hangars & Tiedowns, Ground Leases, Storage Units	Copies - When No Longer Required	n/a	n/a			Send all originals to the City Clerk; GC §34090.7
Public Works / Airport	PW-004	Airport Operations & Inspections (FAA Circulars, etc.)	Superseded + 2 years	Superseded	Paper			GC §34090
Public Works / Airport	PW-005	Airport State License (Safety Inspections)	Expiration of License + 4 years	Expiration of License	Paper			Covers all statute of limitations; GC §34090, CCP §337 et seq.
Public Works / Airport	PW-006	CalTrans Aeronautics Inspections (Annual - includes letters of corrections and citations)	3 years	Full File Folder	Paper			Department Preference (consistent with Code Enforcement and Operational Complaints); Statewide Guidelines recommend Current Year + 10 years for Runway Inspections, Current Year + 2 years for Safety Self-Inspections; GC §34090 et seq.
Public Works / Airport	PW-007	Citations / Code Enforcement Actions / Notices of Violations (includes noise and safety complaints)	Resolution + 3 years	Resolution	Paper			Department Preference (consistent with other Code Enforcement and Operational Complaints); Statewide guidelines recommend Current Year + 10 years for Noise Monitoring & Complaints; GC §34090 et seq.
Public Works / Airport	PW-008	Customer Lists (Includes hangar inventories, tiedown inventories)	When No Longer Required	n/a	n/a			Transitory Record / Preliminary Draft; GC §34090 et seq.
Public Works / Airport	PW-009	Daily Logs & Maintenance: Meter Reading & Adjustments, Facility Maintenance Logs, Technical Performance Record (FAA Forms)	10 years	Full File Folder	Paper			Department preference; GC §34090, 14 CFR 171.13, 171.327

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Airport	PW-009.1	Employee Training Records (Airport Employees)	Separation + 5 years	Separation of Employee	Paper			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Public Works / Airport	PW-010	Fuel and Gas Usage (Fuel Master)	5 years	Full File Folder	Paper			Department Preference (meets municipal government auditing standards); GC §34090
Public Works / Airport	PW-011	Gate Card User List / Airport Security Access Applications / Badging / AOA Access Personnel Records / Gate Card User Acknowledgements / Proximity Cards (Employees and Tenants)	4 years	Full File Folder	Paper			FAA requires a 2-cycle retention; GC §34090
City Clerk	PW-012	Master Plan	Copies - When No Longer Required	n/a	n/a			Copies; GC §34090.7
Public Works / Airport	PW-013	MSDS (Material Safety Data Sheets) / Safety Data Sheets (SDS) Masters	30 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
Public Works / Airport	PW-014	NPDES Permit (Stormwater Discharge Permit)	Superseded + 3 years	Permit Superseded	Paper			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Airport	PW-015	Stormwater: Chain of Custody, Guidance Information, Lab Reports	4 years	Full File Folder	Paper			Department preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Airport	PW-016	Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 3 years	Resolution	Paper			Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
OPERATIONS - FO								
Public Works / Ops - FO	PW-017	Solid Waste / AB 939 Compliance / SB 1383 - Organic Waste Collection and Recycling / Tonnage Reports	10 years	Full File Folder	Paper			Department Preference; 14 CCR § 18995.2; GC §34090
Public Works / Ops - FO	PW-018	Underground Service Alerts (USA's) / Dig Alerts	3 years	Full File Folder	Paper			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090
ENGINEERING								
Public Works / Engineering	PW-019	Aerial Maps (Analog / Historical)	P	n/a	Paper			Department Preference; GC §34090
Public Works / Engineering	PW-020	Benchmarks	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-021	Capital Improvement Projects (CIP): Maintenance Projects (All Records) Examples of Maintenance Projects: Painting, Pavement Overlays, Repairs, Ramps, Re-Roof, Sidewalk Repairs, Slurry Seals, etc.	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Completion of Project	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is not applicable; Statute of Limitations: Contracts & Spec's=4 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-022	Capital Improvement Projects (CIP): Administration File / NOT Scanned Project Administration, Certified Payrolls, Community Outreach / Notifications, Insurance Certificates, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Completion of Project	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Engineering	PW-023	Capital Improvement Projects (CIP): Permanent File / Scanned Records Specifications & Addenda, Agreement / Contract (copy), Successful Proposal, Change Orders, EIRs, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Engineering	PW-024	Certificate of Compliance	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-025	Correspondence - Regulatory Agencies Not Related to a CIP (State & Federal Agencies, EPA, Health Department, Creek Maintenance, Flood Wall, FEMA, etc.)	Minimum 5 years	Full File Folder	Paper			Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Engineering	PW-026	Deeds, Easements, Liens, Rights of Way Send all originals to the City Clerk	Copies - When No Longer Required	n/a	n/a			Send all originals to the City Clerk; GC §34090 et seq.
Public Works / Engineering	PW-027	Design & Construction Standards - Authored by the City	50 years	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-028	Drawings, Maps, Plans and Record Drawings, Capital Improvement Project "As-Built", Base Maps, Subdivision Maps, Public Improvement Plans, Grading Plans	P	Full File Folder	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	PW-029	Encroachments - Permanent	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-029.1	Encroachments - Temporary	Expiration + 50 years	Expiration of Encroachment	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Engineering	PW-030	Engineering Studies / Surveys - Preliminary Studies / Project Assessments	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-031	Geotechnical and Soil Reports; Hydrology Reports (Authored on behalf of the City)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-033	Lighting and Landscape Districts / Special District Assessment Rolls / Annual Assessments (Engineer's Reports of Assessments)	5 years	Full File Folder	Paper			Department preference; Meets auditing standards; GC §34090 et seq.
Public Works / Engineering	PW-033.1	Lighting and Landscape Districts / Special District Formation	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference (copies of what was presented to the City Council; GC §34090 et seq.
Public Works / Engineering	PW-034	Master Plans: Bikeway, Pavement, Sewer, Traffic, etc.	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-035	Plan Checks for Building Permits	When No Longer Required	n/a	n/a			Preliminary drafts; GC §34090 et seq.
Public Works / Engineering	PW-036	Private Land Development Projects / Job Files: Administration File Construction Inspections, Correspondence, Photos, Private Lab Verifications, Testing Lab Final Reports, etc. <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	Completion + 10 years	Completion of Project	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Engineering	PW-037	Private Land Development Projects / Job Files: Permanent Files Drainage, Driveway, Grading Plans, Rights of Way, Soil Reports, Stormwater, etc. Dedications, Easements, Abandonments (City Clerk is OFR) <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-038	Traffic Congestion Management Plans, Traffic Counts, Traffic Intersection Records, Traffic Speed Surveys	10 years	Full File Folder	Paper			Department preference; GC §34090
Public Works / Engineering	PW-039	Traffic Signal Preventative Maintenance Inspections	Life of the Signal Pole + 3 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Engineering	PW-040	Underground Service Alerts (USA's) / Dig Alerts	3 years	Full File Folder	Paper			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090
ENVIRONMENTAL SERVICES								
Public Works / Environmental Services	PW-041	Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	Full File Folder	Paper			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Public Works / Environmental Services	PW-042	AQMD Permits (Generators, etc.)	Expiration + 5 years	Full File Folder	Paper			40 CFR 70.6; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Environmental Services	PW-043	Biosolids / Sewage Sludge Removal (from Wastewater Treatment Plant)	5 years	Full File Folder	Paper			Code of Federal Regulations requires 3 years, 5 years for sewage sludge and removal; 40 CFR 61.54, 122.41(j)(2), 503.47; WC §13263.2(b) et seq; GC §34090
Public Works / Environmental Services	PW-044	CCTV - Outfall Pipe	Minimum 5 years	Full File Folder	Electronic / Magnetic			Department preference; GC §34090
Public Works / Environmental Services	PW-045	Confined Space Entries	3 years	Full File Folder	Paper			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Environmental Services	PW-046	Conservation Programs / Rebate Programs / Check Requests	5 years	Full File Folder	Paper			Department Preference (meets auditing standards); GC §34090
Public Works / Environmental Services	PW-047	Environmental Agencies / Regulatory Agencies / Regional Board Communications not in other categories (EPA, DHS, etc.)	Minimum 5 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Environmental Services	PW-048	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	Minimum 4 years	Full File Folder	Paper			Department preference; Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12; GC §34090
Public Works / Environmental Services	PW-049	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years	Full File Folder	Paper			AQMD Rule 1470; GC §34090
Public Works / Environmental Services	PW-050	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years	Full File Folder	Paper			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Environmental Services	PW-051	Hazardous Waste Manifests / Certificates of Disposal	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference (City has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Environmental Services	PW-052	Lab Reports & Chains of Custody: Wastewater Treatment / Recycled Water	5 years	Full File Folder	Paper			Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Environmental Services	PW-053	Log Book Recycled Water Pump Stations	7 years	Full File Folder	Paper			Department preference; GC §34090
Public Works / Environmental Services	PW-054	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Life of Facility or Equipment	Paper			Department Preference; GC §34090 et. seq.
Public Works / Environmental Services	PW-055	Recycled Water Annual Report	5 years	Full File Folder	Paper			Department preference; GC §34090
Public Works / Environmental Services	PW-056	Recycled Water Monitoring Records	3 years	Full File Folder	Paper			Department preference; GC §34090
Public Works / Environmental Services	PW-057	Recycled Water Permit Including Engineer Report	Superseded + 5 years	Superseded	Paper			Department preference; GC §34090; RW Order 96-011
Lead Dept.	PW-058	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Environmental Services	PW-059	Sewer Lift Station Inspections	Minimum 5 years	Full File Folder	Paper			Department preference; GC §34090
Public Works / Environmental Services	PW-060	Stormwater NPDES Monitoring and Inspection	5 years	Full File Folder	Paper			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Environmental Services	PW-061	Stormwater NPDES Annual Reports	5 years	Full File Folder	Paper			Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Public Works / Environmental Services	PW-062	Stormwater NPDES Illicit Discharges	5 years	Full File Folder	Paper			Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Environmental Services	PW-063	Stormwater NPDES Permits	Superseded + 5 years	Permit Superseded	Paper			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Environmental Services	PW-064	Stormwater NPDES TMDL Plan (Total Maximum Daily Load) Plan	5 years	Full File Folder	Paper			Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Environmental Services	PW-065	Wastewater Monitoring Records	3 years	Full File Folder	Paper			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Environmental Services	PW-066	Wastewater NPDES Annual Report	5 years	Full File Folder	Paper			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Environmental Services	PW-067	Wastewater NPDES Permit	Superseded + 5 years	Permit Superseded	Paper			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Environmental Services	PW-068	Wastewater SEP Report	5 years	Full File Folder	Paper			Department preference; GC §34090
Public Works / Environmental Services	PW-069	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090
MARINA								

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
Public Works / Marina	PW-070	Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	Full File Folder	Paper			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Public Works / Marina	PW-071	Incident Reports (Marina)	5 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Marina	PW-072	Kayak Storage Permits	Expiration + 2 years	Permit Expiration	Paper			GC §34090
Public Works / Marina	PW-073	Live-Aboard Permits	Expiration + 2 years	Permit Expiration	Paper			GC §34090
Public Works / Marina	PW-074	Marina Reports (to State, etc.)	5 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Marina	PW-075	Permits: Docks and Piers (Residential & Commercial) Includes Permit Drawings, Dredging permits, Coastal Permits, etc.	Expiration + 20 years	Permit Expiration	Paper			Department Preference; GC §34090
Public Works / Marina	PW-076	Spills (Class 3)	30 years	Full File Folder	Paper			Department Preference; Claims can be made for 30 years for toxic subst. exposure; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §34090
Public Works / Marina	PW-077	Vessel Inspections (Surveyor's Valuation Reports)	2 years	Full File Folder	Paper			GC §34090 et seq.
OPERATIONS - CORP / FO								
Public Works / Ops - Corp / FO	PW-080	Hazardous Waste Manifests / Certificates of Disposal	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference (City has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works / Ops - Corp / FO	PW-081	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Life of Facility or Equipment	Paper			Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Ops - Corp / FO	PW-082	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years	Full File Folder	Paper			GC §34090; 13 CCR 1234(c)
Public Works / Ops - Corp / FO	PW-083	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090
OPERATIONS - CORP								
Public Works / Corp	PW-084	Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	Full File Folder	Paper			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Public Works / Corp	PW-085	AQMD Permits (Generators, etc.)	Expiration + 5 years	Permit Expiration	Paper			40 CFR 70.6; GC §34090
Public Works / Corp	PW-086	Facility Inspections (City Facilities)	Minimum 2 years	Full File Folder	Paper			40 CFR 70.6; GC §34090
Public Works / Corp	PW-087	Fleet Management Database	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090
Public Works / Corp	PW-088	Tree Removal Authorization Forms	2 years	Full File Folder	Paper			GC §34090
Public Works / Corp	PW-089	Used Oil Disposal	3 years	Full File Folder	Paper			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Corp	PW-090	Vehicle & Equipment History Files (except Fire) AQMD Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle or Equipment + 2 years	Disposal of Vehicle or Equipment	Paper			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Corp	PW-091	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090
OPERATIONS - FO								
Public Works / Ops - FO	PW-092	Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	Full File Folder	Paper			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Public Works / Ops - FO	PW-093	Backflow Test Results / Backflow Assembly Test Reports	5 years	Full File Folder	Paper			Department preference; 17 CCR 7605(f); GC §34090
Public Works / Ops - FO	PW-094	Confined Space Entries, Pre/Post Reports, Incident Reports	3 years	Full File Folder	Paper			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Ops - FO	PW-095	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years	Full File Folder	Paper			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Public Works / Ops - FO	PW-096	Environmental Agencies / Regulatory Agencies / Regional Board Communications Not in Other Categories (EPA, DHS, etc.)	Minimum 5 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Ops - FO	PW-097	Fire Hydrant Flow Tests (Development or Maintenance) - Paper	Minimum 10 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Ops - FO	PW-098	Generator Operation Logs & Inspections - Fixed / Stationary Generators	5 years	Full File Folder	Paper			AQMD Rule 1470; GC §34090
Public Works / Ops - FO	PW-099	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years	Full File Folder	Paper			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Ops - FO	PW-100	Lab Reports & Chains of Custody: Bacteriological and Organics	5 years	Full File Folder	Paper			Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Ops - FO	PW-101	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals)	10 years	Full File Folder	Paper			Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Ops - FO	PW-102	Lab Reports & Chains of Custody: Lead & Copper	12 years	Full File Folder	Paper			Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Ops - FO	PW-103	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment or Decommissioned	Disposal of Equipment	Paper			Department preference; GC §34090
Public Works / Ops - FO	PW-104	Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	3 years	Full File Folder	Paper			Department preference; GC §34090
Public Works / Ops - FO	PW-105	Public Benefit Programs / Low Income / Water Conservation Programs, etc.	5 years	Full File Folder	Paper			Department Preference (meets auditing standards); GC §34090
Public Works / Ops - FO	PW-106	Sanitary Spills and Overflows (SSOs) (above and below ground)	5 years	Full File Folder	Paper			Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Ops - FO	PW-107	Sanitary Surveys of Drinking Water Systems	10 years	Full File Folder	Paper			22 CCR §64470; 40 CFR 141.33©
Public Works / Ops - FO	PW-108	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Ops - FO	PW-109	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Ops - FO	PW-110	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 6 5 years	Superseded	Paper			Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Ops - FO	PW-111	Solid Waste / AB 939 Compliance / Tonnage Reports	10 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Ops - FO	PW-112	Stormwater: Operation & Maintenance (Catch Basins, Field, General Cleaning, Open Channels, Slots, Stormwater Treatment Measures and Trash Cleaning)	5 years	Full File Folder	Paper			Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Ops - FO	PW-114	Underground Service Alerts (USA's) / Dig Alerts	4 years	Full File Folder	Paper			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(d), 34090
Public Works / Ops - FO	PW-115	Urban Water Management Plans (UWMP)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department Preference (copies) GC §34090.7
Public Works / Ops - FO	PW-116	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	Life of Structure + 10 years	Life of Facility	Electronic / Magnetic			Department preference; GC §34090
Public Works / Ops - FO	PW-117	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	Superseded + 2 years	Full File Folder	Paper			Confidential; 42 USC 300i-2 (d); GC §34090
Public Works / Ops - FO	PW-118	Water Forecasts / Urban Water Management Forecast / Future Developments, etc.	5 years	Full File Folder	Paper			Department Preference (copies) GC §34090.7
Public Works / Ops - FO	PW-119	Water Production Reads / Reports (to State DPH & DWR)	5 years	Full File Folder	Paper			Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Ops - FO	PW-120	Water Quality Reports / Consumer Confidence Reports	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Ops - FO	PW-121	Water Resources Planning Historical Reports / Water Assessments	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Ops - FO	PW-122	Water Transactions - Annual Summary	5 years	Full File Folder	Paper			Department Preference; GC §34090
Public Works / Ops - FO	PW-123	Well Records (includes Destroyed or Abandoned Wells)	P	n/a	Optical Disk (Laserfiche)	Yes (Laserfiche)	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Ops - FO	PW-124	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite	n/a	Electronic / Magnetic			Data is interrelated; GC §34090
Public Works / Ops - FO	PW-125	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required	n/a	n/a			Preliminary drafts (the database is the original); GC §34090
Public Works / Ops - FO	PW-126	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Full File Folder	Paper			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
TRANSIT								
Public Works / Transit	PW-127	Applications for Service (Paratransit)	4 years	Full File Folder	Paper			Department preference; GC §34090 et seq.
Public Works / Transit	PW-128	Bus / Vehicle Procurement	Disposal of Vehicle + 2 years	Disposal of Vehicle	Paper			Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Public Works / Transit	PW-129	Expired Bus Passes	When No Longer Required	n/a	n/a			Considered unused supplies
Public Works / Transit	PW-130	Paratransit Billing / Institutional Billing (Regional Center, etc.)	7 years	Full File Folder	Paper			Department preference (meets municipal government & FTA auditing standards);GC §34090
Public Works / Transit	PW-131	Quotes for Transit Services & Equipment (Minor Purchases)	7 years	Full File Folder	Paper			Department preference (meets municipal government & FTA auditing standards);GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS & UTILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Retention Period Commences	Media of Official (Final) Record	Image into Trusted System?	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Transit	PW-132	Route Schedules / BID Documents / Route Maps	Minimum 2 years	Full File Folder	Paper			Department Preference; GC § 34090

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Abbreviations:

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- CC – City Clerk
- CD – Community Development
- CM – City Manager
- ED – Economic Development
- FIN – Finance
- FR – Fire
- HR – Human Resources
- P&R – Parks & Recreation
- PD – Police
- PW – Public Works

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