

Exhibit A

HOW TO USE RETENTION SCHEDULES

©1995-2025 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

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 all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

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. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

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 office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("**Minimum 2 years**"), the destruction / deletion 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, copy, or the Content is NOT Substantive.

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

©1995 – 2025 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

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. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) 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 (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
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) terms used in State law: 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 or other **Unalterable 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 (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Imutable 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;** other legal mandates may apply.

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

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

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
CITY-WIDE (Used by All Departments)							
Lead Dept.	CW-001	Abatements, Code Violations	Resolution + 2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u>	GC §34090
Lead Dept.	CW-002	Advertising	2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u>	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-003	Agenda Staff Reports	When No Longer Required - minimum 2 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> When No Longer Required	GC §34090 et seq.
City Clerk	CW-004	Agreements & Contracts NOT Approved by Council: ALL LAND AND INFRASTRUCTURE: Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving	Copies - When No Longer Required	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CW-005	Agreements & Contracts NOT Approved by Council: NON-INFRASTRUCTURE: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects)	Copies - When No Longer Required	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> inactive	Department preference; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	CW-006	Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration, Project Schedules, Certified Payrolls , Insurance Certificates, RFP, etc.) Also see grant retention, if applicable.	Completion + 10 years	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon-Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090
Lead Dept.	CW-007	Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls , Invoice Copies, Insurance Certificates, RFP, etc.) Also see grant retention, if applicable.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon-Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §§336(a), 337 et. seq., 2 CFR 200.334 ; 2 CFR 200.333 ; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), OMB Circular A-110 & A-133; GC §34090 GC §34090; GC §8546.7
Lead Dept.	CW-008	Agreements & Contracts: UNSUCCESSFUL BIDS / PROPOSALS	2 years	Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Staffing Dept.	CW-009	Boards, Commissions, & Committees: AUDIO RECORDINGS TAPES of Meetings (except Council - see City Clerk's schedule)	30 days or after Minutes Approved, whichever is longer	Tape (Mag)			GC §54953.5(b)
Staffing Dept.	CW-010	Boards, Commissions, & Committees: CITIZENS ADVISORY Formed by CITY COUNCIL (Agendas, Notices, Affidavits of Postings, Proof of Publications, etc.)	2 years	Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Staffing Dept.	CW-011	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (MINUTES & BYLAWS) (except Council & Planning Commission - see City Clerk's schedule)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 2 years	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090
Staffing Dept.	CW-012	Boards, Commissions, & Committees: Citizens Task Force formed by Management (All records)	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Not formed by City Council; advisory capacity only GC §34090 et seq.
Staffing Dept.	CW-013	Boards, Commissions, & Committees: City Council Subcommittees formed solely of Council Members (All records)	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Subcommittees can not take action -- all recommendations go to the full Council; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
	CW-014	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Non-records
	CW-015	Copies or duplicates of any record	Copies - When No Longer Required	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	GC §34090.7
Lead Dept.	CW-016	Committees: Internal attended by employees (e.g. Records Management Committee, Project Review Committee, In-House Task Forces, etc.)	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	GC §34090
Lead (Responding) Dept.	CW-017	Complaints (against Personnel - e.g. misconduct, abuse, excessive force, etc.)	Final Disposition + 5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 12960, 34090; PC §§801.5, 803(c), VC §2547

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	CW-018	Complaints / Service Orders (operational)	3 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
	CW-019	Contracts: See Agreements					
Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-020	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files , etc.) <u>IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business</u>	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<u>ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608; GC §34090</u>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Dept. that Authors Document or Receives the City's Original Document (from an outside source)	CW-021	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 invitations, instant messaging, logs, language translations , meeting transcripts , mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail , visitors logs, voice mails, webpages, etc.)	When No Longer Required	Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500 , 6252, 6254(a) ; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-022	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a) 7927.500

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	CW-023	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims (SUCCESSFUL Reports, and Financial Information)	After Funding Agency Audit, if required - Minimum 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 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; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 2 CFR 200.334 ; 2 CFR 200.333 , 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-024	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years	Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-025	Grievances Resolved at Department Level	Final Disposition + 5 years	Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	City's Preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
Lead Dept.	CW-026	Historical Landmarks (Properties on Local, State, or National Registers)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD + year	GC §34090
Lead Dept.	CW-027	Insurance Certificates (for Agreements, Contracts, Facility Rentals, Special Events, etc.)	11 years	Mag, Mfr, OD, Ppr	Mfr S / I	Yes: After QC & OD inactive	If you cannot determine what is the lead department, send to Risk Management. Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); statewide guidelines propose permanent; CCP §337 et seq.; GC §34090
Lead Dept.	CW-028	Newspaper Clippings	When No Longer Required	Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Staffing Dept.	CW-029	Notices: Public Hearing Notices	2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
<u>Lead Dept.</u>	<u>CW-029.5</u>	<u>Photographs</u>	<u>When No Longer Required</u>	<u>Mag, Mfr.</u> <u>OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §34090</u>
Lead Dept.	CW-030	Personnel Work Schedules	2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Lead Dept.	CW-031	Personnel Files (Supervisors File of notes - incorporated into Annual Performance Appraisals)	1 year	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts; Notes maintained in a separate folder to be incorporated into performance evaluation; GC §34090 et seq.
Lead Dept.	CW-032	Records Destruction Lists	P	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
Lead Dept.	CW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OTHER Departments	When Superseded	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Copies; GC §34090.7
	CW-034	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	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Non-Records
Lead Dept.	CW-035	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by YOUR Department	Minimum of 2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Statewide guidelines propose superseded + 2 or 5 years ; GC §34090
	CW-036	Reference or Working Files: See Correspondence					

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	CW-037	Reports and Studies (Historically significant)	P	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-038	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; statewide guidelines propose 2 years ; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-039	Special Event Permits	4 years	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Lead Dept.	CW-047	Subpoenas / Summons	2 years	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-040	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	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-042	Telephone Messages	When No Longer Required	Mag , Mfr , OD , Ppr	S / I	Yes: After QC & OD	As long as they are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.	CW-043	Training - COURSE RECORDS (Attendance Rosters, Outlines and Materials) Includes safety training, tailgate safety trainings, and ethics training, Harassment Prevention Training	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	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)(ii), LC §6429(c); GC §§12946, 12960 , 34090, 53235.2(b), 53237.2(b)m , LC §6401.9(f) .
Lead Dept.	CW-044	Video Recordings Tapes : Security / Facility Monitoring	100 days	Tape (Mag)			Routine video monitoring recordings tapes are only required for 100 days; GC §§34090.6, 34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	CW-045	Warranties	Expiration of Warranty	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Dept. Providing Service / Work	CW-046	Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy)	3 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: ANIMAL SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
ANIMAL SERVICES							
Animal Services	AN-001	Adoption Applications	3 years	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon Completion	3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090
Animal Services	AN-002	Animal Services Database	5 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Department preference; Used for locating animals; 3 years is required; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Animal Services	AN-002.1	Animals - Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant	2 years	Mag, Mfr., OD, Ppr	S/I	Yes: After QC & OD	FA §§31108.3 and 31752.1; GC §34090
Animal Services	AN-003	Bite Reports / Rabies Control Records	3 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Animal Services	AN-004	Citations	2 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Animal Services	AN-005	Controlled Substance Inventory Records	3 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Department Preference; FA §32003(e), B&P 4081; 21 CFR §1304.04, 1310.04
Animal Services	AN-006	Field Activity Logs	2 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Animal Services	AN-007	Field Notes (1-time warnings)	2 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Animal Services	AN-008	Investigations (barking, loose dogs, cruelty, etc.)	Resolution + 10 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Animal Services	AN-009	Microchip Records	20 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Used for locating animals; GC §34090 et seq.
Animal Services	AN-010	Owner Turn-in Forms ("OTI" forms, stray forms)	3 years	Mag, Mfr. , OD , Ppr	S/I	Yes: After QC & OD	Covers various statute of limitations; 3 years is required; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
BUILDING & SAFETY							
Building & Safety	B&S-000	Permit Database (Acella)	Indefinite - Permanent	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; Final Permits and Plans are stored in Laserfiche; GC §34090, H&S §19850
Building & Safety	B&S-001	Americans with Disabilities Act (ADA) Files and Requests	When No Longer Required Minimum 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; GC §34090 et seq.
Building & Safety	B&S-002	Applications	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Building & Safety	B&S-014	Building Code Violation Cases / Notice of Code Violation Non-Compliance	Resolution / Payment + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference to cover those cases that are CDBG-related; Case is open until satisfactorily resolved (some liens are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; 2 CFR 200.333; ; 24 CFR 570.502(b), 29 CFR 97.42, GC §34090; GC §8546.7
Building & Safety	B&S-009	Building Permit Project Files / Building Plans - COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION (includes soils reports, energy calculations , commercial structural plans, commercial structural calculations, truss calculations)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC §104.7 & 107.5.; H&S§19850, H&S§19850, GC §34090
Building & Safety	B&S-010	Building Permit Project Files / Building Plans - EXPIRED PERMITS AND PLAN CHECKS	1 year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary draft ; CBC §104.7 & 107.5.; H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Building & Safety	B&S-010.1	Building Permit Project Files / Building Plans - WITHDRAWN, OR CANCELLED PERMITS AND PLAN CHECKS	Upon Withdrawal or Cancellation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Draft; Applicant must re-apply and comply with current regulations; CBC §104.7 & 107.5.; H&S§19850, GC §34090
Building & Safety	B&S-011	Building Permit Project Files / Building Plans - RESIDENTIAL FLOOR PLAN / SITE PLAN ONLY (includes soils reports, energy-calculations, structural plans, structural-calculations)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD + year	Department Preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC §104.7 & 107.5.; H&S§19850, H&S§19850, GC §34090
Building & Safety	B&S-011.1	Building Permit Project Files / Building Plans - RESIDENTIAL OTHER THAN FLOOR PLAN / SITE PLAN (includes residential structural calculations, truss calculations)	180 days	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC §104.7 & 107.5.; H&S§19850, H&S§19850, GC §34090
Building & Safety	B&S-011.2	Building Permit Project Files: Correspondence	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building & Safety	B&S-011.3	Building Permit Project Files: Owner-Builder Verification (Owner's Acknowledgement and Verification of Information)	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building & Safety	B&S-011.4	Building Permit Project Files: School District Fee Receipts, Utility Fee Receipts	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Building & Safety	B&S-011.5	Building Permit Project Files: Solar Installation Instructions	After Permit is Finalled / Completed & Approved	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts / Content Not Substantive: GC §34090

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Building & Safety	B&S-011.6	Building Permit Project Files: Stop Work Notices / Correction Notices	After Permit is Finalled / Completed & Approved	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts / Content Not Substantive; GC §34090
Building & Safety	B&S-011.7	Building Permit Project Files: Title 24 Energy Calculations (Commercial and Residential)	After Permit is Finalled / Completed & Approved	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts / Content Not Substantive; GC §34090
Building & Safety	B&S-011.8	Building Permit Project Files: Worker's Compensation / Contractor Declaration	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building & Safety	B&S-003	Building Permits (ALL Finalled Completed & Approved)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 90- days	Statewide guidelines propose permanent; CBC §106.4.2, GC §34090, H&S §19850
Building & Safety	B&S-004	Certificates of Occupancy	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1- year	Statewide guidelines propose permanent; CBC §106.4.2, GC §34090, H&S §19850
Building & Safety	B&S-005	Housing Abatement Cases	Resolution + 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1- year	Case is open until satisfactorily resolved; GC §34090
Building & Safety	B&S-006	Inspection Records: Correspondence, Fees, Appeal Requests, Inspection Reports	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1- year	Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Building & Safety	B&S-007	Lien Files	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1- year	Department Preference to cover all statute of limitations; GC §34090 et seq., CCP §337 et seq.

RECORDS RETENTION SCHEDULE - BUILDING & SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Building & Safety	B&S-008	Lists: Correction, Building, Plan Review, Plan Check Form, Building Correction List, etc.	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> + year	Transitory Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Building & Safety	B&S-012	Requests & Permissions to Receive Copies of Plans (Correspondence to and from Architects)	2 years	Mag, <u>Mfr.</u> <u>OD, Ppr</u>	S / I	<u>Yes:</u> After <u>QC & OD</u>	GC §34090 et seq.
Building & Safety	B&S-013	Uniform Building Codes / California Building Code / UBC, UPC, etc.	When Superseded	Mag, <u>Mfr.</u> <u>OD, Ppr</u>	S / I	<u>Yes:</u> After <u>QC & OD</u>	GC §50022.6

RECORDS RETENTION SCHEDULE: CAPITAL PROJECTS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
CAPITAL PROJECTS							
City Clerk	PW-002	Abandonments and Vacations	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Department Preference; GC §34090.7
City Clerk	PW-003	Annexations	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Department Preference; GC §34090.7
City Clerk	PW-004	Easements - Roads	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Infrastructure; statewide guidelines propose 10 years; GC §34090
County	PW-005	Flood Control Files (e.g. area drainage facilities)	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	County maintains originals (non-records); GC §34090 et seq.
Capital Projects	PW-006	Disaster Recovery Files (e.g. cost recovery and damage information)	After Funding Agency Audit, if required - Minimum 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	For FEMA funding; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; 2 CFR 200.333; 24 CFR 570.502(a), 29 CFR 97.42, GC §34090; GC §8546.7
Capital Projects	PW-007	Maps, Plans & Drawings - Final Original Infrastructure, Building and Park Improvement Plans (ALL - Drainage, Grading, Sewer, Subdivision, Survey, Water, etc.)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	With the exception of the original copy, all drafts and duplicates should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Capital Projects	PW-044	Preliminary Drawings	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CAPITAL PROJECTS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Capital Projects	PW-008	Preliminary Studies / Project Assessments (Not Acquired)	8 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> inactive	Department Preference; GC §34090
Capital Projects	PW-009A	Projects: INFRASTRUCTURE, Permanent File Plans, Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	P	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> inactive	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, GC §34090
Capital Projects	PW-009B	Projects: INFRASTRUCTURE Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> inactive	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Capital Projects	PW-009C	Projects: INFRASTRUCTURE : Unsuccessful Proposals	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	GC §34090
Capital Projects	PW-010	Real Estate Appraisal Reports: Property NOT purchased	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h) <u>7928.705</u>

RECORDS RETENTION SCHEDULE: CAPITAL PROJECTS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Capital Projects	PW-011	Real Estate Appraisal Reports: Purchased Property	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC</u> & <u>OD</u> inactive	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; Statewide Guidelines show 2 years; GC §§34090, 6254(h) <u>7928.705</u>

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
CITY ATTORNEY							
City Attorney	CA-006	Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.)	3 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years ; CCP §340.5, GC §34090
City Attorney	CA-007	Accident / Incident / Injury Reports: PUBLIC JUVENILES (medical and non-medical.)	Age 18 or 3 years, whichever is longer	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years ; CCP §340.5, GC §34090
City Attorney	CA-008	Accident / Incident Reports: CITY VEHICLES with no injuries	2 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> When Inactive	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6
Lead Depart.	CA-001	Agreements: Backup material, correspondence, drafts	When No Longer Required	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> inactive	Drafts; GC §34090 et seq.
City Attorney	CA-009	Claims - Adults	Settle + 5 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> Settled	If litigation is filed, the claim is sent to the City Attorney's office after settlement; 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
City Attorney	CA-010	Claims - Juveniles	Age of Majority (minimum Settle + 5 years)	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> Settled	If litigation is filed, the claim is sent to the City Attorney's office after settlement; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Attorney	CA-011	Employee Fidelity Bonds	Expiration + 10 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Covers various Statute of Limitations; Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years ; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Attorney	CA-012	Insurance Policies & Certificates (City-owned): Liability (General & Public), Workers Compensation	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> Expiration	For protection from litigation; GC §34090
City Attorney	CA-013	Insurance Policies & Certificates: City-owned - Property insurance (NOT liability insurance - boiler maintenance, etc.)	Expiration + 10 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> Expiration	Consistent with Agreement retention; GC §34090
City Attorney	CA-014	Insurance Policies Issued to Organizations conducting activities on City Property (e.g. special events)	12 years	Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Lead Depart.	CA-003	Issue or Parties: Issues, Individuals, and/or projects will vary over time (e.g. Trails, etc.)	When No-Longer-Required Minimum 2 years	Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	GC §34090
City Attorney	CA-004	Legal Opinions ("Chron File") - by Author	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Department Preference; Statewide guidelines propose superseded + 2 years ; GC §34090
City Attorney	CA-005	Litigation Files / Legal Case Files / Lawsuits / Graffiti Restitution	Final Disposition + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§34090, 34090.6, 68150; PC §832.5

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
CITY COUNCIL OFFICE							
City Clerk / City Council	CC-001	Council Administration (Correspondence filed by Council Member)	Duration of Office (minimum 2 years)	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Administrative value to cover terms of office; GC §34090
City Clerk / City Council	CC-002	Presentations / Commendations / Memoriums	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC § 34090
City Clerk / City Council	CC-003	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.)	When No Longer Required	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Non-records used for administrative value
CITY CLERK							
City Clerk	CC-004	Advertising (City Clerk)	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1)
City Clerk	CC-005	Affidavits of Postings	2 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; GC §34090
City Clerk	CC-006	Agenda <u>Packets</u> , City Council, <u>Community Services District (CSD)</u> , <u>Community Redevelopment Agency (RDA)</u> , <u>Public Facilities Financing Corporation (MVPFFC)</u> , <u>Industrial Development Authority (IDA)</u> , <u>Public Financing Authority (MVPFA)</u> , <u>Civic Activities Assistance Corporation (MVVAAC)</u> , <u>Moreno Valley Housing Authority</u> , <u>City As Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley</u> , and <u>Oversight Board of the City as Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley</u>	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> No	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-007	Agenda-Packets (copies)	6-months	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When No Longer Required	Department Preference; Originals are filed in subject files; GC §34090.7
City Clerk	CC-008	Agreements & Contracts: ALL LAND AND INFRASTRUCTURE: Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving	P	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-009	Agreements & Contracts: Mutual Aid, Joint Powers Agreements (JPAs)	P	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> No	Administrative & legal value (Emergency Preparedness), GC §34090
City Clerk	CC-010	Agreements & Contracts: NON-INFRASTRUCTURE: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects)	Completion + 10 years	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	CC-011	Annexations / LAFCO	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u>	Land Records; GC §34090
City Clerk	CC-012	Audio Tapes or Recordings of Council Meetings	30 days	Mag			(only required for 30 days); GC §54953.5(b)
City Clerk	CC-013	Audits, CAFR (Comprehensive Annual Financial Report)	P	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> No	City Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Lead Dept.	CC-014	Bids: Unsuccessful (Successful bids are filed with the appropriate agreement or contract)	2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	GC §34090
City Clerk	CC-015	Boards, Commissions & Committees - APPLICATIONS: APPOINTED	Duration of Office + 4 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines-propose Appointment + 5 years; GC §34090; PC §§801.5, 803c
City Clerk	CC-016	Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	GC §34090 et seq.
Finance / City Clerk	CC-017	Bonds (issuing documents retained by City Clerk)	Cancellat., Redemption or Maturity + 5 years	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	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(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk	CC-018	Budgets (Final)	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u> No	City Preference; GC §34090
City Clerk	CC-019	Cash Deposits, Certificate of Deposit, Bonds & Subdivision Securities (Refundable Deposits for Subdivision Improvements, Building or Planning Permits, etc.)	Release of Bond, Deposit or Certificate + 2 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u> No	Records retained for auditing purposes; GC §34090
City Clerk	CC-020	Chronological History of Board and Committee Members	P	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Historical Value; GC §34090
City Clerk	CC-021	Chronological History of Mayors and City Council	P	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	Historical Value; GC §34090
City Clerk	CC-022	City History, Historical Records (e.g. Incorporation, City Seal, Redistricting, etc.)	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u> 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-023	City Land and Property: Deeds, Abandonments, Easements, Vacations, etc.	P	Mag, Mfr, OD, Ppr	S / I	<u>Yes: After</u> <u>QC & OD</u> No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-024	Claims Log	10 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After</u> <u>QC & OD</u>	Department Preference; GC §34090 et seq.
City Clerk	CC-025	Committee Rosters	Superseded (minimum 2 years)	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After</u> <u>QC & OD</u>	GC §34090
City Clerk	CC-026	Council Oaths of Office	Separation + 6 years	Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC & OD</u> inactive	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines-propose Appointment + 5 years ; GC §34090; PC §§801.5, 803(c)
City Clerk	CC-027	Economic Development Plans & Programs (that are approved by Council)	Superseded + 5 years	Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	<u>Yes: After</u> <u>QC & OD</u> Superseded	Meets uniform grant requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; 2 CFR 200.333;- 24 CFR 570.502(b), 29 CFR 97.42, GC §34090; GC §8546.7
City Clerk	CC-077	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED	10 years	Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u> & OD	Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-028	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code)	7 years	Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u> -2 years	City maintains original statements; GC §81009(e)&(g)
City Clerk	CC-029	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	4 years	Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u> -2 years	City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-070	FPPC Form 801 (Gift to Agency Report)	7 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After</u> <u>QC</u>	Must post on website; GC §81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-071	FPPC Form 802 (Tickets Provided by Agency Report)	7 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u>	Must post on website for 4 years; GC §81009(e)
City Clerk	CC-072	FPPC Form 803 (Behested Payment Report)	P	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u>	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-073	FPPC Form 804 (Agency Report of New Positions)	P	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u>	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-074	FPPC Form 805 (Agency Report of Consultants)	7 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u>	GC §34090; GC §81009(e)
City Clerk	CC-075	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC</u>	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED							
City Clerk	CC-030	Campaign Filings (FPPC 400 Series Forms: OTHER COMMITTEES (PACS - not candidate-controlled))	7 years	Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	Paper must be retained for at least 2 years; GC §81009©&(g)
City Clerk	CC-031	Campaign Filings (FPPC 400 Series Forms: THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies))	4 years	Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-032	Campaign Filings (FPPC 400 Series Forms & Form 501)): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years	Ppr	S / I	Yes: After <u>QC -2 years</u>	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-032.1	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	10 years	Ppr	S / I	Yes: After <u>QC -2 years</u>	Department preference; Campaign Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-033	Campaign Filings (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials & Form 501)) All, whether filed electronically or not	P	Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	For Electronic Filings, Data that has been maintained for at least 10 years may then be archived in a secure format; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615(i)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-034	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years	Mag, Mfr, OD, Ppr	S / M / I	No	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090
City Clerk	CC-035	Elections - Certificates of Election	Duration of Office + 4 years	Mag, Mfr, OD, Ppr	S	No	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090
City Clerk	CC-036	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for vacancies on the Council, Precinct Workers, County Election Services, etc.)	2 years	Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk	CC-037	Elections - HISTORICAL File (Sample ballot, all Resolutions - calling the election, canvass, etc., election summary)	P	Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-038	Elections - Nomination Papers: SUCCESSFUL CANDIDATES	Duration of Office + 4 years	Mag, Mfr, OD, Ppr			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 <u>for Nomination Papers</u> and does not delineate between the two; EC §17100
City Clerk	CC-039	Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES	Election + 4 years	Mag, Mfr, OD, Ppr			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 <u>for Nomination Papers</u> and does not delineate between the two; EC §17100
<u>City Clerk</u>	<u>CC-040.1</u>	<u>Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT</u>	<u>Final Examination + 1 year after petition examination</u>	<u>Ppr</u>			<u>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</u>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-040.2	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months	Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-040	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient	Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-041	Elections - Precinct Maps	2 years	Mag, Ppr			No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, GC §34090
ELECTIONS - STAND ALONE (use in conjunction with Consolidated elections ... records series are not repeated)							
City Clerk	CC-042	Vote by Mail Applications, Roster of Vote by Mail Applications	6 mo.	Ppr			EC §17505
City Clerk	CC-043	Vote by Mail Identification Envelopes	6 mo.	Ppr			EC §17302
City Clerk	CC-044	Elections - Ballots - After Election	6 mo.	Ppr			EC §17302
City Clerk	CC-045	Elections - Ballots - After Recount	6 mo.	Ppr			EC §17306
City Clerk	CC-046	Elections - Assessment District Ballots - Prop. 218 proceedings (e.g. Community Services Districts, A-E Zones, Lighting Districts, etc.)	2 years	Ppr			2 years required by new California law; 1 year Retention required by Moreno Valley Legislative Policy #1.12, §VI, D; GC §53753(e)(2);, 53755(d)
City Clerk	CC-047	Elections - Challenged & Assisted Voters List	6 mo.	Ppr			If uncontested, EC §17304-
City Clerk	CC-048	Elections - Inspector Receipts for Ballots	6 mo.	Ppr			EC 17302, 17306
City Clerk	CC-049	Elections - Precinct Officer Appointments	6 mo.	Ppr			EC §17503
City Clerk	CC-050	Elections - Roster of Voters	5 years	Mag, Mfr, OD, Ppr			EC §17300

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-051	Elections--Tally Sheets	6 mo.	Ppr			EC §17304
City Clerk	CC-052	Elections--Voter Index Copies used as the Voting Record at Polling Places	6 mo.	Ppr			EC §17304
City Clerk	CC-053	Elections--Voter Index Original	5 years	Ppr			EC §17004
(End of Elections Section)							
CITY CLERK (Continued)							
City Clerk	CC-076	Enterprise System Catalogue (posted on line)	2 years	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
City Clerk	CC-054	Environmental Issues, Determinations (e.g. EIRs, Negative Declarations, etc. - if presented to City Council)	P	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> inactive	Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7
City Clerk	CC-069	Ethics Training Certificates / Harassment Prevention Training Certificates for City Council, Boards and Commissions	5 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S/I	<u>Yes: After QC & OD</u>	GC §§53235.2(b); 53237.2(b)
City Clerk	CC-055	Infrastructure Permits, Plans, and Projects Approved by Council (Final Tracts, Conditional Use Permits, Parcel Maps, Specific Plans, etc.)	P	Mag, Mfr, OD, Ppr	S/I	<u>Yes: After QC & OD</u> No	GC §34090 et. seq.
Finance	CC-056	Investment Reports approved by Council	5 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S/I	<u>Yes: After QC & OD</u>	Meets auditing standards; GC §34090
City Clerk	CC-057	Legislation (State & Federal positions approved by Council)	2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S/I	<u>Yes: After QC & OD</u>	GC §34090
City Clerk	CC-058	March Air Force Base / March Joint Powers Authority - Records of Historical Interest	P	Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> inactive	City Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-059	Minutes: City Council, Planning Commission, Community Services District (CSD), Community Redevelopment Agency (RDA), Public Facilities Financing Corporation (MVPFFC), Industrial Development Authority (IDA), Public Financing Authority (MVPFA), Civic Activities Assistance Corporation (MVVAAC), Moreno Valley Housing Authority, City As Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, and Oversight Board of the City as Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
City Clerk	CC-060	Municipal Code Administration, Distribution, etc.	When No Longer Required	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course of business; GC § 34090
City Clerk	CC-061	Municipal Code and History File (always retain 1 supplement)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
City Clerk	CC-062	Ordinances	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090 et. seq.
<u>City Clerk</u>	<u>CM-063</u>	<u>Passport Transmittals</u>	<u>24 months</u>	<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>GC §34090</u>
City Clerk	CC-063	Petitions (submitted to Council on any subject). See Elections for Initiative, Recall or Referendum Petitions)	1 year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires 1 year for petitions; GC §50115
City Clerk	CC-064	Posted Agenda Log	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Municipal Government actions is 3-6 months; CCP §§337 et seq, 349.4; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	CC-065	Proof of Publication (City Clerk)	2 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk	CC-066	Records Retention Schedules; Amendments to Records Retention Schedules	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> inactive	GC §34090 et. seq.
City Clerk	CC-079	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	EC §21608(g); GC §34090
City Clerk	CC-067	Resolutions - City Council	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> Ne	GC §34090 et. seq.
City Clerk	CC-078	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
City Clerk	CC-068	Staff Reports: City Council, Community Services District (CSD), Community Redevelopment Agency (RDA), Public Facilities Financing Corporation (MVPFFC), Industrial Development Authority (IDA), Public Financing Authority (MVPFA), Civic Activities Assistance Corporation (MVVAAC). Moreno Valley Housing Authority, City As Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley, and Oversight Board of the City as Successor Agency for the Community Redevelopment Agency of the City of Moreno Valley	When No Longer Required Minimum 2 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u> When Subject file is destroyed	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
CITY MANAGER							
City Manager	CM-001	Administrative Regulations	Until Superseded Minimum 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Superseded	GC §34090
City Manager	CM-002	Administrative Files (Includes Travel)	2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-003	Association Records	When No Longer Required	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Non-records; GC §34090.7
City Manager	CM-004	Awards, Recognition of Employees	When No Longer Required Minimum 2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-005	Citizen's Inquiries, Communications, Logs & Resolutions	2-3 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Claims must be filed in 6 months or 1 year; CCP §§338 et seq., 340 et seq., 342, GC §34090
City Manager	CM-006	City Manager's Reports / Updates	2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-007	Council Member and Mayor's Correspondence, Memos	Term of Office - Minimum 2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Administrative value to cover terms of office; GC §34090
City Manager	CM-008	Department Head Memorandum File	2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-009	Internal Studies and Reports	When No Longer Required Minimum 2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Manager	CM-010	Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required Minimum 2 years	Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

CODE & NEIGHBORHOOD COMPLIANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
COMMUNITY ENHANCEMENT & NEIGHBORHOOD SERVICES CODE & NEIGHBORHOOD COMPLIANCE							
<u>Community Enhance. & Neighbor. Services</u> Code & Neighbor. Compliance	<u>CE&NS-001</u> C&NC-001	Abandoned Vehicle Abatement (AVA) Report	4 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD + 1 year</u>	Maintained for Riverside County Area Requirement; GC §34090
<u>Community Enhance. & Neighbor. Services</u> Finance / Finance Resources	<u>CE&NS-002</u> FN-059	Business License File: Application, Annual Renewal Form, Enforcement Letters	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with auditing standards; GC §34090 et seq.
<u>Community Enhance. & Neighbor. Services</u> Code & Neighbor. Compliance	<u>CE&NS-003</u> C&NC-002	Code Compliance Case Files and Abatement	Resolution / Payment + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD + 1 year</u>	Department Preference to cover those cases that are CDBG-related; Case is open until satisfactorily resolved (some liens are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; 2 CFR 200.333; 24 CFR 570.502(b), 29 CFR 97.42, GC §34090; GC §8546.7
<u>Community Enhance. & Neighbor. Services</u> Code & Neighbor. Compliance	<u>CE&NS-004</u> C&NC-003	Debts Assigned to Collection Agency	7 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD + 1 year</u>	Department Preference; Debts remain on credit reports for 7 years; GC §34090

CODE & NEIGHBORHOOD COMPLIANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Community Enhance. & Neighbor. Services Finance/ Finance-Resources	CE&NS-006 FN-065	Mobilehome Park - Annual CPI Change Notices	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Enhance. & Neighbor. Services Finance/ Finance-Resources	CE&NS-007 FN-066	Mobilehome Park - Annual Registration	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Enhance. & Neighbor. Services Finance/ Finance-Resources	CE&NS-008 FN-067	Mobilehome Park Rent Stabilization - Change in Space Rent / Status	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Enhance. & Neighbor. Services Finance/ Finance-Resources	CE&NS-009 FN-068	Mobilehome Park Rent Stabilization - General Correspondence	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

CODE & NEIGHBORHOOD COMPLIANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Community Enhance. & Neighbor. Services Code & Neighbor. Compliance	CE&NS-010 C&NC-004	Parking Citations (All records, including appeals, reports from claims processing center, etc.)	2 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Community Enhance. & Neighbor. Services Code & Neighbor. Compliance	CE&NS-011 C&NC-005	Tipping Reports (Waste Management)	5 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE - ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
ECONOMIC DEVELOPMENT							
Economic Develop.	ED-001	Business Development Files (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required Minimum 2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
ELECTRIC UTILITY							
City Clerk	EU-001	Agreements & Contracts - Electric Utility Only INFRASTRUCTURE / PLANT Architects, Buildings, bridges, covenants / CC&Rs, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	EU-002	Agreements & Contracts - Electric Utility Only NON-INFRASTRUCTURE: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, (Not Infrastructure projects)	Completion + 10 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Electric Utility	EU-003	Appraisals and Valuations	3 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-004	Billing Data (Maximum demand & demand meter records; solar, net, economic development; revenue summaries & reports)	6 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-005	Bond Statements	Completion + 3 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-006	Budgets and Other Forecasts (Internal Admin. or operating purposes; estimated future income; receipts & expenditures, etc.)	3 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-007	Construction Work (In Progress Ledgers)	Completion + 5 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference (requirement is 5 years after clearance to plant account); 18 CFR 125 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Electric Utility	EU-008	Easements	P	Mag, Mfr, OD, Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u> No	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-009	Fixed Assets, Plant Ledgers, Depreciation & Depletion	P	Mag, Mfr, OD, Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u> inactive	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-010	Insurance (Substation)	P	Mag, Mfr, OD, Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u> inactive	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-011	Journals / General Ledgers - Electric Utility Only	10 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Department Preference; 18 CFR 125 et seq.; GC §34090
<u>Electric Utility</u>	<u>EU-011.1</u>	<u>Lockout/Blockout - Lockout/Tagout</u>	<u>3 years</u>	<u>Mag, Ppr</u>	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	<u>Cal/OSHA requests 3 years of documents during audits; GC §34090</u>
Electric Utility	EU-012	Maintenance / Job Work Orders	5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-013	Maps, Plans, Drawings (original or reproduction of diagrams, profiles, photos, field survey notes, plot plans, detail drawings, and similar records showing the location of proposed or as-constructed facilities)	P	Mag, Mfr, OD, Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u> inactive	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-020	Medical Necessity Customers (Emergencies / Shut-offs - Customers who must have electricity for critical medical equipment)	When Superseded or Terminated	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Confidential; Department preference; GC §34090
Electric Utility	EU-014	Rate Schedule (general files of published rate sheets & schedules, suspended or superseded)	Inactive + 3 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Department Preference; 18 CFR 125 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: ELECTRIC UTILITY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Electric Utility	EU-015	Reclassification Records (Utility Plant)	6 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-016	Retirement (of Plant Facility; work in progress, ledgers, etc.)	Retired + 5 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u> inactive	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-017	Statistics (financial, internal operating reports, etc.)	5 years	Mag, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department Preference; 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-018	Transmission & Distribution (Substation licenses, line logs, history records, tests, etc.)	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u> inactive	Department Preference (logs only required for 3 years); 18 CFR 125 et seq.; GC §34090
Electric Utility	EU-019	Voucher Registers (Accounts Payable or Cash Books)	5 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department Preference; 18 CFR 125 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: FACILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
FACILITIES							
Facilities	FAC-001	Asbestos Removal Projects	Completion + 30 years	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Claims can be made for 30 years for toxic subst. exposure; 29 CFR 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §34090
Facilities	FAC-002	Asset History (in Work Order System)	10 years	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq.
Facilities	FAC-003	Backflow Tests	2 years	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Facilities	FAC-004	Daily Logs (Security, Facility Staff, etc.)	2 years	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Facilities	FAC-005	Daily Vehicle Inspections	2 years	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD inactive	13 CCR 1234(c); GC §34090
Facilities	FAC-006	Facilities - Historical Files	P	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	FAC-007	Incident File (Citizens and Employees)	Copies - When No Longer Required	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Facilities	FAC-008	Key Card System	Employee Separation + 2 years	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Facilities	FAC-009	Logs: Security, etc.	3 years	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	Covers statute of limitations; CCP §337 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: FACILITIES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Facilities	FAC-010	Projects & Facilities: NON-INFRASTRUCTURE Final Specifications and Plans	Completion + 10 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD inactive	Transferred from Public Works upon project completion; Consistent with Agreement / Contract Administration; CCP §§337.337.1(a), 337.15, GC §34090
Facilities Purchasing	FAC-010.5 PUR-008	Vehicle and Equipment Leases (when the vehicle or equipment is not subsequently purchased)	Expiration of Lease + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD + year	Consistent with agreements and contracts; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq.
Facilities	FAC-011	Vehicle Forms - Daily Use	When No Longer Required	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Transitory Records; GC §34090 et seq.
Facilities	FAC-012	Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy)	3 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
FINANCE / ACCOUNTING							
Finance / Lead Div.	FIN-000	Financial Services Database (Tyler Enterprise ERP)	Indefinite - Minimum 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: meets municipal government auditing standards ; Data Fields / Records are interrelated; GC §34090
Finance / Accounting	FN-001	1099's / 1096's / DE542 (California Report of Independent Contractors)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FN-002	Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements, Postage, Procurement Cards, Credit Card Transmittals, Redemption Records, etc.)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; meets municipal government auditing standards ; Statewide guidelines propose audit + 4 years ; GC §34090
Finance / Accounting	FN-003	Audit Management Letters (not ACFR)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; GC §34090
Finance / Accounting	FN-004	Audit Work Papers	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; GC §34090
Finance / Accounting	FN-005	Audits (Sales Tax, Single, Special, etc.)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department Preference; GC §34090
Finance / Accounting	FN-006	Bank Reconciliation & Statements, Transaction Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Bank Reconciliations, Wire Transfers, Check Listing Audit Trail, Deposits, Cancelled Checks	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	For auditing purposes; Published articles show 3-4 years ; Other cities show 7-10 years ; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
City Clerk	FN-009	Bonds (issuing documents retained by City Clerk)	Fully Deceased + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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	FN-010	Budget Hearing and/or Review (Development Documents & Preliminary Budget)	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts - Department Preference; GC §34090.7
Finance / Accounting	FN-011	Budget Transfer Requests & Journals	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Department Preference; City Clerk maintains originals; longer for administrative value; GC §34090.7
City Clerk	FN-012	Budgets - Adopted	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Department Preference; City Clerk is OFR: Must be filed with County Auditor; GC §34090, 40802, 53901
City Clerk	FN-014	Annual Consolidated Financial Report (ACFR)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Department Preference; City Clerk retains original permanently; statewide guidelines propose 7 years; ; GC §34090.7
Finance / Accounting	FN-015	Depreciation Schedules	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD inactive	For auditing purposes; Published articles show 3-4 years; GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FN-064	Developer Trust Accounts / Deposits	Close + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / Accounting	FN-016	Escheat (Unclaimed money / uncashed checks)	Escheat + 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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), <u>1355</u> . 1519; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Finance / Accounting	FN-063	FEMA Claims and/or State Disaster Recovery	Close Out Letter + 3 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Consistent with other grants; 2 CFR 200.334, 24 CFR 570.502(b), 29 CFR 97.42, GC §34090; GC §8546.7
Finance / Admin.	FN-065	Financial Services Database	Minimum 10 years	Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	Yes: <u>After QC & OD</u>	FERC requires 10 years for GLs, Subsidiary Ledgers and Journal Vouchers; 18 CFR 125.2 & 125.3; GC §34090
Finance / Accounting	FN-017	Fixed Assets - Auction / Disposal / Sales / Surplused	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 1-year	Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2-4 years; published articles show 3-6 years ; GC §34090, CCP §337
Finance / Accounting	FN-018	Fixed Assets - Inventory, Schedule of Infrastructure and Buildings	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 1-year	Includes permanent assets; GC §34090
Finance / Accounting	FN-019	Grants - Sheriff / Police Department	After Funding Agency Audit, if required - Minimum 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Sheriff does not retain originals; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by the consolidated plan; HUD 2228 2 rev-3; 2 CFR 200.334; 24 CFR 570.502(a)(7), 29 CFR 97.42, GC §34090; GC §8546.7
Finance / Accounting	FN-021	Indirect Cost Plans	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 1-year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / Accounting	FN-025	Journal Entries	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 1-year	Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years ; GC §34090, CCP §337

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Finance / Accounting	FN-026	Maintenance of Effort Calculations (Traffic Congestion Relief, Prop III, Measure A, etc.)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department Preference; GC §34090
Finance / Accounting	FN-027	Reports, Status Reports, Journals, Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Budget Adjustments, General Ledger - OLD Financial System (could NOT re-create reports) (MONTHLY OR PERIODIC)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department Preference; Published articles show 3–6 years; statewide guidelines propose 2 years ; GC §34090
Finance / Accounting	FN-027.1	Reports, Status Reports, Journals, Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Budget Adjustments, General Ledger - NEW Financial System (CAN re-create reports) (MONTHLY OR PERIODIC)	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department Preference; the Database is the official record, and can re-create reports when required; GC §34090
Finance / Accounting	FN-028	Reports: Monthly Revenue & Expenditure Status, Cash Flow (Crystal Reports)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department Preference; GC §34090
Finance / Accounting	FN-030	State or Federal Reports: State Controller's Reports, Gas Tax Reports, Housing Successor Agency Housing Assets Fund Report	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Consistent with periodic report / journal retention; GC §34090
Finance / Accounting	FN-031	Street Reports	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Consistent with periodic report / journal retention; GC §34090
Finance / Accounting	FN-032	Strong Motion Instrumentation (SMI) Report	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Consistent with periodic report / journal retention; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Finance / Accounting	FN-033	Tax Returns (Sales and Use, Fuel & User Use Fuel, etc.)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
Finance / Accounting	FN-033.1	W-9's	Vendor Inactive + 3 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
Finance / Accounting	FN-034	Warrant Registers	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years ; GC §34090, CCP § 337
Finance / Accounting	FN-035	Warrants - Canceled (Cashed) or Voided	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years ; GC §34090, CCP § 337
PAYROLL							
<u>Finance / Lead Div.</u>	<u>FIN-000</u>	<u>Financial Services Database (Tyler Enterprise ERP)</u>	<u>Indefinite - Minimum 5 years</u>	<u>Mag, Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>Department preference; meets municipal government auditing standards; Data Fields / Records are interrelated; GC §34090</u>
Human Resources - Finance / Payroll	HR-027	DE-6, DE-7, DE-9 CA Quarterly Payroll Tax Return, DE-9C, & Adjustments DE-43, W-3, & DE-166; 941 Fed Quarterly Payroll Tax Returns, 941-X Quarterly Tax Adjustments, Forms, IRS-5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
Human Resources - Finance / Payroll	HR-031	Garnishments (all records - retained in Payroll File)	Separation ± 5 years	Mag, Ppr	S / I	<u>Yes: After QC & OD</u>	Department preference; Retained to match other auditing periods; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human-Resources-Finance / Payroll	HR-034	Payroll Cancelled Checks	5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 - 10 years; GC §34090
Human-Resources-Finance / Payroll	HR-035	Payroll File - <u>by Employee</u> (Includes Personnel Data Sheet , W-4, <u>DE-4, Direct Deposit forms, Leave Time Sellbacks, Annual Leave Buys, Leave Donations, copies of former Payroll Action Forms, Benefit/Deduction/Accrual Adjustments, satisfied Garnishments address changes, various election forms</u>)	Separation + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Separation	Department Preference to match auditing standards; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 29CFR 516.5 - 516.6, R&T §19530, GC §34090; 29 CFR 1602.31 & 1627.3(a), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
Human-Resources-Finance / Payroll	HR-036	Payroll Registers (all <u>biweekly Pay Day Registers</u> , except Detail Year-End)	5 years	Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD 1-year	Consistent with periodic journals & reports; Published articles show 3 - 10 years; Other Cities have adopted 8 - 20 years; statewide guidelines propose Permanent; 29 CFR 516.5 - 516.6, GC §34090
Human-Resources-Finance / Payroll	HR-037	Payroll Registers (Detail Year-end <u>Registers</u>)	P	Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD 1-year	For use in reconstructing hours for PERS service for employees; statewide guidelines propose Permanent; 29 CFR 516.5 - 516.6, GC §34090
Human-Resources-Finance / Payroll	HR-038	PERS Reports, (<u>Wages, Hours, Rate of Pay Transmittal</u>), Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	PERS is OFR; retained to meet auditing standards; GC §34090 et seq.
Human-Resources-Finance / Payroll	HR-039	Time Sheets	5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090
Human-Resources-Finance / Payroll	HR-040	W-2's, <u>W-3 Transmittal of Wage & Tax Statements</u>	5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
FINANCE RESOURCES							
Finance / Finance Resources	FN-059	Business License File: Application, Annual-Renewal Form, Enforcement Letters	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with auditing standards; GC §34090 et seq.
Finance / Finance Resources	FN-065	Mobilehome Park – Annual CPI Change Notices	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Finance / Finance Resources	FN-066	Mobilehome Park – Annual Registration	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Finance / Finance Resources	FN-067	Mobilehome Park Rent Stabilization – Change in Space Rent / Status	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Finance / Finance Resources	FN-068	Mobilehome Park Rent Stabilization – General Correspondence	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
TREASURY							
Finance / Treasury	FN-058	Accounts Receivable / Revenue (All Records and Reports, including Auction Receipts & Records, Taxes, TOT, Sales & Use Tax, Returned Checks, Utility Users Tax Records & Exemptions, Franchise Fees, False Alarm Billings, except Parks & Recreation A/R Records)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	Department Preference; meets municipal government auditing standards ; Statewide guidelines propose audit + 4 years; Published articles show 3–7 years; GC §34090
Finance / Treasury	FN-008	Bond statements	Maturity + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1 year	For auditing purposes; GC §34090, 26 CFR 1.6001-1
Finance / Treasury	FN-060	Cash Receipts	5 years	Mag, <u>Mfr, OD, Ppr</u>	S / I	Yes: After <u>QC & OD</u>	Department Preference; meets municipal government auditing standards ; Statewide guidelines propose audit + 4 years; Published articles show 3–7 years; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Finance / Treasury	FN-061	Investment Files for Investment Transactions Initiated by City Staff: Individual Transactions (Broker confirmations, Certificates of Deposit, Wire Transfers, Arbitrage, Bid data, bank rates, etc.)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC</u> & <u>OD</u> + <u>year</u>	Supporting documentation for Investments of Operating Funds; meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
FIRE							
Code & Neighbor. Services	FR-001	Abatements	Copies - When No Longer Required	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	GC §34090.7
Fire	FR-002	Chemical Use Report Form / Safety Data Sheets (SDS) / Material Safety Sheet Data Masters (MSDS) for substances used by outside companies	When No Longer Required	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Non-records (responsibility of the business owner); GC §34090 et seq.
Fire	FR-003	FEMA Claims and/or State Disaster Recovery	Close Out Letter + 3 years	Mag, Mfr, OD, Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u> When Inactive	Consistent with other grants; 2 CFR 200.333; 24 CFR 570.502(b), 29 CFR 97.42, GC §34090; GC §8546.7
Fire	FR-004	Disaster History	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u> 4 year	Department Preference; GC §34090
Fire	FR-005	Disaster Recovery Plan	Superseded + 7 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u> When Inactive	Department Preference; GC §34090
Fire	FR-006	Disaster Recovery Training and Events (includes SEMS Training - Standardized Emergency Management Systems Training)	7 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u> When Inactive	Consistent with City-wide Training retention; 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; 29 CFR 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, <u>12960</u> , 34090
Fire	FR-007	Emergency Operations Plans (Standard Operations Procedures)	Superseded + 7 years	Mag, Mfr, OD, Ppr	S/I	<u>Yes:</u> <u>After QC & OD</u> No	Department Preferences; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Fire	FR-018	Fire Citations / Notice of Violations	When No Longer Required - Minimum 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Superseded	Department Preference; GC §34090
Fire	FR-008	Fire Station Masters: Plans, Fire Pre-Plans (Hospitals, etc.)	Superseded (minimum 2 years)	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire	FR-009	Inspections: (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, Approvals, Inspections, Fires, Modification / Alternative Methods or Materials, etc.)	P	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Department Preference; Inspections required for Life of the Structure or Activity, or Minimum 5 years, for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4,
Fire	FR-010	ISO Insurance Ratings	Superseded + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Superseded	Department Preference; GC §34090
Fire	FR-011	Licensed Care Facility Files (Boarding, Day Care, Group Homes)	P	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Inspections required for Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer; CFC §§ 104.6 – 104.6.4,
City Clerk	FR-012	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk Permanently; GC §34090
Fire	FR-013	One-time Permits (e.g. fireworks, etc.)	Expiration + 5 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Building	FR-014	Plans and Plan Checks: Master Plans, Specific Plans, etc.	Life of the Building	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Department Preference; Fire Plans may contain additional / different information than Building or Public Works; CFC §§ 104.6 – 104.6.4, GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Fire	FR-015	Standard Operating Procedures / Policy and Procedure Manual	Superseded + 3 years	Mag, Mfr, OD, Ppr	S/I	<u>Yes:</u> <u>After QC & OD</u> Ne	Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090
Fire	FR-016	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090
Fire	FR-017	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090

RECORDS RETENTION SCHEDULE - HOUSING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
HOUSING							
Housing	HOU-001	Housing Programs: Affordable Housing Projects, Rehabilitation, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Housing	HOU-002	Housing Programs: Affordable Housing Projects, Rehabilitation, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk	Loan Pay-off + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Housing	HOU-003	Loan Applications Rejected (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	6 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Federal regulations require 6 years for all applications whether approved or denied; GC §34090
Housing	HOU-004	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development.	5 years	Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
HUMAN RESOURCES							
Human Resources	HR-000	Human Resources Database (Tyler Enterprise ERP)	Indefinite - Minimum Separation + 30 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets retention mandates for employee medical records; GC §34090
Human Resources	HR-030	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Human Resources	HR-001	Accident, Injury or Incident reports for EMPLOYEES	(Filed in Workers Comp. File)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	
Human Resources	HR-002	Applications for Employment or Resumes: Unsolicited (no open position) , candidates not hired. (Note: Applications for open positions are kept in the Recruitment file, applications for selected employees are kept in their Personnel file - see other appropriate records descriptions)	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Sent back to applicant; No positions open; therefore not deemed part of City recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §34090
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims that are resolved administratively	Final Disposition + 4 -2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 -2 years after action is taken; GC §§12946, 12960, 34090
Human Resources /Payroll	HR-028	Changes to Payroll: Address changes, Direct Deposit Forms, Vacation and Comp Time Sales, etc.)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 -year	Department Preference; consistent with Payroll Registers; GC §34090
Human Resources	HR-003	Classification / Compensation / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human Resources	HR-003.5	COVID-19 Notifications to Employees	3 years	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	COVID-19 Notifications to Employees
Human Resources /Payroll	HR-004.6 - 029	Deferred Compensation Statements - Employee's Reports	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department preference; Published articles for bank statements show 4 -7 years; GC §34090
Human Resources /Payroll	HR-004.7-030	Deferred Compensation Statements - Employer's Reports	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	Department preference; GC §34090
Lead Depart.	HR-005	DMV Pull Notices	<u>When Superseded or Separation + 2 years</u>	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	<u>Information is Cumulative:</u> Transitory or source records not retained in the ordinary course of business;; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-006	Drug and Alcohol Testing / D.O.T files	5 years	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc., 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-007	EEO-4 Reports	10 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Department Preference; 29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Human Resources	HR-009	Employee Recognition / Performance Awards (e.g. Employee of the Quarter)	2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Department Preference; GC §34090
Human Resources	HR-008	Employee Service Awards	2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human Resources	HR-010	Grievances (escalated from Departments when not resolved by the department)	Final Disposition + 5 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	City's Preference; Lead Department is OFR for grievances resolved in their department; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174
Human Resources	HR-011	I-9's	Employee Termination + 3 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	Yes: <u>After QC</u> <u>& OD</u> 4 year	Non-citizens must re-certify periodically; I Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1), GC §§12946, 12960, 34090
Finance / Accounting	HR-012	Insurance Statement Reconciliation	2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Retained through annual audit period; GC §34090 et seq.
Human Resources /Payroll	HR-012.5 027	IRS 5500 Forms (Employee Benefit Plans)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC</u> <u>& OD</u> 4 year	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
Human Resources	HR-013	Job Specifications	When Superseded Minimum 4 2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	<u>State law requires 4 years;</u> Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §§ <u>12946</u> , <u>12960</u> , 34090
Human Resources /Payroll	HR-032	Labor Distribution Reports	<u>When No</u> <u>Longer</u> <u>Required</u> 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1 year	<u>The database is the original and can re-create reports;</u> Department Preference; consistent with Payroll Registers; GC §34090
Human Resources	HR-014	LiveScan Fingerprint Clearances	70 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department Preference to protect City in the event of past employee misconduct; DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC § 34090 et seq.
City Clerk	HR-015	Memorandas of Understanding	Indefinite	Mag, Mfr, OD, Ppr	S/I	<u>Yes:</u> <u>After QC</u> <u>& OD</u> Ne	Copies maintained for staff convenience; GC §34090.7

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human Resources	HR-016	Negotiations: Employee Associations	Superseded + 5 years	Mag, Mfr, OD, Ppr	S/I	Yes: - After QC & OD When Inactive	For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; statewide guidelines propose permanent ; 29 CFR 516.5, GC §§12946, 12960, 34090
Human Resources	HR-018	Personnel Benefit File (includes COBRA)	Termination of Service + 5 years	Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD + year	Retained to cover auditing standards; GC §34090
Human Resources	HR-019	Personnel Files - Medical File (all employees)	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years,	Mag, Mfr, OD, Ppr	S / I	Yes: - After QC & OD When Inactive	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; LC §1198.5
Human Resources	HR-020	Personnel Files - Regular, Active, Permanent, Non-Regular, Temporary and Part-time Employees	Separation + 7 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Separatio A	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 4-2-3 years; 29 CFR 1602.14, 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090; 29 USC 1113, LC §1198.5, 6 CFR 31.6001-1(e)(2); GC §3105

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human Resources	HR-021	Personnel Files - Workers Compensation File (all employees)	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years,	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	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-022	Personnel Rules & Regulations	Superseded + 5 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Copies; GC §34090.7
Human Resources	HR-041	Recruitment Database (NeoGov)	5 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-023	Recruitment File - Applications for persons not selected, Equal Employment Opportunity Data, Interview Notes, etc.,	4 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 7287.0(c)(2), 29 CFR 1627.3(b)(1), GC §§12946, 12960, 34090
Human Resources	HR-024	Recruitment File - Master Test "Close Out" File	4 3 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Department Preference; Lists are good for one year, and can be extended 1 year; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 2 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), GC §§12946, 12960, 34090
Human Resources	HR-025	Recruitment File - Test Answer Sheets submitted by applicants	4 4 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 2 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2); 29 CFR 1627.3(b)(1), GC §§12946, 12960, 34090
Human Resources	HR-026	Salary Surveys	When No Longer Required - minimum 2 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Consistent with Classification / Compensation / Reorganization Studies; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human Resources	HR-026.2	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u>	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-026.4	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u>	LC §6401.9(f), GC §34090
RISK MANAGEMENT							
Human Resources / Risk Manage. Purchasing	HR-026.5 PUR-006	SDS Masters (Safety Data Sheets) / MSDS Masters (Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	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 subst. exposure; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
PAYROLL							
Human Resources – / Payroll	HR-027	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.	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 1 year</u>	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
Human Resources – / Payroll	HR-028	Changes to Payroll: Address changes, Direct Deposit Forms, Vacation and Comp Time Sales, etc.)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 1 year</u>	Department Preference; consistent with Payroll Registers; GC §34090
Human Resources – / Payroll	HR-029	Deferred Compensation Statements – Employee's Reports	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 1 year</u>	Department preference; Published articles for bank statements show 4 – 7 years; GC §34090
Human Resources – / Payroll	HR-030	Deferred Compensation Statements – Employer's Reports	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 1 year</u>	Department preference; GC §34090
Human Resources – / Payroll	HR-031	Garnishments (all records)	5 years	Mag, Ppr	S / I	Yes: <u>After QC & OD</u>	Retained to match other auditing periods; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human-Resources - / Payroll	HR-032	Labor Distribution Reports	2 years	Mag, Mfr, OD, Ppr	S / I	Yes:— After <u>QC</u> & <u>OD</u> 1 year	Department Preference; consistent with Payroll Registers; GC §34090
Human-Resources - / Payroll	HR-033	Payroll Action Forms (Pink Copy)	5 years	Mag, OD, Mfr, Ppr	S / I	Yes:— After <u>QC</u> & <u>OD</u> 1 year	Copies (originals retained in employee's Personnel File); retained to match other auditing periods; GC §34090.7
Human-Resources - / Payroll	HR-034	Payroll Cancelled Checks	5 years	Mag, Mfr, OD, Ppr	S / I	Yes:— After <u>QC</u> & <u>OD</u>	Department preference; meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; Published articles show 3-7 years; other cities show 7-10 years; GC §34090
Human-Resources - / Payroll	HR-035	Payroll File (Includes Personnel Data Sheet, W-4, address changes, various election forms)	Separation + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes:— After <u>QC</u> & <u>OD</u> Separation	Department Preference to match auditing standards; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 29CFR 516.5-516.6, R&T §19530, GC §34090; 29 CFR 1602.31 & 1627.3(a), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
Human-Resources - / Payroll	HR-036	Payroll Registers (all, except Detail Year-End)	5 years	Mag, OD, Mfr, Ppr	S / I	Yes:— After <u>QC</u> & <u>OD</u> 1 year	Consistent with periodic journals & reports; Published articles show 3-10 years; Other Cities have adopted 8-20 years; statewide guidelines propose Permanent; 29 CFR 516.5-516.6, GC §34090
Human-Resources - / Payroll	HR-037	Payroll Registers (Detail Year-end)	P	Mag, OD, Mfr, Ppr	S / I	Yes:— After <u>QC</u> & <u>OD</u> 1 year	For use in reconstructing hours for PERS service for employees; statewide guidelines propose Permanent; 29 CFR 516.5-516.6, GC §34090
Human-Resources - / Payroll	HR-038	PERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years	Mag, Mfr, OD, Ppr	S / I	Yes:— After <u>QC</u> & <u>OD</u>	PERS is OFR; retained to meet auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Human-Resources -/ Payroll	HR-039	Time-Sheets	5-years	Mag, Mfr , OD , Ppr	S/I	Yes After QC & OD	Auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4-10 years; Other cities show 2-20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(e); GC §34090
Human-Resources -/ Payroll	HR-040	W-2's	5-years	Mag, Mfr , OD , Ppr	S/I	Yes After QC & OD	IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7-years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5-516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE - LAND DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
LAND DEVELOPMENT							
City Clerk	LD-001	Easements - Real Property	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 4-year</u>	Department preference; Infrastructure; statewide guidelines-propose 10 years ; GC §34090
Land Develop.	LD-002	Encroachment Permits: Permanent (Sidewalk, Driveway Approach, Curb and Gutter, Monitoring Well, Waterway/Creeks, Reclaimed Water, Access, Fence or Wall, Attachments, Utility, Sanitary Sewer, Storm Drain, Water, Swimming, Pool/Spa, etc.)	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD inactive</u>	Department preference; Statewide guidelines propose Permanent ; CCP § 337 et. Seq.; GC § 34090
Land Develop.	LD-003	Encroachment Permits: Temporary (Block Parties, Parades, Oversized Load, Debris Box, Awning, Banner, Construction Trailer, Street Cut, Paving, etc.)	Expiration + 4 years	Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent ; CCP § 337 et. Seq.; GC § 34090
Land Develop.	LD-004	Fees: Plan Check, Inspection, Permit & Impact Fees	5 years	Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Meets auditing standards; GC §34090
Land Develop.	LD-005	Maps, Plans, Plats & Drawings (ALL - Drainage, Grading, Sewer, Subdivision, Survey, Water, etc.)	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 4-year</u>	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

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>							
LIBRARY							
Library	LB-001	Agreements & Contracts: Miscellaneous Library Purchases, _ (e.g. book purchases, copier service, <u>Performers, Presenters</u> , security guards, collection agency, etc. - Not Infrastructure projects)	Completion + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> Completion + 2 years	Exception to City-wide standards because of high volume and errors & omissions statute of limitations are not applicable; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Library	LB-002	Facility Rental Applications (Room Reservations, etc.)	4 years	Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Library	LB-003	Friends of the Library (all records)	When No Longer Required	Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Non-records; GC §34090
Lead Dept.	LB-004	CLLS (California Library Literacy Services)	Final Expenditure + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> When Inactive	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	LB-005	Inter-Library Loan Records (not accessible to the public)	2 years	Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	GC §34090
Library	LB-006	Library Statistical Circulation Report (Annual)	2 years	Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	GC §34090
Library	LB-007	Library Statistical Circulation Report (Monthly)	2 years	Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Library	LB-008	Patron Registrations / Library Cards	<u>When No Longer Required</u> 2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	<u>Preliminary Drafts / Content Not Substantive (entered into Library database);</u> GC §34090
Library	LB-009	Programs (e.g. Summer Reading)	2 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	GC §34090
Library	LB-010	Release Forms (Artists / Exhibitor's)	4 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343

RECORDS RETENTION SCHEDULE: MAINTENANCE & OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
MAINTENANCE & OPERATIONS							
Maint. & Operations	M&O-001	AQMD Permits (Fuel Station, Compressors, Generators)	5 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Maint. & Operations	M&O-002	CAL-OSHA , Inspections & Citations, Log 200, Log 300 and Administration	7 years	Mag , Mfr. OD , Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; 8 CCR §3203(b)(1); GC §34090 et seq.; LC §6429c
Maint. & Operations	M&O-003	Daily Journals	2 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Maint. & Operations	M&O-004	Fuel Usage, Storage, Records	5 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Consistent with Cash receipts (maintained for auditing purposes); GC §34090
Maint. & Operations	M&O-005	Generator Operation Logs	5 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Maint. & Operations	M&O-006	Non Hazardous Waste Manifests	2 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Maint. & Operations	M&O-007	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2-years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c) ; 49 CFR 396.11 ; GC §34090
Maint. & Operations	M&O-008	Scheduled Maintenance (Equipment, Storm Drains, etc.)	10 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
Maint. & Operations	M&O-009	Underground Service Alerts (USA's) / Dig Alerts	3 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090

RECORDS RETENTION SCHEDULE: MAINTENANCE & OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Maint. & Operations	M&O-010	Uniform Hazardous Waste Manifests	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 4 year	Department Preference; (City has "cradle to grave" liability); only 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Maint. & Operations	M&O-011	Vehicle & Equipment Maintenance History	Life of Vehicle or Equipment + 2-years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	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., 13 CCR 1234(f); GC §34090
Dept. Providing Service / Work	M&O-012	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - <u>Minimum 5 years</u>	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Data is interrelated; GC §34090
Dept. Providing Service / Work	M&O-013	Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy)	3 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

RECORDS RETENTION SCHEDULE: MEDIA & COMMUNICATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
MEDIA & COMMUNICATIONS							
Media & Commun.	M&C-001	Cable TV Bulletin Board (Announcement) Records	When No Longer Required	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon Completion	Transitory Records; GC §34090 et seq.
Media & Commun.	M&C-002	Cable TV Franchise Agreement Administration	Term of Franchise + 10 years	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon Completion	Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §§336(a), 337 et. seq., GC §34090
Media & Commun.	M&C-003	Cable TV Requests and Complaints	5 years	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon Completion	Department Preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Media & Commun.	M&C-004	General Photographs	100 days	Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	Transitory or draft records; GC §34090
Media & Commun.	M&C-005	Graphics Projects	3 years	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon Completion of Project	Department Preference; GC §34090
Media & Commun.	M&C-006	Historically Significant Photographs	<u>P</u> 3-years (provide to Historical Society)	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> Upon Completion of Project	Department Preference; GC §34090
Media & Commun.	M&C-007	Media Coverage Reports	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: MEDIA & COMMUNICATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Media & Commun.	M&C-008	Press Releases	2 years	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Media & Commun.	M&C-009	Video Recordings Tapes / Audio Recordings of City Council, Redevelopment,, Planning Commission, Boards and Commissions (All)	<u>Minimum 4 years</u> 90 days	Mag, OD			<u>City preference to match Council Members terms:</u> Video tapes of meetings are only required for 90 days; GC §34090.7; Administrative Policy #2.31, Moreno Valley Municipal Code §2.60.050
Media & Commun.	M&C-010	Video Tapes / Video Recordings: News , etc. (whether or not they are produced by MVTV-3)	100 days	Mag, OD			Routine video monitoring tapes are only required for 100 days (Meetings are required for 90 days); GC §§34090.6, 34090.7

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
PARKS & COMMUNITY SERVICES / ADMINISTRATION							
Parks & Comm. Services. / Admin.	P&CS-001	Golf Course Daily Logs (Tee times, operations, etc.)	5 years	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Retained for auditing purposes; GC §34090
Parks & Comm. Services. / Admin.	P&CS-002	Strategic Plan / Master Plan for Department Services	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u> 4 year	For Historical Purposes -- Transferred from Public Works upon project completion; GC § 34090
City Attorney	P&CS-003	Accident, incident, injury reports: PUBLIC, CITY VEHICLES, EQUIPMENT	Copies - When No Longer Required	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Copies retained for reference; GC §34090.7
Parks & Comm. Services. / Admin.	P&CS-048	CAL-OSHA , Inspections & Citations, Log 200, Log 300 and Administration	5 years	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §§14300.33, 14300.44; 8 CCR §3203(b)(1); GC §34090 et seq.; LC §6429c
Parks & Comm. Services. / Admin.	P&CS-004	Photographs of historical significance	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u> 4 year	Department Preference for Historical Purposes ; GC § 34090
Parks & Comm. Services. / Admin.	P&CS-005	Brochures	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u> 4 year	Department Preference for Historical Purposes ; GC § 34090

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
GRANTS							
Lead Dept.	P&CS-006	Grants - Childcare (SUCCESSFUL Reports, and Financial Information)	5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When-Inactive	Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years ; HUD 2228.2 rev-3, 2 CFR 200.334; 24 CFR 570.502(a)(7), 29 CFR 97.42, GC §34090
Lead Dept.	P&CS-047	Child and Adult Care Food Program - CACFP	3 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When-Inactive	Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years ; HUD 2228.2 rev-3, 2 CFR 200.334; 24 CFR 570.502(a)(7), 29 CFR 97.42, GC §34090
Lead Dept.	P&CS-007	Grants - Office of Criminal Justice Planning (SUCCESSFUL Reports, and Financial Information)	Grant Termination + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When-Inactive	Office of Criminal Justice Planning Requirement §8710

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
PARKS							
Parks & Comm. Services / Parks	P&CS-008	Landscape Architect / Plans (Blue Line Copies): City or City-maintained Projects	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
Parks & Comm. Services / Parks	P&CS-009	Park Maintenance Logs: Security, Park Ranger Daily Logs and Statistics, Maintenance Daily Logs :-	2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Comm. Services / Parks	P&CS-010	Park Ranger Program (Incident Reports, Citations regarding parking, drinking, etc.)	2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Comm. Services / Parks	P&CS-011	Parks - Historical Files (Grand Opening, Buildings, Major Renovations, etc.)	P	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Parks & Comm. Services / Parks	P&CS-012	Projects - Parks: NON-INFRASTRUCTURE Final Specifications and Plans (Re-Surfacing, Re-Turfing, Maintenance, etc.).	Completion + 10 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD inactive	Transferred from Public Works upon project completion; Consistent with Agreement / Contract Administration; CCP §§337. 337.1(a), 337.15, GC §34090
Parks & Comm. Services / Parks	P&CS-013	Projects: Master Plans, Aqueducts, Parks, -and Open Space (Includes environmental determinations)	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4- year	For Historical Purposes; Projects are transferred from Public Works upon project completion; GC § 34090
Parks & Comm. Services / Parks	P&CS-014	Statistics	2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
PARKS MAINTENANCE							

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Parks & Comm. Services / Parks Maint.	P&CS-016	Asbestos Removal Projects	Completion + 30 years	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD When Inactive	Claims can be made for 30 years for toxic subst. exposure; 29 CFR 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §34090
Parks & Comm. Services / Parks Maint.	P&CS-017	Asset History (in Work Order System - includes playground equipment)	10 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference to cover all statute of limitations; GC §34090, CCP §337 et seq.
Parks & Comm. Services / Parks Maint.	P&CS-018	Backflow Tests (for building fire flow tests)	2 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Comm. Services / Parks Maint.	P&CS-020	Daily Vehicle Inspections	2 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD inactive	13 CCR 1234(c); GC §34090
City Attorney	P&CS-021	Incident File (Citizens and Employees)	Copies - When No Longer Required	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Parks & Comm. Services / Parks Maint.	P&CS-022	Maintenance Reports (by park)	3 years	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Parks & Comm. Services / Parks Maint.	P&CS-023	Pesticide and Herbicide Permits	5 years	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> When Inactive	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 110.3(d) 40-CFR 171.11 et seq.
Parks & Comm. Services / Parks Maint.	P&CS-024	Vehicle Forms - Daily Use	When No Longer Required	Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Transitory Records; GC §34090 et seq.
Dept. Providing Service / Work	P&CS-025	Work Orders / Service Requests (Department providing service retains originals; department requesting service is considered a copy)	3 years	Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
RECREATION							
Parks & Comm. Services. / Recreation	P&CS-026	Agreements for Contractors: Class Instructors etc.	Completion + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD inactive	Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and-concessionaire agreements. GC §34090
Parks & Comm. Services. / Recreation	P&CS-027	Alcohol Use Permits	4 years	Mag, <u>Mfr.</u> , <u>OD.</u> Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Recreation	P&CS-028	Birth Certificates	When No Longer Required	Mag, <u>Mfr.</u> , <u>OD.</u> Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Non-records retained for reference; GC §34090 et seq.
Parks & Comm. Services. / Recreation	P&CS-029	Class Registration Forms - City Sponsored Activities (includes sports programs)	4 years	Mag, <u>Mfr.</u> , <u>OD.</u> Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Recreation	P&CS-030	Field Permit Contracts, Facility Renewal Requests and Use Permits, Rental Contracts (Banners, Schools, Room Reservations, Club House Rentals, Park Use and Rentals, etc.)	4 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> + year	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Recreation	P&CS-031	Liability Waiver for Recreation Activities & Classes	4 years	Mag, <u>Mfr.</u> , <u>OD.</u> Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Recreation	P&CS-032	Programs (Childcare, Dancing, etc.)	4 years	Mag, <u>Mfr.</u> , <u>OD.</u> Ppr	S / I	<u>Yes:</u> <u>After QC & OD</u>	Department Preference to be consistent with registration, permits, etc.; GC §34090, CCP §§337, 343

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Parks & Comm. Services. / Recreation	P&CS-033	Recreation Class Database	4 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department Preference to be consistent with registration, permits, etc..; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Recreation	P&CS-035	Special Events - City Sponsored or Co-Sponsored	4 years	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Fire	P&CS-036	Volunteer Emergency Contact Forms	Inactive / Separation	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	GC §34090
Parks & Comm. Services. / Recreation	P&CS-037	Youth Services Committee	P	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: <u>After QC</u> <u>& OD</u> inactive	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
SENIOR COMMUNITY CENTER							
Parks & Comm. Services. / Senior Commun. Center	P&CS-038	Agreements for Contractors: Class Instructors etc.	Completion + 5 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD inactive	Consistent with City-wide standards; Statewide guidelines-propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and-concessionaire §34090
Parks & Comm. Services. / Senior Commun. Center	P&CS-039	Alcohol Use Permits	4 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Senior Commun. Center	P&CS-040	Class Registration Forms - City Sponsored Activities (includes sports programs)	4 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Senior Commun. Center	P&CS-041	Field Permit Contracts, Facility Renewal Requests and Use Permits, Rental Contracts (Banners, Schools, Room Reservations, Club House Rentals, Park Use and Rentals, etc.)	4 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4 year	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks & Comm. Services. / Senior Commun. Center	P&CS-042	Liability Waivers for Field Trips, etc.	4 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343

RECORDS RETENTION SCHEDULE: PARKS & COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Parks & Comm. Services. / Senior Commun. Center	P&CS-045	Senior Food Sharing Project Registrations (Confidential)	4 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	City administers program for the County; meets Uniform Grant Requirements; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years ; 2 CFR 200.334; 24 CFR 570.502(b), 29 CFR 97.42, GC §34090
Parks & Comm. Services. / Senior Commun. Center	P&CS-044	Seniors' Emergency Contact Forms	Inactive / Separation	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
COMMUNITY DEVELOPMENT / PLANNING							
Community Develop- / Planning	PL-001	Alcoholic Beverage License Application Copies or Notices	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
<u>Planning</u>	<u>PL-001.2</u>	<u>Cultural Preservation Advisory Board - AGENDA PACKETS</u>	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	<u>Department preference: GC §34090</u>
<u>Planning</u>	<u>PL-001.3</u>	<u>Cultural Preservation Advisory Board - MINUTES, RESOLUTIONS</u>	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	<u>GC §34090(e)</u>
<u>Planning</u>	<u>PL-001.4</u>	<u>Environmental and Historical Preservation Board - AGENDA PACKETS</u>	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	<u>Department preference: GC §34090</u>
Community Develop- / Planning	PL-002	Environmental and Historical Preservation Board - MINUTES	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	GC §34090(e)
Community Develop- / Planning	PL-003	Environmental and Historical Preservation Board - RESOLUTIONS	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	GC §34090
Community Develop- / Planning	PL-004	Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Kept in project files; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Community Develop./- Planning	PL-004.1	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 submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action	Project Approval or Denial + <u>2 years</u> 180 days	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	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-005	Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Non-records
<u>Planning</u>	<u>PL-005.1</u>	<u>General Plan Committee - AGENDA PACKETS</u>	<u>Minimum 2 years</u>	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD 2 years</u>	<u>All recommendations are made to the City Council for adoption; GC §34090</u>
<u>Planning</u>	<u>PL-005.2</u>	<u>General Plan Committee -MINUTES, RESOLUTIONS</u>	<u>P</u>	<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: <u>After QC & OD 2 years</u>	<u>GC §34090(e)</u>
City Clerk	PL-006	General Plan, General Plan Elements, Amendments Approved by the City Council	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> Amended	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090
Lead Dept.	PL-007	Historical Landmarks (Properties on Local, State, or National Registers)	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD 4 year</u>	GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Planning	PL-007.5	Planning Commission - AGENDA PACKETS	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	Department preference; GC §34090
City Clerk	PL-008	Planning Commission - MINUTES	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	City Clerk is OFR in Municipal Code ; GC §34090.7
Community Develop- / Planning	PL-009	Planning Commission - RESOLUTIONS	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	GC §34090
Community Develop- / Planning	PL-010	Planning Project Files (Permanent Entitlements) Permanent Records May Include: Application , Environmental Determinations (EIRs, Categorical Exemptions, Negative Declarations), Staff Reports, Copies of Resolutions and Staff Reports, Notice, Studies Plans, & (Includes Associated Maps): Plot-Plan, Variance, Change-of-Zone, Conditional Use Permit (CUP), Development Agreement, Specific Plan, Parcel Map, Tract Maps, etc.	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When-Inactive	Projects have a 3 year approval timeframe (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the approval period has expired. Some permits must obtain Council approval, and therefore the City Clerk becomes office of record for material presented to Council; Department maintains complete files for administrative purposes; GC§§34090, 34090.7
Planning	PL-010.1	Planning Project Files (Entitlements) 2 year Records May Include: Correspondence (internal & external), certified mail receipts, Noticing address List, from assessor files, Stormwater Pollution Prevention Plans	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When-Inactive	GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Planning	PL-010.2	Planning Project Files (Entitlements) Preliminary Drafts / Reference May Include:: Business Cards, Photographs, Transmittals	When No Longer Required	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Preliminary drafts / content Not Substantive; GC §34090
Community Develop- Planning	PL-011	Planning Project Files (Entitlements): DENIED / NOT APPROVED	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC§§34090, 34090.7
Community Develop- Planning	PL-012	Planning Project Files (Entitlements): Inactive, WITHDRAWN OR EXPIRED	2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Projects have a 3 year approval timeframe (applicant must pull permit within 3 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the approval period has expired; GC§§34090, 34090.7
Community Develop- Planning	PL-013	Sign Applications	P	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Department Preference because permits are stored in Permits Plus; Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Community Develop- Planning	PL-014	Temporary Use Permits (Temporary Signs, Carnivals, Tent Sales, Pumpkin, Tree lots, etc.), Banner Permits, Home Occupation Permits	Expiration + 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Develop- Planning	PL-015	Zone Maps (History)	When No Longer Required - Minimum 2 years	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Superseded	Department Preference; City Clerk Maintains documents that are presented to Council; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
POLICE							
Police	PL-001	Anti-Graffiti Program (AGP) Files	7 years	Mag, Mfr, OD, Ppr	M / S / I	Yes: <u>After QC & OD</u> No	Department Preference for civil litigation; CCP §337 et seq., GC §34090
Police	PL-002	Bingo Licensing Files	2 years	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	GC §34090
Police	PL-003	False Alarms, Notice of Appeals	2 years	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	GC §34090
Police	PL-004	PAL Records and Field Trips (Grant funded Middle school program)	7 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), OMB Circular A-110 & A-133; GC §34090 GC §34090; GC §8546.7
Police	PL-005	Parking Complaint Log	5 years	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	Department preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Police	PL-006	Pawn Licensing Files	2 years	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	GC §34090
Police	PL-007	POP Case Files / Binders (Problem Oriented Policing)	5 years	Mag, <u>Mfr.</u> <u>OD.</u> Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	Department preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Police	PL-008	Regulatory Data Files - Owners / Establishments: Adult Entertainment, Massage Parlors, etc.	Termination of Business + 3 years	Mag, Mfr, OD, Ppr	M / S / I	Yes: <u>After QC & OD</u> No	Department preference; GC §34090
Police	PL-009	Regulatory Data Files - Technicians / Individual Operators - Background Checks and testing: Adult Entertainment, Massage Technicians, etc.	Expiration of License - minimum 3 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	Department preference; GC §34090
Police	PL-010	Rotational Tow List (approved companies to provide towing services)	When No- Longer- Required- Minimum 2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	GC §34090
Police	PL-011	Traffic Complaint Program Log	3 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	Consistent with Citywide standards; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Police	PL-012	Youth Court (Diversion) Files	2 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	Yes: <u>After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: PURCHASING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
PURCHASING							
Purchasing	PUR-001	Annual Report of Solid Waste Diversions / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
Purchasing	PUR-002	Bid Files (May include Purchase Orders and RFQs)	Completion + 10 years	Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC & OD</u> inactive	Consistent with City-wide guidelines; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Purchasing	PUR-003	Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Superseded	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	Transitory Record used to mail out requests; GC §34090 et seq.
Purchasing	PUR-004	Central Stores Requisitions	2 years	Mag, <u>Mfr.</u>, <u>OD</u>, Ppr	<u>S</u>/<u>I</u>	<u>Yes: After QC & OD</u>	GC §34090
Purchasing	PUR-005	Credit Cards, Procurement Cards, Membership Cards	Authorization Expiration + 5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	Consistent with Accounts Payable; Statute of Limitations is 4 years; GC §34090, CCP §337
Purchasing	PUR-006	MSDS Masters (Material Safety Data Sheets) / SDS (Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Mag, Mfr, OD, Ppr	<u>S</u>/<u>I</u>	Yes: After <u>QC & OD</u> When Inactive	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 subst. exposure; 8 CCR 3204(d)(1)(B)(2 and 3), 29 GFR 1910.1020(d)(1)(ii)(B), GC §34090
Purchasing	PUR-007	Purchase Orders	5 years	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; GC §34090, CCP §337
Purchasing	PUR-008	Vehicle and Equipment Leases (when the vehicle or equipment is not subsequently purchased)	Expiration of Lease + 5 years	Mag, Mfr, OD, Ppr	<u>S</u>/<u>I</u>	Yes: After <u>QC & OD</u> 1 year	Consistent with agreements and contracts; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: SPECIAL DISTRICTS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
SPECIAL DISTRICTS							
Special Districts	SD-001	Assessment District / Community Facilities District Projects / Landscape / Street Lighting Districts (Mylars, As-Builts, Final Maps)	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 4 year	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Special Districts	SD-002	Assessment District / Community Facilities District Projects / Landscape / Street Lighting Districts (Project Files)	Termination of District + 10 years	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 4 year	Consistent with City-wide standards; CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Special Districts	SD-003	Assessment District Maps (mylars)	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 4 year	Department Preference; GC §34090
Special Districts	SD-004	Bonds Transcripts (issuing documents retained by City Clerk)	Cancellat., Redemption or Maturity + 30 years	<u>Mag, Mfr, OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	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(a)(1) & (2), 337.5(2); GC §43900 et seq.
Special Districts	SD-005	Landscape Plans & Projects	P	Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> 4 year	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Special Districts	SD-006	Liens / Levies: Assessment Districts (filed with County)	Termination of District + 10 years	Mag, <u>Mfr, OD</u> , Ppr	S / I	Yes: <u>After QC & OD</u>	Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: TECHNOLOGY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
TECHNOLOGY SERVICES							
Technology Services	TS-001	Asset Management Database	Disposal of Equipment + 4 years	Mag, Mfr, OD, Ppr	I		Meets Auditing Requirements; GC §34090
Technology Services	TS-002	Backups - Computer Backups (ALL Disaster Recovery Computer Backups) DAILY— Network, All Files on Shared Drives	When No Longer Required	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Technology Services	TS-003	Backups—WEEKLY (FULL)— Network, All Files on Shared Drives-	When No Longer Required-	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Technology Services	TS-004	Backups—MONTHLY (FULL)— Network, All Files on Shared Drives-	When No Longer Required-	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Technology Services	TS-005	Backups—YEARLY (FULL)— Financial Systems Only-	6 years	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Technology Services	TS-006	E-mail database	When No Longer Required	Mag.			Department Preference (transitory records); GC §34090 et seq.
Technology Services	TS-007	Employee Policy and Use Acknowledgements: Technology Use, Policies, etc.	Separation + 4 years	Mag.			Statute of Limitations for public official misconduct is discovery of offense + 4 years ; GC §§12946, 12960, 34090; PC §§801.5, 803(c)
Technology Services	TS-008	Software License User Agreements	When No Longer Required Termination of Use + 5 years	Mag, Ppr			Embedded in Software; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.— Statute of Limitations is 4 years; Errors and Omissions does not apply; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: TECHNOLOGY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
Technology Services	TS-009	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	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, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: TRANSPORTATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Media Options	Image: I=Import M=Mfr S=Scan	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>							
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>							
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>							
TRANSPORTATION							
Transport.	TR-001	Crossing Guards	3 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, -GC §34090
Transport.	TR-002	Development Review Traffic Control Plans	2 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	GC §34090
Transport.	TR-003	Development Review Traffic Studies	10 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Transport.	TR-004	School Information (Traffic Safety Issues, etc.)	10 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Transport.	TR-005	Speed Surveys	10 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Transport.	TR-006	Traffic Calming / Control Requests (Stop signs, red curbs, etc.)	5 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Transport.	TR-007	Traffic Counts, Summaries, Reports	10 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Transport.	TR-008	Traffic Signals and Signs (locations, placement)	P	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, CCP §337 et seq.
Transport.	TR-009	Traffic Signals: Maintenance & Timing	10 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.
Transport.	TR-010	TSAC Investigations / Reports	5 years	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090