

# **“Exhibit A”**

# HOW TO USE RETENTION SCHEDULES

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

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

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

The term "records" shall include 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

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. 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	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>				
<b>CITY WIDE (Used by All Departments)</b>				
Lead Dept.	CW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES / ORIGINAL CONTRACTS Not Approved by the City Council</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion + 10 years	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 §337 et. seq., GC §34090
Lead Dept.	CW-008	Agreements & Contracts: <b>ADMINISTRATIVE FILES (with Grant Funding) / ORIGINAL CONTRACTS Not Approved by the City Council</b>  (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	<b>Completion + 10 years</b> or After Funding Agency Audit, if required, whichever is longer	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; <del>statewide guidelines propose 4 years</del> ; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090, GC §8546.7
Lead Dept.	CW-009	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years	The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Lead Dept.	CW-019	City Attorney Opinions	2 years	Department Preference; GC §34090
Lead (Responding) Dept.	CW-022	Complaints / Concerns from Citizens Computer Tracking Software or Correspondence	2 years	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; 340 et seq., 342, GC §34090



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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
Dept. that Authors Document or Receives the City's Original Document	CW-025	Correspondence - <b>ROUTINE</b> (Content relates in a <b>SUBSTANTIVE</b> way to the conduct of the public's business)  (e.g. <u>e-mail</u> , Letters, Memorandums, Administrative, Chronological, General Files, <del>Reading File, Working Files</del> , etc.)  <u>IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business</u>	2 years	<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>
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive (does not pertain to City business), or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists, e-mails or social media postings that do not related in a substantive way to the conduct of City business, invitations, instant messaging, logs, mailing lists, meeting room registrations, preliminary notices, staff videoconference chats, notes and recordings, stop work notices, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other public agencies, undeliverable envelopes / <u>returned mail</u> , visitors logs, voice mails, webpages, etc.)	When No Longer Required	Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings where either the <b>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</b> outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC <u>§7920.500 6252</u> ; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-028	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required	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, <del>6252, 6254(a)</del> <u>7927.500</u>

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Dept. that Authors Document or Receives the City's Original Document	CW-063	e-mail	5 years	City preference; pursuant to City Ordinance No. 1234; GC §34090
Lead Dept.	CW-029	Facility Use Applications / Facility Use Permits	2 years	GC §34090
Lead Dept.	CW-030	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-031	Grants ( <b>UNSUCCESSFUL</b> Applications, Correspondence)	2 years	GC §34090
Lead Dept.	CW-032	Grants / CDBG / FEMA Claims / OES Claims / Reimbursable Claims ( <b>SUCCESSFUL Reports</b> , other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; <del>statewide guidelines propose 4 years</del> - 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	CW-035	Leave Requests / Vacation Requests	1 year	City Preference; Preliminary draft / transitory record; GC §34090
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	Project Approval + 2 years	Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090



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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
Human Resources	CW-042	Personnel Files	Send to Human Resources Upon Separation or Transfer	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-043	Personnel Files ( <b>Supervisor's Notes</b> )	When No Longer Required	Preliminary drafts; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-044	Personnel Work Schedules	2 years	GC §34090
<a href="#">Lead Dept.</a>	<a href="#">CW-044.5</a>	<a href="#">Photographs</a>	<a href="#">When No Longer Required</a>	<a href="#">Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §34090</a>
Lead Dept.	CW-045	Public Relations / Press Releases	2 years	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-046	Real Estate Appraisal Reports: Property <b>NOT</b> purchased, Loans not funded, etc.	2 years	Not accessible to the public; <del>Statewide Guidelines show 2 years;</del> GC §§34090, <del>6254(h)</del> <a href="#">7928.705</a>
Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: <b>Purchased</b> Property, Funded Loans	5 years	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; <del>Statewide Guidelines show 2 years;</del> GC §§34090, <del>6254(h)</del> <a href="#">7928.705</a>
	CW-048	Reference Materials: Brochures, Manuals, Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by <b>OUTSIDE ORGANIZATIONS</b> (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required	Non-Records
Lead Dept.	CW-049	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by <b>YOUR Department</b>	2 years	<del>Statewide guidelines propose superseded + 2 or 5 years;</del> GC §34090
Lead Dept.	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by <b>OTHER Departments</b>	When Superseded	Copies; GC §34090.7
Lead Dept.	CW-052	Reports and Studies (Historically significant - e.g., Zoning Studies)	P	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-053	Reports and Studies (other than Historically significant reports - e.g. ADA Reports, Annual Reports)	10 years	Department preference; Information is outdated after 10 years; <del>statewide guidelines propose 2 years;</del> If historically significant, retain permanently; GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
<a href="#">Lead Dept. City-Manager</a>	<a href="#">CW-053.5 GM-010</a>	Speech Notes / PowerPoint Presentations	When No Longer Required	Notes, drafts, or preliminary documents; GC §34090 et seq.
Lead Dept.	CW-055	Special Projects / Subject Files / Issue Files	2 years	Department Preference; GC §34090 et seq.
Lead Dept.	CW-056	Subject / Reference Files: Subjects other than Specifically Mentioned in Retention Schedules	2 years	Department Preference; GC §34090 et seq.
Lead Dept.	CW-057	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	GC §34090
Lead Dept.	CW-060	Training - ALL <b>COURSE RECORDS</b>  (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention & Safety training; Tailgate Training Meetings))	7 years	Department preference; Ethics Training is 5 years; <del>Statewide-guidelines propose 7 years</del> ; 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 1602.31 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.	CW-061	Volunteer / Unpaid Intern Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years	Department preference (Courts may 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
Lead Dept.	CW-062	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years	Department preference (Courts may 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; <a href="#">LC §6401.9(f)</a>



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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).				
<b>BOARDS, COMMISSIONS &amp; COMMITTEES (Used by All Departments who staff an Advisory Body)</b>				
City Clerk	BC&C-001	Applications for Boards, Commissions or Committees - <b>Successful / Active</b> Includes Oath of Office & Appointment Letter	Term + 4 years	Department preference; GC §34090
City Clerk	BC&C-002	Applications for Boards, Commissions or Committees - <b>Unsuccessful</b>	2 years	GC §34090
City Clerk	BC&C-003	Attendance Lists - Boards, Commissions, or Committees	2 years	Preliminary drafts not retained in the ordinary course of business; GC §34090
Staffing Dept.	BC&C-004	Boards and Committees: <b>AUDIO OR VIDEO RECORDINGS</b> of Meetings / Audio Recordings & Video Recordings	P	City preference - Resolution No. 2022-30 ; State law only requires for 30 days for audio, 90 days for video; GC §54953.5(b); GC §§34090.7, 34090
Staffing Dept.	BC&C-005	Boards, Commissions, & Committees: <b>City Council Subcommittees</b> (Composed solely of less than a quorum of the City Council)	2 years	All recommendations are presented to the City Council; GC §34090 et seq.
(Outside-Agency)	BC&C-006	<del>Boards, Commissions, &amp; Committees: External Organizations (e.g. County Board of Supervisors)</del>	<del>When No Longer Required</del>	<del>Non-records—See separate records retention schedule for City Boards, Commissions &amp; Committee.</del>
Lead Dept.	BC&C-007	Committees <b>Internal - Attended by employees:</b> All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years	GC §34090
Staffing Dept.	BC&C-008	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>AGENDAS, AGENDA PACKETS</b>	2 years	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	BC&C-009	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  <b>MINUTES &amp; BYLAWS</b>	P	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).				
City Clerk	BC&C-010	Committee Membership <b>Database</b> (MS Access)	Indefinite - <u>Minimum 5 years</u>	Data Fields / Records are interrelated; <u>(exceeds a 4-year term)</u> ; GC §34090
City Clerk	BC&C-011	Committee Rosters / Term Roster / Boards, Commissions and Committees (Maddy Act)	2 years	GC §34090
City Clerk	BC&C-012	Ethics Training / Harassment Prevention Training - Certificates for City Council and Committees and Commissions ONLY	5 years	GC §§34090, 53235.2(b), 53237.2(b)



## RECORDS RETENTION SCHEDULE: CITY CLERK

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<b>CITY COUNCIL SUPPORT</b>				
City Clerk	CC-000	City Council Correspondence / Mayor's Correspondence	2 years	GC §34090
<b>CITY CLERK</b>				
City Clerk	CC-001	Agendas / Agenda Packets / Staff Reports - <b>IMAGED</b> (City Council, Redevelopment, Successor Agency, Oversight Board, Housing Authority, Financing Authority, Library Authority, Parking Authority)	P	Department Preference; GC §34090 et seq.
City Clerk	CC-002	Agreements / Contract - <b>ALL - If Imaged, Infrastructure, CIPs, DDAs, OPAs, MOUs, MOAs, PSAs (Purchase &amp; Sale Agreements, if Imaged)</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) &amp; Insurance Certificates</i>  <b>Examples of Infrastructure:</b> Architects, CIPs (Capital Improvement Projects,) franchise agreements, subdivision improvement agreements, development, Joint Powers, MOUs, retirement, water rights, etc.	P	Other contracts are maintained by the Lead Department managing the contract; Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-003	Agreements / Contracts - <b>ALL - Non-Infrastructure that are NOT Imaged (includes Recurring)</b>  <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) &amp; Insurance Certificates</i>  <b>Examples of NON-Infrastructure:</b> PSAs (Purchase & Sale Agreements), Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, settlement, services, etc.	Completion + 10 years	Other contracts are maintained by the Lead Department managing the contract; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; <del>Statewide guidelines propose termination + 5 years;</del> CCP §337 et. seq., GC §34090
City Clerk	CC-009	Bond Official Statements / Transcripts / Certificates of Participations (COPs) See Bank Statements for statement retention.	Fully Defeased + 10 years	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; ; CCP §336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.

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City Clerk	CC-011	Claim Runs	5 years	Department Preference; GC §34090
City Clerk	CC-012	Claims (Liability Claims)	Final Resolution + 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
City Clerk	CC-052	Closed Session Materials	10 years	Department Preference; GC §34090
City Clerk	CC-015	Contract File: Specifications, Unsuccessful Proposals	2 years	GC §34090
City Clerk	CC-053	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ELECTRONICALLY FILED</b>	10 years	Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-016	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): <b>ALL</b>	7 years	City maintains original statements; GC §81009(e)&(g); GC §81009(f)&(g); 2 CCR 18615(f)
City Clerk	CC-017	FPPC Form 801 (Gift to Agency Report)	7 years	Must post on website; FPPC Regulation 18734(c); GC §81009(e)
City Clerk	CC-018	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years	Should post on website for 4 years; FPPC Regulation 18734(c); GC §81009(e)
City Clerk	CC-048	FPPC Form 803 (Behested Payment Report)	7 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-049	FPPC Form 804 (Agency Report of New Positions)	P	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-050	FPPC Form 805 (Agency Report of Consultants)	P	GC §34090; FPPC Regulation 18734(c); GC §81009(e)
City Clerk	CC-019	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
<b>ELECTIONS - CONSOLIDATED</b>				
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials) All, whether filed electronically or not	P	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)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b> Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-021.1	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): <b>UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees</b>	10 years	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years	Paper must be retained for at least 2 years; GC §81009(b)(g)

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	CC-024	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Applications for Vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years	GC §34090
City Clerk	CC-025	Candidate File: Nomination Papers - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years	<del>Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful;</del> CA law states term of office and 4 years after the expiration of term <u>for Nomination Papers</u> <del>and does not delineate between the two;</del> EC §17100
City Clerk	CC-026	Candidate File: Nomination Papers - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years	Department Preference; <del>Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful;</del> CA law states term of office and 4 years after the expiration of term <u>for Nomination Papers</u> <del>and does not delineate between the two;</del> EC §17100
<u>City Clerk</u>	<u>CC-027.1</u>	<u>Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT</u>	<u>Final Examination + 1 year after petition examination</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>
<u>City Clerk</u>	<u>CC-027.2</u>	<u>Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT</u>	<u>Results + 8 months</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>
<del>City Clerk</del>	<del>CC-027</del>	<del>Elections - Petitions (Initiative, Recall or Referendum)</del>	<del>Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient</del>	<del>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</del>
City Clerk	CC-028	Prop. 218 Fees & Charges: <b>Ballots and/or protest letters</b>	2 years	GC §§53753(e)(2), <u>53755(d)</u>



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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
City Clerk	CC-029	Prop. 218 Fees & Charges: <b>Undeliverable Mail</b>	3 months	<a href="#">Content not substantive</a> / Transitory records not retained in the ordinary course of business; GC §34090
<b>(End of Elections Section)</b>				
City Clerk	CC-051	Enterprise System Catalogue (posted on line)	2 years	GC §34090 (SB 272)
City Clerk	CC-031	Grand Jury Reports (Pertaining to City Operations)	5 years	Department preference (matches the retention of the Grand Jury); GC §34090
City Clerk	CC-032	Historical Records & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P	City Clerk determines historical significance; records can address a variety of subjects and media. Some media may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-035	Insurance Certificates (where they cannot be matched to an agreement)	11 years	Department preference to cover all statute of limitations; CCP §337 et. seq., GC §34090
<a href="#">City Clerk</a>	<a href="#">CC-035.5</a>	<a href="#">Lawsuits / Litigation</a>	<a href="#">Final Resolution + 5 years</a>	<a href="#">Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5</a>
City Clerk	CC-036	Minutes (City Council, Redevelopment, Successor Agency, Oversight Board, Housing Authority, Financing Authority, Library Authority, Parking Authority)	P	GC §34090
City Clerk	CC-037	Municipal Code Administration, Distribution, etc.	When No Longer Required	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-038	Municipal Code and History File (always retain 1 supplement)	P	GC §34090
City Clerk	CC-039	Ordinances (City Council)	P	GC §34090 et. seq.
City Clerk	CC-040	Proclamations / Commendations / Memoriums / Recognitions / Resolutions of Appreciation, etc.	2 years	GC §34090
City Clerk	CC-041	Proof of Publication / Public Notices / Certificate of Posting / Legal Advertising (Usually kept with Project Files)	2 years	Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CC-042	Real Property - Records that Affect the Title to Real Property (Deeds, Easements, Liens, Right-of-Ways, etc.)	P	GC §34090
City Clerk	CC-043	Recordings of City Council Meetings - <b>Audio or Video Recordings</b>	P	Council Policy (Resolution 2022-30); State law only requires for 30 days for Audio recordings; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090 GC §54953.5(b)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
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City Clerk	CC-045	Records Retention Schedules / Amendments to Records Retention Schedules / Records Destruction Authorizations (Resolutions)	P	GC §34090 et. seq.
City Clerk	CC-045.1	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years	EC §21160(i) <del>21608(g)</del> ; GC §34090
City Clerk / Lead Dept.	CC-046	Request for Public Records	2 years	GC §34090
City Clerk	CC-047	Resolutions (City Council, Redevelopment, Successor Agency, Oversight Board, Housing Authority, Financing Authority, Library Authority, Parking Authority)	P	GC §34090 et. seq.
City Clerk	CC-054	Secretary of State Statement of Facts / Registry of Public Agencies	2 years	GC §34090

## RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
<b>CITY MANAGER</b>				
City Manager	CM-001	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	2 years	GC §34090
City Manager	CM-002	COPS (Citizens On Patrol) <b>Unsuccessful</b> or Pending Applicants	3 years	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 §§12946, 12960, 34090
City Manager	CM-003	COPS (Citizens On Patrol) Applications & Agreements - <b>Successful</b>	Inactive / Separation + 3 years	Department preference (Courts may 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
City Manager	CM-004	COPS General Files	3 years	Department preference; GC §34090
City Manager / Lead Dept.	CM-005	Projects, Programs, Department Files, Events, Subject & Issues (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	2 years	GC §34090
<b>City-Manager</b>	<b>CM-010</b>	<b>Speech Notes / PowerPoint Presentations</b>	<b>When No Longer Required</b>	<b>Notes, drafts, or preliminary documents; GC §34090 et seq.</b>



## RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
<b>BUILDING &amp; SAFETY</b>				
Building & Safety	BLD-001	Building Permit <b>Database</b>	Indefinite - <u>Permanent</u>	Data is interrelated; <u>Permits are required for the Life of the Building</u> ; GC §34090; H&S §19850
Building & Safety	BLD-002	Building Permits / Address Files	P	<del>Statewide guidelines propose permanent</del> ; GC §34090, H&S §19850
Building & Safety	BLD-003	Building Plans - <b>Expired or Withdrawn</b>	When No Longer Required	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Building & Safety	BLD-004	Building Plans and Construction Documents - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	P	Department preference; Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building & Safety	BLD-005	Building Plans and Construction Documents - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (Involving medial, restaurant or change of use)</b> (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; <del>Statewide guidelines propose 2 years for blueprints &amp; specifications</del> ; CBC 104.7 & 107.5, H&S§19850, GC §34090
Building & Safety	BLD-006	Certificates of Occupancy	P	Department Preference; GC §34090
Building & Safety	BLD-007	Complaints (Written, during Construction & Inspection - Not Code Enforcement)	2 years	GC §34090
Building & Safety	BLD-008	<b>Construction Notices / Inspection Notices</b> (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion	The finalled permit is the final / official record; these are preliminary drafts; GC §34090
Building & Safety	BLD-011	<b>Reports:</b> Building Activity	10 years	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Building & Safety	BLD-013	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years	GC §34090 et seq.
Building & Safety	BLD-014	Uniform Building Codes / California Building Code	Until Superseded	GC §50022.6

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<b>CODE COMPLIANCE</b>				
Code Compliance	CE-001	Abandoned Vehicle Abatement Reports	5 years	Department preference; GC §34090
Code Compliance	CE-002	Animal Hearing Determinations / Findings	2 years	Department preference; GC §34090
Code Compliance	CE-009	Business Licenses - <b>Regulatory</b> Licenses, <b>Home Occupation Permits, Massage, Short Term Rental, etc.</b>	P	Department preference for historical and zoning (planning) purposes; GC §34090
Code Compliance	CE-010	Business Licenses - <b>Revenue</b> Licenses	5 years	Department preference; meets auditing standards; GC §34090
Code Compliance	CE-003	Code Enforcement / Abatement Case Files / <a href="#">Business License Enforcement / Notice to Appear / Administrative Citations / Hearings (Includes Short Term Rentals Administrative Citations) / Parking Citations</a> (Includes appeals and Code Enforcement Complaint Letters)	P	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
Code Compliance	CE-004	DMV Forms	2 years	GC §34090
Code Compliance	CE-005	Liens	P	GC §34090(a)
<del>Code Compliance</del>	<del>CE-006</del>	<del>Notice to Appear / Administrative Citations / Hearings (Includes Short Term Rentals Administrative Citations)</del>	<del>5 years</del>	<del>Department preference; GC §34090</del>
<del>Code Compliance</del>	<del>CE-007</del>	<del>Parking Citations</del>	<del>2 years</del>	<del>GC §34090</del>
<a href="#">Code Compliance</a>	<a href="#">CE-007.5</a>	<a href="#">RV Permits</a>	<a href="#">Expiration + 2 years</a>	<a href="#">GC §34090</a>
<a href="#">Code Compliance</a>	<a href="#">CE-007.7</a>	<a href="#">Short-Term Rental Permits</a>	<a href="#">Expiration + 2 years</a>	<a href="#">GC §34090</a>
Code Compliance	CE-008	Tow Forms	2 years	GC §34090
<b>LAND DEVELOPMENT / ENGINEERING</b>				
Land Development / Engineering	LD-001	Benchmarks	P	Department Preference; GC §34090



## RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
Land Development / Engineering	LD-002	Bonds: <b>Subdivision Bonds / Performance Bonds / Letters of Credit</b> <a href="#">On-site/ Off-site Cost Estimates (determines Bond Amount)</a> <a href="#">- Monumentation Bonds</a> <a href="#">- Maintenance Warranty Guarantee</a>	Release of Bond	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released; GC §34090
Land Development / Engineering	LD-003	Drawings: <del>Maps, Plans and</del> Record Drawings, Large-Format Drawings, Survey Record Maps <a href="#">(Authored by Applicants / Developers)</a> <del>—Developer-Built Projects</del>	P	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
<a href="#">Land Development / Engineering</a>	<a href="#">LD-003.5</a>	<a href="#">Maps: Geographic Maps, Topographic Maps, Survey Maps (Authored by Applicants / Developers)</a>	<a href="#">P</a>	<a href="#">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</a>
<a href="#">Land Development / Engineering</a>	<a href="#">LD-003.7</a>	<a href="#">Plans: Grading, Streets, Storm Drain, Streets / Public street. signing and striping plans (approved by Public Works)/ - Private Street Plans, Public and Private Street names and name changes (Authored by Applicants / Developers)</a>	<a href="#">P</a>	<a href="#">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</a>
Land Development / Engineering	LD-004	Geotechnical Reports / Soils Reports / Hydrology Reports (Authored by the City or their contractors for Developer-Built Projects)	P	Department Preference; GC §34090
Land Development / Engineering	LD-005	Engineering Studies / Surveys - Preliminary Studies / Project Assessments ( <b>Not Acquired or Developed</b> )	15 years	Department Preference; GC §34090
<del>Land Development / Engineering</del>	<del>LD-006</del>	<del>Grading Plans</del>	<del>P</del>	<del>Department Preference; GC §34090</del>
<del>Land Development / Engineering</del>	<del>LD-007</del>	<del>Landscape Plans / As-Builts—Commercial / HOAs</del>	<del>P</del>	<del>Department preference; GC §34090</del>
<del>Land Development / Engineering</del>	<del>LD-008</del>	<del>Landscape Plans / As-Builts—Residential</del>	<del>2-years</del>	<del>GC §34090</del>
Land Development / Engineering	LD-009	Plan Checks	When No Longer Required	Preliminary drafts; GC §34090 et seq.

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
Land Development / Engineering	LD-010	Private Development Projects / Job Files: <b>Administration</b> File Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports	Completion + 10 years	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; <del>Statewide guidelines propose termination + 5 years</del> ; CCP §337 et. seq., GC §34090
Land Development / Engineering	LD-011	<a href="#">Land Development Agreements / Compliance/Correction Documents</a> <a href="#">(Drafts destroyed when agreement executed)</a> <a href="#">(Grading/Improvement/Subdivision Improvements/Parks Improvement/Drainage Maintenance/O&amp;M (WQMP &amp; ROE) - City Clerk OFR)</a>  <a href="#">SWPPP, PM10, WQMP Full document - including Owner's Certification / Preliminary Title Report, Form Certs, Letter of Certification, Certificate of Correction, Notice of Completion, Waste Discharge Identification, Draft CC&amp;R's</a> <del>Private Development Projects / Job Files: Permanent Files Drainage, Driveway, Eneachments, Grading Plans, Rights-of-Way, Stormwater, etc. Dedications, Easements, Abandonments (City Clerk is OFR)</del>	P	Department preference; retained for disaster preparedness purposes; <del>Statewide guidelines propose Permanent for Infrastructure plans</del> ; GC §34090
Land Development / Engineering	LD-012	<del>Solid Waste &amp; Recycling Grants (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)</del>  <del>Applications (successful), grant agreement, program rules, regulations &amp; procedures, reports to grant funding agencies, correspondence, audit records, completion records</del>	<del>After Funding Agency Audit, if required — 5 years</del>	<del>Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, &amp; 570.502(a), 29 CFR 97.42; OMB Circular A-110 &amp; A-133; GC §34090, GC §8546.7</del>
Land Development / Engineering	LD-013	<del>Solid Waste and Recycling General Files, Disposal Tracking Reports, Correspondence, etc.</del>	<del>2 years</del>	<del>GC §34090</del>
Land Development / Engineering	LD-014	<del>Solid Waste and Recycling Reports and Compliance (AB 939, 303, etc.) — SB 1383 Compliance (Organic Waste Collection and Recycling)</del>	<del>10 years</del>	<del>Department preference; SB 1383 compliance is required for 5 years — 14 CCR § 18995.2; GC §34090</del>



## RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

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Land-Development-/Engineering	LD-015	Waste-Hauler-Reports	10-years	Department Preference; GC §34090
<b>PLANNING</b>				
Planning	PL-001	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	P	Land Records; GC §34090
Planning	PL-009	Census, Demographics	When No Longer Required	(Non-Records—Census Bureau is OFR; GC §34090 et seq.
Planning	PL-022	Development Services Meetings (Employees only) <b>ALL</b> Records	2 years	GC §34090)
Planning	PL-010.1	Environmental Determinations: CEQA Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Correspondence &amp; Staff Notes submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action</b>	Project Approval or Denial + <u>2 years</u> <del>180 days</del>	Completion of CEQA Process 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
Planning	PL-010	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Inside City boundaries</b>	P	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-011	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) <b>Outside City boundaries</b>	When No Longer Required	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-012	General Plan, Elements and Amendments	P	GC §34090
Planning	PL-012.1	Geotechnical Reports / Soils Reports / Hydrology Reports (Authored by Applicants / Developers)	P	Department Preference; GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
<a href="#">Planning</a> <del>Land-Development/-Engineering</del>	<a href="#">PL-012.2</a> <del>LD-006</del>	Grading Plans	P	Department Preference; GC §34090
<a href="#">Planning</a>	<a href="#">PL-012.3</a>	<a href="#">Historic Preservation Project Files (Perm)</a> <a href="#">Landmark Designations</a> <a href="#">Mills Act</a> <a href="#">Plaque Agreements</a> <a href="#">Historic Surveys</a> <a href="#">(City Clerk OFR for Agreements)</a>	<a href="#">P</a>	<a href="#">Department preference; GC§§34090, 34090.7</a>
<a href="#">Planning</a> <del>Land-Development/-Engineering</del>	<a href="#">PL-012.5</a> <del>LD-007</del>	Landscape Plans / As-Builts / <a href="#">Landscape Maintenance Agreements</a> <b>Commercial / HOAs</b>	P	Department preference; GC §34090
<del>Land-Development/-Engineering</del>	<a href="#">PL-012.6</a> <del>LD-008</del>	Landscape Plans / As-Builts / <a href="#">Landscape Maintenance Agreements</a> <b>Residential</b>	<a href="#">P</a> <del>2-years</del>	<a href="#">Department preference; GC §34090</a>
Planning	PL-013	Master Plans, Specific Plans, Bikeway Plans, etc.	P	Department Preference; GC §34090
Planning	PL-017	<b>Planning Project Files - Approved &amp; Unapproved Temporary Entitlements:</b> Entertainment Permits, Going Out of Business Permits, Sign Permits (Banners/Temporary Signs), Temporary Use Permits (Christmas Tree Lots, Pumpkin Lots, Produce Stands), <del>RV Permits, Special Events</del> , etc.	2 years	Temporary uses; Department maintains complete files for administrative purposes; GC §34090
Planning	PL-019	<b>Planning Project Files - Approved Permanent Entitlements - Applications and/or Entitlements Expired, not Exercised or Withdrawn</b>  Examples: Cannabis Regulatory Permit, <del>Short-Term Rental Permits,</del> Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	P	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7



## RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<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>				
Planning	PL-018	<b>Planning Project Files - Approved Permanent Entitlements</b>  (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps)  Examples: Cannabis Regulatory Permit, Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, etc.	P	Department preferences; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning	PL-020	Preliminary Review File	When No Longer Required	Department preference; Preliminary Documents (no application submitted); GC §34090
Planning	PL-023	Special Studies	P	Department Preference; GC §34090
Planning	PL-024	Zoning Maps Pre-GIS (Mylar only)	P	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Planning	PL-025	Zoning Ordinance Amendments, Reclassifications / Zone Change	P	Department Preference (copies); GC §34090.7

**RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<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>				
<b>ECONOMIC DEVELOPMENT</b>				
Economic Develop.	ED-001	Economic Development where Redevelopment was the Lead (Projects will vary over time - e.g. Proposed Hotels, etc.)	2 years	Department preference; GC §34090
Economic Develop.	ED-002	Energy Management Grants or Loans / Lien Releases (Hot Water Heaters, Pool Pumps, Roof Coating, Solar Energy, etc.)	Loan Payoff or Forgiveness + 5 years	Department preference (funded by General Fund); GC §34090
Economic Develop.	ED-003	Energy Management Programs (Hot Water Heaters, Pool Pumps, Roof Coating, Solar Energy, etc.)	2 years	Department preference; GC §34090
Economic Develop.	ED-004	Façade Enhancement Program	Loan Payoff or Forgiveness + 5 years	Department preference (funded by General Fund); GC §34090
Economic Develop.	ED-005	Marketing Programs	2 years	Department preference; GC §34090
Economic Develop.	ED-006	Property Management / Tenant Improvements, etc.	Life of the Lease + 5 years	Department Preference (meets municipal government auditing standards); GC §34090
Economic Develop.	ED-007	Redevelopment Plans & Associated Environmental Reports	P	Department Preference; GC §34090
Economic Develop.	ED-008	Redevelopment Project Files & Project Plans (Includes Environmental Assessments)	P	Department Preference; GC §34090
Economic Develop.	ED-009	Relocation Files Where Redevelopment was the Lead	Settle + 5 years	Consistent with Claims; CCP §§ 337 et seq.; 34090, 34090.6; PC §832.5
Economic Develop.	ED-010	Site Clearance / Soils Remediation / Mitigation	P	Department preference; GC §34090
<b>PUBLIC AFFAIRS</b>				
Lead Depart.	PAF-001	Brochures, Flyers Graphics, PowerPoint Presentations	When No Longer Request	The customer (Lead Department) is responsible for retaining the final record for its retention period; GC §34090
Public Affairs	PAF-002	Newsletters to Employees or City Council	2 years	GC §34090
Public Affairs	PAF-003	Public Relations / Press Releases / Community Newsletter	2 years	GC §34090

## RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
<b>PUBLIC ART</b>				
Public Art	PART-001	Public Art Approvals & Locations, Including Insurance & Releases	Exhibit End + 2 years	Department preference; GC §34090
Public Art	PART-002	Public Art Guidelines	P	Department preference; GC §34090
Public Art	PART-003	Public Art Inventory	Indefinite - Permanent	Department preference; GC §34090
Public Art	PART-004	Release Forms / Exhibit Waivers / Insurance / Releases (Artists / Exhibitor's)	Exhibit End + 2 years	GC §34090
<b>SPECIAL PROGRAMS</b>				
Special Programs	SP-001	Household Hazardous Waste Events (HHW)	10 years	Department Preference; GC §34090; 14 CCR 18812.4
Special Programs	SP-002	Landscape Rebate Program	5 years	Department Preference (meets auditing standards); GC §34090
Special Programs	SP-003	Solid Waste & Recycling Grants ( <b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - 5 years	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 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
Special Programs	SP-004	Solid Waste and Recycling General Files, Disposal Tracking Reports, Correspondence, etc.	2 years	GC §34090
Special Programs	SP-005	Solid Waste and Recycling Reports and Compliance (AB 939, 303, etc.) SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
Special Programs	SP-006	Special Event Permits	2 years	GC §34090
Lead Dept.	SP-007	Special Projects / Subject Files / Issue Files	2 years	Department Preference; GC §34090 et seq.
Special Programs	SP-008	Waste Hauler Reports	10 years	Department Preference; GC §34090



## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<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>				
<b>FINANCE / ADMINISTRATION</b>				
<a href="#">Finance / Admin.</a>	<a href="#">FN-000</a>	<a href="#">Financial Services Database / ERP Database</a>	<a href="#">Indefinite - Minimum 5 years</a>	<a href="#">Department Preference; Meets auditing standards (consistent with Accounts Payable); GC §34090</a>
Finance / Admin.	FN-001	Assessment Districts / Community Facilities Districts, etc. - <b>Financial Records / Assessor Rolls / Annual Engineers Reports</b>	5 years	Department Preference (meets municipal government auditing standards); <a href="#">Received and Filed with City Clerk's Office</a> <del>Statewide-guidelines propose audit + 4 years; Published articles show 3—7 years;</del> GC §34090
Finance / Admin.	FN-002	Assessment Districts / Community Facilities Districts, etc. - <b>Initial Engineer's Report</b>	P	Department Preference (meets municipal government auditing standards); <del>Statewide-guidelines propose audit + 4 years; Published articles show 3—7 years;</del> GC §34090
Finance / Admin.	FN-003	Audit Reports / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	P	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-004	Audit Work Papers	5 years	Department Preference (meets municipal government auditing standards); <del>Statewide-guidelines propose audit + 4 years; Published articles show 3—7 years;</del> GC §34090
Finance / Admin.	FN-005	Budgets - Adopted / Final / <a href="#">Official Preliminary Budget</a>	P	Department Preference; Must be filed with County Auditor; <a href="#">Received and Filed with City Clerk's Office</a> ; GC §34090.7, 40802, 53901
<del>Finance / Admin.</del>	<del>FN-006</del>	<del>Budgets—Preliminary, Backup Documents</del>	<del>2 years</del>	<del>Preliminary drafts; GC §34090</del>
Finance / Admin.	FN-007	Fixed Assets	5 years	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FN-008	Single Audits / Transportation Audits / PERS Audit, etc.	P	Department Preference (meets municipal government auditing standards); GC §34090
<b>FINANCE / GRANTS CDBG</b>				
Finance / CDBG	FN-009	CDBG Projects / Subrecipient Grants ( <b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - <b>Minimum 5 years</b>	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 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

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<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>				
<b>FINANCE / GENERAL ACCOUNTING</b>				
Finance / General Accounting	FN-014	1096's / 1099's	5 years	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FN-015	Accounts Payables / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Department Preference (meets municipal government auditing standards); <del>Statewide guidelines propose audit + 4 years; Published articles show 3—7 years;</del> GC §34090
Finance / General Accounting	FN-016	Accounts Receivable / Revenue - Transient Occupancy Tax (TOT), Damage to Public Property, Invoices to Outside Entities, etc.	5 years	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / General Accounting	FN-017	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, <del>Bank Deposits,</del> Bank Transmittal Advice	7 years	Department Preference; <u>meets municipal government auditing standards;</u> <del>Published articles show 3—4 years;</del> GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-018	Bankruptcies - <b>NOT</b> pursued / Notice of Trustee Sale	<del>2 years</del> <del>When No Longer Required</del>	Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / General Accounting	FN-019	Bankruptcies - <b>Where a claim is filed</b>	5 years	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
<del>Finance / General Accounting</del>	<del>FN-021</del>	<del>Cash Receipts / Daily Cash Summaries / Cashiers Reports / Treasurers Receipts (TRs)</del>	<del>5 years</del>	<del>Department Preference; <u>meets municipal government auditing standards;</u> Published articles show 3—4 years; GC §34090, 26 CFR 31.6001-1</del>
Finance / General Accounting	FN-022	Checks / Warrant Register Report (issued)	10 years	Department Preference; <u>Received and Filed in City Clerk's Office as Permanent Record;</u> GC §34090
Finance / General Accounting	FN-023	Checks / Warrants (Cashed <del>and</del> Deposited) <del>for AP and AR</del>	5 years	Department Preference; meets municipal government auditing standards; <u>Resides within Banking Institute;</u> GC §34090, CCP § 337
Finance / General Accounting	FN-024	Escheat (Unclaimed money / uncashed checks)	4 years	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	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
Finance / General Accounting	FN-025	Financial Services <b>Database</b> (HTE SunGard One Solution)	Indefinite - <u>Minimum 5 years</u>	Data Fields / Records are interrelated; <u>meets municipal government auditing standards</u> ; GC §34090
Finance / General Accounting	FN-026	Investment Reports / <u>Pooled Investments / Managed Investments / Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund) <del>Treasurer's Reports</del></u>	5 years	Department Preference; Meets auditing standards; GC §34090
<del>Finance / General Accounting</del>	<del>FN-027</del>	<del>Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))</del>	<del>5 years</del>	<del>Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900</del>
Finance / General Accounting	FN-028	Journal Entries <del>/ Journal Vouchers</del>	5 years	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; <del>statewide guidelines propose Audit + 5 years</del> ; GC §34090, CCP § 337
Finance / General Accounting	FN-029	Reports <u>/ Finance Reports created from Database</u> Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. ( <b>MONTHLY OR PERIODIC</b> )	<u>7 years</u> <del>When No Longer Required</del>	Department preference (Financial System can re-create reports); GC §34090
Finance / General Accounting	FN-030	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, Housing Successor Agency Housing Assets Fund Report, etc.	5 years	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-031	Trust Accounts / Deposits	Close + 5 years	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FN-032	Vehicle Titles <del>("Pink Slips")</del>	Sale or Disposal	Department Preference; GC §34090
Finance / General Accounting	FN-032.1	W-9's	Vendor Inactive + 3 years	Meets IRS auditing standards; GC §34090
<b>FINANCE / PAYROLL</b>				



## RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
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Finance / Payroll	FN-033	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years	Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FN-042	Deferred Compensation - Employee Files (Applications, Changes, Termination of Contributions, Rollover or Opt-Out)	Separation + 6 years	Department preference (consistent with Personnel Files); GC §34090
Finance / Payroll	FN-035	Deferred Compensation (City Statements)	5 years	Produced by Deferred Comp. Provider; consistent with proposed <del>statewide guidelines; published articles for bank statements show 4-7 years</del> ; GC §304090, 26 CFR 31.6001.1
Finance / Payroll	FN-043	Garnishments	Satisfied + 5 years, or Separation of Employee	GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FN-036	<u>Periodic Payroll</u> : Payroll Reports - <b>Periodic</b> (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.) . <u>Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Payroll Changes</u>	5 years	Department preference; GC §34090
Finance / Payroll	FN-034	<u>State and Federal Quarterly/ Annually Reports and Returns DE-6, DE-7, DE-9, DE-43, W-3, &amp; DE-166, 941 Forms, IRS 5500 Forms (Employee-Benefit Plans), PERS / FICA &amp; Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.</u>	5 years	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; <del>Articles show 7 years</del> ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
<del>Finance / Payroll</del>	<del>FN-037</del>	<del>Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Payroll Changes</del>	<del>5 years</del>	<del>Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4-10 years; IRS Reg §31.6001-1(e)(2), R&amp;T §19530; LG § 1174(d); 29 CFR 516.5; GC §34090</del>
Finance / Payroll	FN-038	W-2's	5 years	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; <del>Articles show 7 years</del> ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 & 516.6(c); 29 USC 436, GC §34090
Finance / Payroll	FN-039	W-4's	No Longer in Effect + 4 years	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; <del>Articles show 7 years</del> ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 & 516.6(c); 29 USC 436, GC §34090

## RECORDS RETENTION SCHEDULE: HOUSING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
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<b>HOUSING</b>				
<b>Housing-Commission-Records</b>				
Housing	HS-007.1	Housing-Commission- <b>RESOLUTIONS</b>	P	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090 et seq.
<b>General Housing</b>				
<a href="#">Housing</a>	<a href="#">HS-000</a>	<a href="#">Palm Desert Housing Authority Properties - Resident Complaints.</a>	<a href="#">3 years</a>	<a href="#">Department Preference; GC §34090</a>
<b>Housing Loan Programs</b>				
Housing	<a href="#">HS-000.5</a> <b>HS-023</b>	Housing Database / <a href="#">Inventory of Housing Properties</a>	Indefinite - <a href="#">Minimum</a> 3 years	Department preference; GC §34090
Housing	HS-001	Bankruptcies - Housing Loans - <b>NOT</b> pursued	<a href="#">2 years</a> <b>When No Longer Required</b>	Preliminary drafts not retained in the ordinary course of business; GC §34090
Housing	HS-002	Bankruptcies - Housing Loans - <b>Where a claim is filed</b>	7 years	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Housing	HS-003	Concerns / Correspondence	2 years	City 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
Housing	HS-004	Foreclosure Notifications	5 years	Department preference; GC §34090
Housing	HS-008	Housing Programs / Property Files: Affordable Housing Projects, Rehabilitation, Home Improvement, CDBG-funded Housing Projects, <a href="#">Foreclosure / No Longer in Program</a> , etc.  <b>WITH a Recapture / Resale Restriction</b>  Deeds are sent to City Clerk	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	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), 29 CFR 97.42, GC §34090



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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Housing	HS-009	Housing Programs / Property Files: Affordable Housing Projects, Rehabilitation, Home Improvement, CDBG-funded Housing Projects, <u>Foreclosure / No Longer in Program</u> , etc.  <b>WITHOUT a Recapture / Resale Restriction</b>  Deeds and Insurance are sent to City Clerk	<del>Loan Pay-off</del> <u>Project Completion</u> + 5 years	HUD requires 5 years after the project completion; <del>documents imposing recapture / resale restrictions are 5 years after the affordability period terminates</del> ; 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)(7)(i)(16), 29 CFR 97.42, GC §34090
Housing	HS-010	Loan Applications <b>Rejected</b> (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	<u>5</u> 6-years	<u>Department preference</u> ; Federal regulations require <u>3</u> 6 years for <del>all</del> <u>ineligible</u> applications <del>whether approved or denied</del> ; <u>24 CFR § 982.158(f)(2)</u> ; GC §34090
Housing	<u>HS-011</u>	<del>Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing &amp; Community Development)</del>	<u>5 years</u>	<del>Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.</del>
<b>Housing Rental Programs (not Section 8 Housing)</b>				
Police or Sherriff	HS-019	Applications (Tenant / Participant) – <b>Criminal Conviction Records/Sex Offender Registry - DENIED</b> For Public Housing or Subsidy Assistance, Unsubsidized Residential Housing	Expiration of Challenge Period, or Final Disposition of Challenge	<del>Department preference to comply with</del> HUD requirements; <u>24 CFR 92.508(c)</u> ; GC §34090
Police or Sherriff	HS-020	Applications (Tenant / Participant) – <b>Criminal Conviction Records/Sex Offender Registry - ELIGIBLE</b> For Public Housing or Subsidy Assistance, Unsubsidized Residential Housing	When Applicant is Housed	<del>Department preference to comply with</del> HUD requirements; GC §34090



## RECORDS RETENTION SCHEDULE: HOUSING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<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>				
Housing	HS-021	Applications (Tenant / Participant) – <b>Ineligible Due to Debt Owed and/or Adverse Action</b> For Public Housing or Subsidy Assistance, Unsubsidized Residential Housing	<del>10</del> 5 years after application withdrawn or applicant determined ineligible and expiration of appeal period and conclusion of appeal, if filed	Department Preference, consistent with Administrative Plan Policy and Guidelines and Source Funding Program; <a href="#">24 CFR 92.508 (a)&amp;(c)</a> ; GC §34090
Housing	HS-022	Applications (Tenant / Participant) – <b>Ineligible or Withdrawn</b> For Public Housing or Subsidy Assistance  Records relating to the application process for public housing or subsidy assistance where the applicant is determined to be ineligible, or where the application is withdrawn by the applicant. Also includes applicants for unsubsidized residential housing provided by the agency. Includes, but is not limited to: Application (and supporting data); Social Security Number disclosure consent, documentation, verification, discrepancy, investigation and resolution; Eligibility verification documentation (consent forms, wage & claim information, etc.); Correspondence and notifications to applicant; Racial, ethnic, gender, and place of previous residency data; Applicant appeal/hearing records.	<del>3</del> 5 years after application withdrawn or cancelled or applicant determined ineligible and expiration of appeal period and conclusion of appeal, if filed	Department Preference, consistent with Administrative Plan Policy and Guidelines and Source Funding Program; GC §34090; 24 CFR 92.508(a)&(c)
<del>Housing-</del>	<del>HS-023</del>	<del>Housing Database / Inventory of housing properties</del>	<del>Indefinite – Minimum 3 years</del>	<del>Department preference; GC §34090</del>
Housing	HS-011	Property Management Reports	5 <del>10</del> years	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: HOUSING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
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Housing	HS-025	Reasonable Accommodation Requests - <b>MEDICALLY SENSITIVE INFORMATION - DENIED</b>	<u>5 years or until the claim has been resolved</u> <del>Expiration of Appeal Period, or Final Disposition of Appeal</del>	HUD Notice PIH 2010-26; Joint Statement on Reasonable Accommodations under the Fair Housing Act (issued by HUD and the Department of Justice on May 17, 2004) GC §34090
Housing	HS-026	Reasonable Accommodation Requests - <b>MEDICALLY SENSITIVE INFORMATION - APPROVED</b>	<u>5</u> 3 years after Determination	HUD Notice PIH 2010-26; Joint Statement on Reasonable Accommodations under the Fair Housing Act (issued by HUD and the Department of Justice on May 17, 2004) GC §34090
Housing	HS-027	Rents - Rate Setting ( <u>approved annual rental rate document</u> )	4 years	Department Preference, consistent with Program Administrative Plan Policy and Guidelines and funding program; GC §34090
Housing	HS-028	Reporting (Applicant / Tenant / Participant-Specific)	4 years	Department Preference, consistent with Program Administrative Plan Policy and Guidelines and funding program; GC §34090
Housing	HS-029	Service Requests (by Tenant)	2 years	GC §34090
Housing	HS-030	Tenant / Participant Files - Clients  Records include, but are not limited to: Application (and supporting data) from the household and household members; Eligibility verification documentation (consent forms, wage & claim information, Social Security Number, etc.); Household income / composition re-certification re-examinations; Executed Lease Basis for determining (reasonable) rent pursuant; Move-in/move-out inspection reports; Disposition of tenant/participant personal property; Termination of lease / subsidy assistance; Grievance / informal hearing procedures; Correspondence with tenants /participants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.).	5 years after termination of lease or subsidy, whichever is later and expiration of appeal period and conclusion of appeal, if filed	Department Preference, consistent with Program Administrative Plan Policy and Guidelines and funding program; GC §34090; 24 CFR 92.508(a)&(c)
Housing	HS-031	Tenant Files - Income Verification, 50058s, Verifications Only	<u>5</u> 3 years	Department Preference <del>(consistent with Section 8 requirements, even though the City does not provide Section 8 Housing)</del> <u>24 CFR 92.508(a) &amp; (c); GC §34090</u>
Housing	HS-032	Waiting List	<u>5</u> 2 years	GC §34090

## RECORDS RETENTION SCHEDULE: HOUSING

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<b>Housing Rent Review</b>				
Housing	HS-013	Mobile Home Rent <a href="#">Review</a> <del>Control</del> (Ordinances, regulations, etc.)	P	Department Preference; GC §34090
Housing	HS-014	Mobile Home Rent <a href="#">Review</a> <del>Control</del> General Files	2 years	Department preference; GC §34090
Housing	HS-015	Mobile Home Rent <a href="#">Review</a> <del>Control</del> History and Registration Files (Files separated by park)	P	Department Preference; GC §34090



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>				
<b>HUMAN RESOURCES</b>				
Human Resources	HR-022	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years	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	CalPERS Benefit Administration (Includes contract amendment, actuarial reports, service credit reports, annual employee listing, etc.)	6 years	Department Preference; 6 years for retirement benefits; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-002	CalPERS Enrollment / Termination Forms	P	Department Preference; GC § 34090
Human Resources	HR-003	CalPERS Reports - Annual Employer Statements	5 years	Department Preference; Retained to match other auditing periods; GC §34090
Human Resources	HR-004	Classification / Reorganization Studies (for employee classifications and department structures)	3 years	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-005	Classification Specifications	<del>Superseded</del> <del>+ 5 3 years</del>	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires <del>4 2-3</del> years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
<del>Human Resources</del>	<del>HR-005.1</del>	<del>COVID-19 Notifications to Employees</del>	<del>3 years</del>	<del>LC §6409.6(k), GC §34090</del>
Human Resources	HR-006	Compensation Surveys & Studies	3 years	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-007	<a href="#">California Civil Rights Department (CRD)</a> / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + <del>4 3</del> years	All State and Federal laws require retention until final disposition of formal complaint; State requires <del>4 2</del> years after "fully and finally disposed"; 2 CCR 11013©; GC §§12946, 34090
Human Resources	HR-008	DMV Pull Notices	When Superseded or Separated	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
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Human Resources	HR-009	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 34090, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.; 49 CFR 653.71
Human Resources	HR-010	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years	29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Human Resources	HR-023	Employee Fidelity Bonds	P	Department Preference; GC §34090
Human Resources	HR-011	Hearing Tests	30 years	Department preference; GC §34090
Human Resources	HR-012	I-9s	Separation + 3 years	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
Human Resources	HR-013	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	10 years	Department Preference; GC §34090
Human Resources	HR-014	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090; LC §6429c
Human Resources	HR-015	Personnel Files - <b>Employees</b>  Includes Oaths of Office and Disaster Service Workers Oaths, Training Certificates, including <a href="#">OSHA</a> , Ethics and Harassment Prevention Training <a href="#">Certificates</a>	Separation + <u>7</u> 6 years	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 <u>4-2-3</u> 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

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>				
<i>HOLDS: 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	Personnel Files - <b>Medical</b> File (all employees)	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC §1198.5
Human Resources	HR-024	Recruitment Database ( <b>NeoGov</b> )	4 years	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-017	Recruitment and Testing File  (Includes Advertisements, Applications (Unsuccessful); Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	4 years	State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c), GC §§12946, 12960, 34090
Human Resources	HR-019	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	3 years	Department preference; GC §34090
Human Resources	HR-020	Workers Compensation Claim Runs	5 years	Meets auditing standards; GC §34090
Human Resources	HR-021	Workers Compensation Claims	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 12960, 34090



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<a href="#">Human Resources</a>	<a href="#">HR-025</a>	<a href="#">Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.</a>	<a href="#">5 years</a>	<a href="#">LC §6401.9(f), GC §60201</a>

## RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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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.				
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).				
INFORMATION TECHNOLOGY				
Information Technology	IT-001	Backups - <a href="#">Computer Backups (ALL Disaster Recovery Computer Backups) Daily</a>	When No Longer Required	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
<del>Information Technology</del>	<del>IT-002</del>	<del>Backups – Weekly / Monthly</del>	<del>When No Longer Required</del>	<del>Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.</del>
<del>Information Technology</del>	<del>IT-003</del>	<del>Inventory, Information Systems</del>	<del>When No Longer Required</del>	<del>Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.</del>
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-005	WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes	P	For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, 2 CCR 22620 et seq..
Information Technology	IT-006	Video Recordings - Surveillance Recordings - Public Areas (Council Chambers, Parking Lots, etc.)	1 year + 1 day	Per City Policy (Resolution 2017-75); Does not record regular ongoing operations of the City; GC §34090.6(a)

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
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<b>PW / CIP (CAPITAL IMPROVEMENT PROJECTS) &amp; O&amp;M CIP / INSPECTIONS</b>				
CIP	PW-001.1	ADA Request Forms (Americans with Disability Act)	2 years	GC §34090
CIP	PW-001.2	ADA Request Studies or Reports (Americans with Disability Act)	10 years	Department preference; GC §34090
CIP	PW-002	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	When No Longer Required	Department Preference; GC §34090
CIP	PW-003	Assessment District / Community Facilities Districts / Maintenance District / Landscape & Lighting / Street Improvement District Projects / Underground Utility Districts <b>(FORMATION, BOUNDARIES, ENGINEERS REPORTS, MAPS)</b>	P	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
CIP	PW-005	Capital Improvement Projects (CIP): <b>Administration File</b>  Project Administration, Certified Payrolls, Construction Manager's Logs, Complaints (project-related), Cost of Construction, Fee & Deposit Reimbursements, Project Schedules, Progress Meetings, Punch Lists, Real Estate Appraisals, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	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; <del>Statewide guidelines propose termination + 5 years</del> ; CCP §337 et. seq., GC §34090
CIP	PW-006	Capital Improvement Projects (CIP): <b>Permanent File</b>  Plans, Specifications & Addenda, EIRs, Negative Declarations, Categorical Exemptions, Daily Inspections, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Photos, RFIs, Soils Reports, Studies, Submittals, Surveys, etc.	P	Department preference; retained for disaster preparedness purposes; <del>Statewide guidelines propose Permanent for Infrastructure plans</del> ; GC §34090
Lead Dept.	PW-007	Correspondence - <b>Regulatory Agencies</b>	10 years	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
CIP	PW-009	Design & Construction Standards	P	Department Preference; GC §34090



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CIP	PW-010	Capital Improvement Project "As-Builts" - City-Built Projects	P	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
CIP	PW-011	Encroachment Permits - <b>Permanent Encroachments, Rights of Ways</b>	P	Department Preference; GC §34090
CIP	PW-012	Encroachment Permits - <b>Temporary Construction, Street Permits, Sidewalk Repairs, Traffic Control, Utility Cuts etc.</b>	2 years	Department Preference (the warrantee period for work done is 5 years); GC §34090
CIP	PW-013	Encroachment Permits: <b>Temporary</b> (Pool Drain, Debris Boxes, Wide Load, Transportation Permits, etc.)	3 years	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
CIP	PW-015	Engineering Studies / Surveys (City Built Projects)	P	Department Preference; GC §34090
CIP	PW-016	Geotechnical Reports / Soils Reports / Hydrology Reports (Authored by the City or their contractors for City-Built Projects)	P	Department Preference; GC §34090
CIP	PW-019	NPDES Monitoring and Inspections - Stormwater	3 years	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
CIP	PW-020	NPDES Permits - Stormwater	Superseded + 3 years	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
CIP	PW-025	Rights of Entry	P	Department preference; GC §34090 et seq.
CIP	PW-026	Survey Field Books (Authored by the City)	P	Department preference; GC §34090 et seq.
CIP	PW-027	Use of Facilities Permits	2 years	GC §34090 et seq.
<b>PW / OPERATIONS / CORPORATION YARD / STREETS</b>				
Ops / Corp Yard / Streets	PW-042	Aboveground Petroleum Storage Tanks (City Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	P	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); EPA recommends that formal test records or reports be retained for the life of the container. GC §34090
Ops / Corp Yard / Streets	PW-043	AQMD Permits (Generators, etc.)	5 years	40 CFR 70.6; GC §34090
Ops / Corp Yard / Streets	PW-044	Building Inspections / <a href="#">Park Inspections</a>	2 years	GC §34090

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Ops / Corp Yard / Streets	PW-057	Generator Operation Logs & Inspections - <b>Portable / Emergency Generators</b> )	5 years	AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Ops / Corp Yard / Streets	PW-045	Generator Operation Logs (for <b>Fixed / Stationary Generators</b> ) / Inspections	3 years	AQMD Rule 1470; GC §34090
Ops / Corp Yard / Streets	PW-046	Hazardous Waste Manifests / Certificates of Disposal	P	Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Ops / Corp Yard / Streets	PW-047	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Department Preference; GC §34090 et. seq.
Ops / Corp Yard / Streets	PW-048	Pesticide Application Records	2 years	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, <del>40 CFR 110.3(d)</del> <a href="#">40 CFR 171.101 et seq.</a>
Ops / Corp Yard / Streets	PW-049	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years	13 CCR 1234(e); <a href="#">VC 34505.5(c)</a> ; <a href="#">49 CFR 396.11</a> ; GC §34090
Ops / Corp Yard / Streets	PW-049.1	Safety Meeting Topic, Sign-in, Minutes	7 years	Department preference; <del>Statewide guidelines propose 7 years</del> ; Calif. Labor Division is required to keep their OSHA records 7 years; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Ops / Corp Yard / Streets	PW-050	Sidewalk Inspections	10 years	Department Preference; GC §34090
Ops / Corp Yard / Streets	PW-051	Used Oil Disposal	3 years	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Ops / Corp Yard / Streets	PW-052	Vehicle & Equipment Database	Indefinite - <a href="#">Minimum Life of the Vehicle</a>	Data Fields / Records are interrelated; GC §34090
Ops / Corp Yard / Streets	PW-053	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years	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 §340900



## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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Ops / Corp Yard / Streets	PW-054	Work Orders / Service Requests / <b>Civica - CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - <a href="#">Minimum 5 years</a>	Data is interrelated; GC §34090
Ops / Corp Yard / Streets	PW-055	Work Orders / Service Requests / <b>Civica - All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required	Preliminary drafts (the database is the original); GC §34090
Ops / Corp Yard / Streets	PW-056	Work Orders / Service Requests <b>Civica - NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years	City Preference; CCP §§338 et seq., 340 et seq., 342; GC §34090
<b>PW / LANDSCAPE</b>				
Landscape	PW-059	Community Gardens Agreements	Expiration + 2 years	GC §34090
Landscape	PW-060	Community Gardens General Files	2 years	GC §34090
Landscape	PW-030	Tree Keeper Database	Indefinite - <a href="#">Minimum 5 years</a>	Data Fields / Records are interrelated; GC §34090
<b>PW / TRAFFIC &amp; TRANSPORTATION ENGINEERING</b>				
Traffic & Transportation Engineering	PW-034	Street Closures	P	Department Preference; GC §34090
Traffic & Transportation Engineering	PW-035	Studies - Transportation	10 years	Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
Traffic & Transportation Engineering	PW-036	SWITRS - Statewide Integrated Traffic Records System	When No Longer Required	Non-Records (Sheriff)
Traffic & Transportation Engineering	PW-037	Traffic Signals, <a href="#">Stripping, and Signage</a>	P	Department preference; Drafts should be destroyed; GC §34090



**RECORDS RETENTION SCHEDULE: PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<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>				
Traffic & Transportation Engineering	PW-038	Traffic Speed Surveys	10 years	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Traffic & Transportation Engineering	PW-039	Traffic Studies / Traffic Counts	10 years	Department preference; GC §34090
Traffic & Transportation Engineering	PW-040	Transportation Master Plans / Traffic Master Plans	P	Department preference; Drafts should be destroyed; GC §34090
Traffic & Transportation Engineering	PW-041	Underground Service Alerts (USA's) / Dig Alerts - Our Locate and Marks Only	3 years	Department preference; <a href="#">entered into DigAlert Software; the Excavator, Operator and</a> the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090

## RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>				
<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>				
<b>RISK MANAGEMENT</b>				
Risk Manage.	RM-001	Accident Reports - Vehicle Accident Report (City Vehicles)	2 years	Department Preference; GC §34090
Risk Manage.	RM-002	Insurance Claims	2 years	Department Preference; GC §34090
Risk Manage.	RM-003	Insurance Policies (City-owned) - <b>Auto, Fire</b>	Expiration + 2 years	Department Preference; GC §34090
Risk Manage.	RM-004	Insurance Policies (City-owned) - <b>General Liability, Property</b>	P	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: LIBRARY

<u>Office of Record (OFR)</u>	<u>Retention No.</u>	<u>Records Description</u>	<u>Total Retention</u>	<u>Comments / Reference</u>
<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>				
<b>LIBRARY</b>				
<u>Library</u>	<u>LIB-001</u>	<u>Library Information / Library Management System Database</u>	<u>Indefinite - Minimum 2 years</u>	<u>Data Fields / Records are interrelated; GC §34090</u>
<u>Library</u>	<u>LIB-002</u>	<u>Comment Cards / Statements from Patrons</u>	<u>When No Longer Required</u>	<u>Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090</u>
<u>Library</u>	<u>LIB-003</u>	<u>Contest Entries (Photo Contests, etc.)</u>	<u>When No Longer Required</u>	<u>Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090</u>
<u>Library</u>	<u>LIB-004</u>	<u>Contest Winners (Photo Contests, etc.)</u>	<u>2 years</u>	<u>GC §34090 et. seq.</u>
<u>Library</u>	<u>LIB-005</u>	<u>Contracts for Digital Services / Subscription for On-Line Services</u>	<u>Completion + 2 years</u>	<u>GC §34090 et. seq.</u>
<u>Library</u>	<u>LIB-006</u>	<u>Facility Applications (Room Reservations, etc. - also see Insurance on City-wide)</u>	<u>2 years</u>	<u>GC §34090</u>
<u>Library</u>	<u>LIB-007</u>	<u>Grants: <b>LSCA</b> (Library Services and Construction), <b>LSTA</b> (Library Services and Technology), <b>SLRC</b> (State Literacy Resource Centers), <b>CLLS</b> (California Library Literacy Services); <b>CLSA</b> (California Library Services Act, <b>IMLS</b> (Institute of Museum &amp; Library Services), and <b>PLF</b> (Public Library Foundation) <b>ONLY</b>. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information)</u>	<u>Final Expenditure + 5 years</u>	<u>Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090</u>
<u>Library</u>	<u>LIB-008</u>	<u>History Collection Releases / Grant Deeds / Copyright Usage Permission / Photo or Video Release Agreement / Use Items from Library Collection, etc.</u>	<u>P</u>	<u>Department preference; GC §34090 et. seq.</u>
<u>Library</u>	<u>LIB-009</u>	<u>Incident Reports / Report Logs (Recurring Offenders)</u>	<u>Minimum 2 years</u>	<u>Department Preference; GC §34090</u>
<u>Library</u>	<u>LIB-010</u>	<u>Inter-Library Loan Records (not accessible to the public)</u>	<u>2 years</u>	<u>GC §34090</u>
<u>Library</u>	<u>LIB-011</u>	<u>Library Board of Trustees <b>AGENDAS &amp; STAFF REPORTS</b></u>	<u>Minimum 2 years</u>	<u>Department preference; Audio Required for 30 days; GC §54953.5(b)</u>
<u>Library</u>	<u>LIB-012</u>	<u>Library Board of Trustees <b>AUDIO RECORDINGS</b></u>	<u>30 days, or After Minutes are Approved, Whichever is Longer</u>	<u>Department preference; Audio Required for 30 days; GC §54953.5(b)</u>



## RECORDS RETENTION SCHEDULE: LIBRARY

<u>Office of Record (OFR)</u>	<u>Retention No.</u>	<u>Records Description</u>	<u>Total Retention</u>	<u>Comments / Reference</u>
<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>				
<u>City Clerk</u>	<u>LIB-013</u>	<u>Library Board of Trustees MINUTES</u>	<u>Copies - When No Longer Required</u>	<u>Send all originals to the City Clerk; GC §34090.7</u>
<u>Library</u>	<u>LIB-014</u>	<u>Library Board of Trustees VIDEO RECORDINGS</u>	<u>2 years</u>	<u>Department preference; Video recordings of meetings are required for 90 days; GC §34090.6</u>
<u>Library</u>	<u>LIB-015</u>	<u>Library Card Applications / Patron Applications / Internet User Agreements</u>	<u>Minimum 2 years</u>	<u>GC §34090</u>
<u>Library</u>	<u>LIB-016</u>	<u>Library Programs - Education, Youth &amp; Families, Lifelong Learning, etc. (Program Manager's Records)</u>	<u>Minimum 2 years</u>	<u>Department Preference; GC §34090</u>
<u>Library</u>	<u>LIB-017</u>	<u>Library Statistics / Circulation Reports</u>	<u>When No Longer Required</u>	<u>Copies (placed in Library Board's Agenda Packet); GC §34090.7</u>
<u>Library</u>	<u>LIB-018</u>	<u>Media Release Forms/ Photo, Audio and Video Release form</u>	<u>10 years</u>	<u>Department Preference; GC §34090</u>
<u>Library</u>	<u>LIB-019</u>	<u>Program Sign Ups (e.g. Summer Reading)</u>	<u>When No Longer Required</u>	<u>Content Not Substantive / Preliminary draft; GC §34090</u>
<u>Library</u>	<u>LIB-020</u>	<u>Registrations / Sign-ins / Waivers (Signed by participants, or their parent or guardian)</u>	<u>2 years</u>	<u>GC §34090 et. seq.</u>
<u>Library</u>	<u>LIB-021</u>	<u>Waivers / Release Forms (Artists / Exhibitor's work in Display Cases)</u>	<u>2 years</u>	<u>GC §34090 et. seq.</u>