

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	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! If "Lead Dept." is indicated as the OFR, and you are the Lead, then the retention indicated applies (they are originals). If you are the OFR, refer to your department schedule.</i>										
<i>If you are NOT the "Lead Dept.", the documents only need to be retained until no longer required (they are copies).</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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
CITY-WIDE (Applies to ALL Departments)										
Human Resources / Risk Manag.	CW-001	Copies of Accident, incident, injury reports: EMPLOYEES and MEMBERS OF THE PUBLIC	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; ; GC §34090.7
Police	CW-002	Copies of Accident reports: CITY VEHICLES	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; ; GC §34090.7
Finance	CW-003	Copies of Accounts Payable, Invoices, Travel Reimbursement, etc.	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance Maintains Originals; GC §34090.7
Lead Dept.	CW-004	Accounts Payable, Invoices: Confidential Backup and/or Details NOT sent to Finance	2 years	3 years	5 years	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Signature on invoice serves as authorization to pay; detail maintained in Lead Department to protect confidentiality, meets auditing standards; GC §34090
Lead Dept.	CW-005	Advertising (Legal) / Advertising Log	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-006	Agenda Staff Reports (City Council) prior to October, 1998 (City Council)	Follows retention for subject matter		Follows retention for subject matter		Mag, Mfr, OD, Ppr	S / I	<u>Yes:</u> After QC & OD completion	City Clerk maintains a complete agenda packet for 5 years; packet is separated and filed by subject matter; GC §34090

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City Clerk	CW-007	Copies of Agenda Staff Reports (City Council) after to October, 1998 (City Council)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	<u>Yes: Yes: After QC & OD</u>	City Clerk maintains a complete agenda packet permanently on the imaging system; GC §34090
City Clerk	CW-008	Copies of Agreements & Contracts (ORIGINALS SENT TO CITY CLERK) Agreement or Contract, Notices of Completion, etc. <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i>	When No Longer Required		When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; All agreements and contracts are sent to the City Clerk; Insurance Certificates and renewals are the responsibility of the Lead Department - see CW-040, Insurance Certificates; GC §34090.7
Lead Dept.	CW-009	Agreements & Contracts - INFRASTRUCTURE All Change orders, Contracts/Agreements RFPs - Originals NOT sent to City Clerk (examples of Infrastructure: Architects, Buildings, bridges, covenants, development, park improvements, property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water, etc.)	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337, 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703

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<i>Warnings! If "Lead Dept." is indicated as the OFR, and you are the Lead, then the retention indicated applies (they are originals). If you are the OFR, refer to your department schedule.</i>										
<i>If you are NOT the "Lead Dept.", the documents only need to be retained until no longer required (they are copies).</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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-010	Agreements & Contracts - NON-INFRASTRUCTURE All Change orders, Contracts/Agreements, RFPs - Originals NOT sent to City Clerk (examples of Non-Infrastructure: Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Lead Dept.	CW-011	Agreements & Contracts: ADMINISTRATIVE FILES - NOT funded by a grant (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	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; CP §§336(a), 337 et. seq., GC §34090

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Lead Dept.	CW-012	Agreements & Contracts: ADMINISTRATIVE FILES - WITH grant funding (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090; GC §8546.7
Lead Dept.	CW-013	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS, and RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Finance	CW-014	Copies of Audits / Annual Comprehensive Financial Reports	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; Copies; GC §34090.7
	CW-015	Bids: See Agreements & Contracts								
City Clerk	CW-016	Copies of Committees: AUDIO RECORDINGS of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	Send to City Clerk		Send to City Clerk		Mag			OFR maintains originals; Copies; GC §34090.7

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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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CW-017	Copies of Boards and Commissions: AUDIO RECORDINGS of Meetings (except Council and Planning Commission - see City Clerk's and Planning's schedule)	Send to City Clerk		Send to City Clerk		Mag			OFR maintains originals; Copies; GC §34090.7
Staffing Dept.	CW-018	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (AGENDA PACKETS, NOTICES, AFFIDAVITS OF POSTINGS, PROOF OF PUBLICATIONS, etc.) (i.e., Civil Service Board, Board of Library Trustees, and Building and Fire Board of Appeals)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-019	Boards, Commissions, & Committees: Citizens Advisory Formed by CITY COUNCIL (MINUTES & BYLAWS) (i.e., Civil Service Board, Board of Library Trustees, and Building and Fire Board of appeals. For Council and Planning Commission - see City Clerk's and Planning's schedule)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090

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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Staffing Dept.	CW-020	Boards, Commissions, & Committees: City Council Subcommittees (All records)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Subcommittees can not take action -- all recommendations go to the full Council; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
	CW-021	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
	CW-022	Brochures: See Reference Manuals								
Finance	CW-023	Copies of Budgets - Finals	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	OFR maintains originals; Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Lead Dept.	CW-024	Cash Receipts Detail / Backup / Credit Card Receipts / Accounts Receivable	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained in originating department for auditing purposes; GC §34090
City Attorney	CW-025	Copies of City Attorney: Opinions	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; GC §34090.7
Lead Dept.	CW-076	Class and Camp Registrations, Waivers, & Rosters - ALL	2 years		2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Lead Dept.	CW-026	Collection Agencies: Unpaid debts assigned to a collection agency	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match the length of time an unpaid debt remains on a credit report; meets auditing standards; GC §34090
Lead Dept.	CW-027	Committees: Internal attended by employees (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead (Responding) Dept.	CW-028	Complaints (against Personnel - e.g. misconduct, etc.) Does not include complaints against peace officers	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; CCP §§340 et seq., 342; EVC § 1045(b)(1), GC §§12946, 12960, 34090; VC §2547
Lead Dept.	CW-029	Complaints / Service Orders (operational) received in writing, including via e-mail, Council Appeal Forms, where the Appeal did not go to Council	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City preference to be consistent with correspondence; 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

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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Lead Dept.	CW-080	Complaints / Service Request Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (data is interrelated); GC §34090
	CW-030	Contracts: See Agreements								
	CW-031	Copies or duplicates of any record	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-032	Correspondence - ROUTINE (Content of the correspondence needs to be retained because it is substantive to conducting or is an important record of City business) (e.g. Administrative, Chronological, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests. etc.)	Minimum 2 years (see notes)		Minimum 2 years (see notes)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If the content is substantive or is an important record of City business, then the correspondence should be retained for the same period of time applicable to the content of the correspondence, or if no other retention period applies, then the minimum is 2 years,; GC §34090; City of San Jose v. Superior Court (2017) 2 Cal.5th 608

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Dept. that Authors Document or Receives the City's Original Document	CW-033	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, posters, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / Undeliverable Public Hearing Notices / returned mail, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required		Mag, Ppr			<p>Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference; are saved 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 Clerk to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §7920.500, Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608</p>

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<i>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Lead Dept.	CW-077	Dedications: Benches, Bricks and Trees	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-034	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §7927.500
Lead Dept.	CW-035	Grants / CDBG / FEMA Claims / OES Claims / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	CW-036	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If "Lead Dept." is indicated as the OFR, and you are the Lead, then the retention indicated applies (they are originals). If you are the OFR, refer to your department schedule.										
If you are NOT the "Lead Dept.", the documents only need to be retained until no longer required (they are copies).										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	CW-037	Grievances Escalated to Human Resources or Above for Resolution	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
Lead Dept.	CW-038	Grievances Resolved at Department Level	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City's Preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
Human Resources	CW-039	Copies of Injury reports: EMPLOYEES	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; Copies retained for reference; GC §34090.7
Finance / OMB	CW-040	Copies of Insurance Certificates (for Contracts, etc.)	When No Longer Required		When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	OFR maintains originals; Copies; GC §34090.7
City Attorney	CW-041	Lawsuits, Litigation, Pending Litigation	When No Longer Required (Upon Settlement)		When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City Attorney is OFR for lawsuits; Risk Management administers claim; GC §§34090.7, 34090.6
Human Resources / Risk Manag.	CW-042	Copies of Liability Claims	When No Longer Required		When No Longer Required	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Risk Management administers claim and retains originals; City Attorney maintains copies of lawsuits; GC §§34090.7, 34090.6

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If "Lead Dept." is indicated as the OFR, and you are the Lead, then the retention indicated applies (they are originals). If you are the OFR, refer to your department schedule.										
If you are NOT the "Lead Dept.", the documents only need to be retained until no longer required (they are copies).										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
	CW-043	Minutes: See Commissions, Committees and Boards								
Lead Dept.	CW-072	MSDS (Material Safety Data Sheets) / Safety Data Sheets (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(ii)(B), GC §34090
City Clerk	CW-044	Copies of Municipal Code (these are copies)	When No Longer Required		When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-045	Newspaper Clippings / Media Excerpts	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-046	Notices: Public Hearing Notices	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §34090
City Clerk	CW-047	Copies of Ordinances (these are copies)	When No Longer Required		When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by City Clerk Permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If "Lead Dept." is indicated as the OFR, and you are the Lead, then the retention indicated applies (they are originals). If you are the OFR, refer to your department schedule.										
If you are NOT the "Lead Dept.", the documents only need to be retained until no longer required (they are copies).										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Lead Dept.	CW-078	Passport Transmittal Forms (Copies); Miscellaneous Passport Information	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	U.S. State Department, Passport Agency requires 24 months (OFR is U.S. Department of State); GC §34090
Human Resources	CW-048	Personnel Files (Except for Police and Fire Training Files)	Upon Separation, Send All Originals to Human Resources		Upon Separation, Send All Originals to Human Resources	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy; Originals are maintained by Human Resources Personnel; State & Federal laws require 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(2), GC §§12946, 12960, 34090
Human Resources	CW-049	Personnel Files (Supervisors File of notes - incorporated into Annual Performance Evaluations)	1 year		1 year	Before Annual Performance Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation; GC §34090 et seq.
Lead Dept.	CW-050	Personnel Work Schedules	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-050.5	Photographs, Videos of City Events	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary draft / Content Not Substantive (retention is placed on the final plan, report or brochure);GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Purchasing	CW-051	Copies of Purchase Orders, Purchase Requisitions	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Purchasing is OFR; OFR maintains originals; Financial records are audited annually; GC §34090.7
Lead Dept.	CW-074	Real Estate Appraisal Reports: Property NOT purchased or sold	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept.	CW-075	Real Estate Appraisal Reports: Purchased and Sold Property	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to establish tax increment and meet auditing standards; GC §34090
City Clerk	CW-053	Copies of Records Destruction Lists / Certificate of Records Destruction	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; GC §34090.7
Lead Dept.	CW-052	Records Management Audit Forms	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-054	Reference Materials: Administrative Procedures or Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OTHER Departments	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafting department is responsible for maintaining, updating, and retention (Copies); GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
	CW-055	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-056	Reference Materials: Administrative Procedures or Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by YOUR Department	When No Longer Required + 2 years		When No Longer Required + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafting department is responsible for maintaining, updating, and retention; GC §34090
Lead Dept.	CW-058	Reports and Studies (Historically significant)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-059	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Information is outdated after 10 years; GC §34090
City Clerk	CW-060	Copies of Resolutions (these are copies)	When No Longer Required		When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals maintained by City Clerk Permanently; GC §34090.7
Dept. with Equipment	CW-061	Safety Certifications (Elevators, Fire Systems , etc.)	When Superseded, Minimum 2 years		When Superseded, Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Certificates provided by the State, who may not perform inspections every year; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Lead Dept.	CW-061.5	Securities: Labor & Materials Bonds, Performance Bonds, real property bonds, and other miscellaneous contract bonds, letters of credit, or other such securities	Until Released		Until Released	Yes - Until Released	Mag, Mfr, OD, Ppr	S / I	Yes: Until Contract is Completed	The City Clerk's Office maintains access / control over the original; Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Lead Dept.	CW-062	Speaker Cards (submitted at public meetings)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §34090 et seq.
Recreation	CW-063	Copies of Special Event Permits	When No Longer Required		When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OFR maintains originals; GC §34090.7
Lead Dept.	CW-073	Subpoenas	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-064	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 when no longer required.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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	CW-065	Tapes: See Boards & Commissions								
Lead Dept.	CW-066	Telephone Messages	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as they are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §34090, GC §6252
Lead Dept.	CW-067	Time Sheets / Time Cards / Payroll Exception Reports WITH employee signatures	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 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&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Lead Dept.	CW-068	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics Training, Harassment Prevention Training, Safety Training & Tailgate Training Meetings)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b); 53237.2(b)
Lead Dept.	CW-079	Videos / Drone Videos that record Regular, Ongoing Operations of the City	1 year		1 year		Mag			Only 1 year is required); In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved; Exception: destruction of video after 90 days if there is a duplicate in the form of "written minutes" ...of the event that is recorded and the video is "no longer required" GC §34090.6 , 34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Lead Dept.	CW-069	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful Applicants	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090
Lead Dept.	CW-070	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Dept. Requesting Service / Work	CW-071	Work Orders / Work Requests (Department requesting service retains originals; department providing service is considered a copy)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with operational complaints; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: BUILDING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
BUILDING										
Building	BL-001	Board of Appeals Agendas, Minutes	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Building	BL-002	Building Code Modifications / Alternate Materials and Methods	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Building	BL-003	Building Permit Database	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H&S §19850
Building	BL-021	California Building Codes (CBC, CPC, CEC, etc.)	While Ordinance is in Force		While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Building	BL-004	Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Building	BL-023	City Owned Property Files (except Leases and Deeds - seen CC-013): Correspondence, Title Reports, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building	BL-018	Complaints, Investigations	Minimum 2 years		Minimum 2 years	Yes (before resolution)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Building	BL-005	Correction Lists, Plan Checks	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Building	BL-007	Inspection Correction Notices	When No Longer Required		When No Longer Required	Yes (until corrected)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Entered into Building Permit Database -- Transitory records; GC §34090

RECORDS RETENTION SCHEDULE: BUILDING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Building	BL-008	PERMITS: Building Permits & Building Permit Applications (except cancelled permits where no work was started)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Building	BL-009	PERMITS: Cancelled Building Permit Applications - Projects that have NOT been Started (Submittal Documents / Plans belonging to applicant - both residential and commercial)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cancelled by applicant; GC §34090
Building	BL-011	PERMITS: Expired by Time Limitations (Abandoned) Building Permits - Projects that have NOT been Started	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building	BL-012	PLANS: Approved Construction Documents and Plans - ALL (COMMERCIAL & RESIDENTIAL) (includes soils reports, energy calculations, commercial structural plans, commercial structural calculations, Private NPDES permits, Hazardous Materials Questionnaire, applications, Flame Retardancy Certificates, Floor Plan Drawings, fire lanes, fuel modification, business for occupancy load, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings; If the administrative provisions of the CBC are adopted, these plans are required to be retained for at least completion + 180 days; CBC §§101.2.1, 106.5, 108.4.3.1; H&S§19850, CFC §§ 104.6 – 104.6.4, GC §34090
Building	BL-013	PLANS: CANCELLED or EXPIRED Permits, No Work Started	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: BUILDING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Building	BL-022	Requests & Permissions to Receive Copies of Plans (Correspondence to and from architects)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Building	BL-025	Underground Storage Tanks (e.g. removal / repair)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference for soils contamination; GC §34090; H&S §25284.24(i)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
CITY ATTORNEY										
City Attorney	CA-001	City Attorney Opinions	Follows Retention for Associated Case		Follows Retention for Associated Case	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-002	Code Enforcement	Resolution / Payment	10 years	Resolution / Payment + 10 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; City Clerk maintains original staff reports and resolutions that are presented to Council; Some cases may have grant funding; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(a), 29 CFR 97.42, OMB Circular A-110 & A-133; GC §34090
City Attorney	CA-003	Lawsuits / Litigation (Civil - Contracted)	Resolution	10 years	Resolution + 10 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-010	Lawsuits / Litigation (Civil - In-House)	Resolution	10 years	Resolution + 10 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Attorney	CA-011	Lawsuits / Litigation Pitchess Motions (Criminal - Contracted)	Resolution	5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; complaints against peace officers within 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-012	Lawsuits / Litigation (Criminal - In-House)	Resolution	5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; complaints against peace officers within 5 years; CCP §§ 337 et seq.; GC §§ 911.2;-34090, 34090.6; PC §832.5(b)
City Attorney	CA-004	Legal Documents: Settlement Agreements	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Always retain original, hard copies of all settlement agreements; GC §34090
City Attorney	CA-005	Legislative Advocacies, Amicus Briefs, Miscellaneous, etc.	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
HR / Risk Manag.	CA-006	Liability Claims	Resolution / Settlement	2 years	Resolution / Settlement + 2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
City Attorney	CA-007	Potential Claim Files	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Attorney	CA-008	Subject / Project Files (Cable TV, etc.)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some material may be required for reference, depending upon subject; GC §34090
City Attorney	CA-013	Summons and Complaints or Petition	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Attorney	CA-009	Work Product (Notes, etc.)	Follows Retention for Associated Case		Follows Retention for Associated Case	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
CITY CLERK										
City Clerk	CC-001	Advertising for Boards and Commission (vacancies)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §§34090, 54960.1(c)(1)
City Clerk	CC-002	Affidavits of Postings / Special Meeting Notices	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; GC §34090
City Clerk	CC-004	Agendas and Agenda Packets - Images on Document Imaging System (City Council 100 Packet)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-005	Agreements & Contracts (ALL, Including Leases) Agreement or Contract, Notices of Completion, etc. Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work) Mutual Aid Agreements, Automatic Aid, Joint Power Authorities, Apartment Rental/Lease Agreements, Memorandas of Understanding Insurance Certificates and renewals are the responsibility of the Lead Department - see CW-040, Insurance Certificates	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure, Memorandas of Understanding, 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. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	CC-067	Agreements & Contracts (Franchises)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
City Clerk	CC-061	Assessment District Formation (Diagrams of District Boundaries, Recorded Documents, Copies of Resolutions, etc.)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CC-006	Annexations / LAFCO	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
City Clerk	CC-007	Audio Recordings of All Boards and Commission and Committees Except Planning Commission and City Council	1 year		1 year		Mag			Department Preference; State law only requires for 30 days; Council Policy A-1 allows destruction after 1 year; GC §54953.5(b)
City Clerk	CC-060	Audio & Video Recordings of Planning Commission ONLY	P		P		Mag			Department Preference; State law only requires for 30 days; Council Policy A-2 required record be kept as permanent; GC §54953.5(b)
City Clerk	CC-008	Boards, Commissions & Committees - APPLICATIONS: APPOINTED includes Oaths of Office	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §34090; PC §§801.5, 803c
City Clerk	CC-009	Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-010	City Council Correspondence	Duration of Office Minimum 2 years		Duration of Office Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference (City staff do not open all correspondence, therefore Council Members and Mayor may have the City's originals); Return all originals to the City Clerk for disposal; GC §34090
City Clerk	CC-011	Chronological History of Mayor and Council	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CC-012	City History, Historical Records (e.g. Incorporation, City Seal, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-013	City Land and Property (Recorded Documents)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-015	Claims Log / Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-016	Committee Rosters	When Superseded	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-017	Council Meetings: Video Streaming	P		P		Mag, OD			Department Preference; Video tapes of meetings are only required for 90 days; GC §§34090.7, 60201
City Clerk	CC-069	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; 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-018	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(e)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CC-019	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS / 87200 Filers (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	Term + 4 years		Term + 4 years		Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g); GC §87200
City Clerk	CC-068	Enterprise System Catalogue (posted on line)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-053	Ethics Training Certificates for City Council, Commissions and Department Heads	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§34090, 53235.2(b)
City Clerk	CC-054	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-055	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website for 4 years; GC §81009(e)
City Clerk	CC-063	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-064	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-065	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	FPPC Regulation 18734; GC §34090; GC §81009(e)
City Clerk	CC-057	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED										

RECORDS RETENTION SCHEDULE: CITY CLERK

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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms, Form 501): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	10 years	P	P		Mfr, OD, Ppr	S / I	Yes: After QC	Candidates without committees are not required to file their statements , reports or copies online or electronically; GC §81009(b)&(g); GC §84615
City Clerk	CC-071	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Campaign Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	10 years	P	P		Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; GC §81009(c)&(g); 84615
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	10 years	P	P		Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; ; GC §81009(f)&(g); 84615
City Clerk	CC-024	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): SUCCESSFUL CANDIDATES (Elected Officials) All Successful, whether filed electronically or not	10 years	P	P		Mfr, OD, Ppr	S / I	Yes: After QC	Data that has been maintained for at least 10 years may then be archived in a secure format; GC §81009(b)&(g); GC §84615(i)

RECORDS RETENTION SCHEDULE: CITY CLERK

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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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CC-025	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications for vacancies on the Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk	CC-026	Elections - HISTORICAL File (Sample ballot, Oaths of Office, Certificate of Elections, copies of Resolutions - calling the election, canvass, etc., election summary)	4 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-027	Candidate File: Nomination Papers, Candidate Statements, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-028	Candidate File: Nomination Papers, Candidate Statements, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CC-029.1	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT	1 year after examination by proponent OR 8 months after examination by Elections Official, if no proponent examination		1 year after examination by proponent OR 8 months after examination by Elections Official, if no proponent examination		Ppr			Not accessible to the public; If the insufficient petition is NOT examined by the proponent(s), it has a retention of 8 months after final examination by the elections official, unless there is a legal or FPPC proceeding. If the petition is examined by the proponent(s), the petition has a retention of 1 year after examination. EC §§17200(b)(3), 17400
City Clerk	CC-029.2	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months		Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)										
City Clerk	CC-030	Elections - Vote-by-Mail Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-031	Elections - Vote-by-Mail Identification Envelopes		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-032	Elections - Assessment District Ballots - Prop. 218 proceedings		2 years	2 years		Ppr			GC §§53753(e)(2), 53755(d)
City Clerk	CC-033	Elections - Ballots - After Election		6 mo.	6 mo.		Ppr			EC §17302

RECORDS RETENTION SCHEDULE: CITY CLERK

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City Clerk	CC-034	Elections - Ballots - After Recount		6 mo.	6 mo.		Ppr			EC §17306
City Clerk	CC-035	Elections - Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-036	Elections - Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-037	Elections - Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk	CC-038	Elections - Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk	CC-039	Elections - Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-040	Elections - Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-041	Elections - Voter Index Original		5 years	5 years		Ppr			EC §17001
(End of Elections Section)										
City Clerk	CC-041.5	Lobbyist Registration Forms (City's forms)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090; NBMC Chapter 1.28
City Clerk	CC-042	Minutes: City Council	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-043	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC § 34090
City Clerk	CC-044	Municipal Code and History File (always retain 1 supplement)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-045	Official Records / Recorded Documents: Abandonments, Covenants, Deeds, Deed Restrictions Easements, Entitlements, Vacations, etc.	10 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Clerk	CC-046	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-048	Petitions (submitted to Council on any subject - Dog Parks, Speed Humps, etc.) Also see Elections for Initiative, Recall or Referendum)	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires 1 year for petitions; GC §50115
City Clerk	CC-059	Proclamations (City-issued)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-049	Proof of Publication (City Clerk) (Affidavits of Publication and Posting, Ordinance Summaries)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §34090
City Clerk	CC-050	Records Destruction Lists / Certificates of Records Destruction	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
City Clerk	CC-051	Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-072	Redistricting Web Page / Council District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EC §21608(g); GC §34090
City Clerk	CC-052	Resolutions - City Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
City Clerk	CC-070	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	CC-066	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP, WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes		Refer to Retention Period of Original Record	Refer to Retention Period of Original Record		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
CITY MANAGER / ADMINISTRATION										
City Clerk	CM-001 (See CC-006)	Annexations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090.7
City Manager	CM-002	Annexations: Working Files	When No Longer Required	When No Longer Required	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts, or the Content is not substantive; GC §34090
City Manager	CM-016	Business Improvement Districts (BIDs) Project Files	When No Longer Required	10 years	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to cover statute of limitations for errors & omissions; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, CCP §§336(a), 337 et. seq., GC §34090
City Manager	CM-015	Economic Incentives / Business Development (Auto Dealer Sales Tax Incentives, etc.)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090; NBMC secs. 14.17.005(F) and 21.48.025(C)(5)
City Manager	CM-004	Lobbyist Reporting / Authorization (FPPC Form 635 / 602)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	GC §81009(e) and (g)
City Manager	CM-005	Media Releases / Mailers	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-007	Projects & Issues	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
City Manager	CM-017	Prospects / Business Retention / Recruitment Files that do not result in a project (Issues and/or projects will vary over time - e.g. Hotels, etc.)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager	CM-018	Redevelopment Statement of Indebtedness	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090
City Manager	CM-008	Speeches (Historically Significant, see LS-001)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes, drafts, or transitory records; GC §34090 et seq.
City Manager	CM-009	Video Recordings - Government Programming (e.g. City Scenes, POG, etc.)	Minimum 2 years		Minimum 2 years		Mag			Department preference; Not city records (Video tapes of meetings are only required for 90 days); GC §34090 et seq.
City Manager	CM-011	Video Recordings - Non-City Business, community programming.	When No Longer Required		When No Longer Required		Mag			Non-records; GC §34090 et seq.
City Manager	CM-010	Video Recordings - Not Historic / Special Events (Historically Significant, see LS-001)	Minimum 2 years		Minimum 2 years		Mag			Department Preference; Video tapes of meetings are only required for 90 days; GC §34090.7

RECORDS RETENTION SCHEDULE: CODE ENFORCEMENT

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
CODE ENFORCEMENT										
Code Enforce. Or Fire	CE-001	Code Enforcement Case Files: Violations / Warnings / Code Enforcement / Citations	2 years after Satisfactorily Resolved	P	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; GC §34090
Code Enforce. Or Fire	CE-002	Code Enforcement Case Files - Illegal Units or Liens	Resolution / Payment + 3 years	P	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §104.3.4, GC §34090
Code Enforce.	CE-003	Demolition Permit Certification	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Field Maint. OR Code Enforcement	CE-004	Dump Tickets / Manifests - Non-Hazardous Waste	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
ACCOUNTING										
Fin. / Accounting	FIN-002	Arbitrage Rebate Calculation (related to bonds and tax exempt debt)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	FTC Reg's rely on "self-enforcement"; IRS is 4 years after tax is due or paid; Supporting documentation for Investments of Operating Funds; meets auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Fin. / Accounting	FIN-033	Assessment District / Special District Payments & Reports	2 years	Termination of District + 5 years	Termination of District + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS is 4 years after tax is due or paid; Supporting documentation for Investments of Operating Funds; meets auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Fin. / Accounting	FIN-003	Audit Management Letters and other formal letters related to audit communication	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fin. / Revenue	FIN-076	Audit Work Papers	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards) GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / Accounting	FIN-005	Bond Transcripts (issuing documents) See Bank Statements for statement retention.	Fully Defeased	10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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.
Fin. / Accounting	FIN-007	Comprehensive Annual Financial Reports and related Audit Opinions	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Fin. / Accounting	FIN-010	Compliance Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Accounting	FIN-077	Developer Trust Accounts / Deposit Accounts / Demolition Deposit Accounts	Close + 5 years		Close + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards) GC §34090
Fin. / Accounting	FIN-011	Escheat (Unclaimed money / uncashed checks)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1355. 1519; GC §34090
Fin. / Accounting	FIN-012	Financial Services Database - Tyler Enterprise ERP (Accounts Payable and Payroll Check Registers)	Indefinite Minimum 10 years		Indefinite Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / Accounting	FIN-013	Fixed Assets - Annual Listing Additions & Deletions / Working Drafts & Notes for Land and Structures, Infrastructure and Capital Equipment	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (preliminary drafts); Meets auditing standards; GC §34090
Fin. / Accounting	FIN-014	Fixed Assets - Annual Listing Source Documents for Land and Structures	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes permanent assets; GC §34090
Fin. / Accounting	FIN-063	Investment Advisor Reports / Trade Tickets	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Fin. / Accounting	FIN-017	Journal Entries (Binders)	3 years	7 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; GC §34090, CCP § 337
Fin. / Accounting	FIN-080	Journal Entries (Tyler Enterprise ERP)	Indefinite Minimum 10 years		Indefinite Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; GC §34090, CCP § 337
Fin. / Accounting	FIN-048	Property Tax Files	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §34090
Fin. / Accounting	FIN-048.5	Reports, Finance Reports created from Database Journals, Ledgers, Reconciliations, Registers, Reports , Transaction Histories, Balance Sheets, Budget Adjustments (ANNUAL, MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Draft / Preliminary documents' financial database is the original and can re-create reports; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / Accounting	FIN-020	State Reports: State Controllers Report / Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report); Housing Successor Agency Housing Assets Fund Report (SB 341), Street Report, AQMD Annual Report, Maintenance of Effort (MOE) Calculations, Audits, and other compliance reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Accounting	FIN-082	State-Mandated Cost Claims / SB 90 Claims / Reimbursable Claims	Final Disposition of Claim + 2 years		Final Disposition of Claim+ 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fin. / Accounting	FIN-064	Yellow Book Data (downloaded bank information)	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
ACCOUNTING / PAYROLL										
Fin. / Payroll	FIN-022	Employee Benefit Plans, DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; RS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
Fin. / Payroll	FIN-023	Deduction Registers, Leave Balances, Organization Charge Summaries	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fin. / Payroll	FIN-024	Payroll Database	Indefinite Minimum 10 years		Indefinite Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Fin. / Payroll	FIN-025	Payroll File (Changes to W-4, garnishments, deduction forms, etc.)	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained to match other auditing periods; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later; GC §34090
Fin. / Payroll	FIN-026	Payroll Journal / Register (Detail Year-end , or periodic if no detail year-end)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to facilitate PERS buy-back for past employees; consistent with auditing standards; GC §34090
Fin. / Payroll	FIN-027	Payroll Journal / Registers (Periodic reports, when a detail year-end report is retained)	When No Longer Required		When No Longer Required		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Considered a draft or transitory record (detail year-end is retained); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Fin. / Payroll	FIN-028	PERS Reports / Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	3 years		3 years		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department Preference (Non-records); GC §34090
Fin. / Payroll	FIN-029	W-2's (includes Performers State Withholding)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
OFFICE OF MANAGEMENT & BUDGET (OMB)										
Fin. / OMB	FIN-030	1099's, 1096's, DE542 (California Report of Independent Contractors)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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
Fin. / OMB	FIN-031	Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, Copy of Checks / Warrants, Travel Expense Reimbursements, Postage, etc.)	2 years	8 years	10 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to cover grant auditing requirements; GC §34090
Fin. / OMB	FIN-006	Budget Amendments	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / OMB	FIN-059	Budget Hearing and/or Review (Development Documents & Preliminary Budget)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts - Department Preference; GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / OMB	FIN-060	Budget Transfer Requests & Journals	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Fin. / OMB	FIN-061	Budgets - Adopted	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must be filed with County Auditor; GC §34090, 40802, 53901
Fin. / OMB	FIN-008	Checks / Warrants - Canceled (Cashed)	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; GC §34090, CCP § 337
Fin. / OMB	FIN-009	Checks / Warrants - Voided	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; GC §34090, CCP § 337
Fin. / OMB	FIN-016	Grant Reports	Expiration of Grant + 2 years	8 years	Expiration of Grant + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 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; HUD requires 3 years; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Fin. / OMB	FIN-078	Insurance Certificates (for Contracts, etc.)	2 years	9 years	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Longest Statute of Limitations is 10 years; Conforms with Agreement Retention (usually filed with agreement); CCP §337 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / OMB	FIN-041	Inventory and Warehouse	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fin. / OMB	FIN-049	Purchase Orders, Procurement & Contracting Records - Formal and Informal (RFPs, Specifications, Contracts, Amendments, Successful Bids, Notice of Award, RFQs, etc.)	Completion + 2 years	8 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with City-wide guidelines for contracts and agreements; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Fin. / OMB	FIN-050	Purchasing - Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Superseded		Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory Record used to mail out requests; GC §34090 et seq.
Fin. / OMB	FIN-051	Purchasing Card Backup Receipts and Statements	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / OMB	FIN-091	W-9s	Minimum 7 years		Minimum 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
REVENUE										
Lead Depart.	FIN-065	Accounts Receivable / Revenue Includes Taxes - Transient Occupancy Tax (TOT), Marine Charter Tax, Solid Waste Franchise Statements, etc. (All source documents are maintained by the Lead Dept; see City-wide schedule.)	5 years		5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The financial services database is maintained for a minimum of 10 years; the lead department maintains records for the audit trail; GC §34090 et seq.
Fin. / Revenue	FIN-066	Adjudications - Reviews, Hearings (e.g. Parking Citations)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fin. / Revenue	FIN-067	Adjustment Sheets: Customer Issues / Concerns / Adjustment Requests / Adjustments	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered transitory records / source records (entered into the Financial Services database); GC §34090 et seq.
Fin. / Revenue	FIN-032	Armored Truck Manifests	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fin. / Revenue	FIN-034	Automatic Payment Authorizations from Checking / Credit Cards (e.g. water payments)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts destroyed in accordance with bank regulations; GC §34090 et seq.
Fin. / Revenue	FIN-035	Automatic Payment Transmittals from Checking / Credit Cards (e.g. water payments)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies (originals in Daily Cash Summaries); GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / Revenue	FIN-004	Bank Reconciliations, Bank Statements, Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Outstanding Check Lists, Credit Card Statements, and Deposit Slips	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Revenue	FIN-036	Building Permit Deposits	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Revenue	FIN-069	Business License Applications - Cancelled	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090 et seq.
Fin. / Revenue	FIN-070	Business License Applications	P		P	Yes (before termination)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Fin. / Revenue	FIN-071	Business Licenses (Database)	Indefinite Minimum 10 years		Indefinite Minimum 10 years	Yes (before termination)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match financial services; Data fields are inter-related; GC §34090 et seq.
Fin. / Revenue	FIN-037	Cash Receipt Books	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Revenue	FIN-079	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / Revenue	FIN-072	Collection Agency (e.g., returned checks assigned to collection)	Assignment + 7 years		Assignment + 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match the length of time negative credit information remains on a consumer's credit report; GC §34090
Fin. / Revenue	FIN-038	Daily Cash Summaries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Revenue	FIN-039	Developer Deposit Summaries	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Lead Department is OFR for backup); GC §34090.7
Fin. / Revenue	FIN-040	Impressed Account Logs	Closed + 5 years		Closed + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Revenue	FIN-042	Logs: Parking Permits, Zone 1, Zone 2, etc.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fin. / Revenue	FIN-083	Medical Necessity Customers (Emergencies / Shut-offs - Customers who must have electricity or water for critical medical equipment)	No Longer in Effect	2 years	No Longer in Effect + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Confidential; Department preference; GC §60201
Fin. / Revenue	FIN-043	Misc. Receipts - County / State	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Revenue	FIN-044	Municipal Services Bill Stubs	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory Record; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / Revenue	FIN-045	Parking Citation Payments	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory Records; GC §34090.7
Fin. / Revenue	FIN-046	Parking Meter Summaries	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fin. / Revenue	FIN-073	Permits - ISSUED / SUCCESSFUL: Second Hand Dealer/Pawnbroker, Going out of Business, Adult-Oriented, Public Convenience, Live Entertainment, Sound Amplification, Film	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Fin. / Revenue	FIN-073.1	Permits - NOT ISSUED / UNSUCCESSFUL: Second Hand Dealer/Pawnbroker, Going out of Business, Adult-Oriented, Public Convenience, Live Entertainment, Sound Amplification, Film	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 4-year	GC §34090 et seq.
Fin. / Revenue	FIN-074	Receipt Books (turn-offs)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Fin. / Revenue	FIN-075	Returned Check Processing	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; GC §34090
Fin. / Revenue	FIN-084	Short Term Lodging Applications	Minimum 4 years		Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fin. / Revenue	FIN-085	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Account Expiration + 2 years		Account Expiration + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Fin. / Revenue	FIN-086	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Fin. / Revenue	FIN-087	Water Billing: NSF Checks / Adjustments to Customer accounts	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Fin. / Revenue	FIN-088	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Expiration or Completion of Payment Plan + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Fin. / Revenue	FIN-089	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded + 2 years		When Superseded; + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Fin. / Revenue	FIN-090	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
FIRE										
Fire	FR-000	Application for Temporary Permit / Temporary Use Permits, candles, (e.g. weddings) candle program (e.g. restaurants), pyrotechnic display, open flame, tents, LPG, etc.) / Provisional State regulated occupancies /	P		P	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire	FR-016	Authorization to Release Medical Records, Disclosure Log, and Required Personal Appearances	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (HIPAA allows patients to see who has requested copies of the medical records for 6 years); GC §34090; 45 CFR 164.528
Fire	FR-001	Statistical Reports - Dispatch, Incidents, and Other Operational Data (All Divisions)	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Fire	FR-020	Apparatus & Equipment Records & Testing - Safety Checks, Tests, Inspections, and Certifications (excludes maintenance records maintained by MOD)	Surplus / Sale / Disposal + 2 years		Surplus / Sale / Disposal +2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5 , GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-044	Billing – Paramedic Services – Billing Database Payments / Bank Deposits / Check Images Emergency Medical Services (EMS) Billing and Fire Medic Subscription Service (billing activity, receivables, waivers, refunds, etc.	6 years		6 years	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	HIPAA allows patients to see who has requested copies of the medical records for 6 years; GC §34090; 45 CFR 164.528
Police	FR-026	Cause & Origin Reports / Fire Incident Reports (If Arson, Homicide, Capital Crimes is Involved) (Also see PD-049)	3 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (no statute of limitations on these incidents/crimes); California Fire Code requires 3 years; Police also retains their reports under PD-048 and PD-049; CFC §§ 104.6 – 104.6.4, GC §34090
Fire	FR-027	Cause & Origin Reports / Fire Incident Reports (If Arson, Homicide, Capital Crimes is NOT involved)	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	California Fire Code requires 5 years; CFC §§ 104.6 – 104.6.4, GC §34090
Fire	FR-039	Community Emergency Response Team (CERT) Applications Disaster Service Worker Registration authorizations, LiveScan record, Liability Contract Equipment Distribution Form, etc.)	Separation + 2 years		Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE - FIRE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-046	Community Emergency Response Team (CERT) Training Documentation (Manuals, rosters, outlines and materials)	When Superseded		When Superseded		Mag, Ppr, Mfr, OD	S/I	Yes: After QC & OD	Department Preference; GC §34090
Fire	FR-051	Controlled Substance Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - required for 3 years 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; FA §32003(e), B&P 4081; GC §34090
Fire	FR-006	Daily Logs - Lifeguards (CAD database effective January 1, 2015)	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is Inter-related; Department Preference; GC §34090 et seq.
Fire	FR-012	Daily Logs – Lifeguards (CAD Database)	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire	FR-047	Daily Roster (Tele staff Database)	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	FR-041	Employee Medical File / Employee Confidential Toxic/Non-Toxic Substance Exposures; Fit Testing (Breathing Apparatus Clearance); Immunization Records (e.g. TB, Hepatitis); Communicable Disease exposure, etc.	Send to HR (HR-024) upon Separation		Send to HR (HR-024) upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090.7

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-052	Facility Records - Hazardous Materials, AQMD, EPA, Warranties, Maintenance Records, etc.	Until Superseded, Minimum 5 years		Until Superseded, Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for some records; AQMD Permits and generator operation logs are required for 5 years; 40 CFR 70.6; GC §34090
Fire	FR-053	Fire Explorer Program - Applications, etc.	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960 34090
Fire	FR-008	Incident Database ALL includes incident reports; cause and origin reports; property releases; inspection reports; violation notices; vehicle checks; etc.	Indefinite - Arson is Permanent; Inspections are Life of the Structure or Activity		Indefinite - Arson is Permanent; Inspections are Life of the Structure or Activity		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Fire Code requires for the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; Crime reports are retained by Police (PD-048 & PD-049) CFC §§ 104.6 – 104.6.4, GC §34090; PC §§799-801,

RECORDS RETENTION SCHEDULE - FIRE

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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-025	Fire Inspections (Routine), Notice of Re-Inspection, High Rise, Notice of Violations, inspection/fire clearance certificates, Non-Compliance, Property Release, (Most files are maintained in Incident Database),	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4, GC §34090
Fire	FR-029	Fire Station Plans, Fire Pre-Plans (Hospitals, etc.)	Until Superseded		Until Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies of Building Plans for Places of Public Accommodation (to be used for Life Safety Operations in the event of a Disaster or Emergency) GC §34090.7
Fire	FR-054	Ground Emergency Medical Transport, Intergovernmental Transfer Program	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Fire	FR-055	HIPAA (Health Insurance Portability and Accountability Act) Confidentiality and Nondisclosure Agreement	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164; GC §34090
Fire	FR-036	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-056	Employee Training Database & Certificates - Operations Includes Certificates; Certifications EMS, EMT, and Paramedic Training documentation)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 22 CCR 100395. 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090
Fire	FR-010	ISO Insurance Ratings	15 years		15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire	FR-048	Ladder Certifications & Inspections	Surplus + 2 years		Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5; GC §34090
City Clerk	FR-013	Mutual Aid Agreements, Automatic Aid, Joint Power Authorities (see City Clerk CC-005)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals Maintained by City Clerk Permanently; GC §34090
Fire	FR-014	OES / Mutual Aide Reimbursements (Strike Team Incidents)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-019	Pre-hospital Patient Care Records: ALL (ePCR) (Image Trend/Elite web base medical database)		Indefinite (minimum Adults 7 years, Minors 19 years of age but not less than 7 years)	Indefinite (minimum Adults 7 years, Minors 19 years of age but not less than 7 years)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-057	Pre-hospital Patient Care Records: ALL Pre-existing Paper Records		Adults: 7 years Minors: 7 years or age 19, whichever is later	Adults: 7 years Minors: 7 years or age 19, whichever is later		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
Fire	FR-037	Report of Suspected Dependent Adult / Elder / Child Abuse (attached to ePCR – ImageTrend/Elite database)	Indefinite - Minimum 20 years		Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire	FR-042	Requests for Fire/Medical Incident Reports and Fire Cause & Origin Reports	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Fire	FR-058	Revenue Program Records - Fire Medics, START, Santa Ana College Reimbursement: Back up not sent to Finance	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Fire	FR-059	Ride Along Waivers, Station Tours, Community Outreach	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire	FR-015	Standard Operating Procedures / Fire Department Policy Manual	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090
Fire	FR-049	Station Log Books / Station Journals (kept at Fire Stations)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference GC §34090
Fire	FR-050	Vehicle Safety Checks, Daily Vehicle Inspections, Daily Equipment checks Not in Incident Database	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: HARBOR

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
HARBOR										
Harbor Depart.	HBR-002	Administrative Citations relating to Harbor Operations / Harbor Code Enforcement Cases / Harbor Warnings, Citations, and Violations	Resolution + 5 years		Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is up to two years; Also See Crime Reports; GC §34090, PC §802
Harbor Depart.	HBR-007	Balboa Yacht Basin Slip and Garage Leases (includes Insurance Certificates) - Records held by Basin Marine	Termination	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Harbor Depart.	HBR-017	Boat Auction Records (DMV Forms, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Harbor Depart.	HBR-018	Grants to Vessel Turn-In (Photos, BID, Proof of Payment Invoice)	End of Grant Period	5 years	End of Grant Period + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 2 CFR 200.334; 4 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
Harbor Depart.	HBR-019	Harbor Databases (Mooring Management, Reservations, Incidents)	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (data is inter-related); GC §34090
Harbor Depart.	HBR-003	Live-Aboard Permits / Vessel Inspections	End of Term + 2 years		End of Term + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Harbor Depart.	HBR-015	Marina Park Slip Agreements - Records held by Marina Park	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (data is inter-related); GC §34090
Harbor Depart.	HBR-016	Marine Activities Permits (MAPS) (Charter Boats and rentals)	Expiration + 2 years		Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HARBOR

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Harbor Depart.	HBR-004	Mooring Records (Rentals), includes insurance certificates	End of Tenancy + 5 years		End of Tenancy + 5 years	Yes: During Tenancy	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Covers auditing periods and statute of limitations; GC §34090.7, CCP §337 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
HUMAN RESOURCES										
Human Resources	HR-049	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	Completion	10 years	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid; 26 CFR 31.6001-1(e)(2); GC §34090
Human Resources	HR-050	Benefits Agreements with Brokers that negotiate fringe benefits on the City's behalf	Completion	10 years	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090; CCP §337
Human Resources	HR-051	Benefits Plan Documents for dental, vision, EAP, disability, etc.	Superseded + 2 years		Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-043	Civil Service Board Agenda Packets	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-003	Civil Service Hearings (including audio recordings) With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters	Separation	30 years	Separation + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-004	Civil Service Rules and Administrative Services Regulations	Superseded	P	P	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Human Resources	HR-008	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims that are resolved administratively	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	HR-044	Community Emergency Response Team (CERT) – Registration Documentation (Applications for Disaster Service Workers, authorizations, LiveScan record, etc.)	Separation + 2 years		Separation + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§34090, 12946, 12960
Human Resources	HR-007	Deferred Compensation Statements (All reports)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets auditing standards); Published articles for bank statements show 4 -7 years; GC §34090
Human Resources	HR-009	DMV Pull Notices	When Superseded or Upon Separation		When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Reports are cumulative, therefore older Pull Notices are transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; GC §34090
Human Resources	HR-010	Drug and Alcohol Testing / D.O.T files: Negative Results	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc., 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	HR-011	Drug and Alcohol Testing / D.O.T files: Positive Results	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-012	EEO-4 Reports and records required to generate EEO-4 report	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Human Resources	HR-014	Employee Grievances when not resolved by the department)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City's Preference; Lead Department is OFR for grievances resolved in their department; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 12960, 34090; 29 USC 1113, LC 1174
Human Resources	HR-041	Employee Investigations With the Exception of employee records related to Police administrative / personnel investigations and/or disciplinary matters	Minimum 5 years after Termination		Minimum 5 years after Termination		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	HR-052	Employee Policy Manual	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-013	Equal Employment Opportunity Data (from applicants)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 12960, 34090
Human Resources	HR-015	I-9's	Termination + 3 years		Termination + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required 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-053	Injury and Illness Prevention Plan	Superseded + 2 years		Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-054	Insurance Policies (general liability)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	HR-016	Job Specifications	4 years After Superseded		4 years After Superseded	Yes: Before Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State law requires 4 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; LC 1197.5; GC §§12946, 12960 34090
Human Resources	HR-017	LiveScan Fingerprint Clearance Log	50 years		50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to protect City in the event of past employee misconduct; GC § 34090 et seq.
City Clerk	HR-019	Memorandas of Understanding (See City Clerk Classification CC-005)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Copies maintained for staff convenience; GC §34090.7
Human Resources	HR-020	Negotiations: Employee Associations (notes, drafts, proposals, tentative agreements)	Superseded + 20 years		Superseded + 20 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 12960, 34090
Human Resources	HR-021	OSHA Inspections & Citations, Log 200 and Log 300	7 years		7 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090; LC §6429c
Human Resources	HR-022	Personnel Files - Benefit File (all employees and all benefits records including Deferred Compensation)	Separation + 6 years		Separation + 6-years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	HR-023	Personnel Files - Benefit File (Retirees / Spouse)	Date of Death + 2 years		Date of Death + 2 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§12946, 12960, 34090
Human Resources	HR-024	Personnel Files - Medical File (all employees)	Separation + 2 years	Whichever is Longer: 28 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-025	Personnel Files - Regular, Active, Permanent, Non-Regular, Temporary and Part-time Employees Includes Backgrounds, Fingerprints, Severance Agreements, if applicable	Separation + 6 years		Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 60201; 29 USC 1113
Human Resources	HR-026	Program Evaluations (participant's feedback for classes, etc.)	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	HR-026.5	Public Official Bonds	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match Personnel Files; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090
Human Resources	HR-055	Public Self Insurer's Annual Report	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-060	Recruitment Database (NeoGov)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-027	Recruitment File - Advertisements, Backgrounds (Unsuccessful); Fingerprints, Flyers, Brochures, Applications (unsuccessful), Tests, Letters, Scantrons, Questions	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq., GC §§12946, 12960, 34090
Human Resources	HR-042	Scholarship Program	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets Auditing Standards; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources	HR-005	Studies / Classification / Compensation & Salary Studies / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; PERS requires 5 years for Compensation Earnable (usually compensation is adopted via Resolution of the City Council); 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, 2 CCR 270.5; GC §§12946, 12960, 34090
Human Resources	HR-057	Unemployment Claims / EDD Claims	Final Disposition + 2 years		Final Disposition + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
Human Resources	HR-031	Verifications of Employment, Child Support	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Human Resources	HR-030	Workers Compensation Claims	Separation + 5 years	Whichever is Longer: 25 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years	Whichever is Longer: Separation + 30 years, or Termination of Benefits + 5 years, or Death of Employee + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; the Workers Compensation Appeals Board may destroy their records after 5 years; 8 CCR 5144, 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 10755, 10758, 15400.2; 29 CFR 1910.1020(d); GC §§12946, 12960, 34090
Human Resources	HR-030.5	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, Training, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090
RISK MANAGEMENT										
Human Resources / Risk Manage.	HR-032	Accident / Incident / Injury Reports: EMPLOYEES WITH possible Exposure to Toxic Materials (HazMat Responses, Clean up Responses to spills, etc.)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources / Risk Manage.	HR-033	Accident / Incident / Injury Reports: EMPLOYEES WITHOUT possible Exposure to Toxic Materials	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of limitations for person injury is 2 years; CCP §335.1, GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources / Risk Manage.	HR-034	Accident / Incident / Injury Reports: PUBLIC ADULTS (medical and non-medical.)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; CCP §340.5, GC §34090
Human Resources / Risk Manage.	HR-035	Accident / Incident / Injury Reports: PUBLIC JUVENILES (medical and non-medical.)	Age 18 or 3 years, whichever is longer		Age 18 or 3 years, whichever is longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; CCP §340.5, GC §34090
Human Resources / Risk Manage.	HR-036	Accident / Incident Reports: no injuries (City Vehicles)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; Statute of Limitations for contracts is 4 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6
Human Resources / Risk Manage.	HR-037	Claims (General Liability Claim Forms) - Adults	Settlement	5 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If litigation is filed, the City Attorney is OFR; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, -34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Human Resources / Risk Manage.	HR-038	Claims (General Liability Claim Forms) - Juveniles	Age of Majority (minimum Settlement)	5 years	Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If litigation is filed, the City Attorney is OFR; Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Human Resources / Risk Manage.	HR-039	Disability Claims / STD & LTD (no toxic substance exposures)	Separation + 2 years	28 years	Separation + 30 years	Yes: Until Final Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to be consistent with Medical Files; CCP §§ 337 et seq.; GC §34090
Human Resources / Risk Manage.	HR-058	Excess Liability Coverage (policies or documents)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources / Risk Manage.	HR-059	Safety Inspection Logs	Superseded	3 years	Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
INFORMATION TECHNOLOGY										
Information Tech.	IT-001	Backups (ALL Disaster Recovery Computer Backups)	When Superseded		When Superseded	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Tech.	IT-008	E-mail Archival	2 years		2 years	Yes	Mag.			Department Preference (most are preliminary drafts not retained in the ordinary course of business - see City-wide schedule); GC §34090 et seq.
Information Tech.	IT-005	Internet Tracking Database	1 year		1 year	Yes	Mag.			Police Department Preference (transitory records not retained in the ordinary course of business); GC §34090 et seq.
Lead Depart.	IT-006	GIS database - Historical Output (Zoning Map, Council Districts, etc.)	Provide Existing Output to Lead Department Prior to Change		Provide Existing Output to Lead Department Prior to Change	Yes	Mag.			Historical records are maintained by the Lead Department; GC §34090 et seq.
Information Tech.	IT-007	GIS database	When Superseded		When Superseded	Yes	Mag.			Department Preference (transitory records); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: LIBRARY SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
ARTS & CULTURAL SERVICES										
Library Services / Arts & Cultural Services	LS-001	Historic Speeches, Historic Special Events and Historic Recordings	Completion + 4 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Library Services / Arts & Cultural Services	LS-002	Art Exhibits and Collections - Community / External Art	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Library Services / Arts & Cultural Services	LS-003	Art Exhibits and Collections - Professional (Administration, etc.)	Completion + 4 years		Completion + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for contracts is 4 years, personal property 3 years; meets auditing requirements; CCP §§337, 338; GC §34090
Library Services / Arts & Cultural Services	LS-005	Art in Public Places (Art Education, murals, etc.)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Library Services / Arts & Cultural Services	LS-009	Donations of Visual Art Work or Product (received)	Completion	Life of the Author + 20 years	Life of the Author + 20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rights of authors extend for the life of the author's); State law allows a written contract to extend rights for an additional 20 years; 4 years to meet auditing standards; 17 USC 106A(d); GC §15813.5; GC §34090
Library Services / Arts & Cultural Services	LS-012	Grant Program (Grants to Others)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; HUD requires 3 years; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
LIBRARY SERVICES										
Library Services	LS-019	Facility Use Applications (Room Reservations, etc.)	4 years		4 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Library Services	LS-020	Gifts & Donations (Private)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Thank-you and acknowledgements; GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Library Services	LS-021	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) and PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Administrative Services / Finance	2 years	Final Expenditure + 5 years	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library Services	LS-023	Library Management Database / Collection Inventory	Upon Withdrawal from Collection		Upon Withdrawal from Collection	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Library Services	LS-024	Library Management Database / Other than Listed	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (records are inter-related); GC §34090
Library Services	LS-025	Library Management Database / Outstanding Debt / Fines and Fees Less Than \$20	Inactive + 3 years		Inactive + 3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Must re-register every 3 years; Delinquencies remain on credit reports for 7 years; GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Library Services	LS-026	Library Management Database / Outstanding Debt / Fines and Fees More Than \$20	Inactive + 7 years		Inactive + 7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Delinquencies remain on credit reports for 7 years; GC §34090
Library Services	LS-027	Library Management Database / Patrons with no outstanding debts	Inactive + 3 years		Inactive + 3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Must re-register every 3 years; GC §34090
Library Services	LS-028	Library Management Database / Software upgrades	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retain as long as required to read data; GC §34090
Library Services	LS-029	Library Registration Application Forms (Patrons)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Library Services	LS-030	Programs (e.g. Summer Reading)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
PLANNING										
Planning	PL-001	Affordable Housing In-Lieu Funds	Until Funds are Allocated (minimum 5 years)		Until Funds are Allocated (minimum 5 years)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If part of a Consolidated Plan, records are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from periodic expenditure report; CDBG is Annual Performance Report + 4 years; 24 CFR 200.334; 24 CFR 91.105(h), & 570.502(a), 29 CFR 97.42, OMB Circular A-110 & A-133; GC §34090
Planning	PL-003	CDBG Applications Denied / Not Funded (Subrecipient Grants, Loans)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets CDBG requirements; Records are maintained by CDBG Vendor as Active for 3 Years, and then sent to CDD for 2 year Inactive retention; 24 CFR 85.42 & 91.105(h); GC §34090
Planning	PL-011	Banner Permits (Temporary - good for 90 days)	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
CDD / Planning	PL-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA / NEPA All written evidence or correspondence submitted to, or transferred from, the City and all internal agency communications, including staff notes and memoranda related to a project or related to the City's compliance with CEQA	2 years, or duration of administrative and/or litigation proceedings, if any, whichever is longer		2 years, or duration of administrative and/or litigation proceedings, if any, whichever is longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Final EIRs are kept permanently with PL-023; 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. PRC 21167,6; GC §34090; Golden Door v Sup. Ct., 53 Cal. App. 5th 733 (2020)."
Planning	PL-015	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; some may be retained as matter of department preference.
Planning	PL-017	General Plan Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090
Planning	PL-019	Modification Committee / Zoning Administrator Approval Letters and Minutes (see City-wide schedule for all other records)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Planning	PL-020	Planning Commission Agenda Packets	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
City Clerk	PL-021	Planning Commission Audio Recordings	Copies - Send to City Clerk		Copies - Send to City Clerk		Mag			Copies; GC §34090.7
Planning	PL-022	Planning Commission Minutes, Resolutions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Planning	PL-023	Planning Applications (PA) ALL - Amendments, Appeals, Approval in Concept, Certificate of Compliance, Coastal Residential Development Permit, Compliance Letters, Condominium Conversion Permit, Creative / Comprehensive Sign Permit, Development Agreement, Development Plan, Director / Staff Approval, Environmental Documents, General Plan Amendments, In-Lieu Parking, Lot Line Adjustment, Lot Merger, Modification Permit, Off-Site Parking Agreement, Planned Community Development Plan, Signs (Comprehensive, Heritage, etc.), Sign Exception Permit, Site Plan Review, Subdivisions, Telecom Permit, Temporary Permits, Use Permits, Variance, Zoning Compliance letters, etc. Send recorded documents to the City Clerk.	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Projects have a 2 year vesting (applicant must pull permit within 2 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Some permits must obtain Council approval, and therefore the City Clerk becomes office of record for material presented to Council; Department maintains complete files for administrative purposes; GC §§34090, 34090.7
	PL-027	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; some may be retained as matter of department preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - PLANNING

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Planning	PL-028	Zoning Maps (Historical Only - New records part of zoning code)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
CHIEF OF POLICE / ADMINISTRATION										
Police	PD-001	Inquiries	Disposition + 2 years		Disposition + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police	PD-003	Administrative Investigations: Civilian and Internal WITHOUT Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If a supervisor determines that records of prior discipline should be retained beyond the applicable statutory period, approval for such retention shall be obtained through the chain of command from the Chief of Police; Consistent with Lexipol Policy; State requires for at least 5 years; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC 801.5, 803(c); EVC §1045, GC §§12946, 12960, 34090, PC §832.5, VC §2547
Police	PD-093	Administrative Investigations: Civilian and Internal - Civilian Complaints WITH Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 15 years		Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC §§12946, 12960, 34090,
Police	PD-006	Carry Concealed Weapon (CCW) Permits	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Police	PD-002	Chief's Subject Files	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police	PD-083	Emergency / Disaster Preparedness Plans	Superseded	P	P	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police	PD-004	Overtime Slips (hours)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.
Police or Personnel	PD-081	Personnel Background Packets - Citizens Academy, Teen Academy)	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113;
Police or Personnel	PD-011	Personnel Background Packets - Volunteers & Interns	Inactive / Separation + 6 years		Inactive / Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113;
Police	PD-005	Personnel Department Employee File	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; Consistent with HR's Personnel File; State & Federal laws require 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090.7
Police	PD-069	Preliminary Claim Investigation / Potential Liability Claims	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.
Police	PD-007	Programs: Citizens Academy, Teen Academy, Neighborhood Watch, etc.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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.										
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Police	PD-089	Project Assignment Memos (PAM)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.
Police	PD-094	Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (consistent with STOP Source data); GC §34090
Police	PD-097	Report provided to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgment pursuant to PC 13510.9. Report of data regarding the number, type, or disposition of complaints made against its officers	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.
Police	PD-008	Reports and Studies regarding Police Operations (not historical - manpower, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.
Police	PD-009	RSNP / OCRCLTime Slips / Billing Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC § 34090
Police	PD-088	Special Events (i.e., Police Appreciation Breakfast, National Night Out, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.
Police	PD-095	STOP Source Data, Audit Log	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §§12525.5, 34090
Police	PD-070	Vehicle Pursuit Reports	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Warnings! 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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Police	PD-010	Work Assignments (Schedules) All Divisions	3 years		3 years	Yes: Current Schedule only	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090
DETECTIVES										
Police	PD-012	Accounting Records: Investigative Expense Funds (Confidential)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards for GC §34090
	PD-013	Alcohol Beverage License Applications (Not related to an Operator's Permit for a Bar, Lounge, or Nightclub)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; GC §34090
Police	PD-071	Asset Forfeiture Files	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Federal DOJ requires 5 years - Equitable Sharing Guide); GC §34090
Police / Investigat.	PD-077	Informant Files	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Does not contain criminal intelligence information concerning individuals; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Police / Investigat.	PD-014	Intelligence Files (Vice, Terrorist, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police	PD-084	Operator Permits - Bar, Lounge, or Nightclub (Offers alcoholic beverages for on-site consumption in combination with food service with late hours)	Termination + 3 years		Termination + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police	PD-015	Pawn Slips	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police	PD-016	Massage Operator Permits	Termination + 3 years		Termination + 3 years		Mag, Mfr, OD, Ppr	M / S / I	No	Department preference to match permit terms; GC §34090
Police	PD-018	Permits or Licenses: Unsuccessful Applications (massage, etc.)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match permit terms; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
PATROL										
Police	PD-019.3	Automated License Plate Reader (ALPR) data that are not evidence of criminal activity, not relevant to or part of a criminal investigation, and not needed to be kept for any department purpose	30 days		30 days		Mag			ALPR data that are part of a criminal investigation or that need to be kept for department purposes are subject to the retention schedule that would apply depending on the nature of the criminal investigation or the reason the data needs to be kept. Data is overwritten automatically after 30 days per department preference. CC §1798.90.53(b)(2)(G)
Police	PD-019.5	Drone (Unmanned Aerial Vehicle) Recordings that are not evidence of criminal activity, not relevant to or part of a criminal investigation, and not needed to be kept for any department purpose	When No Longer Required		When No Longer Required		Mag			Does not record regular and ongoing operations; GC §7920.530; Drone recordings that are part of a criminal investigation or that need to be kept for department purposes are subject to the retention schedule that would apply depending on the nature of the criminal investigation or the reason the recordings need to be kept.
Police	PD-072	Ride-A-Long Waivers	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
SUPPORT SERVICES / PERSONNEL AND TRAINING										
Police	PD-021	Supervisor Record / Counseling Jacket	2 years, or Completion of Performance Evaluation, whichever occurs first		2 years, or Completion of Performance Evaluation, whichever occurs first		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts and notes; GC § 34090 et seq.
Police	PD-023	Personnel Background Packets - Peace Officers (includes Polygraphs) WITHOUT Sustained Finding of Misconduct	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Personnel File; Statute of Limitations: Public official misconduct is discovery of offense + 4 years; GC §§36507, 34090; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 11013(c); PC §§801.5, 803(c); 29 USC 1113
Police or Personnel	PD-024	Personnel Background Packets - Selected Employees other than Peace Officers	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Personnel File; Statute of Limitations: Public official misconduct is discovery of offense + 4 years; GC §§36507, 34090; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 11013(c); PC §§801.5, 803(c); 29 USC 1113
Police	PD-025	Personnel Background Packets - unsuccessful / not hired employees or volunteers (not hired)	6 years		6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (only 2 years is required); 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946,12960, 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Police	PD-026	Personnel Department Training File (Includes POST Data, Files and Printouts for Training Courses) Does Not Include Complaints against Peace Officers	Separation + 4 years		Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State & Federal laws require 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
SUPPORT SERVICES - OTHER										
Police	PD-028	Alarm Permits	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police	PD-029	Auction Records	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police	PD-030	Audio Recordings - Recordings of Telephone & Radio Communications Dispatch Recordings	2 years		2 years		Mag			Department Preference; (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police	PD-032	Backup Tapes - WEEKLY Disaster Recovery Copy - Network, All Files on Shared Drives	14 days		14 days	Yes	Mag.			Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Police	PD-033	Checking Account Records: DARE, Property/Evidence Account, Station Fund and Police Explorer Account	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards for municipal governments; GC §34090
Police	PD-034	Department Manual (Department Policies and Procedures)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Police	PD-035	Evidence: Crime Scenes (includes evidentiary MVS)	Expiration of Statute of Limitations (minimum Final Disposition of Case)		Expiration of Statute of Limitations (minimum Final Disposition of Case)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	See appropriate Crime Report; Statute of Limitations is 1 year for property seized by officers; GC §34090
Police	PD-036	False Alarms (alarm permits, billing transactions, correspondence, alarm activations)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance invoices, when appropriate; GC § 34090
Police	PD-037	Fleet Maintenance - Equipment and Vehicle Maintenance History (includes vehicle calibration records)	Life of Equipment or Vehicle + 4 years		Life of Equipment or Vehicle + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq., GC §34090
Police	PD-078	Jail Video	3 years		3 years		Mag			Department Preference; GC §34090 et seq.
Police	PD-022	Mobile Video and/or Audio Videos (MVS) Non-Evidentiary	2 years		2 years		Mag			Department Preference; Lexipol Section 446.10.1 requires 1 year; GC §34090.6(a)
Police	PD-091	Mobile Video and/or Audio Videos (MVS) Test Recordings	100 days		100 days		Mag			Lexipol Section 446.3; GC §34090.6(a)
Police	PD-038	Officer Daily Logs	5 years		5 years	Yes: Current Schedule only	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090
Police	PD-038.1	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P		P		Mag			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Police	PD-038.2	Officer Recordings: Body-Worn Cameras – that ARE evidence of a crime, of an officer involved shooting, of a detention or arrest, or are related to a complaint	Follows retention for Evidence, Minimum 2 years		Follows the Retention of the Evidence, Minimum 2 years		Mag			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police	PD-038.3	Officer Recordings: Body-Worn Cameras - that are NOT evidence	60 days		60 days		Mag			PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police	PD-079	Property Video	3 years		3 years		Mag			Department Preference; GC §34090 et seq.
Police	PD-076	Solicitors Permits	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Police	PD-080	Watch Commander Video	3 years		3 years		Mag			Department Preference; GC §34090 et seq.
SUPPORT SERVICES / RECORDS										
Police	PD-044	Arson Registrations: Adults	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police	PD-045	Arson Registrations: Juveniles released from Division of Juvenile Justice	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from DOJJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police	PD-046	Bicycle Licenses	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Police	PD-047	Citations (ALL)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090, H&S §11361.5, PC §802
Police / Records	PD-092	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Fully Paid, Written off, or Forgiven + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090
Police	PD-054	Crime Statistics / Uniform Crime Reports - Annual Summaries	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police	PD-048	Incident Reports (DR#) - ALL Except those other specifically mentioned in this retention schedule (October 1, 1999 to Current)	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq., 11108.2(b)
Police	PD-055	Drug / Narcotic Registrants	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)

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Police / Records	PD-055.1	Registrants: Gang Adults Shared Gang Databases	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a));11 CCR 773.8; GC §34090
Police / Records	PD-055.2	Registrants: Gang Juveniles Shared Gang Databases	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781; 11 CCR 774; PC §186.30; GC §34090 et seq.
Police / Records	PD-055.5	Gang Registrations: Adults	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Registration pursuant to PC §186.30; GC §34090
Police / Records	PD-055.6	Gang Registrations: Juveniles	Sealing Date + 5 years		Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police	PD-050	Incident Reports (DR#) Marijuana / Cannabis less than 28.5 grams	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§34090

RECORDS RETENTION SCHEDULE: POLICE

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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Police	PD-049	Incident Reports (DR#) Homicide , Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Fatalities (Crimes Subject to Death Penalty or without statute of Limitations)	P		P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799
Police	PD-073	Incident Reports (DR#) Misdemeanor or Infraction Marijuana / Cannabis §11357(d) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(d)
Police	PD-051	Incident Reports (DR#) Missing Person Reports (unsolved)	2 years or Until Located	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Dept. Preference; Also see Crime Reports; GC §34090
Police	PD-052	Incident Reports (DR#) Sealed Cases (" Factual Innocence ")	Date of Arrest + 3 years		Date of Arrest + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)

RECORDS RETENTION SCHEDULE: POLICE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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Police	PD-053	Incident Reports (DR#) Sealed Cases (Juveniles & Adults) Except Childhood Sexual Assault Child Abuse or Severe Neglect, (Substantiated), those with outstanding stolen property.	Per Court Order (Sealing date + 5 years)		Per Court Order (Sealing Date + 5 years)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CCP §§340.1, GC §34090; GC §68152(g)(1)
Police	PD-053.1	Incident Reports (DR#) Sealed Cases (childhood sexual assault) - Before January 1, 2024	Age of Majority + 22 years		Age of Majority + 22 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police	PD-053.2	DR Reports / Crime Reports Sealed Juvenile and Ward Cases - Childhood Sexual Assault - After January 1, 2024	P		P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police	PD-096	Incident Reports (DR#) Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Court Order + 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police	PD-056	Field Contacts	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (entered into the RMS database); GC §34090 et seq.
Police	PD-060	Narcotic / Firearm Destruction Lists	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police	PD-061	Order after Hearing (restraining order)	While Valid		While Valid		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Court records - originals retained by the Court; GC §34090 et seq.

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Police	PD-062	Photos: Mug Shots	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk / Police	PD-063	Records Destruction Lists / Certificates of Records Destruction (Working Copy)	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Police	PD-064	Sex Offender Registrations: Adults	10 years	Indefinite, or Death of Registrant	Indefinite, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781;
Police	PD-065	Sex Offender Registrations: Juveniles released from California Youth Authority	10 years	Indefinite or Sealing Date + 5 years (or Court Order)	Indefinite or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(d)
TRAFFIC										
Human Resources	PD-067	Review Board Accident History Forms (PD Employees / City Employees)	Separation of Employment		Separation of Employment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (originals are in personnel file); GC § 34090.7

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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ENGINEERING SERVICES										
City Clerk	PW-001	Abandonments, Easements, Entitlements, and Vacations (Recorded Documents / City Property) (See CC-061/CC-013)	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090.7
Public Works	PW-002	Aerial Maps (Digital Plates & Software to view them - See Planning for the Analog Aerial Maps)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Planning maintains the analog aerial maps; Department Preference for historical purposes; GC §34090
Public Works	PW-003	Master Plans	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some master plans do not go to Council; Department Preference for historical purposes; GC §34090
Lead Dept. (General Services, Public Works, or Utilities)	PW-004	NPDES Monitoring Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Orange County	PW-005	NPDES Permit (Issued to the County)	5 years		5 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090.7
Public Works	PW-006	Preliminary Studies / Project Assessments (Not Acquired)	When No Longer Required	Minimum 2 years	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Public Works	PW-007	Project Files: City Infrastructure and Facilities Projects - Administration File: Project Administration, Project Schedules, Invoices, Logs, Work Reports (Inspector Reports), etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; For disaster preparedness purposes and to cover various statute of limitations; GC §34090, CCP 337 et seq.
Public Works	PW-031	Project Files: City Infrastructure and Facilities Projects - Certified Payrolls	Upon Completion	3 years	Completion + 3 years		Mag, <u>Mfr</u> , OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works	PW-008	Project Files: City Infrastructure and Facilities Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Project Study Reports (PSRs), Record Drawings ("As Built"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Retained for disaster preparedness purposes (City Clerk does not maintain Plans, Materials Testing Reports, etc.) GC §34090
Public Works	PW-011	Recorded Maps (Final Maps, Record of Survey, Tract Maps, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090, 34090.7
Public Works	PW-033	Standard Drawings	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Planning maintains the analog aerial maps; Department Preference for historical purposes; GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Utilities or Public Works	PW-012	Sewer and Storm Drain Video Inspection Reports / Video or Digital Recordings - Regular Inspections	Minimum 2 years		Minimum 2 years		Mag			Department Preference; GC §34090 et seq.
TRANSPORTATION AND DEVELOPMENT SERVICES										
Public Works	PW-016	Assessment / Maintenance District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. roads, sewer, etc.)	Termination of District	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works	PW-018	Encroachment Permits: ALL	Life of the Encroachment	Minimum Expiration + 2 years	Life of the Encroachment - Minimum Expiration + 2 years	Yes: Until Revocation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CCP § 337 et. Seq.; GC § 34090
Public Works	PW-034	Permits: Residential & Commercial Docks and Piers (Residential & Commercial) Includes Permit Drawings, Dredging permits, Coastal Permits, etc.	End of Tenancy + 10 years		End of Tenancy + 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works	PW-020	Intersection File (Traffic Study, Warranty Analysis)	10 years		10 years		Mag, <u>Mfr</u> , OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Public Works	PW-021	Traffic related service requests (minor projects - reports, ordering of signs, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference to cover audits from all grant funding agencies; Statute of Limitations for Errors & Omissions is 10 years; CCP §§337. 337.1(a), 337.15, GC §34090
City Manager	PW-023	Offers of Dedication (Rejected, Unprocessed or Unaccepted -- If accepted, City Clerk is Office of Record) (See CW-077)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure the City Manager has all originals; GC §34090.7
Public Works	PW-025	Traffic Signal Timing	When Superseded + 1 year	9 years	When Superseded + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works	PW-026	Speed Surveys	When Superseded (minimum 2 years)		When Superseded (minimum 2 years)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works	PW-028	Traffic Calming - Summary (speed humps, etc.)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works	PW-029	Traffic Counts, Summaries, Reports	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS ADMINISTRATION										
Public Works / Admin.	PW-035	Chemical Applications (Contract Administration or in-house) Includes Approved Chemical List, MSDS Sheets, etc.	Completion	30 years	Completion + 30 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Lead Dept. / Division	PW-036	Daily Division Work Diaries ("Red Books")	2-years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Admin.	PW-038	Department Activities Report	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Admin.	PW-039	DL 170s / Certificate of Driving Skill	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; DMV requires Separation + 3 years; GC §34090.7
Lead Dept. / Division	PW-040	Franchise List	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course; GC §34090
Public Works / Admin.	PW-041	Franchised Hauler Tonnage Reports	5 years	25 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to cover all statute of limitations; 8 CCR §3204(d)(1) et seq., CCP §§337 et seq., GC §34090
Public Works / Admin.	PW-043	Hazardous Waste Hauler Manifests	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with statute of limitations for employee exposure to hazardous materials; 8 CCR 3204(d)(1)(A); 22 CCR § 66262.40
Public Works / Admin.	PW-044	Landfill Records (City-owned - Closed)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Admin.	PW-045	MSDS Master List	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Claims can be made for 29 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., CCP §§337 et seq., GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Public Works / Admin.	PW-046	Transfer Station Modification Permit	Expiration	30 years	Expiration + 30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Admin.	PW-047	Underground Storage Tanks	3 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090; H&S §25284.4(i)
Public Works / Admin.	PW-048	Work Request Database / Work History	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
FACILITIES & EQUIPMENT MAINTENANCE										
Public Works / Facilities & Equip. Maint.	PW-049	Auto Body Paint Shop (records contain paint / hazardous materials)	10 years	20 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Claims can be made for 29 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., CCP §§337 et seq., GC §34090
Public Works / Facilities & Equip. Maint.	PW-050	BIT Sheets	Life of the Vehicle + 5 years		Life of the Vehicle + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Facilities & Equip. Maint.	PW-051	CHP Daily Logs (Vehicle inspections) / Pre-Trip Inspections	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §26202
Public Works / Facilities & Equip. Maint.	PW-052	Estimates (Vehicles and Purchases)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Public Works / Facilities & Equip. Maint.	PW-053	Fire Apparatus & Equipment Maintenance Records (excludes Ladder Certifications)	Surplus + 5 years		Surplus + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; 8 CCR §3203(b)(1), CCP §340.5, GC §34090
Public Works / Facilities & Equip. Maint.	PW-054	Hazardous Waste Hauler Manifests (Oil, etc.)	10 years	20 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Claims can be made for 29 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 22 CCR § 66262.40; CCP §§337 et seq., GC §34090
Public Works / Facilities & Equip. Maint.	PW-055	HVAC Records - Operations, Sub equipment maintenance	Life of Equipment + 2 years		Life of Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Facilities & Equip. Maint.	PW-056	Maintenance History - Vehicles & Equipment - Where City is Provider	Life of Vehicle or Equipment + 5 years		Life of Vehicle or Equipment + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090
Public Works / Facilities & Equip. Maint.	PW-057	Smog Certificates and Inspections	Life of Vehicle + 5 years		Life of Vehicle + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Public Works / Facilities & Equip. Maint.	PW-058	Used Oil Disposal	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
FIELD MAINTENANCE										
Public Works / Field Maint.	PW-059	Drivers Logs	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Field Maint. OR Code Enforcement	PW-060	Dump Tickets / Manifests - Non-Hazardous Waste	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Field Maint.	PW-061	Sidewalk Repair Database (Quest)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is inter-related; GC §34090
Public Works / Field Maint.	PW-062	Underground Service Alerts (USA) / Dig Alerts: Utility Cuts, etc.	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Field Maint.	PW-063	Vehicle Inspections	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
PARKS & TREES										

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

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Public Works / Street / Parks & Trees	PW-064	Application to Remove Trees / Petitions	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Street / Parks & Trees	PW-067	Park and Parkway Maintenance (reports, records, work orders)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Operational Complaints and Work Orders; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Street / Parks & Trees	PW-068	Pesticide and Herbicide Permits (from County)	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 110.3(d)
Public Works / Street / Parks & Trees	PW-069	Pesticide and Herbicide Records (in-house)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference for toxic substance exposure statute of limitations; Agricultural pesticide records are required for 2 years;—8 CCR §3204(d)(1) et seq., 16 CCR 1970; 3 CCR 6623,-GC §34090,
Public Works / Street / Parks & Trees	PW-070	Tree Maintenance / Plantings	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Operational Complaints and Work Orders; CCP §§338 et seq., 340 et seq., 342, GC §34090
Public Works / Street / Parks & Trees	PW-071	Traffic Collision Notifications (determine cost to bill responsible parties)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Exception to City-wide retention; Retained in originating department for auditing purposes; GC §34090

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Public Works / Street / Parks & Trees	PW-072	Tree Inventory Database	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Data is interrelated; GC §34090 et seq.
Public Works / Street / Parks & Trees	PW-073	Tree Removal Review / Inspection Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
REFUSE										
Public Works / Refuse	PW-074	Annual County Inspection Reports (Old City Landfill Sites)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Refuse	PW-075	HazMat Incident Responses, Clean-ups and Exposure Records (Diesel, Oil, etc.)	30 years		30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all incidents are sent to Human Resources (only workers compensation); GC §34090; Consistent with statute of limitations for employee exposure to hazardous materials; 8 CCR 3204(d)(1)(A); 22 CCR § 66262.40
Public Works / Refuse	PW-076	Waste Reports / CalRecycle Reports / Daily Records / Weight Records / Green waste Reports / Hazardous Material Screening (Becomes part of Waste Stream)	5 years	25 years	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE - PUBLIC WORKS

Office of Record	Classification OR	Records Description	Retention / Disposition							Comments / Reference
(OFR)	File Number		Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Public Works / Refuse	PW-076.1	Needle Collection / Sharps Collection (OASIS Senior Center)	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Sharps injury logs are required for 5 years; 8 CCR 5193(h)(3); GC §34090 et. seq.
Public Works / Refuse	PW-077	Recycling Program - Annual Report	1 year	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Refuse	PW-078	Refuse Receipts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Refuse	PW-079	Transfer Station Permit Inspection Results (monthly)	30 years		30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Refuse	PW-080	Transfer Station Quarterly Tonnage Reports	30 years		30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: RECREATION and SENIOR SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
RECREATION SERVICES										
Recreation & Senior Services	RS-002	Attendance Sheets	2 years		2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation & Senior Services	RS-003	Class and Camp Registrations & Rosters / User Pay Recreation Programs (Recreation Waivers) - ALL	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation & Senior Services	RS-004	Daily Facility and Activity Logs	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation & Senior Services	RS-005	Emergency Contact Information for Participants / Medical Release Forms / Pre-school Immunization Records (Given to site provider - Coach, OASIS Transportation Program, Instructor, etc.)	2 years		2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory record used to contact relatives in the event of an emergency; CCP §335.1, GC §§34090, 6252(e)
Recreation & Senior Services	RS-006	Facility Use Requests and Permits - Includes Certificate of Insurance and Alcohol Permits (Room Reservations, Parks, Moonbounces, etc.)	2 years		2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation & Senior Services	RS-021	Fundraising Files (Correspondence, Copies of Checks, etc.)	2 years		2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: RECREATION and SENIOR SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Recreation & Senior Services	RS-023	Incident Reports	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Recreation & Senior Services	RS-007	Playground Equipment Inspections	10 years		10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; CCP §§336(a), 337 et. seq., GC §34090
Recreation & Senior Services	RS-008	Program Evaluations	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Recreation & Senior Services	RS-009	Recreation Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Recreation & Senior Services	RS-012	Special Event Permits	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation & Senior Services	RS-013	Volunteer Sign-ins / Summary of Hours	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
SENIOR SERVICES										
Recreation & Senior Services	RS-018	Program Files (e.g. OASIS, Intergenerational, Events held)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Recreation & Senior Services	RS-019	Sign-In Sheets for Classes	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343

RECORDS RETENTION SCHEDULE: RECREATION and SENIOR SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Recreation & Senior Services	RS-020	Volunteer Sign-ins / Summary of Hours	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match retention periods for other volunteer records; GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
ADMINISTRATION										
Utilities / Admin.	UT-001	Department of Transportation (Highway Permits) - Cal Trans	Expiration of Permit + 2 years		Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Utilities / Admin.	UT-112	Disposal Receipts / Manifests - HAZARDOUS WASTE (e.g., storm drain, hazardous material from street sweeping, clean ups)	30 years		30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with statute of limitations for employee exposure to hazardous materials; 8 Cal. Code Reg. 3204(d)(1)(A)
Utilities / Admin.	UT-003	PUC - Public Utilities Commission (Correspondence, Rate Changes, Applications, Gas, Electricity, Water, etc.)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Utilities / Admin.	UT-004	Subjects / Resource / Miscellaneous Files / Files Not Covered Under Other Utilities Retention Codes (subjects and resources will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
ELECTRICAL										
Utilities / Electrical	UT-078	AQMD Permits & Reports (Electrical)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Lead Dept.	UT-100	Confined Space Entries	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); GC §34090
Lead Dept.	UT-101	Generator Operation Logs & Inspections - Fixed / Stationary Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; AQMD Rule 1470; GC §34090
Lead Dept.	UT-102	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Electrical	UT-006	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090
Public Works or Utilities / Electrical	UT-008	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Certified Payrolls, Invoices, Relocation Assistance, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Public Works	UT-007	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Retained for disaster preparedness purposes; GC §34090.7

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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Utilities / Electrical	UT-009	Project Files: Utilities Maintenance Projects	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Utilities / Electrical	UT-010	Work Request Database (Quest)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Records are interrelated; GC §34090
Utilities / Electrical	UT-012	Underground Service Alerts (USA) / Dig Alerts: Utility Cuts, etc. - All	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
LANDFILL										
Utilities / Landfill	UT-079	AQMD Permits & Reports (Landfill)	Expiration of Permit + 2 years		Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Utilities / Landfill	UT-080	Benchmark Reports . Budget Reports to CNG	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Utilities / Landfill	UT-081	Emergency Preparedness / Hazardous Materials	Superseded + 2 years		Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

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Utilities / Landfill	UT-082	Hazardous Materials Permits	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Landfill	UT-083	Landfill Operation Permits & Reports	Expiration of Permit + 2 years		Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Utilities / Landfill	UT-084	Spill Prevention Control and Countermeasure Plan (SPCC)	5 years		5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Landfill	UT-116	Tonnage Reports / AB 939 / SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
OIL AND GAS										
Utilities / Oil & Gas	UT-015	Abandonments - Oil Wells	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Oil & Gas	UT-085	AQMD Permits & Reports (Oil & Gas)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Utilities / Oil & Gas	UT-086	Emergency Preparedness / Hazardous Materials			Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Lead Dept.	UT-103	Confined Space Entries	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); GC §34090
Lead Dept.	UT-104	Generator Operation Logs & Inspections - Fixed / Stationary Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; AQMD Rule 1470; GC §34090
Lead Dept.	UT-105	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Utilities / Oil & Gas	UT-017	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

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Utilities / Oil & Gas	UT-018	Oil and Gas Production: Wells, Pumps, Condemnations	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Oil & Gas	UT-019	Oil and Gas Remediation	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §34090
Utilities / Oil & Gas	UT-020	Oil and Mineral Rights	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Oil & Gas	UT-021	Oil Production Report Tickets / Run Tickets	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Utilities / Oil & Gas	UT-022	Oil Well Information (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, etc.)	Life of the Well + 10 years		Life of the Well + 10 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Inspections required for 3 years; UFC §103.3.4
Utilities / Oil & Gas	UT-023	Oil Well Information and Inspections - All : (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, etc.)	Life of the Well + 10 years		Life of the Well + 10 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Inspections required for 3 years; UFC §103.3.4
Utilities / Oil & Gas	UT-024	Oil Well Inspections (Division of Gas, Fire, Fish & Game, etc.)	10 years		10 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Inspections required for 3 years; UFC §103.3.4
Utilities / Oil & Gas	UT-025	Permits (Coastal Permits, AQMD, etc.)	Expiration of Permit + 2 years		Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

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Public Works or Utilities / Oil & Gas	UT-027	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Project Schedules, Meeting Minutes, Certified Payrolls, Invoices, Relocation Assistance, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Public Works	UT-026	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Retained for disaster preparedness purposes; GC §34090.7

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Oil & Gas	UT-028	Project Files: Utilities Maintenance Projects	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Utilities / Oil & Gas	UT-087	Reports to Regulatory Agencies - Oil & Gas: Reports relating to Environmental (Pollution Control), Oil Operations, Royalties, etc.	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Oil & Gas	UT-088	Reports to SCAQMD (operation of fixed generators, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
STORM DRAINS										
Utilities / Storm Drain	UT-114	Storm Drain Video Inspection Reports / Video or Digital Recordings - Regular Inspections	When Superseded (minimum 1 year)		When Superseded (minimum 1 year)		Mag			Department Preference; GC §34090 et seq.
Utilities / Storm Drain	UT-115	Storm Drain Video Inspection Reports / Video Tapes or Digital Recordings - Spot Checks / Inspections	When Superseded (minimum 1 year)		When Superseded (minimum 1 year)		Mag			Transitory record; not part of overall program administered by PW Administration; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
WASTEWATER										
Utilities / Wastewater	UT-089	AQMD Permits & Reports (Wastewater)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Utilities / Wastewater	UT-029	Chemical Usage	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Utilities / Wastewater	UT-031	Daily Division Work Diaries ("Red Books") (Operator's daily logs)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with work orders; GC §34090
Lead Dept.	UT-106	Confined Space Entries	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); GC §34090
Lead Dept.	UT-107	Generator Operation Logs & Inspections - Fixed / Stationary Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; AQMD Rule 1470; GC §34090
Lead Dept.	UT-108	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions, GC §34090
Utilities / Wastewater	UT-032	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090
Lead Dept. (General Services, Public Works, or Utilities)	UT-033	NPDES Monitoring Reports	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Orange County	UT-034	NPDES Permit (Issued to the County)	When No Longer Required		When No Longer Required	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Public Works or Utilities / Wastewater	UT-036	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Certified Payrolls, Invoices, Relocation Assistance, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Public Works	UT-035	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Retained for disaster preparedness purposes; GC §34090.7

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Wastewater	UT-037	Project Files: Utilities Maintenance Projects	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Utilities / Wastewater	UT-038	Reports to Regulatory Agencies - Wastewater: Monthly and Quarterly Reports, including backup data	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Hazmat discharge records are required for 3-5 years; 40 CFR 122.41(j)(2)
Utilities / Wastewater	UT-090	Reports to SCAQMD (operation of fixed generators, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Wastewater	UT-039	Sanitary Spills and Overflows (SSOs)	5 years	5 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	If treating water, required for 5 years; 40 CFR 122.41(j)(2)
Utilities / Wastewater	UT-040	Sanitary Surveys of Drinking Water Systems	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470
Utilities / Wastewater	UT-042	Sewer Line Maintenance (reports, records, work orders)	10 years	Life of the Sewer	Life of the Sewer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Wastewater	UT-098	Sewer System Management Plan (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090
Utilities / Wastewater	UT-113	Source Control / Grease Disposal Permits	Expiration + 3 years		Expiration + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; POTW reports are required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12; GC §34090
Utilities / Wastewater	UT-099	Source Control / Pretreatment Annual / Semi-Annual Reports / FOG (Fats, Oil & Grease)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; POTW reports are required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12; GC §34090
Utilities / Wastewater	UT-043	Station Maintenance Logs / Job Logs (Pumps, Well Logs, etc.)	Life of Station		Life of Station		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Wastewater or Public Works	UT-044	Video Inspection Reports / Video or Digital Recordings - Regular Inspections	When Superseded		When Superseded		Mag			Department Preference; GC §34090 et seq.
Utilities / Wastewater or Public Works	UT-045	Video Inspection Reports / Video Tapes or Digital Recordings - Spot Checks / Inspections	When No Longer Required		When No Longer Required		Mag			Transitory record; not part of overall program administered by PW Administration; GC §34090 et seq.
Utilities / Wastewater	UT-091	Waste Discharge Requirements Permit Fee	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Wastewater	UT-046	Wastewater Lateral Dig Out Agreements (private digging - we have billing records)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to cover the period of time negative information remains on consumer credit ratings; GC §34090
WATER										
Utilities / Water	UT-047	Annual Water Quality Report (Consumer Confidence Report) / Public Water System Statistics	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 40 CFR 141.155. 22 CCR §64470; 22 CCR §64483(g); GC §34090
Utilities / Water	UT-048	AQMD Permits	5 years		5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Utilities / Water	UT-049	Backflow Inspections / Approvals	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years, GC §34090
Utilities / Water	UT-050	Calibration Records (Lab Equipment)	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Chemical Reports; 40 CFR 141.33(a)
Utilities / Water	UT-075	Chains of Custody / Water Analysis & Sampling: Chemical (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors)	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 141.33(a); 22 CCR §§64470, 64537

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Water	UT-076	Chains of Custody / Water Analysis & Sampling: Lead & Copper	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Utilities / Water	UT-051	Chemical Use Report Form / Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	30 years if employer qualifies as hazardous material exposure & required to file MSDS; reports are mailed to the County; 8 Cal. Code Reg. 3204(d)(1)(A)
Lead Dept.	UT-109	Confined Space Entries	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); GC §34090
Public Works	UT-053	Construction Meters / Logs (temporary)	Expiration + 2 years		Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Utilities / Water	UT-054	Correspondence with Regulatory Agencies	25 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Records of actions taken to correct violations are required for 3 years; Reports are required for 10 years GC §34090 40 CFR 141.33(b, c)
Utilities / Water	UT-055	Cross-Connection Samples	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to cover Lead and Copper retention requirements; 40 CFR 122.91
Utilities / Water	UT-092	Customer Concerns / Customer Complaints / Reports: Odor / Taste / Visual Complaints - Drinking Water	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Utilities / Water	UT-056	Equipment Binders	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Water	UT-057	Equipment Repair Orders (includes pumps, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative Value; GC §34090
Lead Dept.	UT-110	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; GC §34090
Lead Dept.	UT-111	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400–E–13a instructions, GC §34090
Utilities / Water	UT-058	Hydrant and Valve Maintenance, Hydrant Flush (Route Forms)	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records (source records entered into the database); GC §34090
Utilities / Water	UT-059	Job Log Books (Operator's daily logs)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Consistent with work orders; GC §34090
Utilities / Water	UT-060	Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administrative value; GC §34090
Utilities / Water	UT-061	Meter History (Meter Service Cards)	Life of the Meter		Life of the Meter		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Water	UT-062	Meter Sets & Installs	P		P		Mag, OD, Mfr, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Water	UT-063	Monthly Water Production Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with other auditing standards; GC §34090
Utilities / Water	UT-064	Permits: Natural Gas, Propane, etc.	Expiration + 4 years		Expiration + 4 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers statute of limitations for contracts (4 years); CCP § 337 et. Seq.; GC § 34090

RECORDS RETENTION SCHEDULE - UTILITIES

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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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Public Works or Utilities / Water	UT-066	Project Files: Administration Files (CIP and Maintenance projects): Project Administration, Project Schedules, Meeting Minutes, Certified Payrolls, Invoices, Relocation Assistance, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Public Works	UT-065	Project Files: CIP Projects - Permanent File: Plans, Specifications, Materials Testing Reports, Notice of Completion, Project Study Reports, Record Drawings ("As Builts"), Regulatory Agency Approvals, Soils Reports, Structural Calculations, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Retained for disaster preparedness purposes; GC §34090.7

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Warnings! If the record is not listed here, refer to the Retention for City-Wide Standards										
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, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Water	UT-067	Project Files: Utilities Maintenance Projects	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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; CCP §§336(a), 337 et. seq., GC §34090
Utilities / Water	UT-093	Report: MWD OC 5 Year Projection	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Water	UT-094	Reports to Orange County Water District: Groundwater Pumping & Billing, Annexation C95ee, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Water	UT-095	Reports to SCAQMD (operation of fixed generators, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Water	UT-095,5	Reservoirs: Flushing, Disinfection and Cleaning	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Utilities / Water	UT-097	Reservoirs: Reports, Inspections, etc.	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Water	UT-068	Routes (Reading, etc.)	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory Records; GC§34090 et seq.
Utilities / Water	UT-069	Service Request Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE - UTILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).										
Utilities / Water	UT-070	Station Maintenance Logs / Job Logs (Pumps, Well Logs, etc.)	Life of Station		Life of Station		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Water	UT-071	System Chlorination & Fluoridation	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a)
Utilities / Water	UT-072	Valve Turning Data	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Records are interrelated; GC §34090
Utilities / Water	UT-077	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090 et seq.
Utilities / Water	UT-073	Water Districts (outside agencies) / Projects outside City Boundaries	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records used for administrative purposes; GC §34090
Utilities / Water	UT-074	Water Reports, Sampling & Testing: Bacteriological & Organics	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Actual laboratory reports may be kept, or data may be transferred to tabular summaries; State law requires 5 years; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470