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Abbreviations:

- AS – Administrative Services
- CA – City Attorney
- CC – City Clerk
- CW – City Wide Standards
- DS – Development Services
- FIN – AS/Finance
- F – Fire
- HR – AS/Human Resources
- MS – Municipal Services
- PRPF – Parks, Recreation & Public Facilities
- PD - Police

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Public Adults & Juveniles Reports	AS-2
Public Financing Authority Minutes	CC-10
Public Hearing Notices	CW-7
Public Reports	CW-1
Publications issued by the City - Historically Significant	CC-11
Pump Station Logs	MS-7
Purchase Orders & Requisitions	MS-5
Purchase Orders and Requisitions	CW-9
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Rape Reports	PD-5
Reading	CW-5
Real Estate Appraisal Reports	CC-11
Real Estate Appraisal Reports	AS-6
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Receipts	CW-9
Receipts/Daily Cash Reports	FIN-5
Reclassification/Desk Audits	HR-7
Reconciliations	FIN-4
Recording Charts	MS-10
Recordings of Telephone & Radio Communications Tapes	PD-8
Records Destruction Lists	CW-9
Records Management	CC-11
Recreation Services	PRPF-1
Recruitment Files	F-1
Recruitment Files	HR-1

Recycling Program.....	MS-5
Redemption Records	FIN-1
Redevelopment Minutes	CC-10
Reference Materials.....	CW-9
Reference or Working Files	CW-9
Refund Slips or Logs.....	CW-9
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Regional Organizational Studies & Programs	CC-11
Register: Business License.....	FIN-3
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Registration Forms.....	PRPF-2
Rehabilitation Bids: Unsuccessful	AS-4
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Relocation Cases.....	AS-6
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Reports	FIN-4
Reports: Monthly Operating	MS-10
Requests for Public Records.....	CC-12
Reservoirs: Agreements & Contracts	CC-2
Resolutions - City Council	CC-11
Resolutions, Citizen's.....	AS-1
Resource Files.....	DS-8
Restraining Orders.....	PD-8
Resumes.....	HR-1
Retention Schedules.....	CC-11
Retiree Medical Insurance Files	FIN-8
Retirement Forms	HR-4
Retirement Plans	HR-6
Retirement Reports and Related Information	FIN-8
Returned Checks	FIN-5
Rezone Files	DS-4
RFPs.....	CW-1
Ridership and Dial-a-Ride Reports.....	DS-8
Right of Way Abandonments	DS-5
Risk Management Reports.....	HR-7
Risk Management.....	AS-2
Risk Management.....	HR-6
Room Reservations Applications	PRPF-2
Roster of Voters.....	CC-7
Routine Correspondence	CW-5
Rules & Regulations	HR-5
S	
Safety Committee	CW-4
Salary Schedules	FIN-9
Sales & Use Tax Return Forms	FIN-5
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Sales: Fixed Assets	FIN-3
Sanitary Sewer Overflows	MS-7

Schedule of Infrastructure: Fixed Assets.....	FIN-3
School District Facility Use Forms.....	PRPF-3
Schools, School District	CC-12
Sealed Cases	PD-5, PD-6
Search Warrants.....	PD-9
Section 108 Programs	AS-4
Selection Materials.....	HR-1
Separation Forms	PRPF-2
Service Requests.....	CW-12
Sewer & Storm Lift Logs	MS-7
Sewer Repairs & Investigations	MS-7
Sewers (Plans).....	DS-9
Sewers: Agreements & Contracts	CC-2
Sex Offender Registrations	PD-9
Sexual Assault & Neglect Reports	PD-5
Sidewalks: Agreements & Contracts.....	CC-2
Significant Industrial Users.....	MS-10
Site Clearance/Soils Remediation/Mitigation.....	AS-6
Site Plan Files: Profile of Address.....	DS-5
Slurry Seals (Paving): Agreements & Contracts.....	CC-1
Small Business Programs	AS-4
Soils Remediation	AS-6
Soils Reports, Tests.....	DS-9
Solid Waste Program.....	MS-5
Special Event Permits.....	CW-10
Special Event Permits.....	PRPF-3
Special Inspection Permits.....	F-2
Spill Response: Stormwater.....	MS-8
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Standards and Administration	F-6
State Controller's Report.....	FIN-5
State Mandated Cost Reports.....	FIN-5
State of California Information Files.....	DS-9
State-Licenses Facility Inspections	F-5
Statement of Indebtedness	AS-7
Storm and Sewer Lift Stations.....	MS-7
Stormwater	MS-7, MS-8
Street & Alley Improvements: Agreements & Contracts.....	CC-2
Street Closure Permits.....	DS-9
Street Files.....	F-2
Street Maintenance.....	MS-2
Street Name Change	DS-5
Street Vacation	DS-8
Streets: Vacations.....	CC-12
Subdivision Agreements & Securities.....	CC-12
Subdivision Maps.....	DS-4
Subdivision	CC-1
Subdivisions.....	DS-9
Subject Files	CA-2

Subpoenas and Subpoena Logs	PD-9
Subpoenas.....	CW-10
Subpoenas, Requests for Public Records.....	CC-12
Sub-recipient Grants	AS-5
Successful Grants.....	CW-6
Suicide Reports.....	PD-5
Summons & Complaint	CA-2
Supplemental Reports	F-3, F-4
Supplemental Retirement Files	FIN-9
Supply Inventories	CW-5
Support Services.....	MS-4
Support Services.....	PD-1
Surplus Equipment Inventory Lists.....	MS-5
Surplused: Fixed Assets	FIN-3
Surveys/Questionnaires	CW-10
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Tally Sheets: Elections.....	CC-7
Tapes.....	CW-10
Tax Cancellations	CC-12
Taxes.....	FIN-1
Taxi Licenses.....	PD-3
Telephone Messages.....	CW-5
Telephone Messages.....	CW-10
Teletype Slips	PD-9
Temporary or Part-Time Employee Files.....	HR-5
Temporary Personnel Files	PRPF-2
Testing Materials.....	HR-1
Thank You.....	CW-5
Theme Tree Maps.....	MS-3
Time Sheets.....	FIN-9
Time Sheets/Time Cards	CW-11
Title Insurance	CC-1
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Title Reports	AS-7
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Traffic Counts, Summaries & Reports.....	DS-9
Traffic Signals: Maintenance & Timing.....	DS-9
Traffic Signs and Street Names	DS-9
Traffic Speed Surveys.....	DS-9
Training - Internal.....	CW-11
Training and Certificates	PRPF-2
Training Burns	F-5
Training Certificates.....	MS-3
Training Log: Industrial Wastewater.....	MS-10
Training Logs.....	F-5
Training Materials	F-6
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Training.....	F-5
Train-wrecking Reports.....	PD-5
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Transaction Statements	FIN-2
Transitory Correspondence.....	CW-5
Transmittal Letters	CW-5
Travel Expense Reimbursements	FIN-1
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Treason Reports	PD-5
Treasurer's Report.....	FIN-5
Treasurer's Reports	CW-11
Tree History and Locations	MS-3
Tree Permits	MS-4
Tree Requests	MS-4
Tree Trimming: Agreements & Contracts.....	CC-1
Trustee Statements	FIN-2
TV Agreements.....	CC-9
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Undeliverable Envelopes from Mailings	CW-11
Underground Service Alerts	MS-6
Underground Storage Tanks.....	F-2
Uniform Crime Reporting	PD-1
Unsolved Child or Elder Abuse Reports	PD-5
Unsuccessful Applications	F-1
Unsuccessful Applications	F-1
Unsuccessful Grants.....	CW-6
Utilities: Agreements & Contracts	CC-2
Utility Maintenance.....	MS-6
Utility Tag Receipts.....	FIN-5
Utility User and Refuse Tax Exemptions	FIN-5
Utility User and Refuse Tax Exemptions	FIN-9
V	
Vacation and Comp Time Sales.....	FIN-6
Vandalism Reports: Public Adults & Juveniles	AS-2
Variance Files	DS-4
Variances, Exemptions (Water Systems).....	MS-8
Various Sampling Forms.....	MS-10
Vehicle & Equipment Ownership & Title.....	FIN-6
Vehicle Accident Reports (City Vehicles, Except for Fire)	MS-1
Vehicle and Bus Maintenance History.....	MS-1
Vendor Files.....	FIN-1
Vendor List.....	MS-4
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Video Tapes of Regular Council Meetings	CC-12
Video Tapes.....	CW-11
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Videos: Evidence	PD-9
Videos: Not Evidence.....	PD-9
Violations: Stormwater	MS-8
Vision Plans	HR-6
Voice Mails	CW-5

Volunteer Applications & Agreements	CW-12
Volunteer Emergency Contact Forms	CW-12
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W	
Water Level Data Sheets	MS-8
Water Production Reports: Joint Water Production.....	MS-8
Water Quality Control	MS-9
Water Quality Reports	MS-9
Water Quality Reports	MS-10
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Water Reports & Sampling: Chemical.....	MS-11
Water Reports, Monitoring & Testing	MS-11
Water Sewer Permits.....	MS-8
Water Systems: Variances & Exemptions.....	MS-8
Water Testing Instructions	MS-11
Water: Agreements & Contracts	CC-2
Weapons Crime Reports.....	PD-6
Weapons, Lost/Stolen Reports	PD-6
Well Closures and Destruction.....	MS-8
Well Index.....	MS-8
Well Logs.....	MS-7
Well Logs.....	MS-8
Well Measurements, Production	MS-9
Wire Transfers	FIN-2
Work Assignments.....	PD-3
Work Orders	CW-12
Work Orders	FIN-10
Work Orders	MS-2
Work Orders	MS-6
Workers Compensation Cases	CA-2
Workers Compensation Claims & Files.....	HR-7
Workers Compensation Summary Reports.....	HR-7
Working Files.....	CW-5
Z	
Zone Amendment Files.....	DS-3
Zoning Certificates	DS-5

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or “record copy.” Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

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

Transitory Records not retained in the ordinary course of business: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a “trusted system”, etc.

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

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

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

P = Permanent

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

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

Media Options (*guideline*) – the form of the record:
Mag = Computer Magnetic Media (hard drive, disks, tapes, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD, DVD or other media which does not allow changes

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

Destroy Paper after Imaged & QC’d (*guideline, if record is imaged*): QC’d=Quality Checked. “Yes” indicates the paper version may be destroyed if the document has been imaged (microfilmed, scanned or imported onto Optical Disk – CD-R, WORM or DVD-R), and both the images and indexing Quality Checked (“QC’d”).

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)

UBC: Uniform Building Code

USC: United States Code (US)

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)

R&T: Revenue & Taxation Code (CA)

UFC: Uniform Fire Code

VC: Vehicle Code (CA)

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

UAC: Uniform Administrative Code

UPC: Uniform Plumbing Code

W&I: Welfare & Institutions Code (CA)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
COUNCIL / MANAGER SUPPORT										
AS / City Manager		Administrative Directives	Until Superseded (minimum 2 years)		Until Superseded (minimum 2 years)	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded	GC §34090
AS / City Manager		Administrative Files (Includes Travel)	2 years		2 years		Mag, Ppr			GC §34090
AS / City Manager		Association Records	2 years		2 years		Mag, Ppr			GC §34090
AS / City Manager		Awards, Recognition of Employees	7 years		7 years		Mag, Ppr			GC §34090
AS / City Manager		Cable TV Complaints	Term of Franchise		Term of Franchise		Mag, Ppr			GC §34090
AS / City Manager		Cable TV Franchise Administration	Term of Franchise + 5 years		Term of Franchise + 5 years		Mag, Ppr			Department Preference; Conforms with City-Wide standards for agreements; GC §34090
AS / City Manager		Cable TV Programming, Production & Scheduling	2 years		2 years		Mag, Ppr			GC §34090
Staffing Dept.		Cable TV Video Tapes	90 days		90 days		Tape (Mag)			Consistent with video tape retention for public meetings; GC §34090.7
Staffing Dept.		Cable TV Video Tapes: Historical events	90 days	P	P		Tape (Mag)			When content is of historic significance; GC §34090.7
AS / City Manager		Citizen's Inquiries, Communications & Resolutions	2 years		2 years		Mag, Ppr			GC §34090
AS / City Manager		City Manager's Activity Update (Weekly Report)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE 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>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / City Manager		Council Member and Mayor's Correspondence	Term of Office (Minimum 2 years)		Term of Office (Minimum 2 years)		Mag, Ppr			Administrative value to cover terms of office; GC §34090
AS / City Manager		Department Head Memorandum File	2 years		2 years		Mag, Ppr			GC §34090
AS / City Manager		Press Releases	2 years		2 years		Mag, Ppr			GC §34090
AS / City Manager		Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
RISK MANAGEMENT										
AS / Risk Manag.		Accident / Incident / Graffiti / Vandalism / Injury Reports: PUBLIC ADULTS (medical and non-medical.)	5 years		5 years		Mag, Ppr			Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090
AS / Risk Manag.		Accident / Incident / Graffiti / Vandalism / Injury Reports: PUBLIC JUVENILES (medical and non-medical.)	Age 18 or 5 years, whichever is longer		Age 18 or 5 years, whichever is longer		Mag, Ppr			Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5, GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE 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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<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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Risk Manag.		Accident / Incident / Injury Reports: EMPLOYEES (medical and non-medical.) Also see Vehicle Accident Reports (City vehicles)	Maintained in Employee's Personnel Medical File		Maintained in Employee's Personnel Medical File		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
HOUSING: PROGRAM SERVICES										
AS/ Housing		Affordable Housing Multi-family Projects	4 years		4 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After 4 years	Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
AS/ Housing		Americans with Disabilities Act (ADA) Compliance Report / Information	10 years		10 years		Mag, Ppr			Consistent with City-wide standards; GC §34090
AS/ Housing		Canceled Applications (e.g. FTHB, Rehab Loan Applications)	2 years		2 years		Mag, Ppr			GC §34090
AS/ Housing		Consolidated Housing Plan (5 year plan)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Department Preference; GC §34090
AS/ Housing		Contractor Files	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE 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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<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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS/ Housing		Federal & State Grants (e.g. HOME, CDBG, etc.)	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After 4 years	Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
AS/ Housing		Housing Programs: Loans (e.g. First-Time Home Buyers, Low & Moderate Income, Small Business, Section 108, Rehabilitation, Down Payment Assistance, etc.)	Loan Pay-off + 4 years		Loan Pay-off + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Department preference; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
AS/ Housing		Loan Committee Minutes	P		P		Mag, Ppr			GC §34090
AS/ Housing		Logs: Rehabilitation Inspector	2 years		2 years		Mag, Ppr			GC §34090
AS/ Housing		Rehabilitation Bids: Unsuccessful	2 years		2 years		Mag, Ppr			GC §34090
AS/ Housing or Redevelop.		Relocation Cases	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS/ Housing		Sub-recipient Grants and Not Funded Applications (e.g. Non-profit grant program)	4 years		4 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After 4 years	Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
REDEVELOPMENT / ECONOMIC DEVELOPMENT										
AS / Finance		Bond Issues	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr			Originals are maintained by City Clerk; GC §34090.7
AS / Redevelop.		Commercial Building Improvements (Grants or Loans to property owners for façade or seismic improvements)	Loan Pay-off + 4 years		Loan Pay-off + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Department preference; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
AS / Redevelop.		Projects (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Redevelop.		Projects Completed: Includes Environmental Assessments, Planning Documents, Phases, etc.	Project Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
City Clerk		Real Estate	When No Longer Required		When No Longer Required	Yes: Before Purchase or Sale	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	City Clerk is OFR; GC §34090.7
AS / Redevelop.		Real Estate Appraisal Reports: Property NOT purchased	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
AS / Redevelop.		Real Estate Appraisal Reports: Purchased Property	10 years		10 years		Mag, Ppr			AS / Real Property is OFR; GC §34090
AS / Housing or Redevelop.		Relocation Cases	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5
AS / Redevelop.		Site Clearance / Soils Remediation / Mitigation	Project Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	Department Preference for protection from future litigation / clean up; GC §34090.7

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Finance		Statement of Indebtedness / Annual Report to State	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Department preference to track past loans, improvements & applications; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 570.502, 29 CFR 97.42, HUD 2228.2 Rev 3
City Clerk		Title Reports / Litigation Guarantees	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	City Clerk is OFR; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Attorney or Comm. Services		Accident, Injury and Property Damage Reports: ALL (medical and non-medical.)	1 year		5 year			Mag, Ppr		Copies retained for reference; GC §34090.7
Lead Dept.		Abatements, Code Violations: Resolved without Warrant or Complaint (e.g. Nuisances, Weed Abatements, Demolitions)	Transfer to Lead Dept. Upon Resolution		Transfer to Lead Dept. Upon Resolution	Yes: Until Resolution		Mag, Ppr		GC §34090
Police		Citations or misdemeanors	Return to Police		Return to Police			Mag, Ppr		Police is OFR, GC §34090.7
City Attorney		City Attorney Opinion Index	5 years	P	P	Yes		Mag, Mfr, OD, Ppr	S/I	No Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney		City Attorney Opinions	5 years	P	P	Yes		Mag, Mfr, OD, Ppr	S/I	No Statewide guidelines propose superseded + 2 years; GC §34090
City Clerk		Closed Session Materials	2 years		2 years			Mag, Ppr		GC §34090
City Attorney		Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 4 years		Final Disposition + 4 years			Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
Human Resources		Grievances (Escalated from Human Resources)	Active		Final Determination + 2 years	Yes: Before Disposition		Mag, Ppr		All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Attorney		Litigation Files / Legal Case Files / Summons & Complaint	Settle + 1 year	Settle + 5 years	Settle + 6 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6, 68150; PC §832.5
City Attorney		Pitchess Motions (safety personnel)	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.		Subject Files (e.g. Cable TV, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Reference materials and copies of documents generated by other departments pertaining to various topics required by Attorney staff; GC §34090 et seq.
Human Resources		Workers Compensation Cases (Escalated from Human Resources)	Active		Final Determination + 2 years	Yes: Before Disposition	Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Affidavits of Postings	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090.
City Clerk		Agreements & Contracts Approved by Council: LAND - Title Insurance, Subdivision, LLAs (Lot Line Adjustments), & LSAs (Lot Split Agreements)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Land Records; GC §34090
City Clerk		Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers (JPAs)	Superseded + 2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Administrative & legal value (Emergency Preparedness), GC §34090
City Clerk		Agreements & Contracts Approved by Council: NON-INFRASTRUCTURE : Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Professional Services, (Not Infrastructure projects)	Completion + 2 years	8 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343; GC §34090
City Clerk		Agreements & Contracts Approved by Council: Retirement Agreements (PERS)	2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Agreements & Contracts Approved by Council: MOUs - Memorandas of Understanding	Expiration	10 years	Expiration + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 34090
City Clerk		Agreements & Contracts: ALL INFRASTRUCTURE: Architects, Buildings, bridges, park improvements, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water. Exceptions: Demolitions, landscaping, street paving	Completion + 2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk		Annexations	2 years	P	P		Mag, Mfr, OD,	S/I	No	GC § 34090
City Clerk		Appeals: Employees, Vicious Dogs, etc.	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Covers all statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Clerk		Audio Tapes of Council Meetings	5 years		5 years		Mag			Council Resolution 2009-032; GC §54953.5(b)
City Clerk		Audits (Consolidated Annual Financial Report)	2 years	P	P		Mag, Mfr, OD,	S / I	Yes: After Inactive	GC §34090
City Clerk		Banking Signature Authority	Superseded + 5 years		Superseded + 5 years		Ppr			Department Preference to cover standard auditing periods; GC §34090
City Clerk		Boards, Commissions & Committees - APPLICATIONS: APPOINTED	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Ppr			Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803©
City Clerk		Boards, Commissions & Committees - APPLICATIONS: UNSUCCESSFUL	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk		Budget (draft, proposed, reviews)	2 years		2 years		Mag,			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 (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Budget (Includes CIP and Appropriations approved by Council)	2 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with Final Budget retention; GC §34090
City Clerk		Certificates of Insurance (Normally filed with Agreement) - Also see Workers Compensation	2 years	8 years	10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	Mfr	Yes: After Inactive	Longest Statute of Limitations is 10 years; Conforms with Agreement Retention; statewide guidelines propose permanent; CCP §337 et seq.; GC §34090
City Clerk		Chronological History of Mayors and City Council	2 years	P	P		Mag, Ppr			Historical Value; GC §34090
City Clerk		City Charter, Incorporation, Logo, City	P		P		Mag,			GC §§34090
City Clerk		City Property	P		P		Mag,			GC §§34090
City Clerk		Claims - Adults	Closed + 5 years		Closed + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	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, 945, 34090, 34090.6; PC §832.5
City Clerk		Claims - Juveniles	Age of Majority (minimum Closed+ 5 years)		Age of Majority (minimum Closed + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Clerk		Council Agenda Packets (excluding petitions to City Council)	Current Year + 2 years	7 years	10 years		Mag, Ppr	S	Yes after 3 years	GC §34090.5

RECORDS RETENTION SCHEDULE: CITY CLERK

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>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Council Policies & Procedures	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Historic and Administrative Value; GC §34090
City Clerk		Deeds: Property owned by City (property acquisition files)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	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 (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
ELECTIONS - CONSOLIDATED										
City Clerk		Elections - Campaign Reports (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk		Elections - Campaign Reports (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk		Elections - Campaign Reports (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES	5 years		5 years		Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk		Elections - Campaign Reports (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; CCP§583.320(a)(3); GC §81009(b)(g)
City Clerk		Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr	S / M / I	No	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090
City Clerk		Elections - Certificates of Election	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; GC § 34090
City Clerk		Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Workers, County Election Services, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, 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 (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Elections - HISTORICAL File (Sample ballot, all Resolutions - calling the election, canvass, etc., election summary)	8 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk		Elections - Nomination Papers: SUCCESSFUL CANDIDATES	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk		Elections - Nomination Papers: UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk		Elections - Petitions (Initiative, Recall or Referendum)	8 mo.		8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
City Clerk		Elections - Precinct Maps	2 years		2 years		Mag, Ppr			No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, 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 (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)										
City Clerk		Elections - Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr			EC §17505
City Clerk		Elections - Absentee Identification Envelopes		6 mo.	6 mo.		Ppr			EC §17302
City Clerk		Elections - Ballots - After Election		6 mo.	6 mo.		Ppr			EC §17302
City Clerk		Elections - Ballots - After Recount		6 mo.	6 mo.		Ppr			EC §17306
City Clerk		Elections - Assessment District Ballots - Prop. 218 proceedings		6 mo.	6 mo.		Ppr			Consistent with retention for Election Ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII
City Clerk		Elections - Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
City Clerk		Elections - Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
City Clerk		Elections - Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk		Elections - Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk		Elections - Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk		Elections - Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk		Elections - Voter Index Original		5 years	5 years		Ppr			EC §17001
(End of Elections Section)										

RECORDS RETENTION SCHEDULE: CITY CLERK

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Fire		Emergency / Disaster Management	Superseded + 2 years		Superseded + 2 years	Yes: Current Policies & Procedures	Mag, Mfr, OD, Ppr	S	No	Fire retains original; GC §34090
City Clerk		Employee Benefit Plans (Other than retirement - medical, dental, prescription, vision, disability, life, etc.)	Plan Termination + 10 years		Plan Termination + 10 years		Mag, Ppr			Department Preference; Most benefits are Termination + 1 year; Retirement benefits are 6 years from last action; 29 CFR 1627.3(b)(ii), GC §34090.7; 29 USC 1113
City Clerk		Employee Newsletter, Recognition (City Manager News Updates)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk		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	After 2 years	City maintains original statements; GC §81009(e)(g)
City Clerk		FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	2 years	2 years	4 years		Mfr, OD, Ppr	S	After 2 years	City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk		FPPC Blank Forms, Lists, and Administration	5 years		5 years		Mag, Mfr, OD, Ppr	S	After 2 years	FPPC opinion

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Franchise Agreements (e.g. Cable TV, Electric, Gas, etc.)	Term + 2 years	8 years	Term + 10 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk		Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
Risk Manag.		Insurance Policies & Certificates (City-owned - NOT liability insurance): Fire, Flood, etc.	Completion + 10 years		Completion + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	Consistent with Agreement retention; GC §34090
Risk Manag.		Insurance Policies & Certificates (City-owned): Liability (General & Public), Workers Compensation	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	For protection from litigation; GC §34090
City Clerk		Master Plans (e.g. Parking, Trees, etc.)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	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 (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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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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City Clerk		Minutes: City Council, Redevelopment, Public Financing Authority, All other Advisory Boards to Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Municipal Code Administration, Distribution, etc.	2 years		2 years		Mag, Ppr			GC § 34090
City Clerk		Municipal Code and History File (always retain 1 supplement)	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Oaths of Office (required of all "City Officers")	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk		Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk		Ordinances: Not Adopted - Unsuccessful (all material)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090 et seq.
City Clerk		Petitions (submitted to Council on any subject. Also see Elections for Initiative, Recall or Referendum)	1 year		1 year		Ppr			Law requires 1 year for petitions; GC §50115
City Clerk		Policies & Procedures (Except Council)	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
City Clerk		Presentations / Proclamations / Commendations / Memoriums	2 years		2 years		Mag, Ppr			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 (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Proof of Publication (all subjects)	2 years		2 years		Mag, Mfr, OD, Ppr			The original is maintained with the subject file; 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		Publications issued by the City - Historically Significant	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	City Clerk determines historical significance; GC §34090
City Clerk		Real Estate Appraisal Reports: Property NOT purchased	2 years		2 years		Mag, Ppr			Statewide Guidelines show 2 years; GC §§34090, 6254(h)
City Clerk		Real Estate Appraisal Reports: Purchased Property	2 years	6 years	8 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Auditing standards are 7 years after audit; time is sufficient to establish tax increment; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
City Clerk		Records Management: Destruction Lists / Retention Schedule	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090 et. seq.
City Clerk		Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Rail Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records used for administrative value
City Clerk		Resolutions - City Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk		Schools, School District	2 years		2 years		Mag,			GC §34090
City Clerk		Streets: Vacations	2 years	P	P	Yes (all)	Mag, Mfr, OD,	S	No	Statewide Guidelines show 2 years; 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 (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Subdivision Agreements & Securities (Development and Performance Bonds)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Subpoenas, Requests for Public Records	2 years		2 years		Mag,			GC §34090
City Clerk		Tax Cancellations: Notification to County Assessor after property has been purchased	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	GC §34090
City Clerk		Title Reports & Litigation Guarantees: Property owned by City	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk		Video tapes of regular Council meetings	5 years		5 years		Tape (Mag)			Council Resolution 2009-032; Legally required for 90 days; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference	
			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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Municipal Services / Fleet		Accident, Injury and Property Damage Reports: CITY VEHICLES (except for Fire)	1 year		1 year		Mag, Ppr			Copies retained in Department that accident occurred for reference; GC §34090.7
Human Resources		Accident, Injury and Property Damage Reports: EMPLOYEES (medical and non-medical.)	1 year		1 year		Mag, Ppr			Copies retained in Department that accident occurred for reference; GC §34090.7
City Attorney		Accident, Injury and Property Damage Reports: PUBLIC (medical and non-medical.)	1 year		1 year		Mag, Ppr			Copies retained in Department that accident occurred for reference; GC §34090.7
Finance		Accounts Receivable (includes all copies of receipts, deposits, etc.)	2 years		2 years	Yes: Until Paid	Mag, Ppr			Copies retained in originating department for auditing purposes; GC §34090.7
Lead Dept.		Administrative Citations (Citation and Hearing Forms)	Closed + 5 years		Closed + 5 years		Ppr	S	Yes; After 2 years	Department Preference per Secretary of State; GC §34090
Lead Dept.		Administrative Policies	Until Superseded (minimum 2 years)		Until Superseded (minimum 2 years)	Yes: Until Superseded	Mag, Ppr			GC §34090
City Clerk		Agreements & Contracts: ALL (Includes Change Orders, RFPs and Bids) <i>Ensure ALL original contracts and agreements, with a copy of the RFP and successful bid, are sent to the City Clerk</i>	When No Longer Required		When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Completion	Forward ALL original agreements & change orders to City Clerk; all infrastructure improvements are permanent. Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15 GC §34090.7, Contractor has retention requirements in 48 CFR 4.703

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Lead Dept.		Agreements & Contracts: ADMINISTRATIVE RECORDS if FUNDED by a GRANT	Completion	5 years, or After Funding Agency Audit, if required, whichever is longer	Completion + 5 years, or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Lead Dept.		Agreements & Contracts: ADMINISTRATIVE RECORDS - If NOT funded by a grant	Completion	5 years	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §§336(a), 337 et. seq., GC §34090
Finance		Audits	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090.7
		Bids: See Contracts & Agreements								
Staffing Dept.		Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (Agendas, Notices, Proof of Publications , etc.)	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Boards & Commissions: Citizens Advisory Formed by CITY COUNCIL (MINUTES) Send all originals to the City Clerk for storage in the fire-proof vault	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Copies are kept in the department; Notes taken to facilitate the writing of the minutes can be destroyed after minutes have been adopted; GC §34090.7
		Boards & Commissions: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.		Boards, Commissions, & Committees: AUDIO TAPES of Meetings	30 days or after Minutes Approved, whichever is longer		30 days or after Minutes Approved, whichever is longer		Tape (Mag)			GC §54953.5(b)
Staffing Dept.		Boards, Commissions, & Committees: VIDEO TAPES of meetings (ALL)	90 days		90 days		Tape (Mag)			Video tapes are only required for 90 days; GC §34090.7
		Brochures: See Reference Manuals								
City Clerk		Budgets - Finals	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	City Clerk maintains originals; Final must be filed with County Auditor; GC §34090.7, 40802, 53901
City Attorney		City Attorney: Opinions	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	No	Originals are maintained by City Attorney, copies by City Clerk Permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition						Comments / Reference	
			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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Staffing Depart.		City Council Subcommittees - Ad Hoc or Standing: (AGENDAS, ANNOTATED AGENDAS, MINUTES, NOTICES, CORRESPONDENCE, etc.)	2 years		2 years		Mag, Ppr		All recommendations are given to full Council for action; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)	
City Clerk		Claims	1 year		1 year	Yes: Before Closed	Mag, Mfr, OD, Ppr	S/I	Yes: After Closed	Copies retained in department for 1 year; Risk Management administrates claim; City Attorney maintains copies of lawsuits; GC §§34090.7, 34090.6
Lead Dept.		Committees: Internal attended by employees (e.g. Safety Committee)	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.		Complaints (against Personnel - e.g. misconduct, abuse, excessive force, etc.)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr			Statute of Limitations for public official misconduct is discovery of offense + 4 years ; State and Fed laws is until final disposition of formal complaint; State requires 2 years after action; EVC § 1045, GC §§12946, 34090; PC §§801.5, 803(c), VC §2547
Lead Dept.		Complaints / Service Orders (operational)	3 years		3 years		Mag Ppr			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 §§945.6, GC §34090
		Contracts: See Agreements								

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
		Copies or duplicates of any record	When No Longer Required		When No Longer Required		Mag Ppr		GC §34090.7	
Lead Dept.		Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Reading, Working Files, E-mail, etc.)	2 years		2 years		Mag, Ppr		GC §34090, GC§6252	
Lead Dept.		Correspondence - TRANSITORY, not retained in the ordinary course of business (e.g. calendars, checklists, logs, mailing lists, supply inventories, transmittal letters, thank yous, meeting room registrations, voice mails, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr		If not mentioned here, consult the City Attorney to determine if a record is considered transitory. GC §34090, GC §6252	
City Clerk		Council Resolutions (these are copies)	When No Longer Required		When No Longer Required	Yes: Depending upon Subject	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.		Drafts & Notes: Drafts that are revised (retain final version), Telephone messages, etc.	When No Longer Required		When No Longer Required		Mag, Ppr		As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Clerk to determine if a record is considered a draft. GC §34090, GC §6252	

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Lead Dept.		Grants (SUCCESSFUL Reports, and Financial Information)	2 years	After Funding Agency Audit, if Required - Minimum 4 years	After Funding Agency Audit, if required - Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
Lead Dept.		Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.		Grievances - Resolved at the Department Level	Final Disposition + 2 years		Final Disposition + 2 years	Yes: Before Disposition	Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
AS / Info. Tech.		Information Technology (IT) Help Requests	When No Longer Required		When No Longer Required		Mag Ppr			Copies; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Finance		Invoices	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag, Ppr			Finance Maintains Originals; GC §34090.7
City Attorney		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 Settlement	City Attorney is OFR for lawsuits; Finance maintains originals of claim, denial letter and settlements; Risk Management administrates claim; 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Police		Lost Articles (coats, etc.)	Transfer to the Police Department		Transfer to the Police Department					Law requires the City to turn the property over to the "Police Department", who retains for 90 days then sells the item at public auction; CCP §2080 et seq.
Lead Dept.		Master Plans (Trees, Parks, etc.)	P		P	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	GC §34090
		Minutes: See Boards and Commissions								
City Clerk		Municipal Code (these are copies)	When No Longer Required		When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.		Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Lead Dept.		Notary Public Records	Expiration of Term + 10 years		Expiration of Term + 10 years		Mag, Mfr, OD, Ppr	S	No	Statute of Limitations for Errors and Omissions is 10 years; CCP §337 et seq.; GC §34090
Staffing Depart.		Notices: Public Hearing Notices	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk		Ordinances (these are copies)	When No Longer Required		When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	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
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Lead Dept.		Overtime Slips	5 years		5 years	Yes: Before Payment	Mag			Each Department uses a different format to meet their different requirements; Retained to meet auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090
Lead Dept.		Payroll Leave of Absence Reports	2 years	3 years	5 years	Yes: Until Paid	Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Payroll		Payroll Leave of Absence Reports (signed by Supervisor)	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag			Copies (Human Resources is OFR); GC §34090.7
Lead Dept.		Payroll Worksheets	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory record used to administer payroll; GC §34090
Human Resources		Personnel Files (Department-level: Only the Supervisor's Folder should be maintained in the Department, <i>Except Police, and Parks, Recreation, and Public Facilities Part-timers</i>)	Transfer File to Human Resources When Separated		Transfer File to Human Resources When Separated	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy; Originals are maintained by Human Resources; State & Federal laws require 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Lead Dept.		Personnel Work Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory Records; GC §34090
Lead Dept.		Press Releases	2 years		2 years		Mag, Ppr			GC §34090
MS / Support Services		Purchase Orders and Requisitions	When No Longer Required		When No Longer Required	Yes: Before Payment	Mag, Ppr			Purchasing is OFR; Financial records are audited annually; GC §34090.7
Finance		Receipts / Fees / Refund Slips or Logs (Department Copies)	2 years		2 years		Mag, Ppr			Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Lead Dept.		Records Destruction Lists	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 2 years	Standard records management practice; GC §34090
Lead Dept.		Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
		Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.		Reference Materials: Brochures, Manuals, Policies, Procedures & Reports: Produced by YOUR Department	Minimum of 2 years		Minimum of 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
		Reference or Working Files: See Correspondence								

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Lead Dept.		Reports and Studies (Historically significant)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.		Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.		Special Event Permits	4 years		4 years	Yes: Before Event	Mag, Ppr			Statute of Limitations for contracts is 4 years, personal property 3 years; CCP §337, 338; GC §34090
Lead Dept.		Subpoenas	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records (Issuing Court is OFR); GC §34090
Lead Dept.		Surveys / Questionnaires	2 years		2 years		Mag, Ppr			GC §34090
		Tapes: See Boards & Commissions								
Lead Dept.		Telephone Messages	When No Longer Required		When No Longer Required		Ppr			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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Lead Dept.		Time Sheets, Time Cards	5 years		5 years	Yes: Before Payment	Mag			Each Department uses a different format to meet their different requirements; Retained to meet auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 -10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090
Lead Dept.		Training - Internal: Attendance Rosters, Outlines and Materials; includes safety training. (Certificates from outside organizations are maintained in the employee's personnel file)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Statewide guidelines propose 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Finance		Treasurer's Reports (Financial Reports)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	I	Yes: When Inactive	Finance is OFR; GC §34090.7
Staffing Depart.		Undeliverable envelopes from various mailings	When No Longer Required		When No Longer Required		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
		Video Tapes: See Boards, Commissions & Committees								

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Lead Dept.		Volunteer Applications & Agreements - Successful Applicants	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Lead Dept.		Volunteer Applications & Agreements - Unsuccessful Applicants	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept.		Volunteer Emergency Contact Forms	Inactive / Separation + 2 years		Inactive / Separation + 2 years	Yes: While volunteer is active	Mag, Ppr			GC §34090
Municipal Services		Work Orders / Complaint Forms / Service Requests (yellow or pink copies - White is the master / original)	When No Longer Required		When No Longer Required		Mag Ppr			Copies; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
BUILDING & SAFETY										
Develop. Services / Building	Permit #	Applications for Building Permits	P		P		Mag, Ppr	S	Yes: 2 years	Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Develop. Services / Building	Permit #	Building Permits - ALL (Issued)	Until Finalled	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 2 years	Department Preference; UAC & UBC require plans be retained for 90 days from completion date; Statewide guidelines propose permanent; UBC §107.5, GC §34090, H&S §19850
Develop. Services / Building	Permit #	Building Permits - Expired	1 year		1 year	Yes (all)	Mag, Ppr			Permits expire if work is not commenced within 180 days, and may be extended for 180 days if requested; UBC §105.5; GC §34090
Develop. Services / Building	Permit #	Building Permits - VOIDED	90 days		90 days		Mag, Ppr			Department Preference; UAC & UBC require plans be retained for 90 days from completion date; State law requiring 2 years states "unless otherwise provided by law"; Statewide guidelines propose permanent; UBC §107.5, GC §34090, H&S §19850
Develop. Services / Building	Permit #	Building Plans - ALL Documents with Engineer Stamps, except Residential and Appurtenances (includes calculations, specifications, energy, soils reports)	1 year	Life of Building	Life of Building	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UBC and UAC require 90 days from completion date; UAC §303.2; UBC §107.5, H&S §19850, GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Develop. Services / Building		Building Plans - Residential and Appurtenances	Inactive + 90 days		Inactive + 90 days	Yes: Until Finalled	Mag, Ppr			Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UBC and UAC require 90 days from completion date; UAC §303.2; UBC §106.4.2; H&S§19850, GC §34090
Develop. Services / Building		Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Statewide guidelines propose life of building; GC §34090
Develop. Services / Building		Complaints/Code Enforcement	Rectified + 2 years		Rectified + 2 years		Paper			GC §34090 et seq
Develop. Services / Building	Permit #	Inspection Records: Correspondence, Fees, Appeal Requests, etc.	2 years		2 years		Mag, Ppr			Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Develop. Services / Building	Permit #	Notices to Builders: Correction, Building, Plan Review, etc.	Until Permit Finalled or 2 years, if not Finalled		Until Permit Finalled or 2 years, if not Finalled		Mag, Ppr			Transitory Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Develop. Services / Building	Permit #	Occupancy Inspections	Life of Building		Life of Building		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; Records used to facilitate permit issuance; GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Develop. Services / Building	Address	Project Files: Certificate of Occupancy, Demolitions, DRB, etc.	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	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
PLANNING										
City Clerk		Annexation / Deannexation Files	P		P		Mag, Mfr, OD, Ppr	S	No	Records affecting title of real property; City Clerk is OFR; GC §34090.7
Develop. Services / Planning		Annual and Project General Plan Conformity Determinations pursuant to GC Section 65401	P	P	P	P	Paper, Electronic	S / I	No	Department Preference; GC § 34090 et seq.
Develop. Services / Planning		General Plan, General Plan Elements, Amendments; Environmental Documentation; Special Studies	P	P	P	Yes (all)	Paper, Electronic	S / I	No	Records affecting title of real property; GC §34090
Develop. Services / Planning		Amendments to the Turlock Municipal Code (Zoning Ordinance)	P	P	P	Yes	Paper, Electronic	S / I	No	Records regarding City Ordinances GC §34090 et seq
Develop. Services / Planning		Complaints/Code Enforcement	Rectified + 2 years		Rectified + 2 years		Paper			GC §34090 et seq

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record		Records Description	Retention / Disposition							Comments / Reference
(OFR)	Classification OR 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?	
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Develop. Services / Planning		Master Plans/Specific Plans; Environmental Documentation; Special Studies	P	P	P		Paper, Electronic	S / I	No	Records affecting title of real property; GC§ 34090 et seq.
Develop. Services / Planning		Planning Commission (MINUTES & RESOLUTIONS)	P		P		Paper, Electronic	S / I	No	Official Minutes of the Planning Commission; GC §34090
Municipal Services		Precise Plan Street Alignments	2 years	P	P	Yes: Until Completed	Paper, Electronic	S	Yes: When Inactive	Department Preference; GC§ 34090.7
Develop. Services / Planning	Address	Planning Permit Files: (e.g. property-specific General Plan Amendments, Rezones, Planned Developments, Conditional Use Permits, Variances, Subdivision Maps, Minor Administrative Approvals, Home Inspection Permits, Mobile Food Vendor Permits, Christmas Tree/Pumpkin Lot Permits, Sign Permits and Sign Programs)	P	P	P	Yes	Paper, Electronic	S / I	No	Records affecting title of real property; GC§ 34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT 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>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Develop. Services / Engineer. Services		Right of Way Abandonments	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; GC §34090 et seq.
Develop. Services / Planning		Site Plan Files: Profile of Address	P	P	P	Yes	Paper		No	Records affecting title of real property; GC§ 34090 et seq.
City Clerk		Street Name Changes	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Copies); City Clerk maintains originals of all documents that were presented to Council; GC §34090
Develop. Services / Planning		Zoning Certificates	2 years	2 years	4 years	Yes	Paper, Electronic		Yes	Records affecting title of real property; GC§ 34090 et seq.

RECORDS RETENTION SCHEDULE: DEVELOPMENT 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
ENGINEERING SERVICES / TRAFFIC & TRANSPORTATION ENGINEERING										
(all Contract Engineers must return final documents to the City upon completion of a project)										
MS / Engineer. Services		Accident History (Streets, Intersections, etc. Invoices "at fault" parties for damage to City property)	3 years		3 years		Mag Ppr			Consistent with operational complaints (see City-wide schedule); CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
MS / Engineer. Services		Aerial Photocopies	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
City Clerk		Annexations, Abandonments, Agreements	When No Longer Required		When No Longer Required	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	City Clerk Maintains Originals; GC §34090
MS / Engineer. Services		Assessment District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. water, sewer, undergrounding)	Termination of District + 5 years		Termination of District + 5 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	GC §34090
MS / Engineer. Services		Benchmark Data	When Superseded		When Superseded	Yes	Mag			GC §34090
MS / Engineer. Services		Bus Routes	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090
MS / Engineer. Services		Cash Deposits (Refundable Deposits for Subdivision Improvements, Building or Planning Permits, etc.)	5 years		5 years		Mag, Ppr			Department Preference; Retained for auditing purposes; Finance is Office of Record; GC §34090.7

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record		Records Description	Retention / Disposition							Comments / Reference
(OFR)	Classification OR 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Engineer. Services / Parks, Rec. & Public Facilities		Capitol Projects (Plans, Specifications, and Reports) - e.g. As-Built Plans, Final Projects Plans (CAD format), Bid Book (conformed with addendum), Studies (soil, environmental, structural, etc.)	5 years		P	Yes (all)	Mag, Ppr	S	Yes	Department Preference; GC §34090
Engineer. Services / Parks, Rec. & Public Facilities		Capitol Projects (General Plan Documents)- e.g. Certified Payroll Reports, Transmittals, Submittals, Correspondence, Daily Reports, Council Items, Payments and Invoices, Miscellaneous Project Documents	5 years		5 years	Yes; Until Completed	Mag, Ppr			Department Preference; GC §34090
MS / Engineer. Services		Landscape Architecture / Plans	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Develop. Services / Engineer. Services		Lot Line Adjustments	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC§ 34090
MS / Engineer. Services		Plans / Drawings (City-owned Buildings & Facilities, Sewer, Street Lights, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record		Records Description	Retention / Disposition							Comments / Reference
(OFR)	Classification OR 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
MS / Engineer. Services		Preliminary Studies / Project Assessments (Not Acquired): Title Reports, Environmental Reports, etc.	No Activity + 2 years	23 years	No Activity + 25 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §34090
Develop. Services / Engineer. Services / City Clerk		Project Files: Boundary Adjustments, Encroachment Permits, Street Vacation, etc.	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	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
MS / Engineer. Services		Property Acquisition Projects (Successful): Correspondence, copies of permanent documents, etc.	P		P	Yes: Until Completed	Mag, Ppr			All original Deeds, Title Reports, Insurance, Contracts and Agreements are maintained by the City Clerk; GC §34090
MS / Engineer. Services		Resource Files: (LAFCo), etc.	2 years		2 years		Mag, Ppr			GC §34090
MS / Engineer. Services		Ridership and Dial-a-Ride Reports	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: DEVELOPMENT SERVICES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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MS / Engineer. Services		Sewers (Plans)	P		P	Yes (all)				Department Preference; City Clerk maintains originals; General Services also maintains copies; GC § 34090.7
MS / Engineer. Services		Soils Reports, Tests	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	GC §34090
MS / Engineer. Services		State of California Information Files (CalTrans)	2 years	10 years	10 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Administrative Value; GC §34090
MS / Engineer. Services		Street Closure Permits	Completion + 4 years		Completion + 4 years	Yes: Until Completion	Mag, Ppr			Covers statute of limitations for contracts (4 years); CCP § 337 et. Seq.; GC § 34090
MS / Engineer. Services		Subdivisions	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference (City Clerk is OFR); GC §34090.7
MS / Engineer. Services		Traffic Counts, Summaries, Reports	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
MS / Engineer. Services		Traffic Signals: Maintenance & Timing	3 years		3 years		Mag, Ppr			Matches retention for work orders; GC §34090, CCP §337 et seq.
MS / Engineer. Services		Traffic Signs and Street Names (locations, placement)	P		P		Mag, Ppr			Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.
MS / Engineer. Services		Traffic Speed Surveys	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - AS / 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>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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FINANCE										
AS / Finance		Accounts Payable / Vendor Files (All Records and Reports - Includes Invoices, P.O.s, Travel Expense Reimbursements, Postage, Procurement Purchasing Cards, Credit Card Transmittals, Redemption Records, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090
AS / Finance		Accounts Receivable (All Records and Reports, including Daily Deposits, Taxes, TOT, Sales & Use Tax, Assessment Districts, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; other cities show 7 -10 years; GC §34090
AS / Finance	Address	Applications (Utility Connects / disconnects)	2 years		2 years		Ppr			GC §34090
City Clerk		Annual Investment Policy	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	No	City Clerk Maintains Original Resolutions; GC §34090.7
AS / Finance		Assessment District Projects (Mello Roos, etc.) (Accounting / Payment Administration Records)	Payoff of District + 5 years		Payoff of District + 5 years	Yes: Until Payoff	Mag, Mfr, OD, Ppr	S	Yes: 1 year	City Clerk Maintains Originals; covers auditing standards; GC §34090.7
AS / Finance		Audio Tapes - Hearings for Utility Bill Complaints	30 days		30 days		Tape (Mag)			Consistent with GC §54953.5(b)
AS / Finance		Audits - Year-end Work Files (Includes chart of accounts and year-end General Ledger)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - AS / FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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AS / Finance		Bank Reconciliation & Statements, Trustee Statements, Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Canceled and Voided Checks	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	For auditing purposes; Published articles show 3 - 4 years; Other cities show 7 - 10 years; GC §34090, 26 CFR 1.6001-1
AS / Finance		Billing Records (customer name, service address, meter reading, usage, payments, receipts)	2 years	3 years	5 years	Yes: When Account	Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year	Consistent with Accounts Receivable; GC §34090
AS / Finance / City Clerk		Bonds (Official Statements are retained by City Clerk) See Bank Statements for statement retention.	Maturity	10 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq
AS / Finance		Budget Hearing and/or Review (Development Documents & Preliminary Budget)	2 years		2 years		Mag, Ppr			Drafts - Department Preference; GC §34090.7
AS / Finance		Budget Transfer Requests & Journals	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
City Clerk		Budgets - Adopted	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; City Clerk is OFR: Must be filed with County Auditor; GC §34090, 40802, 53901

RECORDS RETENTION SCHEDULE - AS / FINANCE

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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AS / Finance		Business License Applications, Renewals, Notices, Audits, Register and Certificates	2 years	3 years	5 years	Yes: Until Expiration	Ppr	S/I	Yes; After 1 year	Consistent with proposed statewide guidelines; Other cities show 5 - 7 years; GC §34090
AS / Finance		Check Registers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337
City Clerk		Comprehensive Annual Financial Report (CAFR)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	City Clerk retains original permanently; statewide guidelines propose 7 years; ; GC §34090.7
AS / Finance		FEMA Reimbursement Records	2 years	After Federal Audit, if required - Minimum 4	After Federal Audit, if required - Minimum 4		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Consistent with other grants; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
AS / Finance		Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; published articles show 3 - 6 years; GC §34090, CCP §337
AS / Finance		Fixed Assets - Depreciation Schedules, Inventory, Schedule of Infrastructure and Buildings	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Includes permanent assets; GC §34090

RECORDS RETENTION SCHEDULE - AS / FINANCE

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.		Grants - Monthly Accounting Records, Expenditure Reports (COPPS, CDBG, etc)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Department Preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
AS / Finance		Indirect Cost Plans / Fee Studies	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
		Invoices: See Accounts Payable								
AS / Finance		Journal Entries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Statute of Limitations is 4 years; Published articles show 6-7 years; GC §34090, CCP §337
AS / Finance		Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments (MONTHLY OR PERIODIC) Does NOT include year-end General Ledger.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090
AS / Finance		Meter Reading Report	2 years	3 years	5 years	Yes: Until Billed	Mag, Mfr, OD, Ppr	S / I	Yes: After 1	Consistent with Accounts Receivable; GC §34090

RECORDS RETENTION SCHEDULE - AS / 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Finance		Receipts / Daily Cash Reports (ALL)	2 years	3 years	5 years	Yes: When Account	Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year	Consistent with Accounts Receivable; GC §34090
AS / Finance		Returned Checks	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
AS / Finance		Sales & Use Tax Return Forms	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1	Consistent with accounts receivable; GC §34090
AS / Finance		State Controller's Report	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1	Consistent with periodic report / journal retention; GC §34090
AS / Finance		State Mandated Cost Reports	Reimbursement Received + 4 years		Reimbursement Received + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Consistent with periodic report / journal retention; GC §34090
AS / Finance		Treasurer's Report / Investment Report	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090
AS / Finance		Utility Tag Receipts (transaction records)	Completion of Audit		Completion of Audit		Mag, Ppr			Transitory records; GC §34090
AS / Finance		Utility User and Refuse Tax Exemptions (low income discounts): All records except correspondence (New Applications and Revisions/Updates)	Until Canceled (minimum 3 years)		Until Canceled (minimum 3 years)	Yes: Until Canceled	Mag, Ppr			For auditing utilities; GC §34090

RECORDS RETENTION SCHEDULE - AS / 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Finance		Vehicle & Equipment Ownership & Title ("pink slip")	Until Disposal		Until Disposal	Yes	Mag, Mfr, OD, Ppr	S / I	No	Transfer to new owner; GC §34090
PAYROLL										
AS / Finance		1099's Issued	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
AS / Finance		Changes to Payroll: Fixit Forms, Address changes, Vacation and Comp Time Sales, etc.	2 years	3 years	5 years		Mag, Ppr			Retained to match other auditing periods; GC §34090
AS / Finance		DE-6 & 941 Forms - Quarterly Payroll Tax Returns	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
AS / Finance		Deferred Compensation Statements (All reports)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Consistent with proposed statewide guidelines; published articles for bank statements show 4 -7 years; GC §34090, 26 CFR 16001.1
AS / Finance		Garnishments (all records)	2 years	3 years	5 years		Mag, Ppr			Retained to match other auditing periods; GC §34090

RECORDS RETENTION SCHEDULE - AS / FINANCE

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Finance		Labor Distribution Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; consistent with Payroll Registers; GC §34090
AS / Finance		Medical Files (Includes Personnel Data Sheet, Medical Enrollment Form, Dental Enrollment Form, all Beneficiary Forms)	Separation + 5 years		Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference to match auditing standards; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
City Clerk		Memorandums of Understandings (MOUs)	When No Longer Required		When No Longer Required		Mag, Ppr			City Clerk maintains originals; kept in Finance for 2 years for the convenience of auditors; GC §34090.7
AS / Finance		Payroll Checks	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
AS / Finance		Payroll Deduction Forms (United Way, etc.)	2 years	3 years	5 years		Mag, Ppr			Retained to match other auditing periods; GC §34090
AS / Finance		Payroll Leave of Absence Reports (signed by Supervisor)	2 years		2 years	Yes: Before Payment	Mag			Department Preference (could be deemed a transitory record); GC §34090

RECORDS RETENTION SCHEDULE - AS / 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Finance		Payroll Registers	2 years	3 years	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Consistent with periodic journals & reports; Published articles show 3 -10 years; Other Cities have adopted 8 - 20 years; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090
AS / Finance		Payroll Reports (All)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; other monthly reports are retained for 5 years, Year-end General Ledger is retained permanently; GC §34090
AS / Human Resources		Personnel Transaction Forms (Green Copy)	2 years	3 years	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Copies (originals retained in employee's Personnel File); retained to match other auditing periods; GC §34090.7
AS / Finance		Retiree Medical Insurance Files (includes Retiree Forms, Correspondence, various forms, copies of checks)	2 years	3 years	5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Retained to cover auditing standards; Plan must be kept termination + 1 year; Statewide guidelines propose Audit + 5 years; Other Cities have adopted termination + 1 year; GC §34090, 29 CFR 1627.3(b)(2)
AS / Finance		Retirement Reports and Related Information	2 years	73 years	75 years	Yes (all)	Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Retained to cover retirement age; City Clerk retains agreements permanently; Published articles show permanent; Other City has adopted termination + 80 years; GC §34090

RECORDS RETENTION SCHEDULE - AS / 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
City Clerk		Salary Schedules (adopted by Resolution)	When No Longer Required		When No Longer Required		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Copies - Department Preference; City Clerk maintains originals permanently; GC §34090.7
AS / Finance		Supplemental Retirement Files (includes A/P Demands, PERs calculations, W-4P form, Direct Deposit Form)	2 years	3 years	5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Retained to cover auditing standards; Plan must be kept termination + 1 year; Statewide guidelines propose Audit + 5 years; Other Cities have adopted termination + 1 year; GC §34090, 29 CFR 1627.3(b)(2)
AS / Finance		Time Sheets (the official yellow copy)	2 years	5 years	7 years	Yes: Until Paid	Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Department Preference; statewide guidelines propose audit + 7 years; IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Published articles show 4 - 10 years; Other cities show 2 - 20 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); GC §34090
AS / Finance		Utility User and Refuse Tax Exemptions (low income discounts): All records except correspondence (New Applications and Revisions/Updates)	Until Canceled (minimum 3 years)		Until Canceled (minimum 3 years)	Yes: Until Canceled	Mag, Ppr			For auditing utilities; GC §34090

RECORDS RETENTION SCHEDULE - AS / 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
AS / Finance		W-2's (includes Performers State Withholding)	2 years	73 years	75 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; Other Cities = 8 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
INFORMATION TECHNOLOGY										
AS / Info. Tech.		Backup Tapes - DAILY (1 per week is stored off-site)	7 days		7 days	Yes	Mag.			Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
AS / Info. Tech.		IT Help Requests / Work Orders	3 years		3 years		Mag, Ppr			Consistent with Accident / Injury reports (see City-wide schedule); CCP §340.5, GC §34090
AS / Info. Tech.		Log of Computers & Licenses	When Superseded		When Superseded		Mag, Ppr			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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
CHIEF										
Fire		Background Files - Fire Dept. Employees, Volunteers & Reservists (psychiatric evaluations go to Human Resources)	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Retained for administrative value; GC §34090
Fire		Background Files - Fire Dept. Unsuccessful Applicants (Not Hired) (psychiatric evaluations go to Human Resources)	3 years		3 years					EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Fire		Fire Investigations: Capital Crimes / Arson / Homicide (Incident Report is in Fire Prevention)	6 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	No statute of Limitations on Capital Crimes; CDF recommends Act + 10 years; PC §799, GC §34090
Fire		Internal Affairs / Investigations / Discipline Files	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
AS / Human Resources		Recruitment Files - Solicited (includes Reserves) : Brochure, advertisement, unsuccessful applications, selection materials, tests, etc.	3 years		3 years		Mag, Ppr			Copies - AS/ Human Resources is OFR and retains for 3 years; GC §34090.7

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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
FIRE PREVENTION										
Police / Fire		Emergency / Disaster Management	10 years		10 years	Yes: Current Policies & Procedures	Mag, Mfr, OD, Ppr	S	No	Department Preference (outdated after a decade); GC §34090
Fire		EOS Plan (Office of Emergency Services)	Superseded + 2 years		Superseded + 2 years	Yes (all)	Mag, Mfr, OD,	S/I	No	GC §34090
Fire		Evacuation Plans (for businesses)	Superseded		Superseded	Yes (all)	Mag, Mfr, OD,	S/I	No	Non records (County maintains originals); GC §34090
Fire		Knox Box (locked key to building for emergency entries)	P		P		Mag, Ppr			Department Preference; GC §34090
Fire	Street	Special Inspection Permits (e.g. School bon fires, fireworks, model rockets, etc.)	Expiration + 4 years		Expiration + 4 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Statute of Limitations for Health Providers is 3 years; CCP §337 et seq., CCP §340.5; GC §34090
Fire	Street	Street Files / Occupancy Inspections: Commercial Facilities, Places of Public Accommodation - (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, Underground Storage Tanks, Permits, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes	Resolution 2009-096; GC §34090
OPERATIONS										
Fire		Accident, Injury and Property Damage Reports: FIRE VEHICLES	3 years		3 years		Mag, Ppr			Consistent with Work Orders; GC §34090
Fire		Annual Fire Incident Statistics	P		P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; 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	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>									
Fire		Apparatus & Equipment Records & Testing	Disposal + 3 years		Disposal + 3 years		Mag, Ppr		Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years; 8 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090
Fire		Chemical Use Report Form / Material Data Safety Sheet (MSDS)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr		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)
Fire		Equipment and Vehicle Repair Orders (Fire Vehicles only)	Life of Equipment		Life of Equipment		Mag, Ppr		Department Preference; GC §34090
Fire		False Alarm Files	2 years		2 years		Mag, Ppr		GC §34090
Fire		Fire Incident Reports and Investigations: Capital Crimes / Arson / Homicide	6 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive No statute of Limitations on Capital Crimes; CDF recommends Act + 10 years; PC §799, GC §34090
Fire		Fire Incident Reports and Investigations: HazMat, Oil Spills, etc. - includes Emergency Response Reports, Personnel Sign-ins, Patient Reports & Supplemental Reports	6 years	24 years	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive Department Preference; If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years; Cal Code Reg. §3204(d)(1), 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	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>									
Fire		Fire Incident Reports and Investigations: NOT capital crimes or HazMat - includes Emergency Response Reports, Personnel Sign-ins, Patient Reports & Supplemental Reports	6 years		6 years		Mag, Ppr		Longest Statute of limitations for less than capital crimes is 6 years; Criminal records are transmitted to DOJ and retained by State; PC §800 et seq., GC §34090
Fire		HazMat Information	Superseded + 2 years	Superseded + 28 years	Superseded + 30 years		Mag, Mfr, OD, Ppr	S/I	No Department Preference; If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years to cover statute of limitations; Cal Code Reg. §3204(d)(1), et seq.
Fire		Log Books (Incidents - kept at Operations Chief / City Hall / Fire Administration)	P		P		Mag, Mfr, OD, Ppr	S/I	No Retained for historical and administrative value; GC §34090
City Clerk		Mutual Aide Agreements, Joint Power Authorities	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr		Originals Maintained by City Clerk Permanently; GC §34090
Fire / Finance		Payroll - Supplemental Records (Sign-up sheets / Reserves)	2 years	3 years	5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year Fire must keep more detailed information than the City-wide system can provide; Finance keeps the official payroll records; GC §34090
Fire		Personnel Files - Training Files: Training, Certificates, First Aid Training Database, etc.	Separation + 10 years		Separation + 10 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation Department Preference (Human Resources is OFR); retained to comply with ISO (Insurance Services Office) requirements and for the convenience of former employees; 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Fire		Petro-Chemical Records (Haz Mat)	Superseded + 2 years	Superseded + 28 years	Superseded + 30 years		Mag, Mfr, OD, Ppr	S/I	No	If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years; Cal Code Reg. §3204(d)(1), et seq.
Fire		Plans: Master Plan, Emergency Management, etc.	Superseded + 3 years		Superseded + 3 years	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	No	Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090
Fire		Standard Operating Procedures / Policy and Procedure Manual	Superseded + 3 years		Superseded + 3 years	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	No	Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090
Fire		State-Licensed Facility Inspections (Boarding, Day Care, Group Homes)	5 years		5 years		Mag, Ppr			Department Preference; Statute of Limitations for Health Providers is 3 years; CCP §337 et seq., CCP §340.5; GC §34090
Fire		Training Burns	3 years		3 years		Mag, Ppr			CDF recommends 1 year without a citation, 3 years with a citation for burn permits; GC §34090
Fire		Training Logs	50 years		50 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Fire		Training Materials, Standards and Administration (produced by IFSTA)	Superseded + 2 years		Superseded + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	IFSTA maintains originals; Conforms with HazMat exposure requirements; Statewide guidelines propose 2 years; Cal Code Reg. §3204(d)(1), 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
HUMAN RESOURCES										
Human Resources		Applications for Employment or Resumes / Recruitment Files: Solicited: Brochure, advertisement, application eligibility list, close-out form, selection materials, etc.	10 years		10 years		Mag, Ppr			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, 34090
Human Resources		Applications for Employment or Resumes / Recruitment Files: Unsuccessful candidates: Applications, affirmative action sheets, close-out forms, testing material, etc.	3 years		3 years		Mag, Ppr			Department Preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 1 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Human Resources		Applications for Employment or Resumes: Unsolicited (no open position) , candidates not hired	When No Longer Required		When No Longer Required		Ppr			No positions open; therefore not deemed part of City recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; GC §34090
Human Resources		Applications for Employment: Test papers (completed by applicants)	1 year		1 year		Mag, Ppr			Law requires test papers be retained for 1 year; 29 CFR 1627.3(a)(iv)
Human Resources		Classification / Compensation Studies (for employee classifications)	10 years		10 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Human Resources		Computer Loan Program	1 year	4 years	5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference to cover auditing standards; GC §34090
Human Resources		Department of Fair Employment & Housing (DFEH or EEOC) Claims	Settlement + 5 years		Settlement + 5 years		Mag, Ppr			Consistent with Claims retention; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090.7
Human Resources		DMV Pull Lists	2 years		2 years		Ppr			GC §34090
Human Resources		Drug and Alcohol Testing / D.O.T files - Negative and Positive	5 years		5 years		Ppr			Department Preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 34090, 49 CFR 653.71 et seq.
Human Resources		Education Incentive Program	1 year	4 years	5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference to cover auditing standards; GC §34090
Human Resources		Employee Assistance Program (Reports & Eligibility Lists, etc.)	2 years		2 years		Mag, Mfr, OD,			GC § 34090
Human Resources		Employee History Cards	P		P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; GC § 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources		Grievances - Escalated to City Manager	Final Disposition + 2 years		Final Disposition + 2 years	Yes: Before Disposition	Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
Human Resources		HazMat Clean-ups and Exposure Records (Determination of Spills (Diesel, Oil, etc.))	(follows employee's Medical Personnel file)		(follows employee's Medical Personnel file)		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources		Job Specifications	20 years		20 years	Yes: Before Superseded	Mag, Ppr			Department Preference; GC § 34090
Human Resources		Long Term Disability	Separation + 5 years	25 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §34090
City Clerk		Memorandas of Understanding	Superseded + 2 Contracts		Superseded + 2 Contracts	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	No	Copy - Department Preference; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 34090
Human Resources		Negotiations: Employee Associations	Superseded + 3 years		Superseded + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; statewide guidelines propose permanent; 29 CFR 516.5, GC §§12946, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources		OSHA Log 200, Insurance Certificates, Inspections & Citations	7 years		7 years		Ppr			Lead Department also maintains original; 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), GC §34090.7; LC §6429 c
Human Resources		Pay for Performance Program (PFP) and Performance Incentive Program (PIP)	1 year	3 years	4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference to cover auditing standards; GC §34090
Human Resources		Personnel Files - Active Permanent (Includes Application & I-9, Awards, Copy of Drivers License/ID (Class C & B), Evaluations, Final Disciplinary Actions, Insurance Enrollments, Personnel Status Forms, Oaths, Policy acknowledgements, Retirement Forms - Excludes Medical Records)	Separation + 5 years		Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

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?	
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Human Resources		Personnel Files - Temporary or Part-time Employees - less than 1,000 hours (Includes Appeals Findings, Application & I-9, Awards, Accident & Injury reports; Copy of Drivers License/ID, Employment Verifications, <u>Exclusion from PERS form</u> , Personnel Status Forms, Oaths, Policy acknowledgements - Excludes Medical Records)	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources		Personnel Files (Medical Records, including all medical enrollment forms, all beneficiary forms, accident and injury reports, psychological examinations - except for Police Department)	Separation + 2 years	28 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic substance or harmful exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources		Pitchess Motions (safety personnel)	2 years		2 years		Mag, Ppr			Department Preference; GC §34090.7
Human Resources		Rules & Regulations	Superseded (Minimum 2 years)		Superseded (Minimum 2 years)	Yes: Until Superseded	Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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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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<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>											
RISK MANAGEMENT											
Human Resources		Employee Benefit Plans (Other than retirement - medical, dental, prescription, vision, disability, life, etc.)	Plan Termination + 10 years		Plan Termination + 10 years					Mag, Ppr	Department Preference; Most benefits are Termination + 1 year; Retirement benefits are 6 years from last action; 29 CFR 1627.3(b)(ii), GC §34090.7; 29 USC 1113
Human Resources		Employee Benefit Plans (Retirement)	Plan Termination + 6 years		Plan Termination + 6 years					Mag, Ppr	Most benefits are Termination + 1 year; Retirement benefits are 6 years from last action; 29 CFR 1627.3(b)(ii), GC §34090; 29 USC 1113
Human Resources		FMLA, CFRA, PDL	2 years	28 years	30 years						8 CCR 15400; Maintain reports LC 110 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure
Human Resources		Insurance: Loss Runs (from Insurance Carrier)	5 years		5 years					Mag, Ppr	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources		Reclassification/Desk Audits	2 years		2 years			Mag, Ppr		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 FR 516.6(2), 29 CFR 1602.14, GS §§ 12946, 34090
Human Resources		Risk Management Reports	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year Consistent with periodic reports; Published articles show 3 - 6 years; statewide guidelines propose 2 years; GC §34090
Human Resources		Long Term Disability	Separation + 5 years	25 years	Separation + 30 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: When Inactive Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §34090
Human Resources		Workers Compensation Claims and Files	Separation + 5 years	25 years	Separation + 30 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S	Yes: When Inactive Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §34090
Human Resources		Workers Compensation Summary Reports	5 years		5 years			Mag, Ppr		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

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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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<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
FLEET										
MS / Fleet		Commercial Vehicle Checklists	5 years		5 years		Mag, Ppr			CHP audits take place up to 5 years; Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §34090
MS / Fleet		Equipment and Vehicle Repair Orders	Life of Equipment		Life of Equipment		Mag, Ppr			Department Preference; GC §34090
MS / Fleet	Vehicle Numbers	Equipment Maintenance History	Life of Equipment		Life of Equipment		Mag, Ppr			Department Preference; GC §34090
MS / Fleet		Vehicle Accident Reports (City Vehicles, except for Fire)	3 years		3 years		Mag, Ppr			Consistent with Work Orders; GC §34090
MS / Fleet		Vehicle and Bus Maintenance History	Life of Vehicle + 4 years		Life of Vehicle + 4 years		Mag, Ppr			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
PUBLIC SERVICES MAINTENANCE										
MS / Public Services Maint./Parks, Rec. & Public Facilities		Fogging / Pesticide Reports	2 years	1 year	3 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Registered fumigation / pesticide companies are required to retain logs and other records for 3 years; GC §34090, 16 CCR 1970

RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

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Personnel / Parks, Rec. & Public Facilities	Talk to Personnel	HazMat Clean-ups and Exposure Records (Determination of Spills (Diesel, Oil, etc.) - Work Orders	(follows employee's Medical Personnel file)		(follows employee's Medical Personnel file)		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept. / Parks, Rec. & Public Facilities		Maintenance Records and Logs	3 years		3 years		Mag, Ppr			Consistent with Work Orders; GC § 34090
MS / Public Services Maint. / Parks, Rec. & Public Facilities		Pot hole Repair Records	3 years		3 years		Mag			Consistent with Work Orders; GC § 34090
MS / Public Services Maint. / Parks, Rec. & Public Facilities		Street Maintenance (Striping, Legends, Signs, Repaving, etc)	3 years		3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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MS / Public Services Maint. / Parks, Rec. & Public Facilities		Theme Tree Maps	Superseded + 2 years		Superseded + 2 years			Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Personnel / Parks, Rec. & Public Facilities	Talk to Personnel	Training Certificates (use of equipment, etc.)	(follows employee's Medical Personnel file)		(follows employee's Medical Personnel file)			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Lead Dept. / Parks, Rec. & Public Facilities		Training Tests (use of equipment, etc.) - Certificates are placed in employee's Personnel File	5 years		5 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
MS / Public Services Maint. / Parks, Rec. & Public Facilities		Tree History and Locations	P		P			Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090

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MS / Public Services Maint. / Parks, Rec. & Public Facilities		Tree Requests / Permits (want tree replaced, etc.)	Final Disposition + 3 years		Final Disposition + 3 years			Mag Ppr		Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090	
SUPPORT SERVICES											
Lead Dept.		Bidder / Vendor List (Companies that want to receive bids, RFPs, or RFQs)	2 years		2 years	Yes: Until Paid		Mag, Ppr		Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; ; GC §34090, CCP §337	
MS / Support Services		Cellular Telephone Inventory	20 years		20 years			Mag, Ppr		Covers the length of time any phone would be used; GC § 34090	
MS / Support Services		Flood Control & Disaster Files (e.g. pump systems, CIP systems)	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Statewide guidelines propose 2 years; GC §34090
MS / Support Services		MSDS (Material Safety Data Sheets)	2 years	28 years	30 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Statewide guidelines propose 2 years; GC §34090
MS / Support Services		Obsolete Fixed Asset File	3 years		3 years			Mag, Ppr			Department Preference; GC §34090

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MS / Support Services		Operation and Maintenance Manuals, Information for Equipment owned by the City	Life of Equipment		Life of Equipment			Mag, Mfr, OD, Ppr	S	No	Administrative value; GC §34090
MS / Support Services		Ops Checklists & Records related to AQMD requirements	2 years	3 years	5 years			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
MS / Support Services		OSHA Insurance Certificates, Inspections & Citations, Log 200	7 years		7 years			Ppr			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), GC §34090.7; LC §6429©
MS / Support Services		Purchase Orders & Requisitions	2 years	3 years	5 years	Yes: Until Paid		Mag, Ppr			Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; ; GC §34090, CCP §337
MS / Support Services		Recycling Program	5 years		5 years			Mag, Mfr, OD, Ppr			Department Preference; GC §34090 et. seq.
MS / Support Services		Solid Waste Program (Administration)	5 years		5 years			Mag, Mfr, OD, Ppr			Department Preference; City Clerk is OFR for all actions; GC §34090 et. seq.
MS / Support Services		Surplus Equipment Inventory Lists	P		P	Yes (all)		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; GC § 34090

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MS / Support Services		Underground Service Alerts from Utility Companies "USA's" - (Digging on Property)	2 years		2 years			Ppr		Department Preference; non-records; EPA and Dept. of Agriculture maintain records of all reports. Owner/operator has reporting requirements under H&S §§25158, 25250.10, .17, .18; 40 CFR §§ 280.62, thru .67
Lead Dept.		Work Orders / Complaint Form (White copy is master / original)	3 years		3 years			Mag, Ppr		Consistent with Accident / Injury reports (see City-wide schedule); CCP §340.5, GC §34090
UTILITY MAINTENANCE										
MS / Utility Maint.		Backflow Inspections/Approvals	2 years		2 years			Ppr		Domestic water system inspection (State Program - Title 17) GC §34090
MS / Utility Maint.		Backflow Program	P		P			Mag, Mfr, OD, Ppr	S / I	Yes: 2 years Administrative Value; GC §34090
MS / Utility Maint.		Catch Basin Storm Reports	2 years	3 years	5 years			Mag, Ppr		Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
MS / Utility Maint.		Confined Space Entries (Permitted entries into sewers and storm drains in order to comply with regulations)	2 years	3 years	5 years			Mag, Ppr		Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
MS / Utility Maint.		Daily Work Sheets	When No Longer Required		When No Longer Required			Mag, Ppr		Transitory Records; GC §34090 et seq.

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MS / Utility Maint.		Hydrant Flush	2 years		2 years		Mag, Ppr			GC §34090
MS / Utility Maint.		Hydrants: Temporary Permits	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			GC §34090
MS / Utility Maint.		Logs: Wells, Sewer & Storm Lifts, Pump Stations, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	No	Administrative Value; GC §34090
MS / Utility Maint.		Meter or Hydrant Replacements / Changes	2 years	Life of Meter or Hydrant	Life of Meter or Hydrant		Mag, Ppr	S / I	Yes: When Inactive	Department Preference; GC §34090
MS / Utility Maint.		Meter Reading Routes	4 years		4 years		Mag, Ppr			Department Preference; GC §34090
MS / Utility Maint.		Monthly Water Production Reports	2 years	3 years	5 years		Mag, Ppr			Consistent with other auditing standards; GC §34090
MS / Utility Maint.		Sanitary Sewer Overflows	P		P		Ppr			GC §34090; 40 CFR 122.41(j)(2)
MS / Utility Maint.		Sewer Repairs & Investigations	3 years		3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
MS / Utility Maint.		Storm and Sewer Lift Stations	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC § 34090
MS / Utility Maint.		Stormwater: Chain of Custody, Guidance Information, Lab Reports	3 years		3 years		Mag, Ppr			Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)

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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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
MS / Utility Maint.		Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 3 years		Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
MS / Utility Maint.		Variances, Exemptions (Water Systems)	Expiration + 5 years		Expiration + 5 years		Mag, Mfr, OD, Ppr	S	No	40 CFR 141.33(d)
MS / Utility Maint.		Videos (TV Inspections of sewers and storm drains)	Until Superseded		Until Superseded		Mag			Retained for reference; GC §34090
MS / Utility Maint.		Water Level Data Sheets	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value; GC §34090
MS / Utility Maint.		Water Production Reports: Joint Water Production	5 years		5 years		Mag, Ppr			Consistent with other auditing standards; GC §34090
MS / Utility Maint.		Water Sewer Permits, Installation of Service, Hydrants, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	No	Administrative Value; GC §34090
MS / Utility Maint.		Well Closures and Destruction	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value for monitoring wells GC §34090
MS / Utility Maint.		Well Index	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
MS / Utility Maint.		Well Logs	P		P		Mag, Mfr, OD, Ppr	S / I	No	Administrative Value; GC §34090

RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
MS / Utility Maint.		Well Measurements, Production: Daily Water Production	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value for monitoring wells GC §34090
WATER QUALITY CONTROL										
MS / WQC		Chemical Reports (Chlorine, Nitrates, etc.)	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
MS / WQC		Chemical Use Report Form / Material Data Safety Sheet (MSDS)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	30 years if employer qualifies as hazardous material exposure & required to file MSDS; reports are mailed to the County; 8 CCR 3204(d)(1)(A)
MS / WQC		Grease Interceptors	3 years		3 years		Ppr			EPA POTW Pretreatment Program Responsibilities Chapter 4
MS / WQC		Industrial Billing	4 years		4 years		Mag, Ppr			Meets auditing requirements; GC §34090
MS / WQC		Inventory of Hazardous Materials (DMR Report)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value; GC §34090
MS / WQC		Monthly Reports (Water Quality)	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Consistent with Chemical Reports; 40 CFR 141.33(a); 22 CCR §64692
MS / WQC		NPDES Reports: Administration, Sewage Sludge Use and Disposal	3 years	2 years	5 years		Mag, Ppr			Monitoring records required for 3 years; Sewage Sludge Use and Disposal for 5 years; 40 CFR §§122.21, 122.41

RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

Office of Record (OFR)	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
MS / WQC		Operations Log Books	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
MS / WQC		Recording Charts	2 years	3 years	5 years		Mag, Ppr			Consistent with other records; GC §34090
MS / WQC		Reports: Monthly Operating	2 years	3 years	5 years		Mag, Ppr			Consistent with other auditing standards; GC §34090
MS / WQC		Significant Industrial Users	3 years		3 years		Ppr			EPA POTW Pretreatment Program Responsibilities Chapter 4
MS / WQC		Training Log: Industrial Wastewater, etc.	10 years	40 years	50 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
MS / WQC		Various Sampling Forms	3 years	2 years	5 years		Mag, Ppr			Monitoring records required for 3 years; Sewage Sludge Use and Disposal for 5 years; 40 CFR §§122.21, 122.41
MS / WQC		Water Quality Reports (also see Chemical Reports)	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
MS / WQC		Water Reports & Sampling: Bacteriological	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department preference (only 5 years is required); 40 CFR 141.33(a)

RECORDS RETENTION SCHEDULE: MUNICIPAL 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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
MS / WQC		Water Reports & Sampling: Chemical	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	40 CFR 141.33(a)
MS / WQC		Water Reports, Monitoring & Testing (Calibration, maintenance, strip chart recordings)	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Bacteriological analysis are required for 5 years, chemical analysis for 10 years; 40 CFR 141.33(a)
MS / WQC		Water testing instructions	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	40 CFR 141.33(a)

RECORDS RETENTION SCHEDULE: PARKS, RECREATION, AND PUBLIC FACILITIES

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
RECREATION SERVICES										
Parks, Rec. & Public Facilities		Agreements for Contractors: Class Instructors etc.	Completion + 2 years	3 years	Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	These are the only contracts or agreements NOT sent to the City Clerk because the term is too difficult for City Clerk to determine; Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.
Parks, Rec. & Public Facilities		Donations	4 years		4 years		Mag, Mfr, OD, Ppr			Meets auditing standards; GC §34090
Parks, Rec. & Public Facilities		Emergency Contact Authorization Forms (Given to site provider - Coach, Instructor, etc.)	Upon Conclusion of Class or Program		Upon Conclusion of Class or Program	Yes: During Class or Program	Ppr			Transitory record used to contact relatives in the event of an emergency; GC §34090
Parks, Rec. & Public Facilities		Emergency Contact List	When Superseded		When Superseded		Mag, Mfr, OD, Ppr			Transitory Record; GC §34090

RECORDS RETENTION SCHEDULE: PARKS, RECREATION, AND PUBLIC FACILITIES

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
			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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Parks, Rec. & Public Facilities		Facility Use Requests (Application for Room Reservations, Parks, etc.)	4 years		4 years			Mag, Ppr		Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Parks, Rec. & Public Facilities		Part-time or Temporary Personnel Files ("1,000 hour employees"): Includes application, separation, loyalty oath, training and certificates, disciplinary actions, commendations, Personnel Action Forms - <u>Excludes</u> Medical Records	Separation + 5 years		Separation + 5 years	Yes: Until Separation		Mag, Ppr		Department preference to cover the typical college student/worker; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Parks, Rec. & Public Facilities		Program Files (various programs that the department has offered)	5 years		5 years			Mag, Ppr		Department preference; covers all statute of limitations; GC §34090, CCP §§337, 343
Parks, Rec. & Public Facilities		Registration Forms, Class Rosters, Event Sign-ups (May include Hold Harmless, Medical Release, Liability, & Waiver Agreements)	4 years		4 years	Yes: During Class or Program		Mag, Mfr, OD, Ppr		Department Preference; Statute of Limitations for personal property is 3 - 5 years; CCP §337, 338 et seq., GC §34090

RECORDS RETENTION SCHEDULE: PARKS, RECREATION, AND PUBLIC FACILITIES

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Parks, Rec. & Public Facilities		School District Facility Use Forms	4 years		4 years		Mag, Ppr			Department Preference; Statute of Limitations for personal property is 3 - 5 years; CCP §337, 338 et seq., GC §34090
Parks, Rec. & Public Facilities		Special Event Permits / Garage Sale Permits	4 years		4 years	Yes: Before Event	Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
NEIGHBORHOOD PRESERVATION / CODE ENFORCEMENT										
Parks, Rec. & Public Facilities		Code Enforcement Cases / All Abatements	Resolution + 2 years		Resolution + 2 years		Mag, Ppr			Case is open until satisfactorily resolved; City Clerk maintains originals that are presented to Council; 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
ADMINISTRATION / CHIEF / INTERNAL INVESTIGATIONS / SUPPORT SERVICES										
Police		Accident Review Board Records: Correspondence, Findings, etc. (on the job injuries)	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Police		Administrative Files	2 years		2 years		Mag, Ppr			GC §34090
Police		Bicycle Licenses	4 years		4 years		Mag, Ppr			Meets auditing standards; GC §34090
Police		Concealed Weapon Permits (CCW) to include fingerprints - Civilians	Expiration + 2 years		Expiration + 2 years		Ppr			DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §34090, PC §12070 et seq.
Police		Crime Statistics / Uniform Crime Reporting: ANNUAL	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes	Historical Value; GC §34090, §34090.5
Police		Crime Statistics / Uniform Crime Reporting: PERIODIC (Monthly, Bi-monthly, etc.)	2 years		2 years		Mag, Ppr	S/I	Yes	GC §34090, §34090.5
Police		Grievances (HR is OFR for other employees)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 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?		
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Police		Internal Investigations & Inquiries: Sustained and Not Sustained (except officer-involved shootings)	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police		Internal Investigations: Officer Involved Shootings	Final Disposition + 25 years		Final Disposition + 25 years		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police		POST Data, Files and Printouts (Training Courses)	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Police		Work Assignments (Schedules)	5 years		5 years	Yes: Current Schedule only	Ppr			Department Preference; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 34090
ANIMAL SERVICES										
Police		Animal Licenses	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police		Animal License Database	10 years		10 years		Mag			Department Preference; GC §34090
INVESTIGATIONS (ALL)										
		Alcohol Beverage Applications	2 years		2 years		Ppr			Non-records; GC §34090
Police		Background Checks for Business Licenses: Bingo, Massage Technicians & Parlors, Peddlers, Taxi, etc.	Expiration of License + 2 years		Expiration of License + 2 years		Mag, Mfr, OD, Ppr	M / S / I	No	GC §34090
Police		Background Files - Employees, Volunteers & Reservists	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Retained for administrative value; GC §34090
Police		Background Files - Unsuccessful Applicants (Not Hired)	5 years		5 years					Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Police		Field Interview Cards	2 years		2 years		Ppr			Notes destroyed in the regular course of business; GC §34090 et seq.
Police		Guns: Dealers Record of Sale	When No Longer Required		When No Longer Required		Mag, Ppr			Some dealers have an automated link to DOJ; PC §12070
RECORDS and PROPERTY										
Finance		Auction Receipts & Records	4 years		4 years		Ppr			Consistent with auditing standards; GC §34090
Police		Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	No Further Report on Suspected Abuser + 10 years		No Further Report on Suspected Abuser + 10 years		Mag, Ppr	S/I	Yes	PC §§11169(c),11170(a)(3), §34090.5
Police		Citations: Misdemeanor Traffic, Parking, or Criminal	3 years		3 years		Ppr			Department Preference; Statute of Limitations is up to two years; Also See Crime Reports - performed in accordance with CLETS; GC §34090, PC §802

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Police	Report #	Crime Reports: Felonies and Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule	7 years or upon DOJ Notification		7 years or upon DOJ Notification	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes	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 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police	Report #	Crime Reports: Homicide, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide (Crimes Subject to Death Penalty or without statute of Limitations)	P		P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799
Police		Crime Reports: Missing Person Reports (unsolved)	2 years or Until Located	2 years or Until Located	2 years or Until Located	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes	Dept. Preference; Also see Crime Reports; GC §34090
Police		Crime Reports: Public Assist and other Non-Criminal Police Contact Reports	2 years		2 years		Mag, Mfr, OD, Ppr	S/I	Yes	Also see Crime Reports; GC §34090
Police		Crime Reports: Sealed Cases ("Factual Innocence")	3 years		3 years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)

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>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>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Police		Crime Reports: Sealed Cases (e.g. Juveniles)	Sealing date + 5 years (or Court Order)		Sealing date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	Statute of Limitations runs up to age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1, GC §34090; W&I §781(d)
Police		Crime Reports: Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge	Until Found		Until Found		Ppr	S/I	Yes	Department Preference; GC §34090
Police		Daily Crime Report No. Log: Case Numbers	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes	GC §34090, §34090.5
Police		Department of Justice Validation Lists	2 years		2 years		Mag, Ppr			Information received by DOJ; GC §34090
Police		Drug, Arson, Gang Registrants	Life of registrant within jurisdiction		Life of registrant within jurisdiction		Mag, Ppr			Department Preference; GC §34090, H&S §11590 et seq., H&S §11594(a), PC §457.1, PC §186.30
Police		Extradition Administrative Files	2 years		2 years					Department Preference per California Department of Corrections and Rehabilitation; GC §34090
Police		Evidence Sheets (Property cards and records)	(Criminal Report Retention)		(Criminal Report Retention)		Ppr			Statute of Limitations is 1 year for property seized by officers; CCP §340(4); GC §34090
Police		Fingerprints/non-employee applicant	Destroy after determination		Destroy after determination		Mag, Mfr, OD, Ppr	S / I		Department Preference; Paperwork authorizing fingerprinting for background checks for business license applicants; 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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		Fingerprints/ Police Officer Retirees	P		P		Ppr			Department Preference; Records will be destroyed upon cease of mutual interest; GC §34090
Police		Pawn Slips	2 years		2 years		Ppr			Department Preference; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police		Photos: Crime Scenes	Adjudication + 60 days and/or Statute of Limitations is up to indefinitely, based on crime		Adjudication + 60 days and/or Statute of Limitations is up to indefinitely, based on crime		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	See appropriate Crime Report and POST Evidence & Property Management Guide
Police		Photos: Mug Shots	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Retained for administrative value; GC §34090
Police		Photos: Request Forms	2 years		2 years		Ppr			Department Preference; GC §34090
Police		Property/Evidence Form	Follows Retention of Crime Report		Follows Retention of Crime Report		Ppr			Department Preference; Statute of Limitations is 1 year for property seized by officers; CCP §340(4); 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?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints and/or claims suspend normal retention periods (retention begins after settlement).</i>										
Police		Property/Evidence Form: Found Property Lawfully disposed (over \$10,000)	2 years	P	P			Mag, Ppr		If artifact over \$10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police		Property/Evidence Form: Found Property Lawfully disposed (under \$10,000)	2 years		2 years			Mag, Ppr		If artifact over \$10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police		Recordings of Telephone & Radio Communications Tapes (CAD)	Current Year + 180 days		Current Year + 180 days			Mag		Statewide guidelines propose 180 days (legally mandated for 100 days); GC §§34090, 34090.6
Police		Recordings of Telephone & Radio Communications Tapes (CAD) - Homicides	P		P			Mag		Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); GC §§34090, 34090.6
Police		Restraining Orders	Expiration of Order		Expiration of Order			Ppr		Department Preference; Non-records (Court is OFR); GC §34090

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Police		Search Warrants	Returned to Court within 10 days after service		Returned to Court within 10 days after service			Mag, Ppr		Copies; Court is OFR; GC §34090
Police		Sex Offender Registrations	P	P	P			Mag, Ppr		Pursuant to PC §290 et seq.; If released from California Youth Authority, records are destroyed after age 25 or sealing pursuant to W&I §781;
Police		Subpoenas and Subpoena Logs	When No Longer Required		When No Longer Required			Ppr		Transitory Non-Record; Courts are OFR; GC §34090
Police		Teletype Slips	(Follows case retention)		Follows case retention)			Ppr		Transitory Record; GC §34090.7
Police		Video Interviews	(Follows case retention)		Follows case retention)			Mag		Department Preference; GC §34090
Police		Videos: Not Evidence	90 days		90 days			Mag		GC §34090.7
Police		Videos: Evidence	(Follows Crime Report retention)		Follows Crime Report retention)			Mag		

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POLICE MIS (MANAGEMENT INFORMATION SYSTEMS)										
City Attorney or Police		Accident, Injury and Property Damage Reports: ALL (medical and non-medical.)	1 year		1 year		Mag, Ppr		Yes	Copies retained for reference; GC §34090.7
Comm. Service / City Clerk		Insurance Certificates (for Facility Rentals, etc)	4 years		4 years	Yes: Before Event	Ppr			Statute of Limitations for contracts is 4 years, personal property 3 years; CCP ^§337, 338; GC §34090
Police		Lost Articles (coats, etc.)	Transfer to the Police Department		Transfer to the Police Department					Law requires the City to turn the property over to the "Police Department", who retains for 90 days then sells the item at public auction; CCP §2080 et seq.