

RESOLUTION NO. 124-20 (CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WATSONVILLE ADOPTING THE CITY OF WATSONVILLE 2020
RECORDS MANAGEMENT GUIDELINES AND RETENTION SCHEDULE
AND AUTHORIZING DESTRUCTION OR DISPOSITION OF CERTAIN
RECORDS**

Rescinds Resolution No. 287-04 (CM)

WHEREAS, § 12236 of the Government Code directed the California Secretary of State to established the Local Government Records Program to be administered by the State Archives; and

WHEREAS, the Secretary of State has established guidelines for local government records retention and provided archival support; and

WHEREAS, on November 23, 2004, the Council adopted Resolution No. 287-04 (CM) establishing the City of Watsonville Records Management Guidelines and Records Retention Schedule; and

WHEREAS, since then, City practices for processing and storing paper and electronic documents have changed; and

WHEREAS, the proposed City Of Watsonville 2020 Records Management Guidelines and Retention Schedule has document processing and retention standards for every City department and comply with the California Public Records Act (§6250 et seq.) and the California Local Government Records Program (§ 12236 of the Government Code).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

1. That the City of Watsonville 2020 Records Management Guidelines and Records Retention Schedule are hereby approved.

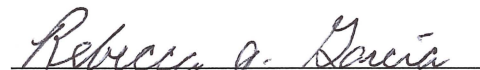
2. That the records of the City of Watsonville, described in the City of Watsonville Records Management Guidelines and Records Retention Schedule, are hereby authorized to be destroyed as provided by § 34090 of the Government Code of the State of California and in accordance with said Schedule without further action by the Council, provided, however, that no records may be destroyed without prior written approval of the department head.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Watsonville, held on the 7th day of July, 2020, by Member Hurst, who moved its adoption, which motion being duly seconded by Member Parker, was upon roll call carried and the resolution adopted by the following vote:

AYES: COUNCIL MEMBERS: **Coffman-Gomez, Estrada, Gonzalez, Hernandez, Hurst, Parker, García**

NOES: COUNCIL MEMBERS: **None**

ABSENT: COUNCIL MEMBERS: **None**

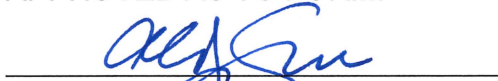

Rebecca J. García, Mayor

ATTEST:


City Clerk

July 9, 2020
Date

APPROVED AS TO FORM:


City Attorney

I, Beatriz Vázquez Flores, City Clerk of the City of Watsonville, do hereby certify that the foregoing Resolution No. 124-20 (CM) was duly and regularly passed and adopted by the Watsonville City Council at a meeting thereof held on the 7th day of July, 2020, and that the foregoing is a full, true and correct copy of said Resolution.


Beatriz Vázquez Flores, City Clerk

Date July 9, 2020

CITY OF WATSONVILLE

2020 RECORDS MANAGEMENT GUIDELINES AND RECORDS RETENTION SCHEDULE

BEATRIZ VÁZQUEZ FLORES, CITY CLERK

CITY CLERK'S OFFICE

(831) 768-3040

July 2020



Adopted on July 7, 2020, by
Council Resolution No. 124-20 (CM)

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Records Management Guidelines

RECORDS MANAGEMENT GUIDELINES

In an effort to manage our records in an efficient manner, streamline the paper flow, provide for document archiving and minimize the temporary storage constraints, the City has implemented a Citywide Records Retention Schedule pursuant to Resolution No. 124-20 (CM), adopted by the City Council on July 7, 2020.

Records management includes the collection of documentation including legislative history, vital records, correspondence, mail, emails, faxed material, historical reference, and with the technical age, electronic media.

Records management archiving is a conventional method of safeguarding history for the benefit of education, accessibility to research and preservation of valuable legal information. As the records management system for the City of Watsonville does include a vast array of elements, it is incumbent upon each department to ensure proper safekeeping and destruction pursuant to the criteria set forth herein.

Statutory references are legal citations setting forth the retention and destruction guidelines. These guidelines ensure that the records are maintained legally and efficiently. Records that are not appropriately maintained or improperly destroyed expose the City to potential liability.

In all instances that documentation destruction is required, the attached Authorization to Destroy Obsolete Records must be completed and signed by the Department Head. This form would then be utilized in any legal proceedings as evidence of proper destruction.

California Government Code Section 34090.5 sets forth that if a record series can be produced electronically and proper archival methods are set in place, the original may be destroyed, with the exception of those documents that are required to be kept permanently in their original format as outlined in the retention schedule.

It is the goal of the City to move towards an electronic imaging program, and as soon as the City's financial condition allow, the City will move forward with that process. Until that time, a concerted effort will be made to adhere to the retention schedule and to destroy appropriate records that are being stored in various facilities throughout the City and prepare archival material for electronic filing. Once an electronic imaging or other acceptable system has been installed, and training has been provided, all departments will manage the backlogged materials and proceed with proper archiving or destruction pursuant to the requirements in the retention schedule under the leadership of the City Clerk's Department. This process will eliminate a majority of the storage boxes and release space for other uses, as well as bring our records management program into compliance and place in the City in a responsible and legal position.

In most cases, documents not addressed in the attached schedule should be considered routine in nature and should be identified in a general subject, and retention for those files should be three (3) years unless specific laws, decisions, or opinions would apply to the record series. Transitory correspondence files, consisting of correspondence, routine transactions, memoranda or emails of short-term interest and holding no administrative, legislative, historical or legal value should not be filed in working files. Examples of transitory documents may be, but are not limited to transmittal letters, forms or emails, requests for routine information or publications, announcements, and other documents not requiring action by the receiving office. If you have a document that is not transitory in nature, and is not addressed in this schedule, and you believe there are legal requirements, or that the record is essential either for legal, historical, fiscal, or administrative value, then that series can be added to the retention schedule. The retention schedule is not a “permanent” document, but flexible in nature to accommodate legal, administrative, or fiscal policy changes. Contact the City Clerk’s Office for review of any requested changes.

DEFINITIONS

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**).
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, [Section 6252](#) states: “Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, [Section 54952](#).”
- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**).
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorder's files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, emails, logs, calendars, maps, exhibits, magnetic or paper tapes, discs, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form, location, or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

PROGRAM RECORDS:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists, and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an "Active" period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

ACKNOWLEDGEMENT

These guidelines were taken from the February 2006 edition of the California Secretary of State Local Records Management Guidelines.

[illegible]

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2020 RECORDS RETENTION SCHEDULE

July 7, 2020



RECORDS RETENTION CLASSIFICATIONS

ADMINISTRATION	PARKS & COMMUNITY SERVICES
Audit Elections General Subjects Grants Human Resources Information Services Legal/Legislative Municipal Clerk Public Financing Authority Public Information Risk Management	Administration
AIRPORT	PUBLIC SAFETY
Administration	Animal Control Emergency Management Fire Safety Administration Personnel Prevention Property Reports Hazardous Materials Law Enforcement Administration Investigations Patrol Services Taxicabs
DEVELOPMENT	PUBLIC WORKS
Administration Building Code Enforcement Engineering Environmental Quality Housing Municipal Facilities Planning Property	Sanitation/Solid Waste Street/Alley Transportation Utilities Water Wastewater
FINANCE	
Accounting Administrative Services Fixed Assets License Payroll Purchasing Reports Treasurer	
LIBRARY	
Administration	

LEGEND
Records Retention

AC = Active
AU = Audit
CU = Current Year
L = Life
S = Supersede

AD = Adoption
CL = Closed/Completion
E = Election
P = Permanent
T = Termination

CITATIONS

B&P—Business and Professions

CAC California Administrative Code

CCP—Code of Civil Procedure

CCR—Code of California Regulations

CEQA—California Environmental Quality Act

CFR—Code of Federal Regulations

EC—Election Code

FMLA—Family & Medical Leave Act 1993

GC—Government Code

H&S—Health and Safety

HUD—Housing and Urban Development

OSHA—Occupational Safety & Health Act

PC—Penal Code

POST—Police Officers Standards Training

UFC—Uniform Fire Code

USC—United States Code

WIC—Welfare & Institutions Code

RECORDS RETENTION SCHEDULE

ADMINISTRATION			
Record Series	Retention	Citation	Descriptor
AUDIT			
Annual Financial Reports	CL + 2	GC34090	Independent auditor analysis
Bonds	CL + 10	GC34090; CCP 337.5	Final bond documentation
Budget	P	GC34090	Annual operating budget approved by Legislative Body
Budget Operating (copies)	S	GC34090	Departmental Reference
Hearing or Review	AU + 3	GC34090; OMB A-133	Documentation created and received in connection with an audit hearing or review
Reports	AU + 3	GC34090; OMB A-133	Internal and/or external
Reviews, Internal/External Periodic	CU	GC34090; GC6250	Daily, weekly, monthly, quarterly, or other summary review, evaluation, log, list, statistics, except a report
ELECTIONS			
Ballots Prop. 218 (Assessment Districts)	E+2	Gov. Code, § 53753, subd. (e)(2).)	Property related fees (Assessment Ballot proceeding)
Calendar	E + 1	ELEC 17304	
Certificates of Election	P	GC 34090	Certificate of election
Charter Amendments/Measures	P	GC34090	Chapter designations by Secretary of State following adoption of voters
Fair Political Practices			
Administration/Campaign Statements and Conflict of Interest	CU + 5		FPPC Opinions
Campaign disclosure, Elected	P	GC 81009(b)(g)	FPPC Filings
Campaign disclosure, not elected	E + 5	GC 81009(b)	FPPC Filings
Campaign disclosure – Unsuccessful (all other committees)	E + 7	GC 81009	FPPC Filings
Candidate's Statements	E + 4		Sample ballot retained permanently
History	P		History of elections, sample ballots certificates of destruction, other resolutions re: elections
Statement of economic interest – Elected Officials	T + 7	GC 81009(e)	FPPC Filings
Statement of economic interest – Non-Elected Officials	E + 5	GC 81009(b)	FPPC Filings
Lobbyist Registration	P	EC 81009(b)	Statements
Maps, precincts/voter information	E + 2	GC34090; EC 17501; EC 17301	
Nomination Papers Successful	E + 4	EC 17100 GC	
Unsuccessful	E + 2	81009 (b)	

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Notifications and publications	E + 2	GC34090	Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election
Oaths of Office	T + 6	GC34090; 29 USC 1113	Elected officials
Petitions placed on ballot	.75	EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756.8	From date of filing or election; initiative, referendum, recall, Charter amendments
GENERAL SUBJECT			
Audio-Visual Records	CU + 2	GC 34090	Photographs, sound recordings, video, and other audio or visual records
Biographies	CU + 2	GC34090	
Classifications & appointments	P	GC34090; GC12946; 29 CFR 561.6(2); 29CFR 1602.4	Includes supplemental personnel records. Wage rate tables 2 years
Correspondence/Originating department	3	GC34090 (d)	If not attached to agreement or project files
Emails (Non-Transitory)	3	GC 34090	Includes electronic mail and attachments
Goals and objectives	CU + 2	GC34090	Departmental goals & objectives
Historic Resources	P	GC 34090	Newspaper Articles, publications, newsletters, proclamations, gifts, artifacts, photos
Policies & procedures, departmental	S + 5	GC34090 (d)	Retain while current
Promotional marketing			
External	CU + 7		
Internal	CU + 2		
Reports			
Departmental	CU + 2	GC34090	Special/or final summary, review or evaluation
Staff	CU + 2	GC34090	Non-agenda related, includes supporting documentation
Social Media Content	2	GC34090	Posts, blogs, webpage content, data, metadata, responses, etc.
Special projects	CU + 2	GC34090	
Support services	CU + 2	GC34090	Reproductions, printing; postal/mailling services, other internal resources
Travel Records	CU + 2	GC34090	
GRANTS			
Community Development Block Grant (CDBG) and Urban Development	T + 4	GC34090; 24 CFR 570.502 24 CFR85.42*	Applications, reports, contracts, supporting documents *OMB Cir. A-102, A-110, A-128
Federal and state	CL + 5	GC34090	Refer to grant application close-out procedure
Financial records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 2	GC34090	Applications not entitled

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HUMAN RESOURCES (PERSONNEL)			
Benefit Plan Claims	P	GC 6250 et seq, 29USC1027, 29 CFR 1627.3(b)(2), Dept. Policy	May include dental, disability, education, health, life and vision including dependent care and Employee Assistance
Benefit Plan Enrollment, Denied	CL + 4	GC34090: OMB A133	
Bond, Personnel Fidelity	T + 2	GC34090	Employee Fidelity Bonds
Employee Handbook	S + 2	GC34090	General employee information including benefit plans
Employee Programs	CL + 2	GC34090; GC 12946	Includes EAP and Recognition
Employee Rights General Employees Safety (Police)	T + 2 T + 5	GC 12946; 29 CFR 1602; 29 USC 211 (E); 203 (m); 207 (g)	May include arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions
Hourly employees	T + 3	GC 12946; GC34090*	*29 CFR 1627.3, Labor Relations Section 1174
Immigrant	3 yrs. after date of hire or 1 yr. after date employment ends, whichever is later	Immigration Reform/Control Act 1987 Pub. L -99-603	I-9 Form
Medical Leave	CL + 30	FMLA 1993 US OSHA; 29 CFR; 1910.20*	May include Family Leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9;
Motor Vehicle Pulls (DMV)	CU + 7	GC 12946, 12810.5b VC	
Negotiation	P	29-USC- sections 211(c), 203(m), 207(g) (c), 203 (m), 207 (g)	Notes, notebooks, correspondence, contracts, and Memorandums of Understanding
Non-safety employees	T + 3	Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 16202.30.32; GC 6250 et	Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints;

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		seq; 29 CFR; GC 12946, 34090*	identification cards (IDS's) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6 (a)
Personnel Commission(See Legal/Legislative)			Agendas, notices, minutes, etc. (Historical value)
Personnel Records (copies)	3	GC34090: GC 6250	Attendance; evaluations; drafts; worksheets; postings
PERS, Social Security, SSI	P	29 CFR 1627.3(2); GC 12946, 34090	EEOC/ADEA
Recruitment	CL + 2	Reference: GC 12946; GC 6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3	Applications, resumes, alternate lists; logs, indices; ethnicity disclosures; examination materials; examination answer sheets; job bulleting; eligibility; electronic database
Reports	CU + 2	GC34090	Employee statistics, benefit activity; liability loss
Safety Employees	T + 3	Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4*	Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations/disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6 (a)
Surveys and studies	CU + 3	GC12946, 34090; 29 CFR 516.6 (2); 29 CFR 1602.14	Includes classification, wage rates, salary schedules, job descriptions
Training records non-safety	CU + 7	GC6250, GC34090	Employee applications, volunteer program training,
Personnel (by name)	T + 7	GC6250, GC34090	Employee applications, volunteer program training, class training materials, internships
Safety	CU + 2	GC34090	Certifications/designations
Vehicle Mileage Reimbursement Rates	S + 2	GC34090	Annual mileage reimbursement rates
INFORMATION SERVICES			
Internet, World Wide Web	S + 3	GC34090	Management/Policies and supporting documentation
Inventory, Information Systems	S + 2	GC34090	Hardware/software inventory logs; systems manuals
Mobile Device Records	AC + 3	GC 34090	Assignment documents, equipment files, inventory, cellular bills
Network Information Systems (LAN/WAN)	CU + 4	GC34090; CCP 337.2; 343	Configuration maps and plans

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Program Files and directories	CU + 2 CU + (2 mos.) CU + 1 CU + .5	GC34090	Annual backup Daily backup Monthly backup Weekly backup
Tapes information systems	CU + 2	GC34090	System generation
LEGAL/LEGISLATIVE			
Agendas	CU + 2	GC34090	Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions
Agenda reports (master, subject files)	CU + 2	GC34090 (d)	Documentation received, created, and/or submitted to council
Appeals, Civil	CU + 3	CCP 583.320(a)(3); GC34090	
Settlement Agreements	P	GC 34090	
Applications, Boards, Commissions, Committees	CL + 2	GC34090;	Not selected
Applications, Boards, Commissions, Committees	T + 5	GC34090; GC40801	Selected
Articles of Incorporation	P	GC34090; CCP 337.2	
Case log	CL + 7	CCP337.2; 343	From close of cases listed; chronological listing cases
Case Records – (High profile)	P	GC6254	Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs
Case Records	CL + 7	42 USC1983	Includes logs, complaints, police reports, court orders, motions, notes briefs, closing statements (unless) minors – 3 years after attaining 18)
Contracts and agreements approved by Council	P	GC34090, CCP 337.2, 343; B&P7042.5; *	Includes leases, equipment, services or supplies *Pu7685; 48 CFR:2; GC53066
Contracts and Agreements not approved by Council	T + 5	CCP 337.2, 343; B&P7042.5	Includes leases, equipment, services or supplies *Pu7685; 48 CFR:2; GC53066
Document Destruction	P	GC 34090	Approved records destruction lists and certificates
Excl. Capital Improvement	T + 5	CCP 337.2, 343; B&P7042.5; *	
Incl. Capital Improvement	P	2.08.110;*	Construction *GC37090a; 4004; H&S 19850
Index, Attorney Case	L	GC6254	Including notations on activities related to case
Legal Advertising	CU + 4	CCP 343, ; GC34090	Includes public notices, legal publications
Logs, attorney service request	CU + 2	GC34090	Service request, summaries of monthly requests

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Minutes	P	GC34090(d); GC36814; GC 40801	Official minutes and hearing proceeding of governing body or board, commission or committee
Notices, meetings	CU + 2	GC34090.7, 54960.1(c)(1)	Special meeting
Opinions	S + 2	GC34090; GC 6254	Confidential
Ordinances	P	GC34090(d) 40806	Charter amendments; municipal code
Petitions not placed on ballot	CU + 1	GC50115; GC6253	Submitted to legislative bodies
Resolutions	P	GC34090 (d) 40801	Legislative actions
Tapes, audio/video	CU + 2	GC34090.7	When used for minute preparation and may have historical value.
MUNICIPAL CLERK			
Assessment Districts	P	GC34090	Original documentation
Inventory, Records	CU + 2	GC34090;	Inventory of non-current or inactive records holdings and locations, indices. Tapes may be recycled.
Municipal Code	P	GC34090	Supplements included
Public Records Request	CL + 2	GC34090	
Records Management	CL + 2	GC34090	Documents includes retrieval, transfers – inactive
Records Management Disposition Certification	P	GC34090	Documentation of final disposition or records
Records Retention Schedules	S + 4	GC34090	
POLICIES/PROCEDURES			
General administrative	S + 3	GC34090; 40801	All City policies and procedures
Policy, Council/Proclamations	S + 3	GC34090	Policies, directives rendered by council not assigned a resolution or ordinance number
PUBLIC FINANCING AUTHORITY			
Administration	P	GC34090	
Financial Records	P	GC34090, 40802	
Management Reports	2	GC34090	
PUBLIC INFORMATION			
Brochures, publications, newsletter, bulletins	S + 3	GC34090	
Calendar, City	CU + 3	GC34090	
Media Relations	CU + 3	GC34090	Includes cable, newspaper, radio, message boards, presentation, releases
RISK MANAGEMENT			
Accident Reports – City Assets	CL + 7	29 CFR	Reports and related records *CFR 1940.6

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		1904.2; 29;*	
Bonds, Insurance	P	CCP 337.2; 343	Bonds and insurance policies insuring City property and other assets
Claims, Damage	CL + 5	GC34090; GC25105.5	Paid/Denied
Incident Reports	CL + 7	29 CFR 19404.2; 29 CFR 1904.6	Theft, arson, vandalism property damage or similar occurrence (excluding fire/law enforcement)
Insurance, ACCEL JT Powers Agreements	P	GC34090	(Authority California Cities Excess Liability Insurance) B Accreditation/MOU's/agreements/agendas
Insurance, Certificates	P	GC34090	Insurance certificates filed separately from contracts, includes insurance filed by licensees
Insurance, Liability/Property	P	GC34090	May include liability, property, Certificates of Participation, deferred, use of facilities
Insurance, Workers Compensation	P	GC6410; 29 CFR 1910.20	Indemnity; PERS – working files – original with Administrator
Photographs, Negatives, Film	3	GC34090	
Risk Management Reports	CL + 5	OMB 1220- 0029; 29 CFR 1904.4; GC34090	Federal OSHA Forms; Loss Analysis Reports; Safety Reports; Actuarial Studies
Workers Compensation	P	CCR 14311; 15400.2; CA Labor Code 110-139.6	Claims files, reports, incidents (working files) original filed with Administrator

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AIRPORT			
Record Series	Retention	Citation	Description
ADMINISTRATION			
Airport Certification	P	14 CFR 139.207B & 171.13-171.213	Federal Aviation Administration (FAA) required manuals
Airport Noise Monitoring and Complaint	CU + 10		Correspondence, studies, memos, reports, logbooks, documents related to assessment of noise levels at airports and resolution of complaints
Applications Aircraft Storage	T+3	GC34090	Payment invoices, inventory listing, billing correspondence and other related documents
Inspection, Runway	CU + 10		Maintenance including inspection reports, work orders and related records
Inspection, Safety Self	CU + 2	CFR 139.327	Safety inspection and related document include reviews and analysis of all aspects of airport operation
Maintenance, FAA	P	14 CFR 171.13-171.213	Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4
Reports			
Accident and incident (Aircraft)	CL + 8		Accidents, injuries, property damages, general conditions re pilot and aircraft
Airport Operational (Regulatory)	P		Annual and special reports to federal and state regulatory agencies
Airport Operational (Administrative)	CU + 2		Logs, statistical summaries; administrative records
NOTAM (Notice to Airmen)	CU + 3		Reports re: conditions affecting airport maintenance/operations

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DEVELOPMENT			
Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Benchmark Data	CU + 3	GC34090d	Horizontal, vertical & control
Bids & Proposals (Unsuccessful)	CL + 3	GC34090d	
Bonds Development	CL + 10	GC 53921	Housing; Industrial Development
Security	CL + 3	GC34090	Documentation created and or received in connection with the performance of work/services for the City, or for parcel maps and subdivision work
Code Books	P	GC34090e	National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements
Contractor	CU + 3	GC34090d	Current listing
Correspondence	3	GC34090d	Working documentation
Development Conditions	L	GC34090	Mitigation measures, filed with case files
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090.4; 4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years
Developments Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not included those usually filed with case or projects
Franchises	P	GC65864, 65859.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements * CCP 337.2, 343; AC 16023
General Subject Files	CU + 2	GC34090d	Internal working files including correspondence
Historic preservation inventory	3	GC34090d	Historic structures & landmarks
Incident files	3	GC34090d	Emergency call outs
Land uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Logs	CU + 5	GC 34090	Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility.
Maps & plans	P	GC34090a	Engineering & filed notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, benchmarks, trees, grading, landfill, fire hydrants, base maps, etc.
Master Plans, Annual	S + 3	GC34090	Special or long-range program plan for municipalities - coordination of services, strategic planning.

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DEVELOPMENT			
Record Series	Retention	Citation	Descriptor
Permits, Construction	P	GC34090a; H&S19850	Plans, building, signs, grading, encroachment, including blueprints and specifications.
Permits, others	CL + 3	GC34090d	Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.
Photographs	S + 3	GC34090d	Aerial photographs
Projects not completed or denied	CL + 3	GC34090d	Building, engineering, planning
Reports	CU + 3	CG34090	Activity, periodic
Street names and house numbers	P	GC34090a	Street dedications, closings, address, assignments/changes
Studies, special projects & areas	CL + 3	GC34090d	Engineering, joint powers, noise, transportation
Surveys	P	GC34090a	Recording data and maps
BUILDING			
Blueprints, specifications	CL + 3	GC34090d	Submitted by contractors with application for permit and builds for Certificate of Occupancy
Certificates	L	GC34090a	Compliance, elevation, occupancy which affect real property
Construction (Approved)	P	GC34090a; 4003; 4004; H&S 19850, 19853	New commercial or residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds
Inspection	CL + 3	GC34090a	Correspondence, fees, appeal request, reports
Permits	P	GC34090a; H&S 19850; 4003; 4004	Plans, building, signs, grading, encroachment permits
Signs (Temporary)	S + 3	GC34090d	Home occupations, off-premise signs
CODE ENFORCEMENT			
Abandoned vehicles	CL + 3	GC34090d	
Case files	CL + 3	GC34090d	Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general
Liens & releases, Supporting Recorded	CL + 3 P	GC34090	Utilities, abatement licenses
Logs	CU + 3	GC34090d	Lien Recovery, citations, complaints
Regulations	S + 3	GC34090d	Supporting code enforcement activity
Reports, Federal and State	P	GC34090a	Code enforcement statistics; may contain records affecting title to real property or liens thereon
Violations, Building, Property & Zoning	CL + 3	GC34090d	Supporting code enforcement activity

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DEVELOPMENT			
Record Series	Retention	Citation	Descriptor
ENGINEERING			
Capital Improvement Projects	CL + 10	CCP337.15	Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.
Construction tracking, daily	P	CC337.15	Assesses value of real property
Drawings, traffic control plan	P	GC34090a	Signs, signing & striping, road constructions
Flood control	CL + 3	GC34090a	Storm drains
Special districts	P	GC34090d	Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction
Street/Alley (Abandonment/Vacation)	CL + 3	GC34090d	Relinquishment of rights and fee title
Traffic Signals	CL + 3	GC34090d	Counts
ENVIRONMENTAL QUALITY			
Air Quality (AQMD)	CU + 7	CCP 338(k); GC34090	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative
Asbestos	P	GC34090a	Documents abatement projects, public buildings
California Environmental Quality (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation, monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Congestion Management	CU + 2	GC34090d	Ride sharing, trip reduction
Environmental Review	CL + 2	GC34090d	Pesticide applications, inspections & sampling documents
Pest Control	CU + 2	Gc34090D	Pesticide applications, inspections & sampling, documents
Soil	CL + 2	GC34090d	Analysis, construction, recommendations
Soil reports	P	GC34090d	Final Reports
HOUSING			
Bonds	CL + 4	CCP 337	Revenue Bond Documentation
GRANTS			
Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.50(b)(3); 24CFR 85.42 & OMB Cir. A-110	Project files, contracts, proposal, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128 regulations
Federal and State	CL + 5	GC34090	Refer to grant application close-out procedure
Financial Records	CL + 5	GC34090	Refer to grant application close-out procedure
Unsuccessful	CL + 3	GC34090	Applications not entitled
Programs	CL + 4	24 CFR	Includes comprehensive Housing

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DEVELOPMENT			
Record Series	Retention	Citation	Descriptor
		570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110	Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, in-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Redevelopment Budgets Bond Issues	P	GC34090, 40802, 53901 GC43900 et seq.	Includes annual audit
Relocation Files	CL + 2	GC34090	e.g., Redevelopment
MUNICIPAL FACILITIES			
Capital Improvements, Construction	P	2.83110; GC34090a; 4004; H&S 19850; GC34090A	Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems
Facility Rentals/Use	CU + 3	GC34090	Permit, contracts, diagrams, schedules, insurance binders
Maintenance & Operations	CU + 3	GC34090d	Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal
PLANNING			
Case files, Planning & Zoning	P	GC34090a; H&S 19850; 4003, 4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body.
Certificates	L	GC34090; H&S 19850	Retain during life of structure
Flood Records	CU + 2	GC34090	
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103*	*GC50110
Interpretations	CU + 2	GC34090	
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
PROPERTY			
Abandonment	P	GC34090a	Buildings, Condemnation, Demolition
Acquisition/Disposition	CL + 10	GC34090a; GC6254	Supporting documents re: sale, purchase, exchange, lease or rental of property by City

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DEVELOPMENT			
Record Series	Retention	Citation	Descriptor
Annexation Case Files	P	GC34090	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Deeds & Promissory Notes	P	GC34090a*	*24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Lot Split Cases	P	GC34090	

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FINANCE			
Record Series	Retention	Citation	Descriptor
ACCOUNTING			
Accounts Payable	AU + 4	GC34090	Invoices, check copies, supporting documents
Accounts Receivable	AU + 4	GC34090	
Applications	CL + 3	GC34090	Utility connections, disconnects, registers, service
Assessment District	P	GC34090	Collection information; Original documentation files with municipal clerk
Bank Reconciliation	AU + 5	GC34090; 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliation
Billing Records	AU + 3	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations
Budget	P	GC34090	
Budget adjustments, journal entries	AU + 2	GC34090	Account transfers
Checks	AU + 2	GC34090; CCP 337	Includes payroll, canceled & voided checks
Deposits, Receipts	AU + 4	GC34090; CCP 337	Checks, coins, currency
Invoices	AU + 2	GC34090	Copies sent for fees owed, billing, related documents
Journals			
Utility Billing	CU + 2	GC34090	Billing including monthly activity
Ledger, General	P	GC34090*	*CCP 337
Voucher	AU + 4	GC34090; CCP 337	Account postings with supporting documents
Taxes, Receivable	AU + 3	CCP338	
Warrant Register	AU + 2	GC34090	
ADMINISTRATIVE SERVICES			
Budget Operating (copies)	S	GC34090	Departmental Reference
Budget, Proposed	CU + 2	GC34090	Presented to Council
Adopted	P	GC34090	
FIXED ASSETS			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1 (F)	Reflects purchase date, cost, account number
Surplus Property			
Auction	AU + 2	GC34090	Listing of property
Disposal	AU + 4	GC34090; CCP 337	Sealed bids sales of equipment
Vehicle Ownership & Title	L	VC 9900 et seq.	Title transfers when vehicle sold
LICENSE			
Business	T + 4	GC34090; CCP 337	Paid & reports

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PAYROLL			
Adjustments	AU + 4	GC34090 29 CFR 516.5 – 516.6	Audit purposes
Employee Time Sheets	AU + 6	GC34090; 29 CFR 516.2; 26CFR31.6001(e)(2)	Signed by employee for audit & FEMA Reports * 20 CFR 516.6 (1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174 (d)
PERS Employee deduction	T + 4	GC34090; CAC 22-1085-2	Record of deductions (<i>PERS Public Employee Retirement System</i>) *26CFR 31.6001-1; 29 CFRT 516, 5 516.6, LC 1174 (d)
Register	P	GC34090; GC37207	Labor costs by employee & program
Salary Records	T + 3	GC34090; 29 CFR 516.2	Deduction authorization, beneficiary designations, unemployment claims, garnishments
PURCHASING			
Bids, RFQ's, RFP's Successful Unsuccessful	AU + 5 CU + 3	GC34090; CCP 337; *	Requests for Qualifications; Requests for Proposals regarding goods and services *GC 25105-1; GC34090
Bid Tabulation Sheets	AU + 5	GC34090	
Requisitions			
Purchase Orders	AU + 4	GC34090; CCP 337	Original documents
Stores	CU + 2	GC34090	Completed forms for ordering
Vendor Register	P	GC34090	Alpha vendor listing of purchase orders, invoices, account numbers and check date
REPORTS			
Audits	P	GC34090	
Deferred Compensation	T + 5	GC34090; 26+ CFR 16001-1	Records of employee contributions and City payments *29 CFR 1627.3 (2)
Federal and State Tax	AU + 5	GC34090; 29 USC 436	Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1-4; IRS REG 31.6001-1*(e)(2); R&T 19530; 29 CFR 516.5-516.6
Financial, Annual	AU + 7	GC34090.7	
Investment Transactions	P	GC34090; CCP 337; GC 53607	Summary of transactions, inventory & earnings report
Labor Distribution	AU + 2	GC34090	Costs by employee & program
Meter Reading	CU + 2	GC34090	
State Controller	P	GC34090	Controller may destroy after 5 years
Utility Rebates	CU + 8	GC34090	
TREASURER			
Bank Statements	AU + 2	FC 3368, 30210; GC43900 et seq.	Financing authority
Bonds			

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Account Statements	CL + 10	GC34090; CCP 337.5	Monthly statement of transactions.
Administration	CL + 10	GC34090; CCP 337.5	Supporting documents
Bonds and Coupons	CL + 2	GC34090; 53921	Paid/canceled

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LIBRARY			
Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Accounts Receivables	FY + 4	GC34090	Patron accounts of non-returned library items, unpaid fines and bills, damage charges etc.
Applications & Registrations	CU + 2		Library Link & Library Programs
Bad Debts Records of uncollectable accounts	FY + 4	GC34090	Invoices of related backup
Board of Trustees (See <i>Legal/Legislative</i>)			Agendas, notices, minutes, etc. (Historical value)
Books, art, gifts, donations, exhibits, theatre, music, special events	CU + 2	GC34090	
Budget Records	FY + 4		Records used to prepare and support the budget
Complaints	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Computer backup (See <i>Admin: Information Services</i>)			
Grants (See <i>GENERAL SUBJECT</i>)			
Literacy Program records of learners and tutors in reading	5 Years		Intake form, test results, etc. Records identifying students are confidential
Patron registration completed application for library cards	CL		Destroy after review by supervisor
Reference materials	S + 2	GC34090	Brochures, manuals, newsletters, policies, procedures & reports
State Reports	CU + 4		State Required Reports
Surveys & questionnaires	4 Years		
Volunteer personnel notes and records of hours served by volunteers	5 Years		
Work orders, purchase requests from used to request repairs and services from facilities manager	1 Years		

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PARKS AND COMMUNITY SERVICES

Record Series	Retention	Citation	Descriptor
ADMINISTRATION			
Agendas, Boards (refer to Legal/Legislative)			
Grants (refer to Admin.)			
Inventory, Equipment	AU + 2	GC34090	Warranties, purchase orders
Landscape	CU + 2	GC34090	Drawings, contracts, complaints, specifications, photos, reports
Maintenance & Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps	P	GC34090	Irrigation, plot plans
Photographs	S + 2	GC34090	
Plans, Proposed	CU + 2	GC34090	Future plans, new sites, expansions
Plaques	P		Historic Value
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Public Art Projects	CU + 2	GC34090	Records including, but not limited to plans, proposals, presentations and marketing materials
Reports			
Accident	CL + 2	GC34090	Patrons, employees
Others	CL + 2	GC34090	
Studies	CL + 2	GC34090	Future sites, expansions
Resolutions, Board (refer to Legal/Legislative)			
Schedules, Class & Events	CU + 2	GC34090	Enrollment, liability releases, evaluations, attendance, flyers
Special events	4	CCP 337, 343	
Sports Organizations	S + 2		

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PUBLIC SAFETY			
Record Series	Retention	Citation	Descriptor
ANIMAL CONTROL			
Animal impound and disposition records, adoption contracts	5 Years		Department preference. Food & Ag C § 32003 requires 3 years
Bite Reports, State Rabies Control Reports	10 Years	GC 34090	Department preference. Could reduce to City-wide standard of 3 years
Citations, Criminal Complaints, Notices of Violation, pre and post seizure proceedings, notes, photos, evidence ACO Logs	10 Years	GC 34090	Department preference. Could reduce to City-wide standard of 3 years
Controlled substance inventory records and euthanasia logs	3 Years	CCF 4827(d)	
Ledger, Claims, Purchase Orders, Deposit Permits, Billing Records	5 Years	GC 34090	Department preference. Could reduce to City-wide standard of 3 years
License forms, call out slips, radio logs, timecards	7 Years	GC § 34090	Department preference. Could reduce to Citywide standard of 3 years.
Misc Records: Lost & found, trap contracts, activity logs, work schedules	3 Years	GC34090	
EMERGENCY MANAGEMENT			
Mutual Air, Strategic Plans	S+3	GC34090	
FIRE SAFETY			
ADMINISTRATION			
Captain's Log (Fire Station Journals)	CU + 3	GC34090	Activities, personnel, engine company-historical
Emergency Operations Guidelines	S + 2	GC34090	
False Alarm Reports	CU + 2	GC34090	Logs & Reports
Fire Department Staff Reports	P	GC34090	(Non-Council agenda related, includes supporting documentation)
Fire Station Construction and Acquisition	P	GC34090	
General Orders, Policies/Procedures	S + 2	GC34090.7	Include Interoffice Procedures and Directives from Chief
Public Education Information /handouts/videos	CU + 7	GC34090	
Ride Along Forms	CU + 3	GC34090	
Sift Schedules	S + 2	GC34090	
PERSONNEL			
Exposure	T + 30	29 CFR 1910.1020	Sampling results, collection methodology, background
Exposure	T + 1	29 CFR 1910.1020	Laboratory reports and worksheets
Medical	T + 30	29 CFR 1910.1020	

PUBLIC SAFETY			
Record Series	Retention	Citation	Descriptor
Medical	T + 2	29 CFR 1910.1020*	Employees less than one year *GC34090
Training	T + 2	GC34090	Roster Certifications/designations
Training Calendars	CU + 7		
PREVENTION			
Fire Code Books	S + 3	GC34090.7	
Inspections, Fire Prevention	CL + 5	UFC 103.34	Inspections and corrections for schools, hotels & motels, multi-family (R2), apartments, and other types of businesses as required by law/fire code
Inspection Request/Complaint	CL+3	GC34090 / CCP338 / CCP340.5	
PROPERTY			
Apparatus/Vehicle	CU + 2	GC34090 CCP 340.5*	Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1)
Inventory, Equipment & Supplies	CU + 2	GC34090	
Logs, Fire Equipment/Gear	CU + 2	GC34090	
REPORTS			
Incident Reports	CL + 3	GC34090 CCP 338 *	Dispatch and daily logs *CCP 340.5
Against Medical Advice (AMA) forms	CL + 7	GC34090	Applies only if a hard copy was completed. If completed digitally they are already stored on off-site servers through County EMS.
Patient Care Reports	CL + 7	GC34090	Hard copy reports that were not entered on web-based system. If completed digitally, they are already stored on off-site servers through County EMS.
Field, Non-fire and Logs	CU + 2	GC34090	
Fire, Non-arson and Logs	CU + 2	GC34090	
Investigations, Evidence Arson	CL + 3	PC 801; UFC 104.32	Structure
HAZARDOUS MATERIALS			
Hazardous Waste disposal	CU + 10	CAL OSHA; 40 CFR 122.21	Documentation re handling and disposal of hazardous waste
Permits, hazardous materials storage	CU + 2	GC34090	Departments constantly recommend permanent retention of environmentally sensitive materials.
Programs, Household hazardous waste	S + 2	GC34090	
Training materials	S + 2	Cal Code*	Standards and Administration *Reg. 3204(d), et seq.
Underground Storage Tank Compliance Maintenance & Operation	CU + 2	GC3409a GC34090	Documents re: storage Location, installation, removal, remediation

PUBLIC SAFETY			
Record Series	Retention	Citation	Descriptor
LAW ENFORCEMENT			
ADMINISTRATION			
Accounting/Cash Reconciliation	CU + 2	GC34090	
Alarm Records	CU + 2	GC34090	
Chemical Emission	CU + 2	GC34090	
Claim Files	CL + 6	PC 832.5	Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens
Department Manual	S		Changes to manual are recorded in the General Orders (Permanent)
Equipment Communication	T + 2	GC34090	Retained until termination of equipment use; Manuals, instructions, procedures
Inventory	S + 2	GC34090	Listing of equipment assigned to division, to whom it is assigned
Reports Activity	CU + 2	GC34090	Weekly/monthly/quarterly/ annual activity/statistical report by division. Retain only one form for retention period
Survey Response Files	CU + 2	GC34090	Surveys, responses, correspondence with other agencies requesting statistical data
Traffic Signals	CL + 2	GC34090d	Collisions and accidents
INVESTIGATIONS			
Administrative Citizen Complaints	5 Years	PC 832.5 EVC 1045 GC 12946	Initiated by citizens Includes complaint, reports, findings
Administrative Internally Initiated Complaints	2 Years	PC 832.5 EVC 1045 GC 12946	Initiated Internally Includes Complaint, report, and findings
Asset Forfeiture Investigations/ Proceeding Case File	CL + 2	GC34090	
Notifications	3 Years	GC34090	To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notifications become part of forfeiture case file.
Case files Homicide Investigator's file	P	PC 799	
Narcotics (No arrest, Narcotics Cases)	CL + 2	GC34090	Retained by division until no longer useful for investigative purposes
Officer involved shootings	CL + 25	GC34090	
Court Daily Schedule	CU + 1	GC34090.7	Printouts of daily court scheduling
Sign-in Logs	CU + 2	GC34090	Logs officers' names, time in/out for court appearances

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
Tracking System Records	CU + 2	GC34090	Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition
Evidence, disposition forms			Attach to duplicate Property Report, file w/DR in Records Division
Fingerprint Applicant Files	T + 3	GC34090	Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants
Inked/Palm Cards	AC + 20		Persons booked into detention facility; (copies distributed to county, state, federal agencies)
Fingerprint Records Latents		Approp. PC Section	1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; hard copy and digitized
Suspect, Adult/Juvenile	CL	Law Enforcement Management Guide by POST	Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved
Guns, Dealers Records of Sales	CU + 6	PC 12070	Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)
Homeless Services	CU + 2	GC3490	Client referral and assistance documentation
Informant Files	T + 10		Legal notifications, identification information, payment, information, activities information
Jail Daily logs	CU + 6	GC34090	Daily report of staffing, boxing/releases, transfers, transportation
Inmate Record			Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Correction (State of California)
Inspection Files	CL + 6		Inspection by various agencies
Survey	CL + 2	GC34090	Prepared quarterly, forwarded to State Board of Corrections
Licenses Bicycles	CU + 2	GC34090	
Bingo, Mace	CU + 2	GC34090	
Business License Review Board Administrative Files	T + 1	GC34090	
Duplicate (Pink), Secondhand Dealer Pawn Brokers	CU + 2	GC34090	
Logs Auto Theft	S		
Case Assignment	CU + 1		
Daily Activity	CU + 2	GC34090	
Officer	CU + 2	GC34090	
Report Summary	CU + 2	GC34090	

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
Investigative (Pre-arrest)	CL + 2	GC34090	Retained by divisions until cases are suspended and closed
Juvenile Detention	CU + 2	GC34090	Logs document juvenile processing per CYA
Property Control	CU + 2	GC34090	Logs items coming into and going out of property room
Rap sheet	CU + 2	GC34090	Request for criminal history
Subpoena	CU + 2	GC34090	Subpoenas received/served daily
Pawn Slips/Tickets	CU + 3	B & P 21628	
Photographs			Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association
Daily Report (Negatives)	T	GC34090	Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed
Inmates (Negatives)	CU + 2		By prisoner number
Registration Files, Arson, Sex and Narcotics	Life of registrant within jurisdiction		Fingerprint card, photo, information also forwarded to DOJ
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	2 (Mandatory destruction from date of conviction or date of arrest with no conviction)	H&S 11361.5	Applicable to conviction occurring after January 1, 1996, or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5
Arrest/Conviction H&S Section 11357 (b), (c), (d), (e), or H&S Section 11360 (b) violations (Occurring after January 1, 1996)	Mandatory destruction (Upon notice from Department of Justice)	H&S 11361.5 (c)	Applicable to convictions occurring prior to January 1, 1996, or arrests not followed by a conviction occurring prior to January 1, 1996, for violations of H&S Code 11357, 11364, 11365, & 11550
Crime Felony crimes with or without arrests	See descriptor	PC 800 PC 801	Prosecution for an offense punishable by imprisonment in state prison for 8 years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 – Tolling/Extension of time periods; Appeals process and “Three Strikes” also consideration in assigning retention.
Misdemeanor/Infractions	CL + 3	GC34090	No arrests, identifiable property or missing persons (See: Note 2)

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life	P	PC 799	No statutory limitation for prosecution. Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death
Destruction Guns	P		
Narcotics	P		
Disposition of Arrest/Court Action			Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)
False Alarm (Duplicate)	CU + 2	GC34090	
Non-criminal occurrence	CU + 2	GC34090	Injured or sick persons, missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges
Property Original	Until case is adjudicated/disposition determined		Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (by POST)
Range Inventory	S + 2	GC34090	Quarterly reports of inventories weapons and ammunition held by Department Range
Reports	CU + 2	GC34090	Arrest & Citation Register; arson offenses; crimes against senior citizens; death in custody; domestic violence; FBI include Return A/Supp; hate crime incidents; homicide reports; supp.; officers killed or assaulted; original to FBI – DOJ; Uniform Crime Reports
Statistical (Crime analysis)	CU + 2	GC34090	Internally generated information using activity logs, citizen calls, currents and past crime statistic reports, finance department expenditure and budget records; citations, crime reports, accident report, permits, receipts. Reports created for variety purposes including increase/decreases in criminal activity; officer workload, deployment, time usage

PUBLIC SAFETY

Record Series	Retention	Citation	Descriptor
Statistical (UCR), Uniform Crime Reports mandatory to DOJ (LEIC); FBI include Return A/Supplement; Supplementary Homicide Report; law enforcement officers killed or assaulted; monthly return of arson offenses know to law enforcement; number of violent crimes committed against senior citizens; monthly report of domestic violence related calls for assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; death in custody reporting.	CU + 2	GC34090	Original sent to FBI, DOJ
Research Project Files	CL + 2	GC34090	May include request forms, background materials, staff reports, final projects reports and supporting data
Sealed Adult found factually innocent	Mandatory destruction upon and pursuant to Court Order	PC 851.8	General provision: upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.
Juvenile	Mandatory destruction upon and pursuant to Court Order	WIC 826 (a) & (b) WIC 781 (a)	Upon petition, local laws enforcement records within WIC 826 (b) may be destroyed as ordered by the court, if related to probation and juvenile court records have been destroyed by the probation officer. Records involving arrest, detention and/or petitioning juvenile before juvenile court.
Subpoenas (Duplicate)	CU + 2	GC34090	
Tapes Audio, telephone and radio communications	CU + 180 days	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Surveillance/security video (jail)	CU + 13 mos	GC34090.6	Exception: Recordings used as evidence in a criminal prosecution or claim files or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action
Use of force supervisory review files	CU + 2	GC34090	Include review forms, arrest reports copies, logs

PUBLIC SAFETY			
Record Series	Retention	Citation	Descriptor
Warrants Felony	Recall after 10 years. Exception: murder/escape		Recommended by the California Law Enforcement Warrant Officer's Association
Misdemeanor Criminal	Recall after 5 years		Recommend by the California Law Enforcement Warrant Officer's Association
Served	CU		Includes Warrant Service Information card, alpha index card
Unserved (Local)	Until served, recalled, or purged		
PATROL			
Card Dispatch	CU + 2	GC34090	
Field Interview	CL + 2	GC34090	
Citations 11357 (e), juvenile,	CL + 2	11361.5H&S*	
11357b H&S, 11357c H&S, 11360b H&S violations	CL + 2	11361.5 H&S*	*CA Admin Code, Chapter 1, Title II, Sec. 708
Cite and Release	CL + 2	GC34090	
California Vehicle Code Infractions (duplicates)	CU + 90 days	GC34090	Original is forwarded to court.
Parking/Traffic (Duplicates)	CU + 2	GC34090.7	Originals are forwarded to court after agency processing; includes citations electronically created
Transmittals	CU + 2	GC34090	Listing of citations forwarded to court, filed for reference
Equipment Radio Logs (Communications)	CU + 2	GC34090	Documents problems, malfunctions, resolution to provide equipment performance history
General Orders	P		
Patrol Requests (Correspondence)	CU + 2	GC34090	From citizens for patrol presence
Radar calibration records	T + 2	GC34090	Documentation of Radar instruments retained during use/ownership
Reports Accidents	CL + 2	GC34090	Non-injury
Traffic Collisions Fatalities	P		
Vehicle Assignment Reports	S		Record of assignments
Down Reports	CU + 1		Printouts reporting which vehicles are down for repair, maintenance, etc.
Repossession/Private Impounds	CU + 2	GC34090	
Service Schedules	S	GC34090	
Vests, Bulletproof Letters	CU + 2	GC34090	Authorization to purchase

PUBLIC SAFETY			
Record Series	Retention	Citation	Descriptor
Warrants Parking	Recall after 1 year		Recommended by the California Law Enforcement Warrant Officer's Association
Traffic	Recall after 5 years		Recommended by the California Law Enforcement Warrant Officer's Association
Weapons, Database	P		Department-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports
SERVICES			
Chemical/Film Inventories	S		
Equipment Inventory/Sign-out cards -- Photo lab	T		
Operation Files – Photo lab	T		Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment
Grievance Files	CL + 3	GC34090	Grievance filed by employees, supporting documentation
Investigations, Background	CL + 2	GC34090	Non hired
Background hired	P		Include original reports re: PC 832.5 investigations
Parades & Special Events File	CL + 3	GC34090	Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation
Permits Alcoholic Beverage Control License	L + 2	GC34090	Approval process
Concealed Weapons	CL + 2	GC34090	
Photographs Personnel	S + 2	GC34090	
Negatives Log	CU + 2	GC34090	
Negatives, Misc.	CU + 2	GC34090	Not case-related (Public relations, promotions, events, ceremonies, staff photos)
Press Releases	CU + 2	GC34090	
Press, video programs (Community Relations)	CU + 2	GC34090	Collection of videos of programs and events; outside press coverage of department
Property Files	CU + 2	GC34090	Original reports and supplemental documentation (Lost, Found, Safekeeping)
Property, Pawn Broker/Secondhand	CU + 2	GC34090	Sales, slips. Dealer required to file duplicate with agency
Reports Dealer of Gun Sales, Duplicate	CU + 6	GC34090.7	Original maintained by DOJ. Dealer required to file duplicate with agency

PUBLIC SAFETY			
Record Series	Retention	Citation	Descriptor
Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders after hearing	CU (See descriptor)		Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled, and effective date of restraining order has expired.
Rosters (Divisional)	S + 2	GC34090	Personnel assigned to division.
Schedules Daily	CU + 2	GC34090	Schedules of officers on duty
Watch Assignment/Timekeeping Records	CU + 2	GC34090	
Speakers Requests	CU + 2	GC34090	Community and business requests for public appearances, speakers
Test, Densitometer Results (Photo Lab)	T + 2	GC34090	Daily tests of development chemicals/processes for quality control
Training Bulletins	P		
Event Files	CU + 2	GC34090	Correspondence, brochures, promotional materials, information on speakers, guests, supporting documents
Lesson Plans, Range	CL + 15	GC34090	Scope, content, time period of courses
Personnel (by name)	T + 7	GC34090	Paperwork documenting officers' internal and external training
Schedules, Range	CU + 2	GC34090	Daily, weekly, monthly schedules of training events at range
Volunteer Card Files	T + 2	GC34090	Volunteers' identification, contact information
TAXICABS			
Auto for Hire	T + 4	GC34090	License, permits for taxicabs, shuttles, etc.

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Report is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations.
2. They do not relate to unserved warrants.
3. They do not involve identifiable items that have not been recovered.
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants.
5. They do not relate to violations listed in PC Sections 799 and 800.
6. The cases are not presently involved in either a civil or criminal litigation.

PUBLIC WORKS			
Record Series	Retention	Citation	Descriptor
SANITATION/SOLID WASTE WASTEWATER			
Collections/Landfill	CU + 2	GC34090	Daily records, usage
Facilities	CU + 2	GC34090	Correspondence, maps, patron list
History, Sanitation	P	GC34090	Where City-owned
Incineration Plants, Sludge	CU + 2	40 CFR 61.54	Sludge, sampling, charging rate to measure mercury content
Incinerator operations, Treatment Plant	CU + 2	40 CFR 60.153	Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids
Maintenance and operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Maps, septic tanks	P	GC34090	Locations maps
Rates	CU + 2	GC34090	
Recycling Programs	S + 2	GC34090	
Regulations	S + 2	GC34090	Includes legislation
Reports			
Studies	CL + 3	GC34090	
Tonnage	CU + 2	GC34090	
STREETS/ALLEYS			
Abandonment/Vacations	P	GC34090	
Closures	P	GC34090	
Easement, Dedications, Rights-of-Way	P	GC34090	
Field Books	P	GC34090	
Grants (<i>see Admin.</i>)			
Intersection Records	CU + 2	GC34090	Includes correspondence, volume counts, accident history
Inventory, Traffic Control Device	S + 2	GC34090	Signs, lights
Landscaping	CU + 2	GC34090	Plants, tree maintenance, work orders
Lighting	CU + 2	GC34090	Maintenance, work orders
Maintenance/Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping
Maps	P	GC34090	Fire hydrants, lighting districts, wheelchair ramps, storm drains, streets, sidewalks, sewers
Master Plans	CU + 2	GC34090	
Parking			
Lots	CU + 2	GC34090	
Regulations	S + 3	GC34090	
Reports/Studies	CL + 3	GC34090	
Permits			
Encroachment	P	GC34090	
Improvement	CL + 3	GC34090	May include curbs, sidewalks; Applications for excavation, fill, alterations
Oversize Load	CL + 3	GC34090	

PUBLIC WORKS			
Record Series	Retention	Citation	Descriptor
Parking	CL + 3	GC34090	Residential
Paving	CL + 3	GC34090	
Use (Temporary)	CU + 2	GC34090	Includes special events
Photographs	S + 2	GC34090	Includes aerials
Plans, Capital Improvement, Projects	P	GC34090	Streets, curbs, gutters, sidewalks, storm drains
Policies and Procedures	S + 3	GC34090	Includes rules, regulations, standards
Naming and numbering	P	GC34090	
Speed limits	S + 3	GC34090	
Programs			
Federal Aid Urban	CL + 3	23 CFR 633 (a) & (c)	
Traffic Safety	S + 3	GC34090	Drivers education, pedestrian safety, bicycle lanes
Reports			
Bridges & Overpasses	L	GC34090	Life of structure
Inspection	CU + 2	GC34090	Includes intersection, sidewalks. Bridges and overpasses, keep life of structure
Studies	CL + 3	GC34090	Traffic volume, accident history requests, statistics, drawing supporting traffic devices
Traffic count	CL + 2	GC34090	Evaluation of traffic volume
Vehicle accident	CL + 3	GC34090	
Railroad Right-of-way	CL + 3	36 CFR 64.11	Land acquisitions, correspondence, improvements statutory records
Routes, school bus and truck	S + 2	GC34090	Truck routes
Signage	L + 2	GC34090	Logbooks, index register cards, inventory lists, records of traffic signs
Traffic signals	L		Logs, wiring diagrams, codes, circuit installation records, and testing maintenance.
Weigh scales	S + 2	GC34090	
TRANSPORTATION			
Agreements	T + 4		Including concessionaire, slip rental, facility storage
Applications Parking Slip rentals	T + 3		Payment invoices, inventory listing, billing correspondence and other related documents
Special Events	CU + 2		Permits, correspondence, related documents re use of right of way
Fueling	AU + 4		Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations
Hazardous Waste Disposal	CU + 10		Documentation re: the handling and disposal of hazardous waste
Inventory, Equipment, Parts, & Supplies	L		Includes vehicles, aircraft, vessels, and related documents re repairs
Inventory, Vehicle Ownership and Title	L		Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents

PUBLIC WORKS			
Record Series	Retention	Citation	Descriptor
Licenses, Permits	CU + 2		Forms, related documentation re licenses and permits required by federal and state agencies
Maintenance & Operations	CU + 2	GC34090	Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs
Report Accident (Copies)	CU + 2	GC34090	Memos and working documents
Vehicle Assignment	CU + 2	GC34090	Logbooks, request forms, lists
UTILITIES			
Facilities	T + 3	GC34090	If city owned
Gas & Electric Rates	S + 2	GC34090	
Underground	P	GC34090	GC4003, GC4004; H&S 19850
WATER/ WASTEWATER			
Billing/Customer Records	CU + 2	GC34090	Billings, correspondence, complaints
Connection Records	P	GC34090	Maps, water line connections
Flood Control			
Drainage Facilities	P	GC34090	Includes dams, lakes, basins, creeks
Flood Zones	P	GC34090	Includes flood maps
Insurance Programs	S + 2	GC34090	Includes copies of policies, rules, programs
Policies & Procedures	S + 3	GC34090	Rules and Regulations
Reports/Studies	CL + 3	GC34090	
Grants (see Admin.)			
Inventory, Equipment	CU + 2	GC34090	
Locations	P	GC34090	Mains, valves, hydrants, wells
Maintenance & Operations	CU + 2	GC34090	Includes work orders, inspection, repairs, cleaning, reports, complaints
Service	CU + 2	GC34090	Includes work orders, entry cards, manholes, service to property owners
Well & Pumping	CU + 2	GC34090	Times operational, power used and quantity
Maps	P	GC34090	Line location; easements
Master Plans	CU + 2	GC34090	
Meter Operations	CU + 2	GC34090	Reader reports, orders, tests Maintenance Reports
Permits			
National Pollutant Discharge Elimination System (NPDES)	P	40 CFR 122.28	Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants
Others	CU + 2	GC34090	May depend on terms of state of federal agency
Policies and Procedures	S + 2	GC34090	Includes rules and regulations
Rates	S + 2	GC34090	
Reclamation	CU + 5	40 CFR 122.41	Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.
Reports			
Conservation	CU + 2	GC34090	
Consumption	CU + 2	GC34090	

PUBLIC WORKS			
Record Series	Retention	Citation	Descriptor
Corrosion Control	CU + 12	40 CFR 141.91	Compliance documentation
Discharge monitoring	CU + 5	40 CFR 122.41	Average amount of pollution discharged into waters of municipality
Drinking Water Corrections	CU + 10	40 CFR 141.33	
Hydrograph	P	GC34090	Daily flow of streams
Lead Service Line	CU + 12	40 CFR 141.91	Compliance documentation
Public Education	CU + 12	40 CFR 141.91	Compliance documentation
Quality Parameters	CU + 12	40 CFR 141.91	Compliance documentation
Sanitary surveys	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Source Water	CU + 12	40 CFR 141.91	Compliance documentation, e.g. lead & cooper
State Certification	CU + 12	40 CFR 141.91	Compliance documentation
Variances, Water System	CU + 5	40 CFR 141.33	
Well level	CU + 2	GC34090	
Sources	CU + 2	GC34090	May include wells, rivers, lakes, districts
Surveyor Field Notes	P	GC34090	Notes preparatory to maps of water installations
Surveys, Water System Sanitary	CU + 10	40 CFR 141.33	Statistics, reports, correspondence
Test			
Bacteriological analysis	CU + 5	40 CFR 141.33	Compliance records include location, date, method and results; corrections, analysis of bacterial content
Chemical analysis	CU + 10	40 CFR 141.33	Compliance records include locations, date, method used and results. Corrections, analysis of chemical content
Quality	CU + 12	40 CFR 141.91	Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.
Valve Main Records	P	GC34090	
Violations, Drinking Water	CU + 3	40 CFR 141.33	Retention applies to each violation

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