

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
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CITY-WIDE (Used by All Departments)								
Lead Dpt.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts - Official / Original (NON-INFRASTRUCTURE, Professional Services Agreements) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i> Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Completion = end of the agreement/contract term

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Lead Dept.	CW-003	<p>Agreements & Contracts - Official / Original (INFRASTRUCTURE, JPAs, MOUs, REAL PROPERTY / REAL ESTATE)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal or Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703
Lead Dept.	CW-004	<p>Agreements & Contracts ADMINISTRATION (WITHOUT Grant Funding) (Insurance Certificates, Project Administration, Certified Payrolls, RFP - Request for Proposal, etc.)</p> <p>Send all Final Agreements or Contracts to the City Clerk</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years ; CCP §337 et. seq., GC §34090

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Lead Dept.	CW-005	Agreements & Contracts: ADMINISTRATION (WITH Grant Funding) (Insurance Certificates, Project Administration, Certified Payrolls, RFP - Request for Proposal.) Send all Final Agreements or Contracts to the City Clerk	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7
Lead Dept.	CW-006	Bid Opening Packets: Planet Bids / Bids or Proposals in response to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications), Notices, Specifications, Unsuccessful Proposals	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
	CW-007	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Not a record produced by the City.
Staffing Dept.	CW-008	Boards, Committees, Commissions, Ad-Hoc Committees: Advisory Created by the City Council - AUDIO or VIDEO RECORDINGS	2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Staffing Dept.	CW-009	Boards, Committees, Commissions, Ad-Hoc Committees: Advisory Created by the City Council - MINUTES	P		Mag, Mfr, OD, Ppr	S/I	<u>Yes: After QC & OD</u> No	GC §34090(e)
Staffing Dept.	CW-010	Boards, Committees, Commissions: Advisory Created by the City Council - AGENDAS & STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

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Staffing Dept.	CW-011	City Attorney - Release of Liability Forms / Waivers of Liability Forms	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CCP §337 et seq; GC §34090 et seq.
Staffing Dept.	CW-012	Committees: City Council Subcommittees, Ad-Hoc Committees AGENDAS and MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Only Citizen Advisory Boards appointed by the City Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Staffing Dept.	CW-013	Committees: Employee Committees, Employee Staff Meetings / Department Staff Meetings AGENDAS and MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Lead Dept.	CW-014	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-015	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading-File,- Working-Files, e-mails remaining in In-Boxes or Sent Items, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained 2 years ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608; GC §34090

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Dept. that Authors Document or Receives the City's Original Document	CW-016	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive , or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, employee directories, invitations, instant messaging, meeting room registrations, staff videoconference chats, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail , visitors logs, voice mails, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . Records where either the content relates in substantive way to the conduct of the public's business, or are made or retained for the purpose of preserving the information content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §7927.500; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-017	Document Processing (DP) Files - all drafts and finals (City copywriting service: Final records are retained by requesting department; retention is determined by the content of the final record)	When No Longer Required		Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	Drafts; GC §§34090 et seq., 7927.500
Lead Dept.	CW-018	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	Drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500
Lead Dept.	CW-019	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD , Ppr	S / I	Yes: After QC & OD	GC §34090

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Lead Dept.	CW-020	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 C FR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Human Resources	CW-021	Personnel Files (Department-level Files)	Send All Originals to Human Resources	Before Separation	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-022	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.

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Lead Dept.	CW-023	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; destroy unnecessary photographs. Records where either the content relates in substantive way to the conduct of the public's business, or are made or retained for the purpose of preserving the information content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period; see other potentially relevant schedules for photographs; GC §34090
Lead Dept.	CW-024	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; Statewide Guidelines show 2 years ; GC §§34090, 6254(h) 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; Statewide Guidelines show 2 years ; GC §§34090, 6254(h) 7928.705
City Clerk	CW-027	Records Destruction Authorization Forms & Certifications (All Departments)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk retains originals; GC §34090.7
Lead Dept.	CW-028	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a record produced by the City.

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Lead Dept.	CW-029	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc.: Produced by YOUR Department	Minimum 2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Statewide guidelines propose superseded + 2 or 5 years ; GC §34090
Lead Dept.	CW-030	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-031	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Information is outdated after 10 years; statewide guidelines propose 2 years ; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-032	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090 et seq.
Lead Dept.	CW-033	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

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Lead Dept.	CW-034	Training Presented by City Staff - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: <u>After QC & OD</u> When Inactive	Department preference; Ethics & Harassment Prevention Training is 5 years; Statewide guidelines propose 7 years ; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4-2-3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); LC §6401.9(f)
Lead Dept.	CW-035	Volunteer Applications, Waivers / Unpaid Intern Applications - SUCCESSFUL Includes Volunteer Agreement and e-mail confirmation of Livescan clearance from Human Resources; ALL WAIVERS SHOULD BE SENT TO CITY ATTORNEY	Inactive / Separation + 3 years		Mag, <u>Mfr, OD,</u> Ppr	S / I	Yes: <u>After QC & OD</u>	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12960, 34090
Lead Dept.	CW-036	Volunteer Applications, Waivers / Unpaid Intern Applications - UNSUCCESSFUL ALL WAIVERS SHOULD BE SENT TO CITY ATTORNEY	3 years		Mag, <u>Mfr, OD,</u> Ppr	S / I	Yes: <u>After QC & OD</u>	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12960,, 34090
Division Providing Service / Work	CW-037	Work Orders / Service Requests - CRM / CMMS DATABASE / AskMV, Footprints (Computerized Maintenance Management System)	Indefinite - <u>Minimum 5 years</u>		Mag, <u>Mfr, OD,</u> Ppr	S / I	Yes: <u>After QC & OD</u>	Data is interrelated; GC §34090
Division Providing Service / Work	CW-038	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database/ AskMV, Footprints (Paper drafts)	When No Longer Required		Mag, <u>Mfr, OD,</u> Ppr	S / I	Yes: <u>After QC & OD</u>	Preliminary drafts (the database is the original); GC §34090

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Division Providing Service / Work	CW-039	Work Orders / Service Requests - NOT entered in CRM / CMMS Database / AskMV, Footprints (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

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CITY ATTORNEY								
City Attorney	CA-001	Advice Files / Attorney Work Product (Notes, etc.)	Minimum 2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Attorney	CA-002	Bankruptcies (Other than for City Vendors) - NOT pursued Purchasing is Office of Record for Vendor Bankruptcies	When No Longer Required		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business (Content does not relate in a substantive way to the conduct of the public's business); GC §34090
City Attorney	CA-003	Bankruptcies (Other than for City Vendors) - Where a claim is filed Purchasing is Office of Record for Vendor Bankruptcies	10 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Water Liens are good for 10 years from recording date, and may be extended by re-recording lien; negative information remains on credit ratings for 7 years; WC §§36729; 37212(b), GC §34090
City Attorney	CA-004	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-005	Claims Against the City (City Clerk receives the claim form, and forwards it to the City Attorney)	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-006	Lawsuits / Litigation - EXCLUDES Final Settlement Agreements, Historically Significant Records	Resolution + 7 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)

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City Attorney	CA-007	Lawsuits / Litigation - Final Settlement Agreements, Historically Significant Records	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-008	Legislative Advocacies, Amicus Briefs, etc.	Minimum 2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090
City Attorney	CA-009	Requests for Legal Assistance	2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
City Attorney	CA-010	Subpoenas	2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	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>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk	CC-001	Agenda Packets: City Council, Shoreline Regional Park Community, Capital Improvements Financing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-003	Board, Commission and Committee Applications, Oaths, Resignations	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference, Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§26507, 24000, DC §§901.5, 902(e), 20
City Clerk	CC-004	Ceremonial Proclamations / Commendations / Memoriums / Recognitions, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-005	City Articles of Incorporation / City Charter	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-006	City Hall Facility Use Permits, Insurance Certificates and ABC Permits (if required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-007	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-008	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-009	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-010	FPPC Form 803 (Behested Payment Report)	7 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-011	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
CITY CLERK ELECTIONS (CONSOLIDATED)								
City Clerk	CC-012	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-013	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department Preference; Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-014	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-015	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-016	Candidate File: Nomination Papers, Candidate Statement Forms, Oath of Office, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Ppr		Yes: After QC & OD	Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term <u>for Nomination Papers</u> and does not delineate between the two ; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-017	Candidate File: Nomination Papers, Candidate Statement Forms, Local Election Candidate Filing Cost Program, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Ppr		Yes: After QC & OD	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term <u>for Nomination Papers</u> and does not delineate between the two; EC §17100
City Clerk	CC-018	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, County Election Services, Candidate Statements to be printed in the Sample Ballot, Notices, Postings, etc.)	P		Mag, Ppr		Yes: After QC & OD	Department preference; GC §34090
<u>City Clerk</u>	<u>CC-019</u>	<u>Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT</u>	<u>Final Examination + 1 year after petition examination</u>		<u>Ppr</u>			<u>Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400</u>
<u>City Clerk</u>	<u>CC-019.1</u>	<u>Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT</u>	<u>Results + 8 months</u>		<u>Ppr</u>			<u>Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400</u>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-019	Elections – Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)								
City Clerk	CC-020	Ethics Training Certificates - City Council, Board and Commission Members	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §§34090, 53235.2(b)
City Clerk	CC-021	Historical Records, Land, Planning, Capital Improvement Infrastructure Projects, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-022	Minutes: City Council, Shoreline Regional Park Community, Capital Improvements Financing Authority	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	GC §34090(e)
City Clerk	CC-023	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	GC §34090(e)
City Clerk	CC-024	Public Records Requests / NextRequest	Closed + 2 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-025	Recordings: Audio or Video of City Council, Shoreline Regional Park Community, Capital Improvements Financing Authority	P		Mag			Department preference; Webcast meetings are retained by hosting vendor in perpetuity or returned to the City upon termination of agreement; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CC-026	Records Destruction Authorization Forms & Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-027	Resolutions: City Council, Shoreline Regional Park Community, Capital Improvements Financing Authority	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	GC §34090(e)

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER								
City Manager	CM-001	Legislative Advocacies, Support or Opposition to proposed Federal or State Legislation	Minimum 2 years	Mag, Mfr. OD , Ppr	Mag, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Engineering, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BUILDING & SAFETY								
Community Develop. / Building & Safety	CD-001	Address Files / Building Permits	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Community Develop. / Building & Safety	CD-002	Building Permit Database	Indefinite - <u>Permanent</u>	Yes (all)	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference - Data is interrelated; <u>Permits are Required for the Life of the Structure</u> ; GC §34090; H&S §19850
Community Develop. / Building & Safety	CD-003	Building Plans - Cancelled or Withdrawn	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building & Safety	CD-004	Building Plans - Expired	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Community Develop. / Building & Safety	CD-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Community Develop. / Building & Safety	CD-006	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES Energy Calculations, Structural Calculations	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Engineering, Planning)

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Community Develop. / Building & Safety	CD-007	California Building Codes / Uniform Building Codes	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference for historical library (only required when the Ordinance is in force); GC §§34090, 50022.6
Community Develop. / Building & Safety	CD-008	Fire Permits - All Finalled Fire Protection/Sprinkler Plan	Life of the Structure	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building & Safety	CD-009	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building & Safety	CD-010	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (kept with the Building Permit file); GC §34090
Community Develop. / Building & Safety	CD-011	Correction Notices	When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Community Develop. / Building & Safety	CD-012	Geotechnical and Soils Reports (all)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Community Develop. / Building & Safety	CD-013	Plan Check Comments (Site Plan File)	When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Engineering, Planning)**

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Community Develop. / Building & Safety	CD-014	Stop Work Notices, Correction Notices	After Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
ECONOMIC DEVELOPMENT								
Community Develop. / Economic Development	CD-015	Business Improvement Districts	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Community Develop. / Economic Development	CD-016	Downtown-related Files: e.g. Parking, Task Force, Central Business Association , etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
NEIGHBORHOODS & HOUSING								
Lead Dept.	CW-017	CDBG Public Services Agreement, invoice copies, and monitoring (Community Development Block Grant) - SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	5 years after last reported CAPER (Consolidated Annual Performance and Evaluation)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Community Develop. / Neighborhoods & Housing	CW-018	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Engineering, Planning)**

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Neighborhoods & Housing	CW-019	Code Enforcement Database	Indefinite - <u>Minimum 2 years</u>	Yes (all)	Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference - Data is interrelated; GC §34090, H&S §19850
Community Develop. / Neighborhoods & Housing	CW-020	Code Enforcement Liens, Lien Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Community Develop. / Neighborhoods & Housing	CW-021	Code Enforcement Notice of Violations ./ Code Enforcement Citations	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> When Inactive	Department preference; GC §34090
Community Develop. / Neighborhoods & Housing	CW-022	Housing Applications Rejected (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	5 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Community Develop. / Neighborhoods & Housing	CW-023	Housing Programs: Affordable Housing Projects, HOME, Rehabilitation, CDBG-funded Housing Projects, MOUs, BMR Agreement, Funding Agreement, etc. Recapture / Resale Restriction Send all Deeds to the City Clerk	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years ; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building, Code Enforcement, Engineering, Planning)**

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Neighborhoods & Housing	CW-024	Monitoring documents - BMR monitoring, CDBG, HOME, and Affordable Housing Programs	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Community Develop. / Neighborhoods & Housing	CW-025	Neighborhood Association Grant Program	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
PLANNING								
Community Develop. / Planning	CD-026	<p>Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits</p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans)</p> <p>Examples: Conditional Use Permits (CUPs) Development Review Permit, Precise Plan General Plan / General Plan Amendments Lot Line Adjustment Master Plan Rezones Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Ordinance / Updates</p>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Community Develop. / Planning	CD-027	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090

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Community Develop. / Planning	CD-028	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Community Develop. / Planning	CD-029	CEQA: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries - Where Planning is the Lead	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Develop. / Planning	CD-030	CEQA: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Correspondence and staff notes	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Community Develop. / Planning	CD-031	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Develop. / Planning	CD-032	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Develop. / Planning	CD-033	Master Plans, Precise Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Develop. / Planning	CD-034	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Develop. / Planning	CD-034.5	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090
Community Develop. / Planning	CD-035	Temporary Use Permits (TUP) (Approved & Unapproved).	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§§34090
Community Develop. / Planning	CD-036	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
Community Develop. / Planning	CD-037	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Parks Recreation, Performance Arts, Recreation, Trees)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FORESTRY & ROADWAY LANDSCAPE (TREES)								
Community Services / Forestry & Roadway Landscape	CS-001	Tree Database	Indefinite - <u>Minimum 10 years</u>		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference (data is inter-related); GC §34090
Community Services / Forestry & Roadway Landscape	CS-002	Trees in City Right-of-Way: Inspections, Arborist Reports (City-owned Street Trees)	10 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090
PARKS & OPEN SPACE								
Community Services / Parks & Open Space	CS-003	Adopt-a-Park	2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090 et. seq.
Community Services / Parks & Open Space	CS-004	Herbicide or Pesticide Applications / Use (Parkway Areas)	2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, <u>40 CFR 110.3(d)</u>
Community Services / Parks & Open Space	CS-005	Memorial and Park Dedications	P	Yes: During Class or Program	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
Community Services / Parks & Open Space	CS-006	Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (includes ABC Permits, where required)	2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090 et. seq.
Public Works / Maint. Serv. OR Community Service / Parks & Open Space	CS-007	Playground Inspections	10 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Parks Recreation, Performance Arts, Recreation, Trees)**

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PERFORMANCE ARTS								
Community Services / Performance Arts	CS-008	Center for Performing Arts Facility Use and Equipment Applications, Books, Alcoholic Beverage Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Performance Arts	CS-009	Customer Relations / Member Database / Reservations Database	Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data fields are inter-related; GC §34090 et seq.
Community Services / Performance Arts	CS-010	House Reports Includes Contract Billing & Ticket Sales, Member, Patron, Program and Event Files, Safety Inspections	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Performance Arts	CS-011	Schedules / Hours	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services / Performance Arts	CS-012	Ticket Stubs / Receipts	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
RECREATION								
Community Services / Recreation	CS-013	ACTIVEnet Recreation Database / Class Registration Database	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All waivers must be filed with City Attorney's Office; Data is interrelated; GC §34090
Community Services / Recreation	CS-014	Activity Guide / Class Guide / Program Guide (Final)	P	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Parks Recreation, Performance Arts, Recreation, Trees)**

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services / Recreation	CS-015	Applications / Participants' Registration / Liability Forms / Photo Releases / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-016	Contest Winners (Photo Contests, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Community Services / Recreation	CS-017	Contracts for Instructors and Performers	Completion + 2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP §337; GC §34090
Community Services / Recreation	CS-018	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Community Services / Recreation	CS-019	Lifeguard Certifications	Separation + 2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
Community Services / Recreation	CS-020	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-021	Schedules / Hours (classes and staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services / Recreation	CS-022	Scholarships / Reduced Fees / Income Assistance Subventions for Recreation Programs (from General Fund)	5 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Some programs may have grant funding); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Parks Recreation, Performance Arts, Recreation, Trees)**

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Services / Recreation	CS-023	Swimming Pool Chemical Addition Logs	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 22 CCR 65523
SHORELINE								
Community Services / Shoreline	CS-024	House Reports Includes Contract Billing & Ticket Sales	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services / Shoreline	CS-025	Ticket Stubs / Receipts	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / ACCOUNTS PAYABLE & PURCHASING								
Finance / Accounts Payable & Purchasing	FIN-001	1099's / 1096's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable & Purchasing	FIN-002	Accounts Payable / Purchase Orders / Invoices and Backup / Warrants / Refunds / Credit Card Statements / P-Card Statements (Includes Invoices, Travel Expense Reimbursements, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance / Accounts Payable & Purchasing	FIN-003	W-9s	Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS Auditing Standards (3 years after the last payment to the vendor); GC §34090
FINANCE / ACCOUNTS RECEIVABLE / REVENUE								
Finance / Accounts Receivable / Revenue / Utility Billing	FIN-004	Bankruptcies - NO CLAIM FILED	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Not City records (account is closed and bankruptcy noted in database)
Finance / Accounts Receivable / Revenue / Utility Billing	FIN-005	Bankruptcies - WHERE A CLAIM IS FILED	10 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounts Receivable / Revenue	FIN-006	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable / Revenue / Utility Billing	FIN-007	Collections / Master Collection List / Write Offs / Collection Agency Assignments (and associated disputes)	7 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department preference (negative information remains on a customer's credit rating for 7 years; GC §34090
Finance / Accounts Receivable / Revenue	FIN-008	Grant Drawdowns with attached proof of expenses	15 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to ensure audits by Grant Funders are met; Meets auditing standards; GC §34090 et seq.
Finance / Accounts Receivable / Revenue / Utility Billing	FIN-009	Prop. 218 Mailing List, Master File, Protest Letters / Ballots, Tabulation	2 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §§53753(e)(2), <u>53755(d)</u>
Finance / Accounts Receivable / Revenue	FIN-010	Revenue / Utility Receivable / Business License Tax / Transient Occupancy Tax (TOT) / Other Revenue	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
FINANCE / DEBT SERVICES								
Finance / Debt Services	FIN-011	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE / GENERAL LEDGER								
Finance / General Ledger	FIN-012	_Financial Services Database	Indefinite - <u>Minimum 5 years</u>	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; <u>meets municipal government auditing standards</u> ; GC §34090
Finance / General Ledger	FIN-013	Audit Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts / content not substantive; GC §34090
Finance / General Ledger	FIN-014	Audits - Annual Financial Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Ledger	FIN-015	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / General Ledger	FIN-016	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-017	Budget Work Sheets	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090
Finance / General Ledger	FIN-018	Budgets - Finals and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Ledger	FIN-019	Checks / Warrants (Cashed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC § 34090
Finance / General Ledger	FIN-020	Checks / Warrants (VOIDED)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090

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Finance / General Ledger	FIN-021	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1355 . 1519; GC §34090
Finance / General Ledger	FIN-022	Investment Reports & Backup	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Ledger	FIN-023	Investments / Investment Statements / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; statewide guidelines propose permanent ; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Ledger	FIN-024	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-025	OES / FEMA Claims	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / General Ledger	FIN-026	Reports, Finance Reports created from Database : General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (FROM DATABASE - ANNUAL, MONTHLY OR PERIODIC)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / General Ledger	FIN-027	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / General Ledger	FIN-028	Tax - Annual Tax Roll and Special Assessments: Landscape and Lighting Districts, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Ledger	FIN-029	Tax - Sales Tax Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Compilation of Non-Records / Preliminary drafts used to project revenue; GC §34090
FINANCE / PAYROLL								
Finance / Payroll	FIN-030	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
Finance / Payroll	FIN-031	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-032	Employee Payroll Files	Separation + 5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-033	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-034	Payroll Database	Indefinite - <u>Minimum 5 years</u>	Yes	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Data Fields / Records are interrelated; <u>meets municipal government auditing standards</u> ; GC §34090
Finance / Payroll	FIN-035	Payroll Reports - Periodic Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Payroll	FIN-036	Time Cards / Time Sheets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-037	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-038	W-4s	Superseded or Separated + 5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-039	CalPERS Audit / PERS Audits	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-040	CalPERS Reports - PERS Reports Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-041	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-042	Employee Payroll Files - Includes Benefit Enrollments	Separation + 5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-043	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-044	Local Government Compensation Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Payroll	FIN-045	Payroll Reports - Periodic Bi-weekly Payroll Report	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090
Finance / Payroll	FIN-046	Time Cards / Time Sheets (Includes Overtime and Meal Reimbursements)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (5 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-047	W-2's	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-048	W-4's	Superseded or Separated + 4 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
RISK MANAGEMENT								
Finance / Risk Management	FIN-049	Accident Reports / Incident Reports (Members of the Public - Whether or Not a Claim is Filed)	Final Settlement + 7 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Risk Management	FIN-050	Claim for Damages / Claims Against the City (made by the Public)	Final Settlement + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Finance / Risk Management	FIN-051	Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Minimum Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 34090
Finance / Risk Management	FIN-052	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Finance / Risk Management	FIN-053	OSHA Citations and Inspections (ALWAYS SEND A COPY TO HUMAN RESOURCES)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Finance / Risk Management	FIN-054	Safety Inspections Conducted by the City	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Risk Management	FIN-055	Workers Compensation Claim Runs	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
Finance / Risk Management	FIN-056	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090

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ADMINISTRATION						
Fire / Admin.	FR-001	Background File - UNSUCCESSFUL, NON-SELECTS, DISQUALIFIED	4 years	S / I	Yes: After QC & OD	29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), GC §§12946, 12960, 34090
Fire / Admin.	FR-002	Fire Annual Report	P	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Admin.	FR-003	Fire Incident RMS Database (Firehouse)	P	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-004	Hazardous Materials / Haz Mat Manifests (resulting from responses where the Department had to dispose of hazardous materials)	P	S / I	Yes: After QC & OD	Department preference; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §34090 et seq.
Fire / Admin.	FR-005	Household Hazardous Waste	5 years	S / I	Yes: After QC & OD	Department preference; 14 CCR 18812.4; GC §34090 et seq.
Fire / Admin.	FR-006	ISO Insurance Ratings	15 years	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-007	Monthly Statistical Report / Run Statistics	When No Longer Required	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
Fire / Admin.	FR-008	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-009	Requests for Fire Incident Reports and Fire Investigation Reports	5 years	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
CUPA (Certified Unified Program Agencies)						

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Fire / CUPA	FR-010	Documentation of Unauthorized Release of Hazardous Materials	5 years	S / I	Yes: After QC & OD + year	OSHA and other requirements are 5 years; 8 CCR 5189; 29 CFR 1910, GC §34090
Fire / CUPA	FR-011	Hazardous Materials/Tiered Permitting (UPCF / permits / inspection reports / enforcement records / correspondence / financial assurance / construction documents)	5 years	S / I	Yes: After QC & OD + year	CUPA Inspections are required for 5 years; 27 CCR 15185 & 15280; §GC §34090
Fire / CUPA	FR-012	Hazardous Materials Facility Closure Plans	P	S / I	Yes: After QC & OD + year	Department preference; CUPA Inspections are required for 5 years; 27 CCR 15185 & 15280; §GC §34090
Fire / CUPA	FR-013	Underground Storage Tanks (UPCF / permits / inspection reports / enforcement records / correspondence / construction documents / closure plans / testing & monitoring certs / financial responsibility / designated operator records)	P	S / I	Yes: After QC & OD + year	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.4(i); GC §34090 et. seq.
EMERGENCY MEDICAL SERVICES						
Fire / EMS	FR-014	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	3 years	S / I	Yes: After QC & OD	Department Preference - required for 3-2 years after inventory or transaction ; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233 ; FA §32003(e), B&P 4081; GC §34090
Fire / EMS	FR-015	Billing - Paramedic Services - Collection	5 years	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Fire / EMS	FR-016	Billing - Paramedic Services - Payments / Bank Deposits / Check Images	5 years	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Fire / EMS	FR-017	Billing - Paramedic Services Billing Database	Permanent	S / I	Yes: After QC & OD	Department preference; GC §34090, CCP §340.5

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Fire / EMS	FR-018	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	Final Disposition + 3 years	S / I	Yes: After QC & OD	13 CCR 1100.7, GC §34090; CCP 340.5
Fire / EMS	FR-019	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-020	Paramedic Continuing Education Rosters and Certificates	4 years	S / I	Yes: <u>After QC & OD</u> When Inactive	Department preference; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090
Fire / EMS	FR-021	Patient Care Reports (PCRs) / Medical Paramedic Release Forms: ALL (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database Patient Signature Forms / Hospital Face Sheets / ALS to BLS Transfer of Care Forms / ECG / EKG / All other associated documentation	20 years	S / I	Yes: After QC & OD	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CCR 1100.7, CCP §340.5, GC §34090
EMERGENCY PREPARATION AND PUBLIC SAFETY						
Fire / Emergency Preparation & Public Safety	FR-022	Amateur Radio Program and CERT Records (including Applications, Training, Sign-in Sheets, Certification Cards, etc.)	Minimum 2 years	S / I	Yes: <u>After QC & OD</u>	Department preference; GC §34090
Fire / Emergency Preparation & Public Safety	FR-023	City Emergency Operations Plans	P	S / I	Yes: After QC & OD	Department preference; GC §34090

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Fire / Emergency Preparation & Public Safety	FR-024	Incidents – Historical Records (Emergency Operations Center activations, emergency declarations/terminations, etc.)	P	S / I	Yes: After QC & OD	Department preference; GC §34090

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<i>Litigation, claims, complaints, (retention resumes after settlement); pending public records act requests, audits and/or investigations suspend normal retention periods .</i>						
FIRE MARSHAL / FIRE PREVENTION						
Fire / Fire Marshal & Fire Prevention	FR-025	Fire Code Permits: Annual / Provisional (State regulated occupancies / special events, special uses)	5 years	S/I	Yes: After QC & OD	CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-026	Fire Investigations - Arson & Capital Crimes Only	P	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-027	Fire Investigations - OTHER Than Arson & Capital Crimes Only	5 years	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-028	Fire Prevention Inspections (Routine) / Business Inspection Files / Citations / Notice of Violations / Enforcement Actions	Life of Structure or Activity, or Minimum 5 years, Whichever is Longer	S/I	Yes: After QC & OD	Approvals, Inspections, Fires, Modification / Alternative Methods or Materials are required for the Life of the Structure or Activity, or Minimum 5 years or Life of the Structure or Activity, whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials, CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-029	Liquid Waste and Waste Water (Permits / monitoring records / sampling records/inspection reports / enforcement records / correspondence / construction documents / periodic report of continued compliance)	5 years	S / I	Yes: After QC & OD 5- years	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Fire / Fire Marshal & Fire Prevention	FR-030	Multi-Family Housing Inspections, Correspondence, Enforcement Actions, etc.	Minimum 10 years	S/I	Yes: After QC & OD	Department preference; California Fire Code requires 5 years; CFC §§ 104.6 – 104.6.4, GC §34090

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Fire / Fire Marshal & Fire Prevention	FR-031	Public Information / Education (when produced internally)	2 years	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-032	Stormwater (Permits / monitoring records / sampling records / inspection reports / enforcement records / correspondence / construction documents	5 years	S / I	Yes: <u>After QC & OD</u> 5 years	Department preference; NPDES records are required for 3 years; 40 CFR 122.41(j)(2); 40 CFR 141.33(b); 22 CCR 64453(b)(2) et seq.
OPERATIONS / SUPPRESSION						
Fire / Operations	FR-033	Apparatus & Equipment Records & Testing	Disposal + 2 years	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Department Preference; Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years ; 8 CCR §3203(b)(1), CCP §340.5, GC §34090
Fire / Operations	FR-034	Daily Roster	5 years	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	Department preference (per Lexipol Policy); GC §34090
Fire / Operations	FR-035	Hazardous Materials Responses	5 years	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	OSHA and other requirements are 5 years; 8 CCR 5189; 29 CFR 1910, GC §34090
Fire / Operations	FR-036	Pre-plan Sheets	When Superseded	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.
Fire / Operations	FR-037	Station Log Books / Station Journals (Incidents - kept at Fire Stations)	P	S/I	<u>Yes:</u> <u>After QC & OD</u> Ne	Department preference; GC §34090
Lead Dept.	FR-038	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years	<u>S / I</u>	<u>Yes:</u> <u>After QC & OD</u>	13 CCR 1234(c); GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Human Resources	HR-001	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / I	<u>Yes: After QC & OD</u>	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-002	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / I	<u>Yes: After QC & OD</u>	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 41 CCR 560 ; 28 CCR 1300.85.1; GC §34090
<u>Human Resources</u>	<u>HR-002.5</u>	<u>California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims</u>	<u>Separation + 6 years</u>		<u>Mag, Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / I	<u>Yes: After QC & OD</u>	<u>Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090</u>
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / I	<u>Yes: After QC & OD</u>	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-004	Compensation Surveys & Studies	Minimum 3 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / I	<u>Yes: After QC & OD</u>	Department preference; 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

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Human-Resources	HR-005	COVID-19 Notifications to Employees	3 years		Mag Ppr			LC §6409.6(k), GC §34090
Human Resources	HR-006	DMV Pull Notices (ALL)	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-007	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	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)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-008	Employee Investigations	Minimum Separation + 4 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4-2 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Human Resources	HR-009	Employment Verifications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Human Resources	HR-010	Grievances	Separation + 4 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4-2 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Human Resources	HR-011	Harassment Prevention Training Certificates (Target Solutions / Vector Solutions)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53237.2(b)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-012	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 34090
Human Resources	HR-013	Job Descriptions / Classification Specifications	Minimum Superseded + 4 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> + year	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2-3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, <u>12960</u> , 34090
Human Resources	HR-014	Labor Relations / Negotiations	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-015	Lifetime Tuition Reimbursement (paid through payroll)	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources	HR-016	Personnel Files - Employee File / Benefit File (Main File) Includes Application, Benefit Enrollments, COBRA, BeneTrac, Evaluations, Policy Acknowledgements, Personnel Action Forms, etc. <i>Does not apply to Peace Officers - See PD-009 & PD-009.1</i>	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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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>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-017	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, FMLA, Respirator Fit Tests, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Human Resources	HR-018	Recruitment and Testing File / CalOpps Database (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + 4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 34090
<u>Human Resources</u>	<u>HR-019</u>	<u>Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.</u>	<u>5 years</u>		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	<u>LC §6401.9(f), GC §34090</u>

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

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INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups / Computer Backups (ALL)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC §34090 et seq.
Lead Dept.	IT-003	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup, WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.
Information Technology	IT-005	Video Recordings - Building Security, City Operations	1 year		Mag			Records regular ongoing operations of the City; GC §34090.6 et seq.
Information Technology	IT-006	Video Recordings - Public Areas / Public Activity	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq.

RECORDS RETENTION SCHEDULE: LIBRARY

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<i>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
LIBRARY								
Lead Dept. & Finance	LIB-001	Cash Receipts Report / Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	City preference (not all detail is sent to Finance); GC §34090
Library	LIB-002	Complaints and Compliments	2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Library	LIB-003	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) and PLF (Public Library Foundation), WIOA (Workforce Innovation and Opportunity Act Title II: Adult Education and Literacy) ONLY. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	Final Expenditure + 5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	LIB-004	Library Board of Trustees AGENDA PACKETS & AGENDAS	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Ne	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Library	LIB-005	Library Board of Trustees MINUTES	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Ne	GC §34090
Library	LIB-006	Library Card Applications (Sierra)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Department preference (the database is the original record); GC §34090

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Library	LIB-007	Library Systems: ILS Database	Indefinite - <u>Minimum 2 years</u>		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Data is interrelated; GC §34090
Library	LIB-008	Library Volunteer / Unpaid Intern Logs (Hours)	2 years		<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Preliminary Drafts not retained in the ordinary course of business; GC §34090
Library	LIB-009	Performer Agreements	Completion + 2 years		Mag, <u>Mfr</u> , <u>OD</u> , <u>Ppr</u>	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	GC §34090
Library	LIB-010	Photo Releases	2 years		Mag, <u>Mfr</u> , <u>OD</u> , <u>Ppr</u>	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	GC §34090
Library	LIB-011	Problem Patron File / Incident Reports / PITS	Minimum 2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department preference; GC §§34090
Library	LIB-012	Program Registrations (Springshare)	2 years		Mag, <u>Mfr</u> , <u>OD</u> , <u>Ppr</u>	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	GC §34090
Library	LIB-013	Safety Plan / Safety Study	Minimum 2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Department preference; GC §§34090

RECORDS RETENTION SCHEDULE: POLICE

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<i>Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>						
OFFICE OF THE CHIEF OF POLICE / PROFESSIONAL STANDARDS UNIT						
Lead Dept.	PD-001	Administration Files - Copies or Preliminary Drafts - Purchase Orders, Travel, Time Cards, Expense Reports, Work Orders	Copies - When No Longer Required	S / I	Yes: After QC & OD	Preliminary Drafts or Duplicate Copies (other departments maintain the originals); GC §34090.7
Police	PD-002	Administration Files - General Correspondence	2 years	S / I	Yes: After QC & OD	GC §34090
(ABC)	PD-003	Alcoholic Beverage Applications	Non-records - When No Longer Required	S / I	Yes: After QC & OD	Not a record produced by the City.
Police	PD-004	Annual Report for Police Department	P	S / I	Yes: After QC & OD No	Department preference for historical value; GC §34090
Police	PD-005	Crime Statistics / Uniform Crime Reporting: ANNUAL OR PERIODIC (Monthly, Bi-monthly, etc.)	2 years	S / I	Yes: After QC & OD	GC §34090
Police	PD-006	Grievances (Human Resources is OFR for some employees)	Final Disposition + 5 years	S / I	Yes: After QC & OD	Department Preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
Police	PD-007	Guns: Dealers Record of Sale	Close of Business + 2 years	S / I	Yes: After QC & OD	Some dealers have an automated link to DOJ; GC §34090
Police	PD-008	Internal Investigations: Officer Involved Shootings	P	S / I	Yes: After QC & OD	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 after the discovery of the offense for misconduct in office; IA and Statewide guidelines recommend 25 years for officer involved shootings; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, VC §2547

MOUNTAIN VIEW, CA

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Police	PD-009	Internal Investigations - Individual Officers / Complaints Against Officers - WITHOUT Sustained Finding of Misconduct (other than Officer Involved Shootings)	Final Disposition + 5 years	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; 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, 12960, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police	PD-009.1	Internal Affairs Investigations - Individual Officers / Complaints Against Officers - WITH Sustained Finding of Misconduct (May include criminal acts, moral turpitude, complaints generated from a civilian)	Final Disposition + 15 years	S / I	Yes: After QC & OD	PC §§832.5, 832.7; GC §§12946, 12960, 34090;
Police	PD-010	K-9 / Canine (Police Dogs): Accident File	5 years	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police	PD-011	K-9 / Canine (Police Dogs): Career File (licensee / vaccination, training certificates, POST, etc.)	Separation + 2 years	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Police	PD-012	K-9 / Canine (Police Dogs): Performance Training File (monthly training logs, reports, evaluation, inspection and activity. etc.)	2 years	S / I	Yes: After QC & OD	GC §34090 et seq.
Police	PD-013	Performance Tracker / Supervisory Notes	Drafts - When No Longer Required	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC § 34090, GC §6252
Police	PD-014	Permits - Business Owners: Massage Therapists, Hot tub / Sauna, Live Entertainment, Adult Entertainment Card Rooms, Pool Rooms, Taxi, Tow Permits, Parking, Dance, etc.	Change of Ownership + 2 years	M / S / I	Yes: After QC & OD No	Department Preference; GC §34090

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Police	PD-015	Permits - Special Events / Parades, Festivals, Block Parties, etc.	2 years	M / S / I	Yes: <u>After QC</u> & <u>OD</u> Ne	Department Preference; GC §34090
Police	PD-016	Permits - Technicians / Drivers (Massage Technicians / Taxi /Tow Drivers)	Expiration + 2 years	M / S / I	Yes: <u>After QC</u> & <u>OD</u> Ne	Department Preference; GC §34090
Police	PD-017	Personnel Background Files - Sworn Employees , Non-sworn Employees, Volunteers & Reservists	Separation + 5 years	S / I	Yes: After QC & <u>OD</u>	Department Preference; <u>State requires 4 years for all personnel actions</u> ; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 12960, 34090
Police	PD-018	Personnel Background Files - Unsuccessful Applicants (Not Hired)	5 years	<u>S / I</u>	Yes: After QC & <u>OD</u>	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires <u>4</u> 2-3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 12960, 34090
Police	PD-018.1	Report of data regarding the number, type, or disposition of complaints made against its officers (optional)	5 years	<u>S / I</u>	Yes: After QC & <u>OD</u>	Department preference; GC §34090 et seq.
Police	PD-019	Shift Assignments (Scheduling Software)	2 years	<u>S / I</u>	Yes: After QC & <u>OD</u>	Department Preference; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 34090
Police	PD-020	Shift Tracker / Log Printout of Notable Events	Drafts - When No Longer Required	<u>S / I</u>	Yes: After QC & <u>OD</u>	Preliminary drafts not retained in the ordinary course of business; GC § 34090, GC §6252

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SPECIAL OPERATIONS DIVISION (SOD)						
Police	PD-021	Dispersal of Undercover "Buy" Funds	5 years	S / I	Yes: <u>After QC & OD</u>	Meets municipal government auditing standards; GC §34090
Police	PD-022	Investigative Case Tracking Database	Indefinite - <u>Minimum 2 years</u>	S / I	Yes: <u>After QC & OD</u>	Department Preference; Data Fields / Records are interrelated; GC §34090
Police	PD-023	Pawn Slips	3 years	S / I	Yes: <u>After QC & OD</u>	Department Preference; (Dealers are required to keep for 3 years); Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; B&P §21633 ; GC §34090
Police	PD-024	Personnel Training Files / POST Data, Files and Printouts (Training Courses) Includes Motor Officers	Separation + 5 years	S / I	Yes: <u>After QC & OD</u>	Claims can be made for 30 years for toxic substance exposure; 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, 12960, 34090
Lead Dept.	PD-025	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	7 years	S / I	Yes: <u>After QC & OD</u> When Inactive	Department Preference; California Labor Department maintains their records for 7 years; OSHA requires 5 years for safety records; State law requires 2 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(ii), 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c), GC §§12946, 12960, 34090, 53235.2(b)

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SPECIAL OPERATIONS DIVISION (SOD) / PROPERTY & EVIDENCE						
Police	PD-026	Evidence, Photos & Film: Crime Scenes	Follows Retention of Crime Report	S / I	Yes: After QC & OD	See appropriate Crime Report
Police	PD-027	Fingerprint Cards (prior to LiveScan)	50 years	S / I	Yes: After QC & OD	Department preference (based upon the lifespan of a potential suspect); GC §34090
Police	PD-028	Intoxilizer Maintenance Logs / Equipment Calibration (PAS, etc.)	2 years	S / I	Yes: After QC & OD	GC §34090
Police	PD-029	Laboratory Records / Analysis Reports	Follows Retention of Crime Report	S / I	Yes: After QC & OD	See appropriate Crime Report
Police	PD-030	Photos: Booking Photos / Mug Shots - ANALOG / NEGATIVES	50 years	S / I	Yes: After QC & OD	Department preference (based upon the lifespan of a potential suspect); GC §34090
Police	PD-031	Photos: Booking Photos / Mug Shots - DIGITAL	P	S / I	Yes: After QC & OD	Retained for administrative value; GC §34090
Police	PD-032	Property Monthly Logs	P	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police	PD-033	Property Sheets	Follows Retention of Crime Report	S / I	Yes: After QC & OD	Statute of Limitations is 1 year for property seized by officers; CCP §340(4); GC §34090
Police	PD-034	Property, Gun and Narcotics Logs	P	S / I	Yes: After QC & OD	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	PD-035	Video Interviews (re: Crime Reports)	Follows case retention)			Department Preference; GC §34090

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SUPPORT SERVICES / CAD / DISPATCH						
Police	PD-036	CAD Incident History Detail Records	2 years	S / I	Yes: After QC & OD	GC §34090
Police	PD-037	CAD Transaction Logs (including CLETS)	3 years	S / I	Yes: After QC & OD	Direct customers; GC §34090
Police	PD-038	CAD Unit History Detail Records	2 years	S / I	Yes: After QC & OD	GC §34090
Police	PD-039	Daily Incident Log	2 years	S / I	Yes: After QC & OD	GC §34090
Police	PD-040	Incident Summary Data (MIS Reports)	7 years	S / I	Yes: After QC & OD	Department preference; GC §34090
Police	PD-041	License Plate Recognition Data	2 years	S / I	Yes: After QC & OD	GC §34090
Police	PD-042	Recordings of Telephone & Radio Communications / Dispatch Recordings	366 days 2 years			Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); GC §§34090, 34090.6
Police	PD-043	Unit Activity Summary Data (MIS Reports)	7 years	S / I	Yes: After QC & OD	Department preference; GC §34090
Police	PD-044	Videos (Jail, etc.)	1 year			Records "regular and ongoing operations"; GC §§ 34090.6 and 34090.7

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SUPPORT SERVICES / RECORDS						
Police / Records	PD-045	Auction Receipts & Records	4 years	S / I	Yes: After QC & OD	Consistent with auditing standards; GC §34090
Police / Records	PD-046	Bail Receipts	4 years	S / I	Yes: After QC	Consistent with auditing standards; GC §34090
Police / Records	PD-047	Bicycle Licenses	2 years	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-048	Booking Slips	2 years	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-049	Citations: Marijuana / Cannabis Citations or Reports (less than 28.5 grams)	2 years	S / I	Yes: After QC & OD	GC §34090, H&S §11361.5
Police / Records	PD-050	Citations: Misdemeanor Traffic, Moving, Parking, or Criminal	2 years	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is up to two years; Also See Crime Reports; GC §34090, PC §802
Police / Records	PD-051	Crime Reports: Capital Crimes , Homicide, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide, Non-Vehicular Fatalities (Crimes Subject to Death Penalty or without statute of Limitations)	P	S / I	Yes: After QC & OD	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799

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Police / Records	PD-052	Crime Reports: Felonies and Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule <u>Includes those with a minimum 5 year retention:</u> <u>(1) Domestic violence, Family Code 6211.</u> <u>(2) Sexual assault, as defined in Penal Code sections 261, 261.5, 262, 265, 266a, 266b, 266c, 266g, 266j, 267, 269, 273.4, 285, 286, 287, 288, 288.5, 289, or 311.4 of, or former Section 266 or 288a of, the Penal Code.</u> <u>(3) Stalking, Civil Code 1708.7, Penal code 646.9.</u> <u>(4) Human trafficking, Penal Code 236.1.</u> <u>(5) Abuse of an elder or a dependent adult, as defined in Welfare & Institutions Code 15610.07.</u>	10 years	S / I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 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., FC 6228(d)
Police / Records	PD-054	Crime Reports: Misdemeanor Marijuana / Cannabis §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-055	Crime Reports: Misdemeanor Marijuana / Cannabis H&S §11357(b)(d) or H&S §11360(b) (with procedure in H&S §11361.5)	Conviction or Arrest (If No Conviction) + 2 years	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq.
Police / Records	PD-056	Crime Reports: Missing Person Reports (unreturned)	P	S / I	Yes: After QC & OD	Dept. Preference; Also see Crime Reports; GC §34090
Police / Records	PD-057	Crime Reports: Sealed Cases ("Factual Innocence")	Arrest Date + 3 years	S / I	Yes: After QC & OD	Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)
Police / Records	PD-058	Crime Reports: Sealed Cases (e.g. Juveniles) <u>Except those with Childhood Sexual Assault, Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms</u>	Sealing date + 5 years (or Court Order)	S / I	Yes: After QC & OD	Statute of Limitations runs up to age of majority + 8 years; Sealing for Juveniles and Wards of the Court retained for 5 years; GC §68152(g)(1&2); W&I §§300, 389(a&c), 781(c&d), 826(a)
Police / Records	PD-058.1	Crime Reports: Sealed Cases (e.g. Juveniles): <u>Childhood Sexual Assault Occurring After January 1, 2024</u>	P	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090

MOUNTAIN VIEW, CA

RECORDS RETENTION SCHEDULE: POLICE

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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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Police / Records	PD-058.2	Crime Reports: Sealed Cases (e.g. Juveniles): Childhood Sexual Assault Occurring Before January 1, 2024	Age of Majority + 22 years	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Records	PD-059	Crime Reports: Traffic Collision / Traffic Accident Reviews	5 years	S / I	Yes: After QC & OD	Dept. Preference; GC §34090
Police / Records	PD-053	Crime Reports: HR-019is less than 28.5 grams	2 years or subject 18 years old	S / I	Yes: After QC & OD	GC §34090, H&S §11361.5
Police / Records	PD-059.1	Crime Reports: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-060	Daily Finance Transmittal	2 years	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-061	Department of Justice Validation Lists	2 years	S / I	Yes: After QC & OD	Information received by DOJ; GC §34090
Police / Records	PD-062	DUI Restitution Forms	5 years	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-063	Field Contact Cards / Field Interview Cards (FI's)	3 years	S / I	Yes: After QC & OD	Department Preference; Notes destroyed in the regular course of business; GC §34090 et seq.
Police / Records	PD-064	Incident Reports / Service Cases / Non-Criminal Reports: 72 hour holds, 5150s, etc.	3 years	S / I	Yes: After QC & OD	GC §34090
Police / Records	PD-065	LiveScan Applications / Fingerprint Transmittals for Public	2 years	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-066	LiveScan Responses for Employees	50 years	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

MOUNTAIN VIEW, CA

RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-067	Logs: Blackberry, Subpoena Payroll, CLETS QC Logs, etc.	When No Longer Required	S / I	Yes: After QC & OD	Preliminary records not retained in the ordinary course of business; GC §34090 et seq.
Police / Records	PD-067.5	Officer Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Records	PD-067.6	Officer Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records	PD-067.7	Officer Recordings: Body-Worn Cameras - that are NOT evidence	Minimum 60 days			Department preference (law recommends 60 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records	PD-067.8	Officer Recordings: Automated License Plate Reader Data (ALPR) - that are NOT evidence	When No Longer Required			Does not record regular and ongoing operations; GC §34090.6 et seq.
Police / Records	PD-067.9	Officer Recordings: Drone (Unmanned Aerial Vehicle) Recordings - that are NOT evidence	When No Longer Required			Does not record regular and ongoing operations; GC §34090.6 et seq.
Police / Records	PD-069	Registrant Files: Arson Registrations: Adults	P or Death of the Registrant	S / I	Yes: After QC & OD	Department Preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-070	Registrant Files: Arson Registrations: Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-071	Registrant Files: Gangs / Street Terrorism	P or Death of the Registrant	S / I	Yes: After QC & OD	Department Preference; Pursuant to PC §186.30 et seq; GC §34090
Police / Records	PD-071.5	Registrants: Gang Adults Shared Gang Databases	5 years	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); 11 CCR 773.8; GC §34090

MOUNTAIN VIEW, CA

RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-071.6	Registrants: Gang Juveniles Shared Gang Databases	3 years	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.30(a)); Records are destroyed pursuant to W&I §781; 11 CCR 774; PC §186.30; GC §34090 et seq.
Police / Records	PD-072	Registrant Files: Narcotic / Drug Registrants	2 5-years	S / I	Yes: After QC & OD	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records	PD-073	Registrant Files: Sex Offender Registrations: Adults	P or Death of the Registrant	S / I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq; GC §34090
Police / Records	PD-074	Registrant Files: Arson - Juveniles released from Division of Juvenile Justice California Youth Authority	P or Sealing Date + 5 years (or Court Order) or Death of Registrant	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from DOJJ CYA , records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-075	Restraining Orders (TROs & EPOs)	Expiration of Order	S / I	Yes: After QC & OD	Department Preference; Non-records (Court is OFR); GC §34090
Police / Records	PD-076	Ride-a-Long Applications	2 years	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Records	PD-077	RMS Database	Indefinite - Follows Retention of the Crime Report	S / I	Yes: After QC & OD	Department Preference; Data Fields / Records are interrelated; GC §34090
Police / Records	PD-077,1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years	S / I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §§ 12525.5 , 34090
Police / Records	PD-078	Vehicle Repossession and PPT Notification Forms	Non-records - When No Longer Required	S / I	Yes: After QC & OD	Preliminary drafts used to notify Police of a Private Property Tow or Repossession

MOUNTAIN VIEW, CA

RECORDS RETENTION SCHEDULE: POLICE

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Police / Records	PD-079	Warrant Updates (No Case Associated with Warrant)	2 years	S / I	Yes: After QC & OD	GC §34090

MOUNTAIN VIEW, CA

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / ENGINEERING								
Public Works / Engineering	PW-001	Bonds: CIP Labor & Materials, Performance Bonds, Letters of Credit	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Security; GC §34090
Public Works / Engineering	PW-002	Capital Improvement Projects (CIP) - Where Engineering is the Lead: Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Hazardous Materials Plans, Meeting Minutes, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, Construction Inspection Logs, Daily Inspections, Daily Logs, Punch Lists, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090; Term "Completion" varies. Please consult with City Clerk's Office for specific destruction rules.
Public Works / Engineering	PW-003	Capital Improvement Projects (CIP) Where Engineering is the Lead: Permanent File Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Photos, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-004	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built", Private Development Improvement Plans	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: <u>After QC & OD</u> No (disaster response)	Drafts should be destroyed; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-005	Encroachment Permits / Excavation Permits: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-006	Encroachment Permits / Excavation Permits: Temporary (Debris Boxes, Scaffolding Permits, Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Minimum 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering	PW-007	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	PW-008	Recorded Documents: Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases Send all finals to the City Clerk	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (City Clerk is the Office of Record); GC §34090(a)
Public Works / Engineering	PW-009	Stormwater: NPDES Monitoring Reports (City Co-Permittee with County)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Engineering	PW-010	Stormwater: NPDES Permits (City Co-Permittee with County)	Minimum Permit Superseded + 5 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Engineering	PW-011	Traffic Calming Requests / Stop Sign Surveys (Speed Humps, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(ALL DIVISIONS)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	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>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police	PW-012	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §34090.7
Public Works / Engineering	PW-013	Traffic Counts	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-014	Traffic Speed Surveys / Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	PW-015	Wells	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
PUBLIC WORKS / LAND DEVELOPMENT (ENGINEERING)								
Public Works / Land Develop.	PW-016	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Land Develop.	PW-017	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Improvement Plan "As-Built" - Where Land Development is the Lead	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Land Develop.	PW-018	Encroachment Permits / Excavation Permits: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering OR Public Works / Land Develop.	PW-019	Encroachment Permits / Excavation Permits: Temporary (Debris Boxes, Scaffolding Permits, Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Completion + 10 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(ALL DIVISIONS)**

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Public Works / Land Develop.	PW-020	Flood Plain Management / FEMA; Development Applications (Elevation Certificates, Flood Development Applications and C/LOMR), FEMA Reports (Annual Certification and 5-year Audit)	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Land Develop.	PW-021	Grading Permits and Grading Plans	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Land Develop.	PW-022	Land Development / Private Development: Permanent Files Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Land Develop.	PW-023	Land Development / Private Development: : Administration File / Construction Inspection Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
City Clerk	PW-024	Recorded Documents: Agreements, Easements, Vacations, Final/Parcel Maps, Lot Line Adjustments Send all finals to the City Clerk	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (City Clerk is the Office of Record); GC §34090(a)
Public Works / Land Develop.	PW-025	Securities: Faithful Performance and Labor Material Bonds, Letter of Credits	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S <u>1</u>	Yes: After QC & OD	Security; GC §34090

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-026	Stormwater: NPDES Monitoring Reports (Land Development Project)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Engineering	PW-027	Stormwater: NPDES Permits (Land Development Project)	Minimum Permit Superseded + 5 years	Yes: Until Expiration	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Public Works / Land Develop.	PW-028	Water and Sewer Applications	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / FACILITIES MANAGEMENT								
Public Works / Facilities Manag.	PW-029	Fire Sprinkler Testing & Backflow (City Buildings)	5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	Yes: After QC & OD	Department preference; GC §34090
PUBLIC WORKS / FLEET SERVICES / MAINTENANCE								
Public Works / Fleet Services	PW-030	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		<u>Mag, Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	13 CCR 1234(e); <u>VC 34505.5(c); 49 CFR 396.11</u> ; GC §34090
Public Works / Fleet Services	PW-031	Tire Disposal / Waste Manifests	3 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	14 CCR 18459.3; GC §34090
Public Works / Fleet Services	PW-032	Used Oil Disposal Manifests	3 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Fleet Services	PW-033	Vehicle & Equipment History Files Maintenance, Smog Certificates	Disposal of Vehicle or Equipment + 2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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Public Works / Fleet Services	PW-034	Vehicle Titles / Pink Slips	Upon Sale or Disposal of Vehicle		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Title is transferred to new owner or auction house
PUBLIC WORKS / GENERAL								
Public Works / General	PW-036	Aboveground Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr Mag (computer), Ppr	S / I	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / General	PW-037	AQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / General	PW-038	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / General	PW-039	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department preference; GC §34090 et. seq.
PUBLIC WORKS / LANDFILL								
Public Works / Landfill	PW-040	Landfill Tonnage Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Landfill	PW-041	Landfill Monitoring Reports / Post closure Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / MAINTENANCE SERVICES								
Public Works / Maint. Serv.	PW-042	CCTV Videos of Storm Drain Lines	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Public Works / Maint. Serv.	PW-043	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Maint. Serv. OR Community Service / Parks & Open Space	PW-044	Playground Inspections	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	PW-045	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software: the Excavator Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
PUBLIC WORKS / SOLID WASTE								
Public Works / Solid Waste	PW-046	AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
Public Works / Solid Waste	PW-047	Reports to Regulatory Agencies (California Integrated Waste Management Board, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-048	Solid Waste Services / Hauler Quarterly Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-049	Tonnage Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / WASTEWATER COLLECTIONS								
Public Works / Wastewater Collections	PW-050	CCTV Videos of Sewer Lines	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(ALL DIVISIONS)**

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Lead Dept.	PW-051	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / Wastewater Collections	PW-052	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater Collections	PW-053	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater Collections	PW-054	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-055	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 5 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ ; GC §34090
Lead Dept.	PW-056	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
PUBLIC WORKS / WATER QUALITY - WASTEWATER								
Public Works / Water Quality	PW-057	Laboratory Information Management System Database / LIMS Database - Wastewater	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§60201, 12168.7
Public Works / Wastewater	PW-058	Lab Reports & Chains of Custody: Wastewater	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090

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Public Works / Water Quality	PW-059	Laboratory Equipment Calibration Records - Wastewater	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Chemical Reports; 40 CFR 141.33(a)
PUBLIC WORKS / WASTEWATER TREATMENT PLANT (WWTP)								
Lead Dept.	PW-060	AQMD Permits (Air Quality Management Districts) - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / WWTP	PW-061	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets (Blockages)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090
Lead Dept.	PW-062	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Public Works / WWTP	PW-063	Correspondence - Regulatory Agencies (Wastewater)	Minimum 5 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Lead Dept.	PW-064	Backflow Test Results / Backflow Assembly Test Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years. ; 17 CCR 7605(f) ; GC §34090
Lead Dept.	PW-065	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / WWTP	PW-066	Logs: Vac Con Trucks, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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(ALL DIVISIONS)**

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Lead Dept.	PW-067	Operations & Maintenance Manuals / O & M Manuals	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090
Public Works / WWTP	PW-068	Permits - Wastewater Regulatory / Operating Permits: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Lead Dept.	PW-069	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department preference; GC §34090 et. seq.
Public Works / WWTP	PW-070	Reports - Wastewater Reports to Regulatory Agencies: Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Lead Dept.	PW-071	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / WWTP	PW-072	Sanitary Survey of Sewer System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / WWTP	PW-073	SCADA Database (Wastewater)	Indefinite - <u>Minimum 5 years</u>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / WWTP	PW-074	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / WWTP	PW-075	Wastewater Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090
PUBLIC WORKS / WATER DISTRIBUTION								
Public Works / Water Distribution	PW-076	Fire Hydrant Pressure / Water Pressure Measurements . Fire Flow Pressure Test Fire / Ops maintains Flush and Valve Maintenance Records	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	PW-077	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Dept.	PW-078	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	PW-079	Underground Service Alerts (USA's)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Ceter all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
PUBLIC WORKS / WATER QUALITY - POTABLE WATER								

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water	PW-080	Laboratory Information Management System Database / LIMS Database - Potable Water	Indefinite - Minimum 12 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Lead & Copper is required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91 ; GC §§60201, 12168.7
Public Works / Water	PW-082	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-083	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals, Disinfectant Residuals , Disinfection Byproducts , and Disinfection Byproduct Precursors)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§ 64470 , 64537 , 64692
Public Works / Water	PW-084	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80 ; 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water	PW-081	Quality Assurance Manual	Indefinite - Minimum 12 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Lead & Copper is required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91 ; GC §§60201, 12168.7
Public Works / Water	PW-082	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference: State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 40 CFR 141.155. 22 CCR §64470; 22 CCR §64483(g); GC §34090
PUBLIC WORKS / WATER TREATMENT PLANT (POTABLE WATER)								
Lead Dept.	PW-085	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090

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Public Works / Water Treatment Plant	PW-086	Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Public Works / Water Treatment Plant	PW-087	Environmental Agencies / Regulatory Agencies for Potable Water - Correspondence with Substantive Content: DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	PW-088	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Water Treatment Plant	PW-089	Leak Report / Annual Leak Report / Water Loss Reports	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	PW-090	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant	PW-091	Permits - Water Regulatory / Operating Permits: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board), etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.

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Public Works / Water Treatment Plant	PW-092	Regulatory Reports / Water Reports to Regulatory Agencies: CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, MS-4, NPDES, RMP, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §34090 CCP §337 et seq.
Lead Dept.	PW-093	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Water Treatment Plant	PW-094	Sanitary Surveys of Water Sources	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090
Public Works / Water Treatment Plant	PW-095	SCADA Database (Water)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Public Works / Water Treatment Plant	PW-096	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	When Superseded - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090
Public Works / Water Treatment Plant	PW-097	Plant Operator Log Books	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets Department of Public Health requirements; GC §34090

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Public Works / Water Treatment Plant	PW-098	Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board))	5 years		Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water Treatment Plant	PW-099	Water Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant	PW-100	Reservoirs: Maintenance, Videos, Inspections , etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water Treatment Plant	PW-100.5	Reservoirs: Flushing, Disinfection and Cleaning	Minimum 3 years		Mag , Mfr , OD, Ppr	S / I	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Public Works / Water Treatment Plant	PW-101	Water Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 34090