Council/Agency Meeting Held:_____ Deferred/Continued to:_____ ❑ Approved ❑ Conditionally Approved ❑ Denied	_____ City Clerk's Signature
Council Meeting Date: 4/21/2008	Department ID Number: CK 08-03

CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: HONORABLE MAYOR AND CITY CLERK

SUBMITTED BY: Joan L. Flynn, City Clerk

PREPARED BY: Robin Lugar, Assistant City Clerk RL

SUBJECT: ADOPT RESOLUTION NO. 2008-23 TO APPROVE THE UPDATED CITYWIDE RECORDS RETENTION SCHEDULE

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue: The city is continuing to develop a robust records management program, including revising the citywide records retention schedules for each department. The adoption of these revised retention schedules will result in efficiency gains and cost savings.

Funding Source: Not applicable.

Recommended Action: Motion to:

Adopt **Resolution No. 2008-23**, *"A Resolution of the City Council of the City of Huntington Beach Adopting the Updated Citywide Records Retention Schedule, Authorizing Destruction of Certain City Records and Rescinding Resolution No. 2002-9."*

Alternative Action(s):

Do not adopt resolution and provide direction to staff.

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Analysis:

In 2002, Huntington Beach selected Gladwell Governmental Services, Inc., an expert in local government records, to development a revised records retention schedule for the city. In 2007, the firm was engaged to revise and update these schedules. An upgrade in the existing program was necessary to reflect organizational changes that have occurred during the past 5 years, and to reduce the current and future records storage costs, eliminate duplication of effort, increase efficiency and take advantage of current technology and changes in law.

The upgrade of the current systems is driven by many factors, including:

- Many organizational changes during the past 5 years
- Huntington Beach produces and manages many permanent records
- Escalating records storage expenses
- Technology advancements
- Changes in law

The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of all city records.

The new retention schedules were written interactively with all departments participating. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Huntington Beach's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Huntington Beach will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and realize operational efficiencies.

The process has included individual meetings with staff from each department and several revisions of each retention schedule to ensure the records were presented in an easy-to-use, accurate and complete manner. The appropriate Department Heads and the City Clerk have reviewed and approved all retention schedules.

Strategic Plan Goal:

City Services: Provide quality public services with the highest professional standards to meet community expectations and needs, assuring that the city is sufficiently staffed and equipped overall.

Environmental Status: Not applicable.

REQUEST FOR CITY COUNCIL ACTION

MEETING DATE: 4/21/2008 **DEPARTMENT ID NUMBER:** CK 08-03

Attachment:

City Clerk's Page Number	No.	Description
4	1.	Resolution No. 2008-23 Adopting the Updated Citywide Records Retention Schedule (Exhibit A)

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ATTACHMENT #1

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RESOLUTION NO. 2008-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH ADOPTING THE UPDATED CITYWIDE RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS AND RESCINDING RESOLUTION NO. 2002-9

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Huntington Beach; and

Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

The State of California has adopted guidelines for retention periods for various government records;

NOW, THEREFORE, the City Council of the City of Huntington Beach does hereby resolve as follows:

Section 1. Resolution 2002-9 is hereby rescinded.

Section 2. The records of the City of Huntington Beach, as set forth in the Citywide Records Retention Schedule, a copy of which is attached hereto as "**Exhibit A,**" and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et. seq. of the Government Code of the State of California and in accordance with the said schedule and upon the request of the Department Head and with the consent in writing of the City Clerk, without further action by the City Council of the City of Huntington Beach.

Section 3. With the consent of the City Clerk, City Administrator, and City Attorney, updates to the retention periods are hereby authorized to be made to the Citywide Records Retention Schedule without further action by the City Council of the City of Huntington Beach.

Section 4. The term "records" as used herein shall include any or all documents, instructions, books, microfilms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the day of , 2008.

Mayor

APPROVED AS TO FORM:

City Attorney

4/7/08

INITIATED AND APPROVED:

City Clerk

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EXHIBIT A

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Administration

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RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
CITY ADMINISTRATOR / COUNCIL SUPPORT										
Admin.		Administrative Regulations	Until Superseded - **Minimum 2 years**		Until Superseded **Minimum 2 years**	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S	Yes: When Superseded	GC §34090
Admin.		Administrative Files (Includes Travel)	2 years		2 years		Mag, Ppr			GC §34090
Admin. ~~AS / Human Resources~~		Association Records: Outside Memberships (ICMA, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090.7
~~AS / Human Resources~~		Awards, Mayor's Awards ~~Recognition of Employees~~	2 years		2 years		Mag, Ppr			GC §34090
Admin.		Citizen's Inquiries, Complaints, Communications, Logs & Resolutions	3 years		3 years		Mag, Ppr			Consistent with operational complaints; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Admin.		City Administrator's Weekly Report	2 years		2 years		Mag, Ppr			GC §34090
Admin.		Council Member and Mayor's Correspondence	Term of Office - **Minimum 2 years**		Term of Office - **Minimum 2 years**		Mag, Ppr			Administrative value to cover terms of office; GC §34090
Admin.		Council Member and Mayor's expenses for external organizations (not City expenses)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090

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Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Admin.		Internal Studies and Reports	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**		Mag, Ppr			GC §34090
Admin.		Projects & Issues (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**	Yes: While Active Issues	Mag, Ppr			GC §34090
Admin. ~~Org. Effect.~~		Strategic Plan	Until Superseded **Minimum 2 years**		Until Superseded **Minimum 2 years**	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: When Superseded	GC §34090

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RECORDS RETENTION SCHEDULE: ADMINISTRATION

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
PUBLIC INFORMATION / HBTV-3 / CABLE TV										
Admin.		HBTV-3	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Admin.		Cable TV Complaints	2 years		2 years		Mag, Ppr			GC §34090
Admin.		Cable TV Franchise Administration / PACT Administration	Completion + 5 years		Completion + 5 years		Mag, Ppr			Department Preference; Conforms with City-Wide standards for agreements; GC §34090
Admin.		Cable TV Programming, Production & Scheduling	2 years		2 years		Mag, Ppr			GC §34090
Staffing Dept.		Cable TV Video Tapes	90 days		90 days		Tape (Mag)			Consistent with video tape retention for public meetings; GC §34090.7
Staffing Dept.		Cable TV Video Tapes: Historical events	90 days	P	P		Tape (Mag)			When content is of historic significance; GC §34090.7
Admin.		Press Releases	2 years		2 years		Mag, Ppr			GC §34090
~~Org. Effect.~~		~~Customer Service, Process Improvements~~	~~2 years~~		~~2 years~~		~~Mag, Ppr~~			~~GC §34090~~

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RECORDS RETENTION SCHEDULE - BUILDING and SAFETY

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Building & Safety	Permit #	Applications	When No Longer Required		When No Longer Required		Mag, Ppr			Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Building & Safety		Building Permits - ALL	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 30 days	Department Preference; Statewide guidelines propose permanent; GC §34090
Building & Safety		Building Permit **Database**	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Building & Safety	Permit #	Building Plans - ALL (includes soils reports, energy calculations, commercial structural plans, commercial structural calculations, expired projects)	2 years	Life of Building	Life of Building	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 30 days	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UBC and UAC require 90 days from completion date for residential and appurtenances; UAC §303.2; UBC §106.4.2; H&S§19850, GC §34090
Building & Safety		Certificates of Occupancy	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 30 days	Statewide guidelines propose life of building; GC §34090
Building & Safety	Permit #	Inspection Records: ~~Correspondence, Fees,~~ Appeal Requests, Inspection Reports	When Permit Finalled		When Permit Finalled		Mag, Ppr			Records used to facilitate permit issuance; Projects may expire after 2 years; GC §34090
Building & Safety	Permit #	Lists: Correction, Building, Plan Review, Plan Check Form, Building Correction List, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory Records / Preliminary Documents used to facilitate permit issuance; Projects may expire after 2 years; GC §34090

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Adopted: 2/4/02
Revised:

RECORDS RETENTION SCHEDULE - BUILDING and SAFETY

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Building & Safety	Permit #	Project File (finalled projects / **Residential)** Reports: Calculations, Energy, Soils, Specifications submitted by applicant	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After 30 days	This information is reflected on the plans; GC §34090 et seq.
Building & Safety	Permit #	Project File (finalled projects / **Commercial)** Reports: Specifications, energy and soils reports	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After 30 days	This information is reflected on the plans; GC §34090 et seq.
Building & Safety	Permit #	Sign Permits - ALL	2 years	P ~~Life of Sign~~	P ~~Life of Sign~~	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After 30 days	Department Preference; Law requires for the life of the building for commercial only; Statewide guidelines propose 2 years for blueprints & specifications; UBC requires 90 days from completion date; UBC §106.4.2, H&S§19850, GC §34090

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City Attorney

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RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Lead Dept.		Abatements, Code Violations: Resolved **without** Warrant or Complaint (administrative citations)	2 years		2 years	Yes: Until Resolution	Mag, Ppr			Department Preference (copies); GC §34090.7
City Attorney		Attorney Day Files (Letters and Memos from City Attorney)	When No Longer Required - **Minimum 10 years**		When No Longer Required - **Minimum 10 years**		Mag, Mfr, OD, Ppr	S/I	No	Department Preference (covers claim / litigation retention period); GC §34090
City Attorney		City Attorney Opinion Index	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	No	Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney		City Attorney Opinions	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	No	Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney		Closed Session Informational Letters / Memos	When No Longer Required - **Minimum 5 years**		When No Longer Required - **Minimum 5 years**		Mag, Ppr			Department Preference (covers claim / litigation retention period); GC §34090
City Attorney		Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 2 years		Final Disposition + 2 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
City Attorney ~~AS Human Resources~~		Grievance Reports	2 ~~5~~ years		2 ~~5~~ years	~~Yes: Before Disposition~~	Mag, Ppr			Department Preference; GC §34090.~~7~~

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RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Attorney		Litigation Files / Legal Case Files: Historical (Orange County Bankruptcy, etc.)	Settle + 1 year	Indefinite (minimum 4 years)	Indefinite (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Historical Cases are determined by the City Attorney; Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6, 68150; PC §832.5
City Attorney		Litigation Files / Legal Case Files: Regular	Settle + 1 year	4 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6, 68150; PC §832.5
City Attorney		Request for Legal Services (RLS)	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
~~City Attorney or City Treasurer~~		~~Small Claims~~	~~Fully Paid + 2 years~~		~~Fully Paid + 2 years~~	~~Yes: Until Closed~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Meets auditing needs; GC §34090~~
Lead Dept.		Subject Files (e.g. Dog Park, Cable TV, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Reference materials and copies of documents generated by other departments pertaining to various topics required by Attorney staff; GC §34090 et seq.

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City Clerk

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RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Clerk		Historical Records	P		P		Mag, Mfr, OD, Ppr	S / I	No	City Clerk determines historical records; GC §34090
100 - GENERAL ADMINISTRATION										
Lead Dept.	100.10	Policy & Procedures	Until Superseded		Until Superseded		Mag, Ppr			Lead Depart. Is OFR; GC §34090.7
City Clerk	100.20	Organization Charts	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Lead Dept.	100.30	Department Monthly / Annual Reports	10 years		10 years		Mag, Ppr			Department Preference - Lead Dept is OFR; GC §34090
City Clerk	100.50	Restructuring / Reorganization	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
110 - BOARDS / COMMISSIONS / COMMITTEES										
City Clerk	110.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	110.20	Applications & Resignations: SUCCESSFUL	5 years		5 years		Mag, Ppr			Statute of Limitations: Public official misconduct is discovery of offense + 4 years, Statewide guidelines propose Appointment + 5 years; GC §34090; PC §§801.5, 803©
City Clerk	110.25	Applications & Resignations: UNSUCCESSFUL	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	110.30	Recognitions	4 years		4 years		Mag, Ppr			Department Preference - Matches terms of office; GC §34090 et seq.
Staffing Depart.		**AUDIO TAPES / RECORDINGS** of Meetings	2 years		2 years	–	Tape (Mag)			Department preference (only 30 days is required); GC §54953.5(b)

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Adopted: 2/4/02
Revised:

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Staffing Depart.		**VIDEO TAPES / VIDEO RECORDINGS** of meetings (ALL)	10 years		10 years	–	Tape (Mag)			Department preference; Video tapes are only required for 90 days; GC §34090.7
City Clerk	110.40	Code of Ethics	Superseded (minimum 2 years)		Superseded (minimum 2 years)		Mag, Mfr, OD, Ppr	I		Department Preference; GC §34090
City Clerk	110.50	Maddy Act	2 years		2 years		Mag, Ppr			GC §34090 et seq.
120 - CITY COUNCIL										
City Clerk		**AUDIO TAPES / RECORDINGS** of Meetings	2 years		2 years	–	Tape (Mag)			Department preference (only 30 days is required); GC §54953.5(b)
City Clerk		**VIDEO TAPES / VIDEO RECORDINGS** of meetings (ALL)	10 years		10 years	–	Tape (Mag)			Department preference; Video tapes are only required for 90 days; GC §34090.7
City Clerk	120.10	Policy & Procedures	Superseded	P	P		Mag, Mfr, OD, Ppr	I	Yes: After Superseded	Department Preference; GC §34090
City Clerk	120.20	Liaison Appointments	4 years		4 years		Mag, Ppr			Department Preference - Matches terms of office; GC §34090 et seq.
City Clerk	120.25	Ad Hoc Committees	Sunset of Committee + 2 years		Sunset of Committee + 2 years		Mag, Ppr			Department Preference - Matches terms of office; GC §34090 et seq.
City Clerk	120.30	Goals & Objectives	5 years		5 years		Mag, Ppr			Department Preference; GC §34090 et seq.
City Clerk	120.40	Appointments / Resignations to Council	P		P		Mag, Mfr, OD, Ppr	I	Yes: After Superseded	Department Preference - Historical Value; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Clerk	120.50	Adjourned & Special Meetings: Affidavits of Postings	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	120.55	Agenda Postings	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	120.60	Proclamations	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	120.65	Minutes	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	120.70	Commendations / Acknowledgments	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	120.75	Resolutions	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	120.80	Closed Session	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	120.85	Unagendized Council Comments	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	120.90	Request for Staff Reports / Responses	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	120.95	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.

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Adopted: 2/4/02
Revised:

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125 - OTHER CITY ENTITIES										
~~City Clerk~~	~~(all)~~	~~Affidavits of Postings, Notices, Proof of Publications, etc~~	~~2 years~~		~~2 years~~		~~Mag, Ppr~~			~~Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)~~
City Clerk	125.10	Public Facilities Corp. (PFC): Minutes, Resolutions	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	125.20	Civic Improvement Corp (CIC): Minutes, Resolutions	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	125.30	Public Finance Authority: Minutes, Resolutions	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	125.35	All affidavits of postings, Notices, proof of Publications, etc	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Clerk	125.40	Parking Authority: Minutes, Resolutions	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	125.45	Bolsa Chica Conservancy - Bolsa Chica Land Trust	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Non-records retained for reference; GC §34090
City Clerk	125.50	HB Fourth of July Foundation	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Non-records retained for reference; GC §34090
130 - CITY EMBLEMS										
City Clerk	130.10	~~Unused~~ City Seal	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090

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City Clerk	130.20	City Logo	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.30	City Tree	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.40	City Flower (Geranium)	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.45	City Car (Woody)	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.50	City Slogan	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.55	City Memorials	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.60	Redevelopment Seal	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.70	Civic Improvement Corporation Seal	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	130.80	Public Finance Authority Seal	P		P	~~Yes~~	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
140 - ORGANIZATIONS - LOCAL										
City Clerk	140.10	Administration	5 years		5 years		Mag, Ppr			Department Preference; GC §34090

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City Clerk	140.20	Downtown Business Association ~~Merchants Guild~~	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	140.30	Chamber of Commerce	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
~~City Clerk~~	140.40	Reserved ~~HB/FV Visitors & Convention Bureau~~	~~5 years~~		~~5 years~~		~~Mag, Ppr~~			~~Department Preference; GC §34090~~
City Clerk	140.50	Boys and Girls Club	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	140.60	Public Cable Television Authority (PCTA)	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	140.70	HB Conference and Visitors Bureau	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	140.80	VFW Posts	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	140.90	Big Independent Cities Excess Pool (BICEP)	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
150 - ORGANIZATIONS - AT LARGE										
City Clerk	150.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	150.20	Southern California Association of Governments (SCAG)	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	150.30	Sister Cities	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	150.40	League of California Cities	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	150.50	Orange County Housing Authority	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	150.55	Orange County Auto Theft Task Force	2 years		2 years		Mag, Ppr			GC §34090

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City Clerk	150.60	American Coastal Coalition	2 years		2 years		Mag, Ppr			GC §34090
160 - PUBLIC INFORMATION / RELATIONS										
City Clerk	160.10	Administration	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	160.20	Informal Petitions (submitted to Council on any subject. (Dog Parks, Parking, Traffic Calming, etc.) Also see Elections for Initiative, Recall or Referendum)	2 years		2 years		Ppr			Department Preference; Law requires 1 year for petitions; GC §50115
City Clerk	160.30	Public Comments	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	160.40	Presentations / Donations	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	160.50	Public Records Requests	2 years		2 years		Mag, Ppr			GC §34090
170 - RECORDS MANAGEMENT										
City Clerk	170.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	170.20	Vital Records Storage	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	170.30	Microfilm Program	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	170.40	Regulations / Policy	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090

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City Clerk	170.50	Disposition of Records	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	170.60	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
180 - RISK MANAGEMENT										
City Clerk	180.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	180.20	Insurance Policies & Certificates (City-owned): **Liability** (General & Public), Workers Compensation (prior to 1980, when the City became self-insured)	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	Yes: After Expiration	For protection from litigation; GC §34090
HR~~AS~~/ Risk Manag.	180.40	Claims Against the City	2 years		2 years		Mag, Ppr			Human Resources ~~City Attorney~~ is OFR; GC §34090.7
HR~~AS~~/ Risk Manag.	180.50	Incident / Accident Reports	2 years		2 years		Mag, Ppr			Human Resources ~~Administrative Services~~ is OFR; GC §34090.7
City Clerk	180.60	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Staffing Depart.	180.70	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
200 - FACILITIES - Civic Center										
City Clerk	200.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.

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Public Works	200.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	200.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
205 - FACILITIES - Community Centers										
City Clerk	205.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	205.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	205.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
210 - FACILITIES - Library										
City Clerk	210.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	210.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	210.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7

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215 - FACILITIES - Corporate Yard										
City Clerk	215.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	215.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	215.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
220 - FACILITIES - Police Building										
City Clerk	220.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	220.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	220.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
225 - FACILITIES - Rodgers Seniors' Center										
City Clerk	225.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	225.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090

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Staffing Depart.	225.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
230 - FACILITIES - City Gym / Pool										
City Clerk	230.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	230.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	230.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
235 - FACILITIES - Oak View Center										
City Clerk	235.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	235.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	235.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
240 - FACILITIES - Municipal Pier / Plaza										
City Clerk	240.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.

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Public Works	240.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	240.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
245 - FACILITIES - Beach										
City Clerk	245.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	245.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	245.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
250 - FACILITIES - Water Operations										
City Clerk	250.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	250.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	250.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7

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255 - FACILITIES - Fire Stations										
City Clerk	255.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	255.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	255.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
260 - FACILITIES - Heliport										
City Clerk	260.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	260.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	260.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
265 - FACILITIES - Cultural Arts Center										
City Clerk	265.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	265.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090

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Staffing Depart.	265.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
270 - FACILITIES - Surf Museum										
City Clerk	270.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	270.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	270.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
275 - FACILITIES - Parking Structures										
City Clerk	275.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	275.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	275.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
280 - FACILITIES - Youth Shelter										
City Clerk	280.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.

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Public Works	280.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	280.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
285 - FACILITIES - Emerald Cove Senior Center										
City Clerk	285.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	285.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	285.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
290 - FACILITIES - Gun Range										
City Clerk	290.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	290.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	290.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7

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295 - FACILITIES - Central Park Senior Center										
City Clerk	295.10	Administration / Operation / Maintenance	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	295.20	Capital Improvements (All)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
Staffing Depart.	295.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
300 - AUDITS										
City Clerk	300.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk ~~AS / Finance~~	300.20	Audits - City	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference ~~Finance also retains permanently;~~ GC §34090
City Clerk ~~AS / Finance~~	300.30	Audits - Redevelopment Agency	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference ~~Finance also retains permanently;~~ GC §34090
City Clerk ~~AS / Finance~~	300.40	Audits - Public Facilities Corporation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference ~~Finance also retains permanently;~~ GC §34090
City Clerk ~~AS / Finance~~	300.50	Audits - Civic Center Improvements Corporation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference ~~Finance also retains permanently;~~ GC §34090

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City Clerk ~~AS / Finance~~	300.60	Audits - Public Finance Authority	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference ~~- Finance also retains permanently;~~ GC §34090
City Clerk ~~AS / Finance~~	300.70	Audits - Parking Authority~~: Minutes, Resolutions~~	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference ~~- Finance also retains permanently;~~ GC §34090
310 - FINANCIAL STATEMENTS / REPORTS										
City Clerk	310.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	310.20	Financial Statements / Treasurer's Reports - City	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
City Clerk	310.30	Financial Statements / Treasurer's Reports - Redevelopment Agency	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
City Clerk	310.40	Financial Statements / Treasurer's Reports - Public Facilities Corporation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
City Clerk	310.50	Financial Statements / Treasurer's Reports - Civic Improvements Corporation	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090

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City Clerk	310.60	Financial Statements / Treasurer's Reports - Advisory Group	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
City Clerk	310.70	Financial Statements / Treasurer's Reports - Cable Television	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
City Clerk	310.80	Financial Statements / Treasurer's Reports - West Orange County Water Board (WOCWB)	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
City Clerk	310.90	Financial Statements / Treasurer's Reports - Other City ~~All~~ Agencies	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
320 - BUDGET										
~~AS /~~ Finance	320.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			~~AS /~~ Finance is OFR; GC §34090.7
City Clerk	320.20	City Annual Operating	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference - Finance also retains permanently; GC §34090
City Clerk	320.30	Preliminary Budget	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	320.40	Capital Improvement Budget	5 years		5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference (meets auditing standards); GC §34090

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City Clerk	320.45	Unbudgeted Expenditures	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §34090
City Clerk	320.50	Clerk's Working File	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary documents / transitory records; GC §34090
~~AS /~~ Finance	320.60	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
City Clerk	320.70	Parking Authority	2 years		2 years		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
City Clerk	320.80	West Orange County Water Board (WOCWB) / Water Well Lines	P		P		Mag, Ppr			GC §34090
330 - DEBT SERVICE										
City Clerk	330.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			~~AS /~~ Finance is OFR; GC §34090.7
City Clerk	330.20	General Obligation Bonds	2 years	Cancellat., Redemption or Maturity + 8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.

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City Clerk	330.30	Revenue Bond: City and/or Agency	2 years	Cancellat., Redemption or Maturity + 8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk	330.40	Revenue Bond: Public Facilities Corp.	2 years	Cancellat., Redemption or Maturity + 8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk	330.50	Revenue Bond: Civic Improvement Corp.	2 years	Cancellat., Redemption or Maturity + 8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.

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City Clerk	330.60	Revenue Bond: Public Finance Authority	2 years	Cancellat., Redemption or Maturity + 8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk	330.70	Revenue Bond: Tax Anticipation (Notes)	2 years	Cancellat., Redemption or Maturity + 8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
City Clerk	320.80	Clerk's Working File	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary documents / transitory records; GC §34090
City Clerk	330.90	Revenue Bond: Parking Authority	2 years	Cancellat., Redemption or Maturity + 8 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.

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340 - REVENUE AND TAXATION										
~~AS /~~ Finance	340.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
~~AS /~~ Finance	340.20	Fee Schedule	When No Longer Required		When No Longer Required		Mag, Ppr			~~AS /~~ Finance is OFR; GC §34090.7
City Treasurer	340.30	Business Licenses	When No Longer Required		When No Longer Required		Mag, Ppr			~~AS /~~ Finance is OFR; GC §34090.7
City Clerk	340.50	Utilities Tax	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After 2 years	Department Preference; GC §34090
City Clerk	340.55	Transient Occupancy Tax (TOT)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After 2 years	Department Preference; GC §34090
City Clerk	340.69	County Taxes	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After 2 years	Department Preference; GC §34090
Lead Dept.	340.70	Federal Grants / Programs	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Copies - GC §34090.7
City Clerk	340.80	State Grants / Programs	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Copies - GC §34090.7
Finance	340.85	Programs / Other	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Copies - GC §34090.7
City Clerk	340.90	Taxes	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After 2 years	Department Preference; GC §34090

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~~City Clerk~~	~~340.50~~	~~Utilities Tax~~	~~P~~		~~P~~		~~Mag, Mfr, OD, Ppr~~	~~S/I~~	~~Yes: After 2 years~~	~~Department Preference; GC §34090~~
350 - SPECIAL ASSESSMENT / IMPROVEMENTS DISTRICTS										
Lead Dept.	350.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	350.20	Underground Utilities	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
City Clerk	350.30	Reimbursement / Improvements / Assessment Districts	Completion + 2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Infrastructure; GC §34090
400 - REDEVELOPMENT										
Econ. Develop.	400.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Econ. Develop.	400.20	Special Studies / Reports	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
Econ. Develop.	400.30	Policy / Regulations	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
City Clerk	400.40	Biennial Public Hearing	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Department Preference; GC §34090
City Clerk	400.50	Redevelopment Closed Sessions	2 years		2 years		Mag, Ppr			GC §34090

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City Clerk	400.60	Adjourned & Special Meetings: Affidavits of Postings	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
410 - REDEVELOPMENT PROJECT AREAS										
City Clerk	410.05	Redevelopment Project Areas	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.10	Huntington Center Redevelopment Project Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.20	Main-Pier Redevelopment Project Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.25	Beach Blvd. Redevelopment Project Area (Beach Corridor)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.30	Oakview Redevelopment Project Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.35	Warner-Goldenwest Redevelopment Project Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.40	Talbert-Beach Redevelopment Project Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.50	Talbert Gap Flood Control Redevelopment Project Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090

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City Clerk	410.55	Southeast Coastal Redevelopment Project Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.60	Civic Center	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.65	Florida-Utica Enhancement Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.70	Commodore Circle Funding Area	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	410.80	Advisory Group	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
420 - LAND USE CONTROL										
Planning	420.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Planning	420.20	Policy / Regulations	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
City Clerk	420.35	Signs / Sign Code / Appeals	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	420.40	Conditional Use Permit Appeals	P		P		Mag, Ppr			GC §34090
City Clerk	420.50	Conditional Exception Appeals	P		P		Mag, Ppr			GC §34090
City Clerk	420.60	Final Tract Maps / Tentative Tract Maps	P		P		Mag, Ppr			GC §34090

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City Clerk ~~Public Works~~	420.70	Parcel Maps Release Transmittals	2 years		2 years		Mag, Ppr			Public Works is OFR; GC §34090.7
City Clerk	420.80	Coastal Development / Plans / Permits / Appeals	P		P		Mag, Ppr			GC §34090
City Clerk	420.85	Local Coastal Program	P		P		Mag, Ppr			GC §34090
Planning	420.90	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
City Clerk	420.95	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
425 - CODE COMPLIANCE / CODE ENFORCEMENT										
City Clerk ~~Planning~~	425.10	Administration - Demolition Photos	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
430 - HOUSING										
City Clerk	430.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	430.30	Preservation / Rehabilitation / Relocation	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	430.50	Affordable Housing	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090
City Clerk	430.55	Senior Housing	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Infrastructure; GC §34090

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City Clerk	430.60	Mobilehome Parks	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
Economic Develop.	430.70	Studies and Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Staffing Depart.	430.80	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
440 - PLANNING										
Planning	440.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Planning	440.20	Census Information	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
City Clerk	440.30	Master Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090
City Clerk	440.40	General Plan Conformance	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090
City Clerk	440.50	General Plan Amendments	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090
City Clerk	440.60	Regional Planning	25 years		25 years		Mag, Ppr			Non records (department preference); GC §34090
City Clerk	440.70	Moratoriums	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090
City Clerk	440.80	Special Studies / Reports	25 years		25 years		Mag, Ppr			Non records (department preference); GC §34090

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City Clerk	440.90	Advisory Groups - Formation, Appointments	P		P		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
450 - ZONING										
Planning	450.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	450.20	Zoning Change Case Files	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090
City Clerk	450.30	Specific Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090
City Clerk	450.40	Special Studies / Reports	10 years		10 years		Mag, Ppr			GC §34090
460 - ECONOMIC DEVELOPMENT										
City Clerk	460.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	460.30	Industrial / Business (e.g. Auto Business District)	Termination of District + 5 years		Termination of District + 5 years		Mag, Ppr			Meets auditing standards; GC §34090
City Clerk	460.35	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
500 - ANIMAL CONTROL										
City Clerk	500.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	500.20	Regulations	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090

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510 - EMERGENCY SERVICES										
Police or Fire	510.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
~~City Clerk~~	~~(all)~~	~~Plans and Programs (all)~~	~~10 years~~		~~10 years~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: After 10 years~~	~~Department Preference; GC §34090~~
City Clerk	510.20	Disaster Plan	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	510.30	Civil Defense	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	510.40	Mutual Assistance/Paramedics	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	510.45	FireMed Program	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	510.50	Ambulance	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	510.60	Hospital	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	510.70	Geological Hazards	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090

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520 - ENVIRONMENTAL PROTECTION										
Lead Dept.	520.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	520.15	Policy / Positions	10 years		10 years		Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
City Clerk	520.20	Hazardous Materials (Oil Spills, etc.)	30 years		30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 10 years	Claims can be made for 30 years for toxic subst. exposure; 8 CCR §3204(d)(1) et seq., GC § 34090
City Clerk	520.30	Coastal Protection / Off Shore Oil	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 10 years	Copies - Department Preference; GC §34090.7
City Clerk	520.35	Beach Erosion	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 10 years	Copies - Department Preference; GC §34090.7
City Clerk	520.40	Oil / Methane Gas	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 10 years	Copies - Department Preference; GC §34090.7
City Clerk	520.50	Noise Pollution	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	520.60	Energy Conservation	10 years		10 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
Planning	520.70	CEQA / EIR / ND	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Planning is OFR - Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7
City Clerk	520.75	Air Quality	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Planning	520.80	Weed Abatement	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Code Enforcement retains originals; GC §34090.7

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Lead Dept.	520.85	Orange County Vector Control	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
Staffing Depart.	520.90	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
530 - POLICE PROTECTION										
Lead Dept.	530.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Lead Dept.	530.20	Helicopter Program	10 years		10 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
Lead Dept.	530.30	Police Towing Program	10 years		10 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
540 - FIRE PROTECTION										
Lead Dept.	540.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
550 - FLOOD CONTROL										
Lead Dept.	550.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	550.20	Flood Control Districts / Channels	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	550.40	Drainage	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	550.50	Reports / Studies	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090

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Staffing Depart.	520.70	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
560 - PARKING CONTROL										
Lead Dept.	560.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	560.20	Enforcement Regulation	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	560.30	Signs	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	560.35	Parking Meters / Lots	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	560.40	Residential Parking Permits / Cul de Sac Parking / Diagonal / Parking Districts	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
Staffing Depart.	560.60	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
570 - PUBLIC WELFARE										
City Clerk	570.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Lead Dept.	570.20	Drug & Alcohol Abuse	2 years		2 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
Lead Dept.	570.30	Obscenity / Pornography	10 years		10 years		Mag, Ppr			Copies - Department Preference; GC §34090.7

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City Clerk	570.40	Handicapped	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
Lead Dept.	570.50	Social Services Organizations / Groups	5 years		5 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
City Clerk	570.60	Nuisance Abatement Liens	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Land Records; GC §34090
Staffing Depart.	570.70	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
580 - TRAFFIC CONTROL										
Lead Dept.	580.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Lead Dept.	580.30	Special Studies / Reports	3 years		3 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
Lead Dept.	580.40	Enforcement	15 years		15 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
City Clerk	580.50	Control Devices	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Clerk	580.60	Regulations / Speed Limits	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
Lead Dept.	580.70	Pedestrian Safety	3 years		3 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
Lead Dept.	580.80	Bicycle Safety / Equestrian Safety	3 years		3 years		Mag, Ppr			Copies - Department Preference; GC §34090.7

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Staffing Depart.	580.90	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
590 - SENIOR CITIZENS										
Lead Dept.	590.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Lead Dept.	590.30	Tender Loving Care / Meals on Wheels / Feedback Foundation	5 years		5 years		Mag, Ppr			Copies - Department Preference; GC §34090.7
Staffing Depart.	590.40	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
600 - AGREEMENTS / CONTRACTS										
Lead Dept.	600.05	Administration	2 years ~~When No Longer Required~~		2 years ~~When No Longer Required~~		Mag, Ppr			GC §34090 et seq.
City Clerk	600.10	Professional Services Agreements	Completion + 10 years		Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090

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City Clerk	600.15	Federal Agreements	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	600.20	State Agreements	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	600.25	County Agreements	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090

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City Clerk	600.30	Redevelopment Agency	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	600.35	Concession Agreements	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	600.40	Joint Powers Agreements (JPAs)	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Administrative & legal value (Emergency Preparedness), GC §34090
City Clerk	600.45	Franchises	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090

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City Clerk	600.50	Agreements & Cash Contracts - Other City Entities: **ALL INFRASTRUCTURE:** Architects, buildings, bridges, drainage, park improvements, Public Works, reservoirs, sewers, sidewalks, signals, street & alley improvements, utilities, water, wheelchair ramps, etc. **Exceptions:** ~~Demolitions,~~ landscaping, street paving	P		P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703
City Clerk	600.55	Agreements & Cash Contracts Approved by Council: **NON-INFRASTRUCTURE**: Consultants, Landscaping, Slurry Seals, Tree Trimming, Leases, Professional Services, Demolitions (Not Infrastructure projects)	Completion + 10 ~~5~~ years		Completion + 10 ~~5~~ years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	600.60	Agreements & Cash Contracts Approved by Council: **Retirement** Agreements (PERS)	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 34090

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City Clerk	600.65	Agreements & Cash Contracts - Other City Entities: **Title Insurance, Land Records** (Subdivision, LLA's (Lot Line Adjustments), & LSA's (Lot Split Agreements))	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	600.70	Agreements ~~& Cash Contracts~~ Approved by Council: **MOUs** - Memorandas of Understanding	Expiration + 15 years		Expiration + 15 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr			EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 34090
City Clerk	600.90	MSC (Miscellaneous Service Contracts)	Completion + 5 years		Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
AS/ Purchasing	600.95	Purchase Orders	Completion + 5 years		Completion + 5 years		Mag, Ppr			Copies; GC §34090.7
City Clerk or Purchasing	(various)	Agreements & Cash Contracts: **Unsuccessful Bids**	Bid Opening + 2 years		Bid Opening + 2 years		Ppr			GC § 34090
610 - INCORPORATION										
City Clerk	610.10	Articles of Incorporation	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090

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City Clerk	610.15	Uniform Codes (e.g. Uniform Building Code, etc.)	P		P		Mag, Ppr			Department Preference; Non records - can be obtained from the State, if required; GC §34090
City Clerk	610.20	Charter	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	610.30	Annexations	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	610.40	Local Agency Formation Commission (LAFCo)	4 years		4 years		Mag, Ppr			Department Preference; Non records - can be obtained from the LAFCo if required; GC §34090
620 - ELECTIONS										
City Clerk	620.10	Administration	10 years		10 years		Mag, Ppr			GC §34090 et seq.
City Clerk	620.15	Elections - Roster of Voters, Voter Index		5 years	5 years		Mag, Mfr, OD, Ppr			EC §§17300, 17001
City Clerk	620.20	**General Municipal Elections** - HISTORICAL File (Sample ballot, calling, consolidation, canvass, affidavits, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	620.25	Elections - Petitions (Initiative, Recall or Referendum)	8 mo.		8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400

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City Clerk	620.30	**Special / Other Municipal Elections** - HISTORICAL File (Sample ballot, calling, consolidation, canvass, affidavits, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	620.35	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Duration of Office + 4 years		Ppr	S / M / I	After 2 years	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; recommend term + 4 years for administrative value; GC § 34090
City Clerk	620.40	Elections - Precinct Maps	2 years		2 years		Mag, Ppr			No specific legal requirement; Statewide guidelines propose 2 years; County Clerk sends to Secretary of State; EC §17501, GC §34090
~~City Clerk~~	~~620.40~~	~~FPPC Blank Forms, Lists, and Administration~~	~~When No Longer Required 5 years~~		~~When No Longer Required 5 years~~		~~Mag, Mfr, OD, Ppr~~			~~FPPC Opinion (Now available on Internet)~~
City Clerk	620.45	Elections - Nomination Papers	8 years		8 years		Mag, Mfr, OD, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	620.50	Regulations / Procedures	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090

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City Clerk	620.60	Elections - Absentee Applications, Roster of Absentee Applications, Envelopes, Ballots After Election, After Recount, Assessment Districts (Prop 218 proceedings), Challenged and Assisted Voters Lists, Inspectors Receipts for Ballots, Precinct officers Appointments, Tally Sheets, Copies of Voter Index and Record of Polling Places		6 mo.	6 mo.		Ppr			EC §§17505, 17302, 17306, 17503, 17304, and CA Constitution Article XIII
City Clerk	620.65	Oaths of Office: Other (required of all "City Officers")	P		P		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	620.70	Elections - Certificates of Election	8 years	P	P		Ppr	S	Yes: After Inactive	Department Preference; No specific legal requirement; Statewide guidelines propose 4 years; GC § 34090
City Clerk	620.75	Elections - Campaign Reports (FPPC 400 Series Forms): OTHER COMMITTEES (PACS)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	620.80	Elections - Campaign Reports (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES Elected Officials	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; CCP§583.320(a)(3); GC §81009(b)(g)

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City Clerk	620.85	Elections - Campaign Reports (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES	5 years		5 years		Ppr			Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	620.90	Elections - Campaign Reports (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(f)
City Clerk	620.95	Clerk's Working File	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary documents / transitory records; GC §34090
630 - LEGAL OPERATIONS										
City Attorney	630.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
City Clerk	630.30	Legal Opinions	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC §34090
City Attorney	630.40	Litigation	2 years		2 years		Mag, Ppr			Copies; GC §34090.7
City Clerk	630.50	Legal Procedures	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			GC §34090
City Clerk	630.55	Ethics Training Certificates	5 years		5 years		Mag, Ppr			GC §53235.2(b)
City Clerk	630.60	Conflict of Interest Code	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	630.65	FPPC 700 Series Forms (Statement of Economic Interests): **DESIGNATED EMPLOYEES** (specified in the City's Conflict of Interest code)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes	City maintains original statements; GC §81009(e)(g)

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City Clerk	630.70	FPPC 700 Series Forms (Statement of Economic Interests): **PUBLIC OFFICIALS** (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	2 years	2 years	4 years		Mfr, OD, Ppr	S	After 2 years	City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk	630.75	FPPC 700 Series forms (Statement of Economic Interests): **Boards and Commissions**	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes	City maintains original statements; GC §81009(e)(g)
City Clerk	630.80	Affidavits of Postings, Notices, Proof of Publications, etc - Ordinances	2 years		2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; Statute of Limitations for mailings for annexations, special districts, bonds is 60 days; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1) ~~Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090~~
City Clerk	630.85	FPPC 700 Series Forms (Statement of Economic Interests) by Department)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes	City maintains original statements; GC §81009(e)(g)
City Clerk	630.90	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.

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640 - LEGISLATION										
City Clerk	640.10	Ordinances / Amendments	P		P	Yes: All	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	640.15	Uniform Codes Adopted by Reference	P		P	Yes: All	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
City Clerk	640.20	Codification (City Clerk's working file)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	640.30	County	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	640.40	State	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	640.50	Federal	2 years		2 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	640.90	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
650 - REAL PROPERTY										
Lead Dept.	650.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
~~Economic Develop.~~	~~650.20~~	~~Appraisal Reports: Property NOT purchased~~	~~When No Longer Required~~		~~When No Longer Required~~		~~Mag, Ppr~~			~~Copies; GC §34090.7~~
~~Economic Develop.~~	~~650.20~~	~~Appraisal Reports: Purchased Property~~	~~When No Longer Required~~		~~When No Longer Required~~		~~Mag, Ppr~~			~~Copies; GC §34090.7~~
City Clerk	650.20	Acquisitions (Deeds, Title Reports, etc.)	P		P	Yes: All	Mag, Mfr, OD, Ppr	S	No	GC §34090

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City Clerk	650.40	Acquisitions - Parks/Fire Stations (Deeds, Title Reports, etc.)	P		P	Yes: All	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	650.50	Acquisitions - Eminent Domain (Deeds, Title Reports, etc.)	P		P	Yes: All	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	650.60	Tax Collector's Sales (notification of County surplus property)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	650.70	Surplus Property / Property Sold	P		P	Yes: All	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	650.80	Easements / Deeds / Quitclaims	P		P	Yes: All	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	650.90	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
700 - PERSONNEL ADMINISTRATION										
City Clerk	700.10	Amendments to City Classification Plan	15 years		15 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	700.20	Personnel Policies / Procedures	15 years		15 years		Mag, Ppr			Department Preference; GC §34090
City Clerk	700.30	Surveys / Studies	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Human Resources ~~City Clerk~~	700.40	Assistance Programs ~~Administration~~	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	700.50	Retirement Benefits (PERS)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC §34090

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City Clerk	700.55	Deferred Compensation	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC §34090
~~AS/~~ Human Resources	700.60	Recruiting and Selection	2 years		2 years		Mag, Ppr			GC §34090
AS/ Human Resources	700.70	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
City Clerk	700.80	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	700.90	Elected Officials	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
710 - TRAINING AND EMPLOYMENT PROGRAMS										
Lead Dept.	710.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
AS/ Human Resources	710.20	Employee Development	5 years		5 years		Mag, Ppr			Department Preference - Copies; GC §34090.7
AS/ Human Resources	710.30	Youth Employment Services	5 years		5 years		Mag, Ppr			Department Preference - Copies; GC §34090.7
AS/ Human Resources	710.40	Organizational Development	5 years		5 years		Mag, Ppr			Department Preference - Copies; GC §34090.7
720 - EMPLOYEE RELATIONS										
AS/ Human Resources	720.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
AS/ Human Resources	720.20	Bargaining Units / Associations	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7

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800 - STREETS / HIGHWAYS AND FREEWAYS										
Public Works	800.10	Administration	P		P		Mag, Ppr			GC §34090 et seq.
City Clerk	800.20	Street Improvements	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After project completion	Infrastructure; GC § 34090
Public Works	800.30	Federal Aid Urban (FAU Program)	3 years		3 years		Mag, Ppr			Copies; GC §34090.7
Public Works	800.35	Intermodal Surface Transportation Efficiency Act (ISTEA)	3 years		3 years		Mag, Ppr			Copies; GC §34090.7
Public Works	800.40	Orange County Arterial Highway Financing Program (AHFP)	3 years		3 years		Mag, Ppr			Copies; GC §34090.7
Public Works	800.45	Orange County Combined Transportation Authority Funding Program (OCCTA)	3 years		3 years		Mag, Ppr			Copies; GC §34090.7
City Clerk	800.50	Vacations / Abandonments / Dedications	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After project completion	Infrastructure; GC § 34090
City Clerk	800.55	Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After project completion	Infrastructure; GC § 34090
City Clerk	800.60	Street Openings - Closures / Extensions	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After project completion	Infrastructure; GC § 34090
City Clerk	800.70	Street Names / Changes / Numbering	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Infrastructure; GC § 34090
City Clerk	800.90	Precise Plan of Street Alignment	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Infrastructure; GC § 34090

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City Clerk	800.95	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
810 - SOLID WASTE MANAGEMENT										
Public Works	810.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	810.20	Refuse Collection / Landfill / Dumps	P		P		Mag, Ppr			Department Preference - Copies; GC §34090.7
Public Works	810.30	Litter Control	5 years		5 years		Mag, Ppr			Department Preference - Copies; GC §34090.7
City Clerk	810.40	Rates	5 years		5 years		Mag, Ppr			Meets auditing standards; GC §34090
Public Works	810.60	Recycling Programs / Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Department Preference; GC § 34090
820 - WATERWAYS										
Public Works	820.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
City Clerk	820.20	Waterway / Pierhead Lines	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Infrastructure; GC § 34090
Staffing Depart.	820.30	Advisory Groups (Bylaws are permanent)	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
830 - SIDEWALKS										
Public Works	830.10	Administration	P		P		Mag, Ppr			GC §34090 et seq.

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City Clerk	830.20	Sidewalks / Curbs / Gutters / Driveways / Pedestrian Bridges / Wheelchair Ramps	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After 10 years	Infrastructure; GC § 34090
840 - INFRASTRUCTURE										
Public Works	840.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Public Works	840.20	Studies and Reports	10 years		10 years		Mag, Ppr			Copies; GC §34090.7
Staffing Depart.	840.50	Advisory Groups (Bylaws are permanent)	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
900 - ARTS										
Lead Dept.	900.10	Administration	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
Comm. Services	900.20	Special Events	When No Longer Required		When No Longer Required	Yes: Before Event	Mag, Ppr			Copies (Community Services is OFR); GC §34090.7
City Clerk	900.30	Gifts / Acquisitions	5 years		5 years		Mag, Ppr			Meets Auditing Standards; GC §34090
Staffing Depart.	900.40	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
910 - HISTORIC PRESERVATION										
Lead Dept.	910.10	Administration	P		P		Mag, Ppr			GC §34090 et seq.
City Clerk	910.20	City History	P		P		Mag, Mfr, OD, Ppr	S	No	GC § 34090

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City Clerk	910.30	Historical Preservation	P		P		Mag, Mfr, OD, Ppr	S	No	GC § 34090
City Clerk	910.35	Archaeological Resources	P		P		Mag, Mfr, OD, Ppr	S	No	GC § 34090
Staffing Depart.	910.40	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
City Clerk	910.50	Your Departments Working File	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090 et seq.
920 - PARKS										
Lead Dept.	920.10	Administration	P		P		Mag, Ppr			GC §34090 et seq.
City Clerk	920.20	Master Plan - Parks	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
City Clerk	920.30	Regional Parks	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
City Clerk	920.40	City Parks	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
City Clerk	920.50	Huntington Central Park	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
City Clerk	920.60	Shipley Nature Center	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090

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City Clerk	920.70	Equestrian Center / Equestrian	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
Staffing Depart.	920.80	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
930 - PATHS & TRAILS										
Lead Dept.	930.10	Administration	P		P		Mag, Ppr			GC §34090 et seq.
City Clerk	930.20	Master Plan - Paths & Trails	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
940 - TRANSPORTATION SERVICES										
Lead Dept.	940.10	Administration	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	940.20	OCTD	10 years		10 years		Mag, Ppr			Department Preference; GC § 34090
City Clerk	940.30	Special Transportation Programs	10 years		10 years		Mag, Ppr			Department Preference; GC § 34090
City Clerk	940.50	Plans / Studies / Reports	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
Lead Dept.	940.60	Taxi Cab Rates / Permit Fees	2 years		2 years		Mag, Ppr			GC §34090
OCTC	940.80	Orange County Transportation Commission (OCTC)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.
950 - LIBRARY SERVICES										
Library	950.10	Administration	2 years		2 years		Mag, Ppr			GC §34090 et seq.

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(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Library	950.20	Special Events / Programs / Reports	10 years		10 years		Mag, Ppr			Department Preference - Copies; GC § 34090.7
Staffing Depart.	950.30	Advisory Groups	When No Longer Required		When No Longer Required		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
960 - COMMUNITY EVENTS										
Lead Dept.	960.10	Administration	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Comm. Services	960.20	Special Events - General	2 years		2 years	Yes: Before Event	Mag, Ppr			Copies (Community Services is OFR); GC §34090.7
Comm. Services	960.30	Fourth of July Celebration	2 years		2 years	Yes: Before Event	Mag, Ppr			Copies (Community Services is OFR); GC §34090.7
Comm. Services	960.40	Community Festival	2 years		2 years	Yes: Before Event	Mag, Ppr			Copies (Community Services is OFR); GC §34090.7
Comm. Services	960.50	Walks / Races / Runs	2 years		2 years	Yes: Before Event	Mag, Ppr			Copies (Community Services is OFR); GC §34090.7
Comm. Services	960.60	Surfing Contests	2 years		2 years	Yes: Before Event	Mag, Ppr			Copies (Community Services is OFR); GC §34090.7
Staffing Depart.	960.70	Advisory Groups	2 years		2 years		Mag, Ppr			Copies (staffing Department is OFR); GC §34090.7
1000 - WATER SERVICES										
Lead Dept.	1000.10	Administration	P		P		Mag, Ppr			GC §34090 et seq.
City Clerk	1000.20	Rates / Fees	5 years		5 years		Mag, Ppr			Meets Auditing Standards; GC §34090

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RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Clerk	1000.50	Master Plan	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
Public Works	1000.70	West Orange County Water Board (WOCWB) Agendas	P		P		Mag, Ppr			Non-records; GC §34090 et seq.
Public Works	1000.75	Metropolitan Water District	2 years		2 years		Mag, Ppr			Non-records; GC §34090 et seq.
Public Works	1000.80	Orange County Water District	P		P		Mag, Ppr			Non-records; GC §34090 et seq.
Public Works	1000.85	Quality Control	P		P		Mag, Ppr			Copies; GC §34090.7
City Clerk	1000.90	Conservation / Water Reclamation / Water Management Plan	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
1010 - TELEPHONE										
Lead Dept.	1010.10	Administration	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	1010.20	Rates / Fees	5 years		5 years		Mag, Ppr			Meets Auditing Standards; GC §34090
1020 - SEWERS / SANITATION - WASTEWATER MANAGEMENT										
Public Works	1020.10	Administration	P		P		Mag, Ppr			GC §34090 et seq.
City Clerk	1020.20	Capital Improvements	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 10 years	GC § 34090
City Clerk	1020.50	Other Agencies / Districts	2 years		2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Public Works	1020.60	Policies & Procedures	P		P		Mag, Ppr			Department Preference; GC §34090 et seq.
Public Works	1020.70	Special Studies / Reports	10 years		10 years		Mag, Ppr			Department Preference - Copies; GC §34090.7

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If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
1040 - PUBLIC UTILITIES										
Lead Dept.	1040.10	Administration	2 years		2 years		Mag, Ppr			GC §34090 et seq.
City Clerk	1040.20	Electric Utilities	P		P		Mag, Ppr			Department Preference; GC § 34090

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City Treasurer

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RECORDS RETENTION SCHEDULE - CITY TREASURER

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: S=Scan I=Import	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
~~AS /~~ Finance		Accounts Receivable - billing ~~numeric~~ control copy (e.g. Business License, ~~Developer's Impact Fee Payments,~~ Fire-Medical, Police DUI's, ~~Transient Occupancy Tax, Utility Billing Receipts,~~ etc.)	1 year		1 year	Yes: Until Paid	Mag, Ppr			City Treasurer keeps t~~he numeric control~~ copy for auditing purposes; GC §34090.7
City Treasurer		Affirmative Action Program for Bank Files (part of RFP package)	2 years		2 years		Mag, Ppr			GC §34090
City Treasurer ~~AS / Finance~~		Aging Computer Job Reports (Accounts Receivable, Municipal Service, Business License, Permits)	When No Longer Required		When No Longer Required		Mag, Ppr			Copies / Preliminary Drafts (the Database is the original); GC §34090.7
~~AS / Finance~~		~~Application for Refunds~~	~~2 years~~		~~2 years~~	~~Yes: Until Paid~~	~~Mag, Ppr~~			~~Copies maintained for auditing purposes; GC §34090.7~~
~~City Treasurer~~	~~Address~~	~~Applications (Utility Connects / disconnects - Customer "yellow cards")~~	~~Closed, Fully Paid + 2 years~~		~~Closed, Fully Paid + 2 years~~	~~Yes: Until Closed~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Meets auditing needs; GC §34090~~
~~City Treasurer~~		~~Audits (Performed by City employees) - e.g. Business License Investigations)~~	~~Resolution + 2 years~~		~~Resolution + 2 years~~		~~Mag, Ppr~~			~~Consistent with Code enforcement, meets auditing requirements; GC §34090~~
City Treasurer		Bankruptcies	Final Resolution + 2 years		Final Resolution + 2 years	Yes: Until Paid	Mag, Ppr			Retained for auditing purposes; GC §34090
~~City Treasurer~~		~~Billing Records (customer name, service address, meter reading, usage, payments, etc.)~~	~~2 years~~	~~3 years~~	~~5 years~~	~~Yes: When Account Open~~	~~Mag, Mfr, OD, Ppr~~	~~I~~	~~Yes: After 1 year~~	~~Consistent with Accounts Receivable; GC §34090~~
City Treasurer ~~Finance / Payroll~~		Billing: COBRA and Retiree Medical	Termination of Service + 5 years		Termination of Service + 5 years	Yes: During Service	Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Retained to cover auditing standards; GC §34090

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RECORDS RETENTION SCHEDULE - CITY TREASURER

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: S=Scan I=Import	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Treasurer		Bonds - Cash	Return to Issuer Upon Council Direction		Return to Issuer Upon Council Direction	Yes: Until Project is Complete	Mag, Mfr, OD, Ppr	S	No	After Notice of Completion has been filed, no longer needed; GC §34090
City Treasurer		Bonds - Debt: Investment Records (~~AS /~~ Finance holds actual bonds)	Maturity	10 years	Cancellat., Redemption or Maturity + 10 years		Mag, Mfr, OD, Ppr	I	Yes: After 1 year	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.; GC § 53921(City Treasurer destroys bonds)
City Treasurer		Bonds - Maintenance	Expiration of Bond + 2 years		Expiration of Bond + 2 years	Yes: Until Project is Complete	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Treasurer		Bonds - Performance	Return to Issuer Upon Council Direction		Return to Issuer Upon Council Direction	Yes: Until Project is Complete	Mag, Mfr, OD, Ppr	S	No	After Notice of Completion has been filed, no longer needed; GC §34090
~~City Treasurer~~		~~Business Improvement Districts (BIDs)~~	~~2 years~~	~~3 years~~	~~5 years~~		~~Mag, Ppr~~			~~Retained for Auditing purposes; GC §34090~~
~~City Treasurer~~		~~Business License Applications and Renewals~~	~~Termination of Business~~	~~Termination of Business + 5 years~~	~~Termination of Business + 5 years~~	~~Yes: Until Termination of Business~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Retained for Auditing purposes; GC §34090~~
~~City Treasurer~~		~~Business License Computer Generated Reference Reports~~	~~When Superseded~~		~~When Superseded~~		~~Mag, Ppr~~			~~Transitory Records; GC §34090~~
~~City Treasurer~~		~~Business License Notice of Violations and Civil Citations~~	~~Fully Paid + 2 years~~		~~Fully Paid + 2 years~~	~~Yes: Until Paid~~	~~Mag, Ppr~~			~~Meets auditing needs; GC §34090~~

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RECORDS RETENTION SCHEDULE - CITY TREASURER

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: S=Scan I=Import	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
~~AS /~~ Finance		Cash Receipts (Numeric Control Copy)	1 year		1 year		Mag, Ppr			Copies (City Treasurer retains numeric control copy for auditing purposes); GC §34090.7
~~City Treasurer~~		~~Checks - Canceled (Cashed) or Voided~~	~~2 years~~	~~5 3 years~~	~~7 5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337~~
City Treasurer		Civil Citations	Closed (fully paid) + 2 years		Closed (fully paid) + 2 years	Yes: Until Closed	Mag, Ppr			GC §34090
City Treasurer	Finance says you are the OFR for these	Collections / VWA	2 years	5 years	7 years		Mag, Ppr	S / I	Yes: After Inactive	Department Preference (Negative credit information is retained for 7 years on consumer credit reports); GC §34090
City Treasurer		Collections: Unpaid or Uncollected Debts: Small Claims, Parking, Library, Returned Checks, etc.	Until Paid		Until Paid		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Collection Agencies continue to collect as long as they wish; Library sends unpaid accounts directly to the collection agency; Department Preference; GC §34090
~~City Treasurer~~	~~Alphabetical~~	~~Customer Accounts (Closed)~~	~~3 years after terminated~~		~~3 years after terminated~~		~~Mag, Ppr~~			~~Department preference; Published articles show 7 years for customer ledgers; GC §34090~~
City Treasurer		Daily Batch Work Files	2 years		2 years		Mag, Ppr			GC §34090
City Treasurer		Daily Cash Forecast Files	2 years		2 years		Mag, Ppr			GC §34090
City Treasurer ~~Finance / Payroll~~		Deferred Compensation Statements (Investments Only)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference (meets auditing standards); Published articles for bank statements show 4 -7 years; GC §34090

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RECORDS RETENTION SCHEDULE - CITY TREASURER

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Treasurer		Deposits, Daily Cash Reports & Receipts	2 years	3 years	5 years		Mag, Ppr			Consistent with auditing standards; GC §34090
City Treasurer		Escheat (Unclaimed money / uncashed checks)	Escheat + 2 years		Escheat + 2 years		Mag, Ppr			All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; Meets auditing requirements CCP §§340(4), ~~1519;~~ GC §34090
City Treasurer		Investment Files: Individual Transactions (Broker confirmations, Certificates of Deposit, Wire Transfers, Broker Confirmation, Bid data, bank rates, etc.)	2 years	3 years	5 years		Mag, Ppr			Supporting documentation for Investments of Operating Funds; meets auditing standards; GC §34090
~~AS /~~ Finance		Investment Files: Monthly Statements ~~Transactions~~ (Broker Statements, Monthly Bank Statement ~~Cash & Investment Report,~~ etc.)	2 years		2 years		Mag, Ppr			Copies; GC §34090.7
		Investment of Bond Funds - See Bonds								
City Treasurer		Investment of Operating Funds (Direct Investments)	2 years	5 years	7 years	Yes: Until Disposal	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Published articles show disposal + 7 years for security brokerage slips; other cities show audit + 7 - 10 years; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
City Treasurer		Investment Reports	2 years	8 years	10 years		Mag, Ppr			Department preference; meets auditing standards; GC §34090
City Attorney		Legal Opinions Relating to the City Treasurer	2 years	P	P	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090.7

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RECORDS RETENTION SCHEDULE - CITY TREASURER

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If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
~~City Treasurer~~		~~Licenses Issued by the City Treasurer~~	~~Termination of Business~~	~~Termination of Business + 5 years~~	~~Termination of Business + 5 years~~	~~Yes: Until Termination of Business~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Retained for Auditing purposes; GC §34090~~
City Treasurer		Liens	P		P	Yes: Until Paid	Mag, Mfr, OD, Ppr	S	Yes: 1 year	GC §34090(a)
City Treasurer		Notice of Decision (3rd Party)	2 years		2 years		Mag, Ppr			GC §34090
~~City Treasurer~~		~~Permits Issued by the City Treasurer (includes Home Occupation Permits)~~	~~Termination of Business~~	~~Termination of Business + 5 years~~	~~Termination of Business + 5 years~~	~~Yes: Until Termination of Business~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Retained for Auditing purposes; GC §34090~~
Police		Regulatory Permits Issued by Police (Entertainment, Massage, Bingo, Tattoo, etc.)	2 years		2 years		Mag, Ppr			GC §34090
~~AS /~~ Finance		Reports - Except Sympro and Investment Reports	When No Longer Required		When No Longer Required		Mag, Ppr			Copies; GC §34090.7
City Treasurer		Reports - Sympro and Investment Reports	2 years	8 years	10 years		Mag, Ppr			Department preference (exceeds auditing requirements); GC §34090
~~City Attorney or~~ City Treasurer		Small Claims	Fully Paid + 2 years		Fully Paid + 2 years	Yes: Until Closed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Meets auditing needs; GC §34090
~~AS /~~ Finance		State Board of Equalization (Seller's Permit ~~Sales tax reports~~)	When No Longer Required		When No Longer Required		Mag, Ppr			Not accessible to the Public; consistent with Accounts Payable; GC §34090
City Treasurer		Transient Occupancy Tax (TOT)	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Retained for auditing purposes; GC §34090

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(OFR)			Active (in office)	Inactive / CD or Mfr	Total Retention	Vital?	Media Options	Image: S=Scan I=Import	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
~~AS /~~ Finance		Utility User and Refuse Tax Exemptions (low income discounts): All records except correspondence (New Applications and Revisions/Updates)	When No Longer Required		When No Longer Required	Yes: Until Canceled	Mag, Ppr			Copies; GC §34090.7
City Treasurer		Wire Transfers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	For auditing purposes; GC §34090, 26 CFR 1.6001-1
City Treasurer		Working Files (Administrative, Parking Citation, etc.)	2 years		2 years		Mag, Ppr			Consistent with City-wide standards; GC §34090

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Community Services

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RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Comm. Services		Agreements for Contractors: Class Instructors etc.	Completion + 2 years	3 years	Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	These are the only contracts or agreements NOT sent to the City Clerk because the term is too difficult for City Clerk to determine; Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.
~~Comm. Services~~		~~Agreements for Contractors: Class Instructors etc.~~	~~Completion + 2 years~~	~~3 years~~	~~Completion + 5 years~~	~~Yes: Until Completion~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: After Inactive~~	~~These are the only contracts or agreements NOT sent to the City Clerk because the term is too difficult for City Clerk to determine; Consistent with City-wide standards; Statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements.~~
~~Comm. Services~~		~~Alcohol Use Permits~~	~~4 years~~		~~4 years~~	~~Yes: During Event~~	~~Mag, Ppr~~			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343~~

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If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Comm. Services		Art Center Exhibits (Administration, etc.)	4 years		4 years		Mag, Mfr, OD, Ppr			Statute of Limitations for contracts is 4 years, personal property 3 years; meets auditing requirements; CCP ^§337, 338; GC §34090
Comm. Services		Art Center Foundation	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr			Foundation is a private non-profit organization (non-records); GC §34090
~~Comm. Services~~		~~Art In Public Places Program~~	~~4 years~~		~~4 years~~		~~Mag, Mfr, OD, Ppr~~			~~Statute of Limitations for contracts is 4 years, personal property 3 years; CCP ^§337, 338; GC §34090~~
Comm. Services		Beach Maintenance Log	3 years		3 years		Mag			Consistent with Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Comm. Services		Case Management Files: Project Self-Sufficiency, Senior Services, Meals, Transportation, etc.: Applications, Scholarships, Program Files, etc.	Inactive + 5 4 years		Inactive + 5 4 years	Yes: Before Event	Mag, Ppr			Department preference; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090 ~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343~~
~~Comm. Services~~		~~Donations~~	~~4 years~~		~~4 years~~		~~Mag, Mfr, OD, Ppr~~			~~Meets auditing standards; GC §34090~~
~~Comm. Services~~		~~Emerald Cove Senior Housing Administration Files~~	~~4 years~~		~~4 years~~	~~Yes: Before Event~~	~~Mag, Ppr~~			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343~~
~~Comm. Services~~		~~Emergency Contact Authorization Forms (Given to site provider – Coach, Instructor, etc.)~~	~~Upon Conclusion of Class or Program~~		~~Upon Conclusion of Class or Program~~	~~Yes: During Class or Program~~	~~Ppr~~			~~Transitory record used to contact relatives in the event of an emergency; GC §34090~~

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Comm. Services		Emergency Contact List	When Superseded		When Superseded		Mag, Mfr, OD, Ppr			Transitory Record; GC §34090
Comm. Services		Emergency Reports / Incident **Reports**	3 years		3 years		Mag, Ppr			Department Preference; Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090
Comm. Services		Emergency Response / Incident **Database**	Indefinite		Indefinite	Yes	Mag, Ppr			Department preference; Data fields are inter-related; GC §34090 et seq.
Public Works	Vehicle Numbers	Equipment Maintenance History (Beach Equipment)	Life of Equipment + 2 years		Life of Equipment + 2 years		Mag, Ppr			Department Preference; GC §34090
Comm. Services		Facility Use Requests (Room Reservations, Parks, etc.)	2 ~~4~~ years		2 4 years	Yes: Before Event	Mag, Ppr			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years;~~ GC §34090~~, CCP §§337, 343~~
Comm. Services		Film Permits	2 ~~4~~ years		2 4 years	Yes: Before Event	Mag, Ppr			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years;~~ GC §34090~~, CCP §§337, 343~~
~~Comm. Services~~		~~Gun Range Historical Files~~	~~When No Longer Required (minimum 2 years)~~		~~When No Longer Required (minimum 2 years)~~		~~Mag, Ppr~~			~~Department preference; GC §34090~~
Human Resources ~~AS~~ / Risk Manage.		Initial Incident Reports (medical and non-medical)	1 year		1 year		Mag, Ppr			Copies - Risk Management is OFR; GC §34090.7

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Comm. Service		Junior Lifeguard Program (Applications, etc.)	4 years		4 years	Yes: During Program	Mag, Ppr			Statute of Limitations for Health Providers is 3 years; Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 340.5, 343
Comm. Service		Log Books - "Headquarters Log"	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: Disposal	Department Preference; For historical weather information; GC §34090
Comm. Services		Meals on Wheels	4 years		4 years		Mag, Mfr, OD, Ppr			Statute of Limitations for contracts is 4 years, personal property 3 years; meets auditing requirements; CCP ^§337, 338; GC §34090
~~Comm. Services~~		~~Newland House Museum (operated by Historical Society)~~	~~2 years~~		~~2 years~~		~~Ppr~~			~~GC §34090~~
Comm. Services		Non-profit Organization Files (501(c)3)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
~~Comm. Services~~		~~Parades (e.g. 4th of July)~~	~~4 years~~		~~4 years~~	~~Yes: Before Event~~	~~Mag, Ppr~~			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343~~
City Clerk		Park Development Master Files (Capital Improvement Projects, Plans, etc.)	P		P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC § 34090
Comm. Services		Parking and Camping Registration Forms	2 ~~4~~ years		2 ~~4~~ years		Mag			~~Covers Statute of Limitations in the event of a claim; CCP §§337 et seq.,~~ GC §34090

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Comm. Services		Parking Meter Repair & Maintenance ~~Administration~~	2 ~~4~~ years		2 ~~4~~ years		Mag, Ppr			~~Meets auditing standards;~~ GC §34090
~~Comm. Services~~		~~Parking Structure Administration Files~~	~~4 years~~		~~4 years~~	–	~~Mag, Ppr~~			~~Meets auditing standards; GC §34090~~
Comm. Services		Parking Ticket Receipts / Numbers Sold	2 years		2 years		Ppr			GC §34090
~~Comm. Services~~		~~Quarterly Tenant Contracts & Administration (Duke's Restaurant, etc.)~~	~~Completion + 5 years~~ ~~4 years~~		~~Completion + 5 years~~ ~~4 years~~	–	~~Mag~~			~~Covers Statute of Limitations in the event of a claim; CCP §§337 et seq., GC §34090~~
Comm. Services		Recreation Database	Indefinite		Indefinite	Yes	Mag, Ppr			Department preference; Data fields are inter-related; GC §34090 et seq.
Comm. Services		Recurrent Personnel Files ~~("1,000 hour employees")~~: Includes application, separation, loyalty oath, training and certificates, disciplinary actions, commendations, Personnel Action Forms - Excludes Medical Records	Separation + 3 years		Separation + 3 years	Yes: Until Separation	Mag, Ppr			EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Comm. Services		Registration Forms, Class Rosters, Event Sign-ups (May include Hold Harmless, Medical Release, Liability, & Waiver Agreements)	4 years		4 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr			Department Preference; Statute of Limitations for personal property is 3 - 5 years; CCP §337, 338 et seq., GC §34090
Comm. Services		School District Facility Use Forms	2 ~~4~~ years		2 ~~4~~ years		Mag, Ppr			~~Department Preference; Statute of Limitations for personal property is 3 - 5 years; CCP §337, 338 et seq.,~~ GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Comm. Services		Senior Transportation Program	4 years		4 years	Yes: Before Event	Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Comm. Services		Ship's Logs	Life of Vessel + 2 years		Life of Vessel + 2 years		Mag, Ppr			Department Preference; GC §34090
Comm. Services		Special Event Permits / Specific Events	2 ~~4~~ years		2 4 years	Yes: Before Event	Mag, Ppr			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years;~~ GC §34090~~, CCP §§337, 343~~
Comm. Services		Transportation Trip Sheets	2 years		2 years		Ppr			GC §34090
Comm. Services		Vehicle Maintenance History (Beach Vehicles)	Life of Vehicle + 2 ~~4~~ years		Life of Vehicle + 2 ~~4~~ years		Mag, Ppr			~~Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq.,~~ GC §34090
Comm. Services		Vehicle Safety Checks / Daily Vehicle Inspections / Vehicle Usage Reports	2 years		2 years		Ppr			GC §34090
Comm. Services		Volunteer Group Applications & Agreements (Beach Clean-ups, etc.) See City-wide for Volunteers & Training Files	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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RECORDS RETENTION SCHEDULE - ECONOMIC DEVELOPMENT

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Econ. Develop.		Business Development Files (Issues and/or projects will vary over time - e.g. Hotels, etc.)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			GC §34090
Econ. Develop.		City-owned Properties: APN Files (Assessor Parcel Number Files)	Sale of Property + 2 years		Sale of Property + 2 years		Mag, Ppr			Department preference; GC §34090
City Clerk		Commercial Rent Subsidy Agreements, Annual Payment files, correspondence, etc.	Termination + 5 years		Termination + 5 years		Mag, Mfr, OD, Ppr			Original agreements are approved by the City Council; GC §34090 et seq.
~~Econ. Develop.~~		~~Comparison of Development Alternatives~~	~~When No Longer Required (minimum 2 years)~~		~~When No Longer Required (minimum 2 years)~~		~~Mag, Mfr, OD, Ppr~~			~~GC §34090~~
Econ. Develop.		Consolidated Action Plan	5 years		5 years		Mag, Ppr			Consolidated Plan Requirement; GC §34090
Econ. Develop. ~~Comm. Services~~		Emerald Cove Senior Housing Administration Files	4 years		4 years	Yes: Before Event	Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Planning		Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Inside** City boundaries	When No Longer Required		When No Longer Required	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Planning is OFR; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7

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~~Econ. Develop.~~		~~Environmental Determinations (Federal Projects)~~	~~Program End + 5 years~~		~~Program End + 5 years~~		~~Mag, Ppr~~			~~Planning retains Final EIRs; Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7~~
Econ. Develop.		Feasibility Studies, with or without a project	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Mfr, OD, Ppr			GC §34090
Econ. Develop.		Housing - Affordability Monitoring Files (includes bond projects, density bonus, & other projects where there are affordability restrictions)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
Econ. Develop.		Housing - Inclusionary - Applications to Purchase - NOT approved (withdrawn or denied)	2 years		2 years		Mag, Ppr			GC §34090
Econ. Develop.		Housing - Inclusionary Program - Resident Files - Approved applications to purchase, Subordination Agreements, Calculations of Sales Price, copies of Deeds of Trust, etc.	Resident Moves or Affordability Termination + 5 years		Resident Moves or Affordability Termination + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090

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Econ. Develop.		Housing - Loan Applications: Funded (e.g. Rehabilitation, Down Payment Assistance, etc.)	Loan Pay-off + 5 years		Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
Econ. Develop.		Housing - Loan Applications: Not Funded	2 years		2 years		Mag, Ppr			GC §34090
Econ. Develop.		HUD Applications and Reports and Proof of Publications	Annual Report + 5 years		Annual Report + 5 years		Mag, Ppr			Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090
Econ. Develop.		Litigation Guarantees	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	For protection from litigation; GC §34090 et seq.
Econ. Develop.		Market Study, Prospective Financial Analysis	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**		Mag, Mfr, OD, Ppr			GC §34090
Econ. Develop.		Project Files - Active (e.g. Pier, Blocks, etc.): Includes Environmental Documents ~~Assessments,~~ Planning Documents, Phases, etc.	Termination + 5 ~~2~~ years		Termination + 5 ~~2~~ years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: After Project Completion	Department Preference; City Clerk Maintains originals of all documents that were presented to Council or RDA; GC §34090.7

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~~Econ. Develop.~~		~~Proof of Publications / Public Notices~~	~~5 years~~		~~5 years~~		~~Mag, Ppr~~			~~Consistent with Consolidated Plan Requirements; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)~~
Econ. Develop.		Proposals, Development and Analysis of Alternatives	2 ~~3~~ years		2 ~~3~~ years		Mag, Ppr			~~Department Preference;~~ GC §34090
City Clerk		Real Estate (includes deeds, abandonments, easements, right-of-ways, vacations, etc.)	When No Longer Required		When No Longer Required	Yes: Before Purchase or Sale	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	City Clerk is OFR; GC §34090.7
Econ. Develop. ~~Admin. Services~~		Real Estate Appraisal Reports (all)	When No Longer Required - **Minimum 2 years**		When No Longer Required - **Minimum 2 years**		Mag, Ppr			~~Copies;~~ GC §34090.~~7~~
~~Econ. Develop. or AS / Real Prop.~~		~~Real Estate Appraisal Reports: Property **NOT** purchased~~	~~2 years~~		~~2 years~~		~~Mag, Ppr~~			~~Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)~~
~~AS / Real Prop.~~		~~Real Estate Appraisal Reports: Purchased Property~~	~~Transfer to Real Property~~		~~Transfer to Real Property~~		~~Mag, Ppr~~			~~AS / Real Property is OFR; GC §34090~~
Econ. Develop. ~~City Clerk~~		Real Estate Title Reports / Title Insurance / Litigation Guarantees	P ~~When No Longer Required~~		P ~~When No Longer Required~~	Yes	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Copies; GC §34090.7
City Attorney		Relocation Appeals	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5

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Fire		Site Clearance / Soils Remediation / Mitigation	When No Longer Required		When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	No	Copies; GC §34090.7
~~AS /~~ Finance		Statement of Indebtedness / Annual Report to State / State Controllers Report	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Copies; GC §34090.7
Econ. Develop.		Tax Rebate Agreements, Annual Rebate Files	Termination + 5 years		Termination + 5 years		Mag, Mfr, OD, Ppr			Consistent with City-wide standards; GC §34090

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RECORDS RETENTION SCHEDULE: FINANCE

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ACCOUNTING										
Finance / Accounting		1099's Issued	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; ~~Published articles show permanent; ;~~ IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / Accounting		945 Forms (non-payroll withheld federal income tax - retirees)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	IRS: 4 years after tax is due or paid; Ca. FTB: 3 years;- IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
Finance / Accounting		W-4P (Retirees)	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	IRS: 4 years after tax is due or paid; Ca. FTB: 3 years;- IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
Finance / Accounting		Accounts Payable / Invoices ~~Vendor Files~~ (All Records and Reports - Includes Invoices, ~~P.O.s,~~ Travel Expense Reimbursements, Postage, Credit Card Transmittals, Redemption Records, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Statewide guidelines propose audit + 4 years; ~~Published articles show 3 - 7 years; other cities show 7 - 10 years;~~ GC §34090
Finance / Accounting		Accounts Receivable (All Records and Reports, including Auction Receipts & Records, Parking Bail, Taxes, TOT, Sale & Use Tax, Schedule of Investments)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Statewide guidelines propose audit + 4 years; ~~Published articles show 3 - 7 years; other cities show 7 - 10 years;~~ GC §34090

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Adopted: 2/4/02
Revised:

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
~~Finance / Accounting City Treasurer~~	~~Address~~	~~Applications (Utility Connects / disconnects - Customer "yellow cards")~~	~~Closed, Fully Paid + 2 years~~		~~Closed, Fully Paid + 2 years~~	~~Yes: Until Closed~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Meets auditing needs; GC §34090~~
Finance / Accounting		Assessment District Projects ~~(Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. water, sewer, undergrounding)~~ (Accounting / Payment Administration Records)	Payoff of District + 5 years		Payoff of District + 5 years	Yes: Until Payoff	Mag, Mfr, OD, Ppr	S	Yes: 1 year	City Clerk Maintains Originals; covers auditing standards; GC §34090
Finance / Accounting		Audit Management Letters (not CAFR)	5 years ~~P~~		5 years ~~P~~		Mag, Mfr, OD, Ppr	S / I	Yes: After 1	Department Preference; GC §34090
City Clerk ~~Finance / Accounting~~		Audits	Copies - When No Longer Required ~~P~~		Copies - When No Longer Required ~~P~~		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	~~Department Preference;~~ GC §34090,7
Finance / Accounting ~~City Treasurer~~		Audits (Performed by City employees)	Resolution + 2 years		Resolution + 2 years		Mag, Ppr			Consistent with Code enforcement, meets auditing requirements; GC §34090
Finance / Accounting		Bank Reconciliation & Statements (includes bond statements), Trustee Statements, Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Returned Checks	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	For auditing purposes; ~~Published articles show 3 - 4 years; Other cities show 7 - 10 years;~~ GC §34090, 26 CFR 1.6001-1

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RECORDS RETENTION SCHEDULE: FINANCE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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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.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Finance / Fiscal Services ~~City Treasurer~~		Billing Records (customer name, service address, meter reading, usage, payments, Auto Pay Applications, etc.)	2 years	3 years	5 years	Yes: When Account Open	Mag, Mfr, OD, Ppr	I	Yes: After 1 year	Consistent with Accounts Receivable; GC §34090
~~Finance / Accounting / City Clerk~~		~~Bonds (issuing documents retained by City Clerk) See Bank Statements for statement retention.~~	~~Maturity~~	~~10 years~~	~~Cancellat., Redemption or Maturity + 10 years~~	~~Yes: Until Maturity~~	~~Ppr~~			~~Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.~~
Finance / Budget ~~Accounting~~		Budget Hearing and/or Review (Development Documents & Preliminary Budget)	When No Longer Required ~~2 years~~		When No Longer Required ~~2 years~~		Mag, Ppr			Drafts - Department Preference; GC §34090.7
Finance / Accounting		Budget Transfer Requests & Journals	2 years	3 years	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; City Clerk maintains originals; longer for administrative value; GC §34090.7
City Clerk		Budgets - Adopted	Copies - When No Longer Required ~~P~~		Copies - When No Longer Required ~~P~~	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	~~Department Preference;~~ City Clerk is OFR: Must be filed with County Auditor; GC §34090, 40802, 53901
~~Finance / Accounting City Treasurer~~		~~Business Improvement Districts (BIDs)~~	~~2 years~~	~~3 years~~	~~5 years~~		~~Mag, Ppr~~			~~Retained for Auditing purposes; GC §34090~~

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If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Finance / Fiscal Services ~~City Treasurer~~		Business License Applications and Renewals (includes Home Occupation Permits)	Termination of Business	Termination of Business + 5 years	Termination of Business + 5 years	Yes: Until Termination of Business	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Retained for Auditing purposes; GC §34090
Finance / Fiscal Services ~~City Treasurer~~		Business License Computer Generated Reference Reports	When Superseded		When Superseded		Mag, Ppr			Transitory Records; GC §34090
Finance / Fiscal Services ~~City Treasurer~~		Business License Notice of Violations and Civil Citations	Fully Paid + 2 years		Fully Paid + 2 years	Yes: Until Paid	Mag, Ppr			Meets auditing needs; GC §34090
~~Finance / Accounting~~		~~Chart of Accounts (Print out when Rollover is Done)~~	~~2 years~~	~~P~~	~~P~~	~~Yes~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Department Preference to research Year-end General Ledgers, which are retained permanently; GC §34090~~
Finance / Accounting		Check Registers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Statute of Limitations is 4 years; statewide guidelines propose Audit + 2 years; GC §34090, CCP § 337
Finance / Accounting		Checks - Canceled (Cashed) or Voided	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337

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RECORDS RETENTION SCHEDULE: FINANCE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Clerk ~~Finance / Accounting~~		Comprehensive Annual Financial Report (CAFR)	Copies - When No Longer Required ~~P~~		Copies - When No Longer Required ~~P~~		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	~~Department Preference;~~ City Clerk retains original permanently; statewide guidelines propose 7 years; ; GC §34090.7
Finance / Fiscal Services ~~City Treasurer~~		Customer Accounts (Closed Business Licenses or Utilities)	3 years after terminated		3 years after terminated		Mag, Ppr			Department preference; Published articles show 7 years for customer ledgers; GC §34090
Finance / Accounting		Depreciation Schedules	2 years	5 years ~~P~~	5 years ~~P~~		Mag, Ppr	S / I	Yes: After Inactive	Department Preference; Published articles show 7 years after disposal; GC §34090
~~Finance / Accounting~~		~~Dial-a-Ride Applications~~	~~2 years~~	~~3 years~~	~~5 years~~		~~Ppr~~			~~Consistent with Accounts Receivable; GC §34090~~
~~Finance / Accounting~~		~~Finance Action Orders / Budget Adjustment~~	~~2 years~~	~~3 years~~	~~5 years~~	~~Yes: Current Fiscal Year~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Department Preference; City Clerk maintains originals; longer for administrative value; GC §34090.7~~
Finance / Accounting		Financial Services Database / ERP (Enterprise Resource Planning) Database	Indefinite		Indefinite	Yes	Mag, Ppr			Data fields are inter-related; GC §34090 et seq.
Finance / Accounting		Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Consistent with Accounts Receivable; Statute of limitations is 3 years; statewide guidelines propose 2 - 4 years; ~~published articles show 3 - 6 years;~~ GC §34090, CCP §337
Finance / Accounting		Fixed Assets - Inventory, Schedule of Infrastructure and Buildings	2 years ~~P~~	3 years	5 years ~~P~~		Mag, Mfr, OD, Ppr	S / I	Yes: After 1	Includes permanent assets; GC §34090

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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Finance / Accounting		General Ledger: Final year-end	When No Longer Required ~~2 years~~	~~P~~	When No Longer Required ~~2 years~~		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Preliminary documents (the database is original) ~~Published articles show 3 -10 years; Other Cities have adopted 2 years - 20 years;~~ GC §34090
~~Lead Dept.~~		~~Grants (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance~~	~~2 years~~	~~After Funding Agency Audit, if Required - Minimum 4 years~~	~~After Funding Agency Audit, if required - Minimum 4 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: When Inactive~~	~~Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev 3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090~~
Finance / Accounting		Indirect Cost Plans	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; ~~Published articles show permanent;~~ IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
		Invoices: See Accounts Payable								
Finance / Accounting		Journal Entries	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Statute of Limitations is 4 years; ~~Published articles show 6-7 years~~; GC §34090, CCP §337

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RECORDS RETENTION SCHEDULE: FINANCE

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If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Finance / Accounting		Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments (**MONTHLY OR PERIODIC**) Does NOT include year-end General Ledger.	When No Longer Required ~~2 years~~	~~3 years~~	When No Longer Required ~~5 years~~		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Preliminary documents (the database is original) ~~Department Preference; Published articles show 3 - 6 years;~~ statewide guidelines propose 2 years; GC §34090
Finance / Accounting		Oil Production Tax	2 years	3 years	5 years		Mag, Ppr			Retained for auditing purposes; GC §34090
Finance / Accounting		State Controller's Report / Statement of Indebtedness	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Consistent with periodic report / journal retention; GC §34090

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If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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CENTRAL SERVICES										
Finance / Central Services		Unsuccessful Bids (for bids opened by Central Services)	Bid Opening + 2 years		Bid Opening + 2 years		Ppr			OFR depends upon who opens the bid (e.g. City Clerk); GC § 34090
Finance / Central Services		Successful Bids (products or services)	3 years ~~10 years~~		3 years ~~10 years~~	Yes: Until Completion	Mag, Ppr			Term varies, and can be a multi-year contract; City Clerk is OFR for those that go to Council; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq.
~~Finance / Central Services~~		~~Bidder / Vendor List (Companies that want to receive RFPs / RFQs)~~	~~Superseded~~		~~Superseded~~		~~Mag, Ppr~~			~~Transitory Record used to mail out requests; GC §34090 et seq.~~
Finance / Central Services		Purchase Orders: **Goods & Products**	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr, OD			Department preference; Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; GC §34090, CCP §337
Finance / Central Services		Vehicle and Equipment Leases (when the vehicle or equipment is not subsequently purchased)	Expiration of Lease + 2 years	3 years	Expiration of Lease + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Consistent with agreements and contracts; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq.
Finance / Central Services		Vehicle Title ("Pink Slips")	Upon Disposal of Vehicle		Upon Disposal of Vehicle		Mag, Mfr, OD, Ppr	S / I	No	Provided to new owner; GC §34090

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
PAYROLL										
~~Finance / Payroll~~	~~Employee Name~~	~~Benefit File (Includes Personnel Data Sheet, Medical Enrollment Form, Dental Enrollment Form, all Beneficiary Forms)~~	~~Separation + 5 years~~		~~Separation + 5 years~~	~~Yes: Until Separation~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: After Separation~~	~~Department Preference to match auditing standards; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113~~
~~Finance / Payroll~~		~~Billing: COBRA and Retiree Medical~~	~~Termination of Service + 5 years~~		~~Termination of Service + 5 years~~	~~Yes: During Service~~	~~Mag, OD, Mfr, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Retained to cover auditing standards; GC §34090~~
Finance / Payroll		DE-6 & 941 Forms - Quarterly Payroll Tax Returns	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; ~~Published articles show permanent; ;~~ IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §34090
~~Finance / Payroll~~		~~Deferred Compensation Statements (All reports)~~	~~2 years~~	~~3 years~~	~~5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Department preference (meets auditing standards); Published articles for bank statements show 4 - 7 years; GC §34090~~

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Finance / Payroll		Employee Payroll File (includes W-4s, etc.) ~~Changes to Payroll: Fixit Forms, Address changes, Direct Deposit Forms, Vacation and Comp Time Sales, etc.~~	Upon Separation, Send to Human Resources 2 years	3 years	Upon Separation, Send to Human Resources ~~5 years~~		Mag, Ppr			Retained to match other auditing periods; GC §34090
Finance / Payroll		Garnishments (all records)	Completion + 2 years	3 years	Completion + 5 years		Mag, Ppr			Department preference; Retained to match other auditing periods; GC §34090
~~Finance / Payroll~~		~~Labor Distribution Reports~~	~~2 years~~	~~3 years~~	~~5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Department Preference; consistent with Payroll Registers; GC §34090~~
~~Finance / Payroll~~		~~Pay & Time Entry Register (bi-weekly report)~~	~~5 years~~		~~5 years~~		~~Mag, Ppr~~			~~Retained to match other auditing periods; GC §34090~~
~~Finance / Payroll~~	~~Employee Name~~	~~Payroll File (deduction forms, etc.)~~	~~Separation + 5 years~~		~~Separation + 5 years~~		~~Mag, Ppr~~			~~Retained to match other auditing periods; GC §34090~~
Finance / Payroll		Payroll Registers (all, except year-ending)	When No Longer Required ~~2 years~~	~~3 years~~	When No Longer Required ~~5 years~~		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Preliminary documents / transitory records (the database is the original); ~~Consistent with periodic journals & reports; Published articles show 3 - 10 years; Other Cities have adopted 8 - 20 years;~~ statewide guidelines propose Permanent; ~~29CFR 516.5 - 516.6,~~ GC §34090
Finance / Payroll		Payroll Registers (Detail Year-end W-2 Report)	2 years	P	P		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	For use in reconstructing hours for PERS service for employees; statewide guidelines propose Permanent; 29CFR 516.5 - 516.6, GC §34090

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
~~Finance / Payroll~~		~~Payroll Reports (All)~~	~~2 years~~		~~2 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Department Preference; other monthly reports are retained for 5 years, Year-end General Ledger is retained permanently; GC §34090~~
Finance / Payroll		PERS ~~Annual~~ Reports - Bi-weekly Report to PERS (Employers Statement)	5 years		5 years		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	PERS is OFR; retained to meet auditing standards; GC §34090 et seq.
Human Resources ~~Finance / Payroll~~		Personnel Transaction Forms (Payroll ~~Green~~ Copy)	Copies - When No Longer Required ~~2 years~~	~~3 years~~	Copies - When No Longer Required ~~5 years~~		Mag, OD, Mfr, Ppr	S / I	Yes: After 1 year	Copies (originals retained in employee's Personnel File); retained to match other auditing periods; GC §34090.7
~~Finance / Payroll~~		~~Retiree Medical Insurance Files (includes Medical Subsidy Plan, Retiree Forms, Correspondence, various forms, copies of checks)~~	~~Employee Deceased or 65 years old~~		~~Employee Deceased or 65 years old~~	~~Yes: When eligible for benefits~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Department preference; Retained to cover possibility of coverage with subsidy plan; Plan must be kept termination + 1 year; Statewide guidelines propose Audit + 5 years; Other Cities have adopted termination + 1 year; GC §34090, 29 CFR 1627.3(b)(2)~~
Finance / Payroll		W-2's ~~(includes Performers State Withholding)~~	5 years		5 years		Mag, Ppr			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

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RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
CHIEF / ADMINISTRATION										
Fire		Background Files - Employees, Volunteers & Reservists	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC ~~When Inactive~~	Retained for administrative value; GC §34090
~~AS /~~ Human Resources		Employee Injury and Exposure Reports (Includes Off-duty)	Separation	30 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference (Human Resources is OFR); all employee exposure records are exposure+30 years; 8 CCR §3204(d)(1), et seq.; GC §34090.7
Fire ~~AS / Human Resourc.~~		Grievance Files	Disposition + 4 years ~~1 year~~		Disposition + 4 years ~~1 year~~		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113, LC 1174 GC §§12946, 34090 ~~Copies - AS/ Human Resources is OFR and retains in personnel file for separation + 10 years ; GC §34090.7~~

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RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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Fire		Internal Affairs / Investigations / Discipline Files	Final Disposition + 4 years		Final Disposition + 4 years		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
~~Fire / Finance~~		~~Payroll - Supplemental Records~~	~~1 year~~	~~9 years~~	~~10 years~~		~~Mag, OD, Mfr, Ppr~~	~~S / I~~	~~Yes: After 1 year~~	~~Department Preference - Fire must keep more detailed information than the City-wide system can provide; Finance keeps the official payroll records; GC §34090~~
Fire		Payroll Entry Documentation (e-mail) ~~Time Sheets / Time Cards (Fire Department Only)~~	5 years ~~1 year~~	~~9 years~~	5 ~~10~~ years	Yes: Before Payment	Mag			Department Preference (other departments keep 3 years); Federal law requires payroll records for 3 years; FTB keeps 3 years; Published articles show 4 - 10 years; 29 CFR 1627.3(a); GC §34090
~~AS /~~ Human Resources		Personnel Files - Department-level **Administration Files**	Separation + 30 years ~~Destroy File When Deceased~~		Separation + 30 years ~~Destroy File When Deceased~~	Before Separation	Mag, Ppr			Department preference; Ensure records kept in Department files comply with City policy; Originals are maintained by Human Resources; State & Federal laws require 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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Adopted: 2/4/2002
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RECORDS RETENTION SCHEDULE - FIRE

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~~AS /~~ Human Resources		Personnel Files - **Medical Files**: Medical Examinations, HazMat Exposure Records	Separation + 30 years ~~Upon Separation: Compare with HR's file, destroy copies~~		Separation + 30 years ~~Upon Separation: Compare with HR's file, destroy copies~~		Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference (Human Resources is OFR); Claims can be made for 30 years for toxic subst. 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, 34090.7
~~AS /~~ Human Resources		Personnel Files - **Training Files**: Training, Certificates, First Aid Training Database, etc.	Separation + 30 years ~~Deceased~~		Separation + 30 years ~~Deceased~~	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference (Human Resources is OFR); retained to comply with ISO (Insurance Services Office) requirements and for the convenience of former employees; Paramedic / EMS Training is required for 5 years; 22 CCR 100176(d); GC § 34090
~~AS /~~ Human Resources		Recruitment Files: **Solicited:** Brochure, advertisement, unsuccessful applications, selection materials, tests, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Copies - AS/ Human Resources is OFR and retains for 3 years; GC §34090.7
Fire		Standard Operating Procedures / Policy and Procedure Manual	Superseded + 3 years ~~4 versions (keep 5 past versions on file)~~		Superseded + 3 years ~~4 versions (keep 5 past versions on file)~~	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	No	Department Preference; Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090

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FIRE PREVENTION										
Fire		Abatements, Code Violations (violation database) Life Safety	3 years		3 years	Yes: Until Resolution	Mag, Ppr			GC §34090; UFC §103.3.4
~~Fire~~		~~Arson Reports: Adult Non-Fatalities~~	~~10 years~~	~~20 years~~	~~30 years~~		~~Mag, Ppr~~			~~Department Preference; Pursuant to PC §457.1 adults must register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781;~~
~~Fire~~		~~Arson Registrations: Juveniles released from California Youth Authority~~	~~Age 25 or Sealing Date + 5 years~~		~~Age 25 or Sealing Date + 5 years~~		~~Mag, Ppr~~			~~Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781;~~
Building & Safety		Certificate of Occupancy Applications	1 year		1 year		Mag, Mfr, OD, Ppr	S/I	Yes: After 30 days	Copies; GC §34090.7
Building & Safety		Certificate of Occupancy	P ~~Superseded~~		P ~~Superseded~~		Mag, Mfr, OD, Ppr	S/I	Yes: After 30 days	Copies; GC §34090.7
Fire		Knox Box (locked key to building for emergency entries)	Superseded or Life of Building		Superseded or Life of Building		Mag, Ppr			Non-records used for reference; GC §34090
Fire	Address	Occupancy Files: Commercial Facilities, Places of Public Assembly, Hotels, State-Licensed Facility Inspections (Hospitals, Boarding, Day Care, Group Homes) - Includes Fire Protection System Plans, Permits, Inspections, Sprinklers, Evacuation Plans, etc.	Life of Business (minimum 3 years)		Life of Business (minimum 3 years)		Mag, Ppr			Department Preference; Inspections required for 3 years; CCP §337 et seq., CCP §340.5; GC §34090; UFC §103.3.4

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RECORDS RETENTION SCHEDULE - FIRE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Fire	Address	Occupancy Inspections: Hazardous Materials Storage, Underground Storage Tanks (USTs), Above Ground Storage Tanks (ASTs), or Multiple Violations - Includes Fire Protection System Plans, Permits, Inspections, Sprinklers, Evacuation Plans, etc.	Life of Business (minimum 3 years)	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year	Department preference; Inspections required for 3 years; UFC §103.3.4
Fire	Address	Oil Well Information and Inspections: (Fire Protection System Plans, Inspections, Sprinklers, Evacuation Plans, etc.)	Life of the Well + 10 years		Life of the Well + 10 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	Department Preference; Inspections required for 3 years; UFC §103.3.4
Fire	Address	Special Inspection Permits (e.g. fireworks, et.)	Expiration + 3 years		Expiration + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Statute of Limitations for Health Providers is 3 years; CCP §337 et seq., CCP §340.5; GC §34090
Fire	Address	Sprinkler Systems	Life of the Building		Life of the Building	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After 1 year	Department preference; Inspections required for 3 years; UFC §103.3.4

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If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
EMERGENCY SERVICES / EMERGENCY OPERATIONS CENTER										
Fire		Disaster Claims (FEMA Reimbursement Records)	Settlement + 3 years		Settlement + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC ~~When Inactive~~	Department Preference; GC §34090
Police / Fire		Emergency / Disaster Management	Superseded (minimum 2 years)		Superseded (minimum 2 years)	Yes: Current Policies & Procedures	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Fire	Address	EOS Plan (Office of Emergency Services)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	GC §34090
City Clerk	Address	Evacuation Plans (County Wide)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	Non records (County maintains originals); GC §34090
Fire		Plans: Master Plan, Emergency Management, Oil Spill, etc.	Superseded and Approved		Superseded and Approved	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	No	Statute of Limitations for Health Providers is 3 years; CCP §340.5, GC §34090

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
HAZ MAT PREVENTION										
Fire / Public Works / Planning		HazMat Clean-ups, Federal Clean-ups and/ or Exposure Records (e.g. Ascon Oil, Landfills)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Community Services, Public Works and Fire retain some records until the employee is separated from employment; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Fire		HazMat Disclosure Information	1 year	4 years	5 years		Mag, Ppr			Department Preference; If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years; 8 CCR §3204(d)(1), et seq.
Fire		Petro-Chemical Records (Haz Mat)	Superseded + 2 years	Superseded + 28 years	Superseded + 30 years		Mag, Mfr, OD, Ppr	S/I	No	If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years; Cal Code Reg. §3204(d)(1), et seq.
~~**INFORMATION SERVICES**~~										
~~Fire~~		~~Backup Tapes - DAILY - Network, All Files on Shared Drives~~	~~7 days~~		~~7 days~~	~~Yes~~	~~Mag.~~			~~Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.~~

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
~~Fire~~		~~Backup Tapes - FIRST OF THE MONTH - Network, All Files on Shared Drives~~	~~30 days~~		~~30 days~~	~~Yes~~	~~Mag.~~			~~Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.~~
~~Metronet~~		~~Recordings of Telephone & Radio Communications Tapes (CAD)~~	~~180 days~~		~~180 days~~		~~Mag~~			~~Statewide guidelines propose 180 days (legally mandated for 100 days); GC §§34090, 34090.6~~
~~AS / Finance~~		~~Telephone Records (includes Cellular)~~	~~When No Longer Required~~		~~When No Longer Required~~		~~Mag, Ppr~~			~~Finance is OFR for all purchasing records; GC §§34090.7~~

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RECORDS RETENTION SCHEDULE - FIRE

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
OPERATIONS										
Fire		Annual Reports / Fire Incident Statistics (after 1996 - Metro Cities Fire Authority)	P		P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; GC §34090
Fire		Apparatus ~~& Equipment~~ Records & Testing (Ladders, Defibrulators, etc.)	Surplus + 1year		Surplus + 1 year		Mag, Ppr			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 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090
Fire		Controlled Substance Inventory Records	3 years		3 years	Yes	Mag, Ppr			Department Preference; 24 CFR §1304.04, 1310.04
Fire		Equipment Maintenance Records (Gurneys, etc.)	1 year	2 years	3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Police ~~Fire (Metro Cities Fire Authority)~~		Fire Incident Reports and Investigations: **Capital Crimes / Arson / Homicide**	Transfer to Police ~~2 years~~	~~P~~	Transfer to Police ~~P~~		Mag, Mfr, OD, Ppr	S/I	Yes: After QC ~~When Inactive~~	No statute of Limitations on Capital Crimes; Arson sentences vary between 3 years to life, depending upon the circumstances; CDF recommends Act + 10 years; PC §§451 et seq., 799, GC §34090
Fire (Metro Cities Fire Authority)		Fire Incident Reports and Investigations: **HazMat, Oil Spills, etc.** - includes Emergency Response Reports, ~~Personnel Sign-ins, Exposure Records, Patient Reports~~ & Supplemental Reports	1 year	29 years	30 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC ~~When Inactive~~	Department Preference; If records were not produced by the City, may destroy when no longer required (non-records); all employee exposure records are exposure+30 years; 8 CCR §3204(d)(1), et seq.

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Fire (Metro Cities Fire Authority)		Fire Incident Reports and Investigations: **NOT capital crimes or HazMat** - (in CAD system)	1 year	5 years	6 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC ~~When Inactive~~	Longest Statute of limitations for less than capital crimes is 6 years; Criminal records are transmitted to DOJ and retained by State; PC §800 et seq., GC §34090
Fire (Metro Cities Fire Authority)		Fire Incident Database	Indefinite		Indefinite	Yes	Mag, Ppr			Department Preference; Data Fields / Records are interrelated; GC §34090
~~AS /~~ Finance		HazMat Response Billing Records	Copies - When No Longer Required ~~Upon Payment~~		Copies - When No Longer Required ~~Upon Payment~~		Mag, Ppr			GC §34090.7
Fire		Insurance Services Office (ISO)	After New Evaluation - **Minimum 2 years** ~~Superseded + 2 versions (keep 2 past versions on file)~~		After New Evaluation - Minimum 2 years ~~Superseded + 2 versions (keep 2 past versions on file)~~		Mag, Ppr			Retained for administrative value; GC §34090
~~Fire, Public Works~~		~~Logs (Flooded Intersections, etc.)~~	~~1 year~~	~~2 years~~	~~3 years~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: When Inactive~~	~~Department Preference; GC §34090~~

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Clerk		Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required ~~Superseded + 3 versions (keep 3 past versions on file)~~		Copies - When No Longer Required ~~Superseded + 3 versions (keep 3 past versions on file)~~		Mag, Mfr, OD, Ppr			Originals Maintained by City Clerk Permanently; GC §34090
Fire		Paramedic Reports / Ambulance Reports (MIC Reports / Patient Care Reports / PCRs) - **ADULTS**	1 year	6 ~~9~~ years	7 ~~10~~ years		Mag, Mfr, OD, Ppr	S	Yes: After QC ~~When Inactive~~	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; 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"; Statute of Limitations for health providers is 3 years; Juvenile records are required until patient becomes 18 years old; statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; CCP §340.5, GC §34090; H&S §123145

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Fire		Paramedic Reports / Ambulance Reports (MIC Reports / Patient Care Reports / PCRs) - JUVENILES ~~AND PREGNANT FEMALES~~	1 year	Juvenile 19 years old - **Minimum 7 years** ~~19 years~~	Juvenile 19 years old - Minimum 7 years ~~20 years~~		Mag, Mfr, OD, Ppr	S	Yes: After QC ~~When Inactive~~	Department Preference; AHIMA recommends age of majority + 3 years for "healthcare providers"; California Healthcare Association recommends that Acute Healthcare Facilities retain for age of majority + 1 year - minimum 10 years; Statute of Limitations for Health Providers is 3 years; Juvenile records are required until patient becomes 18 years old; statewide guidelines propose 3 years; 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"; HIPAA provides privacy regulations for patient's health records; CCP §340.5, GC §34090; H&S §123145
Fire		Station Log Books (Incidents - kept at Fire Stations)	1 year	P	P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; GC §34090
Fire		Training Materials, Standards and Administration (produced by IFSTA)	Superseded		Superseded		Mag, Mfr, OD, Ppr	S/I	Yes: After QC ~~When Inactive~~	IFSTA maintains originals; Conforms with HazMat exposure requirements; Statewide guidelines propose 2 years; 8 CCR §3204(d)(1), et seq.

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Fire		Vehicle Maintenance History (Fire Vehicles)	Surplus + 1 year		Surplus + 1 year		Mag, Ppr			Department Preference; Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq., GC §34090

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Human Resources

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
HUMAN RESOURCES										
Human Resources		Applications for Employment or Resumes / Recruitment Files: **Solicited:** Brochure, advertisement, unsuccessful applications, selection materials, etc.	3 years		3 years		Mag, Ppr			The City does not use eligibility lists; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Human Resources		Applications for Employment or Resumes: **Unsolicited (no open position),** candidates not hired	When No Longer Required		When No Longer Required		Mag, Ppr			No positions open; therefore not deemed part of City recruitment practices; considered a transitory record not materially impacting the conduct of the public's business; 2 CCR 7287.0(b)(1), GC §34090
Human Resources Finance / Payroll		Benefit File (Includes Personnel Data Sheet, Medical Enrollment Form, Dental Enrollment Form, all Beneficiary Forms)	Separation + 5 years		Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference to match auditing standards; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

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Adopted: 2/4/02
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Human Resources		Classification / Compensation Studies (for employee classifications)	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, LC 1197.5, GC §§12946, 34090
Human Resources		Department of Fair Employment & Housing (DFEH or EEOC) Claims that are resolved administratively	Final Disposition + ~~3~~ 5 years		Final Disposition + 3 ~~5~~ years		Mag, Ppr			Consistent with other claim retentions (City Attorney handles cases that are not resolved administratively); All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
~~Human Resources~~		~~DMV Pull Notices~~	~~2 years~~		~~2 years~~		~~Mag, Ppr~~			~~DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090~~
Human Resources		Drug and Alcohol Testing / D.O.T files	3 years	2 years	5 years		Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 34090, 60201, 49 CFR 653.71 et seq., 49 CFR 382.401 et seq.

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources / Human Resources		EEO-4 Reports	3 years		3 years		Mag, Ppr			Department Preference; 29 CFR 1602.30; 29 CFR 1602.32
Human Resources		Employee Assistance Program (Quarterly and Annual Reports, etc.)	2 years		2 years		Mag, Ppr			GC § 34090
Human Resources		Employee Roster Cards (Employee Service History)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department preference; GC §34090
Human Resources		Grievances (escalated from Departments when not resolved before step 3)	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)	Yes: Before Disposition	Mag, Ppr			Lead Department is OFR for grievances resolved prior to step 3; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113, LC 1174 ~~GC §§12946, 34090~~
Human Resources		Job Specifications	10 ~~20~~ years		10 ~~20~~ years	Yes: Before Superseded	Mag, Ppr			Department Preference; GC § 34090
Human Resources		LiveScan Fingerprint Clearances	50 years		50 years		Mag, Ppr			Department Preference to protect City in the event of past employee misconduct; GC § 34090 et seq.

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If the record is not listed here, refer to the Retention for City-Wide Standards										
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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
City Clerk		Memorandas of Understanding	Superseded + 3 years ~~Superseded + 10 years~~		Superseded + 3 years ~~Superseded + 10 years~~	Yes: Until Superseded	Mag, Mfr, OD, Ppr	S/I	No	~~Copy - Department Preference;~~ City Clerk maintains originals permanently; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 34090
Human Resources		Negotiations: Employee Associations	Superseded + 5 ~~10~~ years	5 ~~10~~ years	Superseded + 10 ~~20~~ years		Mag, Mfr, OD, Ppr	S/I	Yes: When Inactive	For use in interpreting intent of MOU provisions; EEOC / FLSA requires 3 years for MOUs; State requires 2 years; statewide guidelines propose permanent; 29 CFR 516.5, GC §§12946, 34090
Human Resources		Personnel Commission Findings & Conclusions (Decisions)	2 years ~~P~~		2 years ~~P~~		Mag, ~~Mfr, OD,~~ Ppr	~~S / I~~	~~Yes: After 25~~	GC § 34090
Human Resources		Personnel Files - **Regular / Active Permanent** (Includes Appeals Findings, Application & I-9, Awards, Copy of Drivers License/ID, Employment Verifications, Evaluations, Personnel Transaction Forms, Oaths, Policy acknowledgements - Excludes Medical Records)	Convert to Termination File upon Separation		Convert to Termination File upon Separation	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Human Resources		Personnel Files - **Temporary / Non-Permanent** Employees (Includes Appeals Findings, Application & I-9, Awards, Copy of Drivers License/ID, Employment Verifications, Exclusion from PERS form, Evaluations, Personnel Transaction Forms, Personnel Requisition Forms, Oaths, Policy acknowledgements - Excludes Medical Records)	Separation + 5 years		Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources		Personnel Files - **Terminated ~~& Retired~~** Employees (Includes Maintenance Screen Printouts, Personnel Data, Benefit Enrollment forms, Appeals Findings, Application & I-9, Awards, Copy of Drivers License/ID, Employment Verifications, Evaluations, Oaths, Personnel Transaction Forms, Policy acknowledgements - Excludes Medical Records)	Separation + 10 ~~25~~ years		Separation + 10 ~~25~~ years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources / Fire / PW		Personnel Files **(Medical** Records, respiratory fit tests, hazmat exposure records, and backgrounds & fingerprint clearances)	Separation + 2 years	28 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Files maintained separately; Community Services, Public Works and Fire retain some records until the employee is separated from employment; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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City Clerk		Personnel Rules & Regulations	Superseded (Minimum 2 years)		Superseded (Minimum 2 years)	Yes: Until Superseded	Mag, Ppr			Department preference; GC §34090
Human Resources ~~Finance / Payroll~~		Retiree Medical Insurance Files (includes Medical Subsidy Plan, Retiree Forms, Correspondence, various forms, copies of checks)	Termination of Benefits + 2 years ~~Employee Deceased or 65 years old~~		Termination of Benefits + 2 years ~~Employee Deceased or 65 years old~~	Yes: When eligible for benefits	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; ~~Retained to cover possibility of coverage with subsidy plan;~~ Plan must be kept termination + 1 year; Statewide guidelines propose Audit + 5 years; ~~Other Cities have adopted termination + 1 year;~~ GC §34090, 29 CFR 1627.3(b)(2)
Human Resources		Salary Surveys	2 years		2 years		Mag, Ppr			GC §34090
Human Resources		Supplemental Retirement Files (includes A/P Demands, PERs calculations, W-4P form, Direct Deposit Form)	Employee Deceased + 5 years		Employee Deceased + 5 years	Yes: Until Employee Deceased	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Retained to cover auditing standards; Plan must be kept termination + 1 year; GC §34090, IRS Regulation 31.6001.1; 29 CFR 1627.3(b)(2)
Human Resources		Testing File: Master Test	3 years ~~P~~		3 years ~~P~~		Mag, Ppr			Department Preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3 et seq., 8 CCR §11040.7(c), GC §§12946, 34090
Human Resources		Testing File: Score Sheets	3 years ~~2 years~~		3 years ~~2 years~~		Mag, Ppr			Department Preference to comply with DOJ requirements; EEOC / FLSA / ADEA (Age) requires 1 year; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3 et seq., 8 CCR §11040.7(c), GC §§12946, 34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources		Testing File: Test papers (completed by applicants)	3 years ~~1 year~~		3 years ~~1 year~~		Mag, Ppr			Department preference to cover statute of limitations for discrimination claims; Law requires test papers be retained for 1 year; 29 CFR 1627.3(a)(iv)

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RISK MANAGEMENT										
Human Resources / Risk Manag.		Accident / Incident / Graffiti / Vandalism / Injury Reports: **PUBLIC ADULTS** (medical and non-medical.)	2 ~~5~~ years		2 ~~5~~ years		Mag, Ppr			~~Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5,~~ GC §34090
Human Resources / Risk Manag.		Accident / Incident / Graffiti / Vandalism / Injury Reports: **PUBLIC JUVENILES** (medical and non-medical.)	2 years ~~Age 18 or 5 years, whichever is longer~~		2 years ~~Age 18 or 5 years, whichever is longer~~		Mag, Ppr			~~Recommended by State Fire Marshall; Statute of Limitations for Health Providers is 3 years; Juveniles are required until patient becomes 18 years old; statewide guidelines propose 3 years; CCP §340.5,~~ GC §34090
Human Resources / Risk Manag.		Accident / Incident / Injury Reports: **EMPLOYEES** (medical and non-medical.) Also see Vehicle Accident Reports (City vehicles)	5 years	25 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Human Resources / Risk Manag.		Accident Reports: **CITY VEHICLES** (medical and non-medical.) Also see Vehicle Accident Reports (City vehicles)	3 years		3 years		Mag, Ppr			Consistent with Work Orders for vehicle repairs; GC §34090

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Human Resources / Risk Manag.		Claims - **Adults**	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Human Resources / Risk Manag.		Claims - **Juveniles**	Age of Majority (minimum Settle + 5 years)		Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Human Resources / Risk Manag.		Gray's Medical Records	When No Longer Required		When No Longer Required		Ppr			Non-records used for reference
Human Resources / Risk Manag.		OSHA Insurance Certificates, Inspections & Citations, Log 200	7 years		7 years		Ppr			Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §34090 et seq.; LC §6429c
Human Resources / Risk Manag.		Insurance Application Forms (Purchase of insurance for Library or Community Service facilities)	4 years		4 years	Yes: Before Event	Ppr			Statute of Limitations for contracts is 4 years, personal property 3 years; CCP §§337, 338; GC §34090

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Human Resources / Risk Manag.		Insurance Certificates (for Facility Rentals, etc)	2 ~~4~~ years		2 ~~4~~ years	Yes: Before Event	Ppr			~~Statute of Limitations for contracts is 4 years, personal property 3 years; CCP §§337, 338;~~ GC §34090
Human Resources / Risk Manag.		Insurance Certificates (for Contracts, Vendors, and City-issued Certificates etc.)	11 years		11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: 2 years	Longest Statute of Limitations is 10 years; Those filed with an agreement or contract are Permanent; statewide guidelines propose permanent; CCP §337 et seq.; GC §34090
~~Human Resources / Risk Manag.~~		~~Insurance Claim Forms~~	~~5 years~~		~~5 years~~	~~Yes: Before Claim is paid~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: When Inactive~~	~~Claims must be filed within 1 year; Statute of Limitations for contracts is 4 years; CCP §§337, 338; GC §34090~~
Human Resources / Risk Manag.		Workers Compensation Files	Final Settlement + 5 years	25 years	Final Settlement + 30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; the Workers Compensation Appeals Board may destroy their records after 5 years; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 10755, 10758, 15400.2; 29 CFR 1910.1020(d); GC §§12946, 34090 ~~Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090~~

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Information Services

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RECORDS RETENTION SCHEDULE - INFORMATION SERVICES

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Information Services ~~Fire~~		Backup Tapes - DAILY - Incremental ~~- Network, All Files on Shared Drives~~	90 ~~7~~ days		90 ~~7~~ days	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
~~Fire~~		~~Backup Tapes - FIRST OF THE MONTH - Network, All Files on Shared Drives~~	~~30 days~~		~~30 days~~	~~Yes~~	~~Mag.~~			~~Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.~~
Information Services		Backup Tapes - MONTHLY - Full ~~Network, All Files on Shared Drives~~	3 years ~~30 days~~		3 years ~~30 days~~	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Information Services		Backup Tapes - WEEKLY - Full ~~Network, All Files on Shared Drives~~	3 years ~~30 days~~		3 years ~~30 days~~	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE - INFORMATION SERVICES

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Information Services		Backup Tapes - YEARLY - Full ~~Network, All Files on Shared Drives~~	3 years ~~30 days~~		3 years ~~30 days~~	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Information Services	(See City-wide for Agreements)	Software Licenses	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			GC §34090
Information Services ~~Fire~~		Telephone Records - Detailed Backup of calls made (includes Cellular)	5 years ~~When No Longer Required~~		5 years ~~When No Longer Required~~		Mag, Ppr			The detail backup is not forwarded to Finance; meets auditing standards ~~Finance is OFR for all purchasing records;~~ GC §34090.~~7~~

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Library Services

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RECORDS RETENTION SCHEDULE: LIBRARY

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Library		Applications for Employment or Resumes / Recruitment Files: **Library Part-time positions**	3 years		3 years		Mag, Ppr			The City does not use eligibility lists; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040.7(c), GC §§12946, 34090
Finance		Deposit Slips, Fine Receipts, Meeting Room Receipts, Cash Turn-in Cards, Cash Donations, etc.	2 years	1 year	3 years		Mag, Ppr			Retained for auditing purposes; Finance is Office of Record; GC §34090.7
Library		Emergency Contact List	When Superseded		When Superseded		Mag, Ppr			Transitory Record; GC §34090
Library		Friends of the Library ~~and Huntington Beach Library Patrons Foundation~~	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090
~~Library~~		~~Gifts & Donations (Private)~~	~~2 years~~	~~1 year~~	~~3 years~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: When Inactive~~	~~Retained for auditing purposes; GC §34090~~
Library ~~Lead Dept.~~		Grants: **LSCA** (Library Services and Construction), **LSTA** (Library Services and Technology), **SLRC** (State Literacy Resource Centers), **CLSA** (California Library Services Act) and **PLF** (Public Library Foundation) **ONLY.** For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	2 years	Final Expenditure + 5 years	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090

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Adopted: 2/4/02
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Library		Incident Reports - All (Irate Patrons, Suggestions, Emergency Reports, Complaints, Compliments, etc.) See City-wide for other incident / emergency reports	2 years		2 years		Mag, Ppr			GC §34090
Library		Library Card Applications	Last Activity / All Fines Paid (minimum 3 years)		Last Activity / All Fines Paid (minimum 3 years)		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Matches expiration of cards; GC §34090
Library		Library Systems: Metropolitan Cooperative Library System / Santiago Library	When No Longer Required		When No Longer Required		Mag, Ppr			Non records; GC §34090
Library		Programs (e.g. Summer Reading)	2 years		2 years		Mag, Ppr			GC §34090
Library		Room Rental Agreements / Facility Use Applications (Room Reservations, etc.)	2 years ~~1 year~~	~~3 years~~	2 4 years	Yes: Before Event	Mag, Ppr			Shred; Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
City Treasurer	~~?? City Treasurer is deciding how to handle~~	Unpaid or Uncollected Debts **Over $5**: Small Claims, Parking, Library, Bad Checks, etc.	Until Paid		Until Paid		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Library sends unpaid accounts directly to the collection agency; Department Preference; GC §34090
City Treasurer	~~?? City Treasurer is deciding how to handle~~	Unpaid or Uncollected Debts **Under $5**: Small Claims, Parking, Library, Bad Checks, etc.	5 years		5 years		Mag, Ppr			Library sends unpaid accounts directly to the collection agency; Debts under $1,000 are written off after 5 years; Department Preference; GC §34090

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Planning

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RECORDS RETENTION SCHEDULE - PLANNING

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CODE ENFORCEMENT										
Planning	Address	Code Enforcement - Including Prosecution Requests	Resolution + 2 years		Resolution + 2 years	Yes: Until Resolution	Mag, Ppr			Case is open until satisfactorily resolved; City Clerk maintains originals that are presented to Council; GC §34090
Planning		Prosecution Requests (Not Pursued)	2 years		2 years	Yes: Until Resolution	Mag, Ppr			GC §34090
Planning		Prosecution Request Log	2 years	8 years	10 years		Mag, Ppr			Department Preference; GC §34090
PLANNING										
Planning		Alcoholic Beverage License Application Copies or Notices	When No Longer Required		When No Longer Required		Ppr			Non-records
City Clerk		Annexation / Deannexation Files	5 years	P	P		Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk is OFR; GC §34090.7
County ~~Planning~~		Assessor Parcel Information	When Superseded		When Superseded		Mag, Mfr, OD, Ppr			GC §34090
Census Bureau ~~Planning~~		Census, Demographics	When No Longer Required ~~10 years~~	~~P~~	When No Longer Required ~~P~~		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Non-records; available on the Internet ~~Department Preference; GC §34090.7~~
Planning		Coastal Development Permits	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Land Records; GC§ 34090

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Planning	Address	**Entitlement / Project Files:** Administrative Review, Coastal Development, Conditional Use Permit (CUP), Development Agreement, Entitlement Plan Amendment, Flood Plain Variance, General Plan Amendment/Conformance, Local Coastal Program Amendment, Lot Line Adjustment, Reversion to Acreage, Sign Code Exception, Specific Plan, Temporary Use Permit, Tentative Parcel/ Tract, Variance, Zoning Map Amendment, Precise Plan of Street Alignment, Zoning Text Amendment, etc. **(Includes Associated Plans & Maps)**	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Projects have a 2 year vesting (applicant must pull permit within 2 years) -- those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired. Some permits must obtain Council approval, ~~and therefore the City Clerk becomes office of record for material presented to Council;~~ Department maintains complete files for administrative purposes; GC§§34090, 34090.7
Planning		Entitlement Log Map Book	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	GC§ 34090
Planning	Entitlement #	Environmental Determinations (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc. - EA / ND) **Inside** City boundaries	5 years	95 years	100 years	Yes: Until Project Completed	Mag, Mfr, OD, Ppr	S / I	Yes: 1 year	Final EIRs are required to be kept a "reasonable period of time"; 14 Cal Code Regs §15095(c); GC §34090.7
Planning		Environmental Determinations (Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Outside** City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records

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City Clerk		General Plan, General Plan Elements, Amendments and Conformances (GPC)	Copies - When No Longer Required ~~P~~		Copies - When No Longer Required ~~P~~	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After Amended	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; Planning maintains complete files for administrative purposes; GC §34090
Fire / Public Works / ~~Personnel~~ / Planning		HazMat Clean-ups, Federal Clean-ups and/ or Exposure Records (e.g. Ascon Oil, Landfills)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Community Services, Public Works and Fire retain some records until the employee is separated from employment; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
City Clerk ~~Planning~~		Historical Landmarks (Local, State, or National Registers)	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	GC §34090
Planning		Irrevocable Offers to Dedicate and Covenants	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After	GC §34090
Planning		Land Use Studies	5 years	5 years	10 years		Mag, Mfr, OD, Ppr	S or I	Yes: 1 year	Consistent with other studies; Statewide Guideline shows 2 years; GC §34090
City Clerk		Local Landmarks	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Planning		Lot Line Adjustments	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Council Approves, therefore City Clerk is OFR); GC§ 34090.7
City Clerk		Master Plans	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Council Approves, therefore City Clerk is OFR); GC§ 34090.7

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Planning		Planning Commission **(MINUTES & RESOLUTIONS)** See City-wide Schedule for Agenda Packets	P		P	Yes: Depending Upon Subject	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	See City-wide schedule for all others; GC §34090
City Clerk		Precise Plan Street Alignments (PPSA)	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Council Approves, therefore City Clerk is OFR); GC§ 34090.7
Planning		Preliminary Review File	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Documents (no application submitted); GC §34090
Lead Dept.		Preliminary Studies / Project Assessments **(Private Projects) - NOT Pursued**	2 years	3 years	5 years		Mag, Ppr			Department Preference; projects must be pursued in 2 years; GC §34090
Planning		Reciprocal Parking and Access Agreements	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After	GC §34090
Planning		Seasonal Sale Lots (Pumpkin, Tree lots)	2 ~~4~~ years		2 ~~4~~ years		Mag, Ppr			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years;~~ GC §34090~~, CCP §§337, 343~~
Planning		Site Plan Amendments	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Council Approves, therefore City Clerk is OFR); GC§ 34090.7
Planning		Specific Plans	5 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Copies); City Clerk Maintains originals of all documents that were presented to Council; GC §34090

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Planning		Staff Review: Address Assignment, Animal Permits, CC&R Review, Certificate of Compliance, Design Review Board, Signs, Temporary Sales, Zoning Letters	4 years		4 years		Mag, Ppr			Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC §34090, CCP §§337, 343
Planning		Temporary Activity Permits (Sidewalk sales, car washes, etc.)	2 ~~4~~ years		2 ~~4~~ years		Mag, Ppr			~~Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years;~~ GC §34090~~, CCP §§337, 343~~
Planning		Temporary Sign Permits	2 years		2 years		Mag, Ppr			GC§ 34090
City Clerk	Tract No.	Tract Maps / Tentative Tract Maps (FT & TPM)	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Council Approves, therefore City Clerk is OFR); GC§ 34090.7
Planning		Zone Maps (History)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Planning		Zoning Administrator **(MINUTES)**	P		P	Yes: Depending Upon Subject	Mag, Mfr, OD, Ppr	S	Yes: After 2 years	See City-wide schedule for all others; GC §34090
Planning		Zoning Inquiry Forms	When No Longer Required		When No Longer Required		Ppr			Preliminary Documents / Transitory Records; GC §34090 et seq.
Planning		Zoning Letters (requested by realtors)	2 years		2 years		Mag, Ppr			GC§ 34090
City Clerk		Zoning Map Amendments	2 years	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference (Council Approves, therefore City Clerk is OFR); GC§ 34090.7

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Police

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RECORDS RETENTION SCHEDULE: POLICE

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ADMINISTRATION OPERATIONS / CHIEF / INVESTIGATIONS / UNIFORM SUPPORT SERVICES										
Police		Administrative Files	5 years		5 years		Mag, Ppr			GC §34090
Police		Bicycle Licenses	10 years		10 years		Mag, Ppr			Meets auditing standards; GC §34090
Police		Crime Statistics / Uniform Crime Reporting: ANNUAL	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Historical Value; GC §34090
Police		Crime Statistics / Uniform Crime Reporting: PERIODIC (Monthly, Bi-monthly, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Police		Grievances (Human Resources is OFR for some employees)	Final Disposition + 5 years		Final Disposition + 5 years	Yes: Before Disposition	Mag, Ppr			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, 34090
Police ~~Comm. Services~~		Gun Range Historical Files	When No Longer Required (minimum 2 years)		When No Longer Required (minimum 2 years)		Mag, Ppr			Department preference; GC §34090

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Police		Internal Investigations: ~~Homicides and~~ Officer Involved Shootings	Final Disposition + 5 years	P	P		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police		Internal Investigations: Sustained and Not Sustained (other than ~~Homicides and~~ Officer Involved Shootings)	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; IA and Statewide guidelines recommend 25 years for officer-involved shootings; EVC §1045, GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police		Non-sworn Employee File: Index Card, Photo, Personal Information, etc.	100 years		100 years		Mag, Ppr			Department Preference; GC §34090

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Police		POST Data, Files and Printouts (Training Courses)	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	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, 34090
Police		Vehicle Maintenance History (Police Vehicles)	Life of Vehicle + 2 ~~4~~ years		Life of Vehicle + 2 ~~4~~ years		Mag, Ppr			Department Preference; ~~Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq.,~~ GC §34090
Police		Work Assignments (Schedules)	2 ~~3~~ years		2 ~~3~~ years	Yes: Current Schedule only	Ppr			Department Preference; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 34090

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~~CENTRAL SERVICES (Purchasing)~~										
Police ~~AS / Central Services~~		Unsuccessful Bids (for bids opened by Central Services)	Bid Opening + 2 years		Bid Opening + 2 years		Ppr			OFR depends upon who opens the bid (e.g. City Clerk); GC § 34090
Police ~~AS / Central Services~~		Successful Bids (products or services)	10 years		10 years	Yes: Until Completion	Mag, Ppr			Term varies, and can be a multi-year contract; City Clerk is OFR for those that go to Council; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq.
Police ~~AS / Central Services~~		Bidder / Vendor List (Companies that want to receive RFPs / RFQs)	Superseded		Superseded		Mag, Ppr			Transitory Record used to mail out requests; GC §34090 et seq.
Police ~~AS / Central Services~~		Purchase Orders	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Consistent with Accounts Payable; Published articles show 3 years; Statute of Limitations is 4 years; ; GC §34090, CCP §337
Police ~~AS / Central Services~~		Vehicle and Equipment Leases (when the vehicle or equipment is not subsequently purchased)	Expiration of Lease + 2 years	3 years	Expiration of Lease + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Consistent with agreements and contracts; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15; GC §34090 et seq.
Police ~~AS / Central Services~~		Vehicle Title ("Pink Slips")	Upon Disposal of Vehicle		Upon Disposal of Vehicle		Mag, Mfr, OD, Ppr	S / I	No	Provided to new owner; GC §34090

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INVESTIGATIONS (ALL)										
		Alcohol Beverage Applications	2 years after Expiration of ABC License		2 years after Expiration of ABC License		Ppr			Department Preference; GC §34090
Police		Background Checks for Business Licenses: Bingo, Massage Technician & Parlors, Sexually Oriented Business (SOB) etc.	5 years		5 years		Mag, Mfr, OD, Ppr	M / S / I	No	Department Preference; GC §34090
Police		Background Files - Non-sworn Employees, Volunteers & Reservists	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Retained for administrative value; GC §34090
Police		Background Files - Sworn Employees	Separation + 5 years	Death of Employee + 1 year	Death of Employee + 1 year		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Department Preference; GC §34090
Police		Background Files - Unsuccessful Applicants (Not Hired)	3 years		3 years					EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090
Police		Field Interview Cards (FI's)	2 years ~~Indefinite~~		2 years ~~Indefinite~~		Ppr			Department Preference; Notes destroyed in the regular course of business; GC §34090 et seq.
Police		Guns: Dealers Record of Sale	Close of Business + 2 years		Close of Business + 2 years		Mag, Ppr			Some dealers have an automated link to DOJ; PC §12070
Police		Index Cards: All Applicants	100 years		100 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Retained for administrative value; GC §34090

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
JAIL										
Police		Photos: Mug Shots	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Retained for administrative value; GC §34090
LAB										
Police		Fingerprint Cards (prior to Live Scan)	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police		Photos & Film: Crime Scenes	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	See appropriate Crime Report
Police		Analysis Reports	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	See appropriate Crime Report
Police		Laboratory Records	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	See appropriate Crime Report
Police		Maintenance Logs	5 years		5 years		Mag, Ppr			Department Preference; GC §34090

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
RECORDS and PROPERTY										
Police		Arson Registrations: Adults	10 years	90 years	100 years		Mag, Ppr			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		Arson Registrations: Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Ppr			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
Finance		Auction Receipts & Records	4 years		4 years		Ppr			Consistent with auditing standards; GC §34090
Police		Booking Slips	2 years		2 years		Mag, Ppr			GC §34090
Police		Citations: Marijuana Citations or Reports (less than 28.5 grams)	2 years		2 years		Ppr			GC §34090, H&S §11361.5
Police		Citations: Misdemeanor Traffic, Parking, or Criminal	3 years		3 years		Ppr			Department Preference; Statute of Limitations is up to two years; Also See Crime Reports; GC §34090, PC §802
Police		CLETS Logs	Per Subscribers Agreement		Per Subscribers Agreement		Mag, Ppr			GC §34090

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Police	Report #	Crime Reports: Felonies and Misdemeanors - ALL except those otherwise specifically mentioned in this retention schedule	P ~~10 years or upon DOJ Notification~~		P ~~10 years or upon DOJ Notification~~	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police	Report #	Crime Reports: Homicide, Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide, Fatalities (Crimes Subject to Death Penalty or without statute of Limitations)	P		P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799
Police		Crime Reports: Marijuana less than 28.5 grams	2 years or subject 18 years old		2 years or subject 18 years old		Ppr			GC §34090, H&S §11361.5
Police		Crime Reports: Misdemeanor Marijuana §11357(e) - **Juvenile on School Grounds during School Hours** (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Police		Crime Reports: Misdemeanor Marijuana 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		Conviction or Arrest (If No Conviction) + 2 years	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq.
Police		Crime Reports: Missing Person Reports (unreturned)	2 years or Until Located	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	Dept. Preference; Also see Crime Reports; GC §34090
Police		Crime Reports: Sealed Cases ("Factual Innocence")	Arrest Date + 3 years		Arrest Date + 3 years		Mag, Mfr, OD, Ppr			Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)
Police		Crime Reports: Sealed Cases (e.g. Juveniles)	Sealing date + 5 years (or Court Order)		Sealing date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr			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		Daily Activity Logs: Patrol & Traffic	2 ~~3~~ years		2 ~~3~~ years		Ppr			Department Preference; GC §34090
Police		Department of Justice Validation Lists	2 years		2 years		Mag, Ppr			Information received by DOJ; GC §34090
Police		Drug Registrants	5 years		5 years		Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police		Fatal Traffic Collision Cards	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Dept. Preference; GC §34090

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Police		Incident Reports / Information Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Dept. Preference; GC §34090
Police		Officer Subpoenas and SDTs	2 years		2 years		Ppr			Department Preference; GC §34090 et seq.
Police		Pawn Slips	3 ~~2~~ years		3 ~~2~~ years		Ppr			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		Property, Gun and Narcotics Logs	2 years	P	P		Mag, Ppr			If artifact over $10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police		Property Monthly Logs	2 years	P	P		Mag, Ppr			Department Preference; GC §34090
Police		Property Sheets	(Criminal Report Retention)		(Criminal Report Retention)		Ppr			Statute of Limitations is 1 year for property seized by officers; CCP §340(4); GC §34090
Police		Restraining Orders (TROs & EPOs)	Expiration of Order		Expiration of Order		Ppr			Department Preference; Non-records (Court is OFR); GC §34090
Police		RMS Database	Indefinite		Indefinite	Yes	Mag, Ppr			Department Preference; Data Fields / Records are interrelated; GC §34090

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Police		Sex Offender Registrations: Adults	10 years	90 years	100 years		Mag, Ppr			Pursuant to PC §290 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781;
Police		Sex Offender Registrations: Juveniles ~~released from California Youth Authority~~	P or Sealing Date + 5 years (or Court Order) ~~Age 25 or Sealing Date + 5 years~~		P or Sealing Date + 5 years (or Court Order) ~~Age 25 or Sealing Date + 5 years~~		Mag, Ppr			Pursuant to PC §290 et seq.; ~~If released from CYA, records are destroyed after age 25 or sealing pursuant to~~ W&I §781;
Police		Subpoena Payroll Logs	5 years		5 years		Mag, Ppr			Department Preference (meets auditing standards); GC §34090
Police		Vehicle Repossession and PPI Forms	2 years		2 years		Mag			GC §34090
Police		Video Interviews (re: Crime Reports)	(Follows case retention)		Follows case retention)		Mag			Department Preference; GC §34090
Police	Report #	Weapons, Serialized, Lost / Stolen	P ~~Until Found~~		P ~~Until Found~~		Ppr			Department Preference; GC §34090
~~POLICE MIS (MANAGEMENT INFORMATION SYSTEMS)~~										
~~Police~~		~~Backup Tapes - **(fileservers, CAD/RMS)** DAILY and WEEKLY~~	~~6 years~~		~~6 years~~	~~Yes~~	~~Mag.~~			~~Used for disaster recovery purposes only; Department Preference; Considered a copy and can be destroyed when no longer required; (may be discoverable or made public in some circumstances); retention based on administrative value; recycle tapes; GC §34090 et seq.~~

HUNTINGTON BEACH, CA

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Adopted: 2/4/02
Revised:

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~~Police~~		~~Backup Tapes - **(Security, ID Server, Report Writing, Jail Video, Dictaphone, Document Imaging)** WEEKLY~~	~~1 year~~		~~1 year~~	~~Yes~~	~~Mag.~~			~~Used for disaster recovery purposes only; Department Preference; Considered a copy and can be destroyed when no longer required; (may be discoverable or made public in some circumstances); retention based on administrative value; recycle tapes; GC §34090 et seq.~~
Police		Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	3 years ~~1 year~~		3 years ~~1 year~~		Mag			Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); GC §§34090, 34090.6
Police		Records Daily Log (Call for Service Log)	2 years		2 years		Mag, Ppr			GC §34090

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Public Works

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RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Category ID #	Records Description	Retention / Disposition							Comments / Reference
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ALL DIVISIONS (Records found in all divisions - these are not repeated in each Division)										
Public Works	All divisions	AQMD Permits	Expiration of Permit + 2 ~~5~~ years		Expiration of Permit + 2 ~~5~~ years		Mag, Mfr, OD, Ppr	S / I	No	Covers various statute of limitations; CCP §337 et. Seq., GC §34090
Public Works		Catch Basin Storm Reports	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations requires 3 years for all monitoring records; 40 CFR 122.41(j)(2)
Public Works	All divisions	DMV Permission, Renewal Notices & Physical Exams (Class A & B vehicles)	3 years	2 years	5 years		Ppr			Consistent with D.O.T. substance testing policy - Requires 5 years for positive tests, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 34090, 49 CFR 653.71 et seq.
Public Works	All divisions	Emergency Call-Outs	2 ~~5~~ years		2 ~~5~~ years		Mag, Ppr			~~Consistent with Accident / Injury reports (see City-wide schedule); CCP §340.5,~~ GC §34090
~~AS /~~ Human Resources / Risk Manage.	All divisions	Employee Exposure Records: Hazmat Exposure Records	Transfer to Risk Management		Transfer to Risk Management		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	copies; GC §34090.7

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Public Works	All divisions	MSDS (Material Safety Data Sheets)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; 30 years if employer qualifies as hazardous material exposure & required to file MSDS; reports are mailed to the County; 8 CCR 3204(d)(1)(B)(2 and 3)
Public Works	All divisions	Underground Service Alerts (USA): ALL ~~Utility Cuts, etc. for work performed by the City~~	3 ~~2~~ years		3 ~~2~~ years		Mag, Ppr			GC §§4216.2(d) & 4216.3(d), 34090
~~Public Works~~	~~All divisions~~	~~Underground Service Alerts from Utility Companies "USA's" (digging on property by external entities — not work performed by the City)~~	~~When No Longer Required~~		~~When No Longer Required~~		~~Ppr~~			~~non-records; EPA and Dept. of Agriculture maintain records of all reports. Owner/operator has reporting requirements under H&S §§25158, 25250.10, .17, .18; 40 CFR §§ 280.62, thru .67~~
Depart. Providing Service / Work	All divisions	Work Orders / Service Requests **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite		Indefinite	_	Mag			Data is interrelated; GC §34090
Depart. Providing Service / Work	All divisions	Work Orders / Service Requests - **All Information Entered in CMMS Database**	When No Longer Required		When No Longer Required	_	Mag Ppr			Preliminary drafts (the database is the original); GC §34090

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Depart. Providing Service / Work	All divisions	Work Orders / Service Requests - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years	–	Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
~~Public Works~~	~~All divisions~~	~~Work Order Management System Data~~	~~3 years~~		~~3 years~~		~~Mag~~			~~Consistent with Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090~~
~~Dept. Providing Service / Work~~	~~All divisions~~	~~Work Orders / Service Requests~~	~~3 years~~		~~3 years~~	–	~~Mag Ppr~~			~~Consistent with Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090~~
~~ADMINISTRATION~~										
~~Public Works~~	~~Admin.~~	~~Real Estate Acquired (Edison Park, Golden West & Towne, etc.)~~	~~10 years~~	~~P~~	~~P~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: After 1 year~~	~~GC §34090 et. seq.~~

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ENGINEERING (all Contract Engineers must return final documents to the City upon completion of a project)										
Public Works / Engineering		Aerial Maps	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
City Clerk		Annexations, Abandonments	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; City Clerk Maintains Originals; GC §34090
City Clerk		Assessment District Projects (Maps, Diagrams, Spreadsheets, Improvement Plans - e.g. water, sewer, undergrounding)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	City Clerk Maintains Originals; GC §34090
Public Works / Engineering		Capital Improvement Projects (CIP) / Jobs: **Administration File** Project Administration, Correspondence, Field Work / Punch List, Inspectors Daily Log, Labor Compliance, Certified Payrolls, Project Schedules, Progress meetings, Real Estate Appraisals, Legal / Stop Notices, Meetings, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			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 §§336(a), 337 et. seq., GC §34090

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Public Works / Engineering		Capital Improvement Projects (CIP) / Jobs: **Permanent File** Plans, Specifications, Bids/RFPs, Successful Proposal, Change Orders / Job Orders, Design, Escrow, Final Report, Inspection Cards, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Construction Manager's Logs, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: 1 year	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
AS/ Finance		Cash Deposits (Refundable Deposits for Subdivision Improvements, Building or Planning Permits, etc.)	Close of Project + 2 years		Close of Project + 2 years		Mag, Ppr			Department Preference; Retained for auditing purposes; Finance is Office of Record; GC §34090.7
~~Public Works~~		~~CIP Projects (where City Engineer is the lead)~~	~~Upon Completion~~	~~P~~	~~P~~	~~Yes: Until Completed~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Infrastructure; statewide guidelines propose 10 years; GC §34090~~
Public Works / Engineering		Encroachment Permits (Permanent / Construction)	2 years	P	P	Yes: Until Revocation	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090
Public Works / Engineering		Encroachment Permits (Temporary - Debris Boxes in the City's Right of Way, etc)	2 ~~4~~ years		2 ~~4~~ years	Yes: Until Completion	Mag, Ppr			~~Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.;~~ GC §
City Clerk		Encroachments (Regulations & Procedures)	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			GC §34090

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Public Works / Engineering		Flood Control & Disaster Files (e.g. pump systems~~, CIP systems~~)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	statewide guidelines propose 2 years; GC §34090
Public Works / Engineering		Grading Permits	2 years	P	P	Yes: Until Revocation	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Land Records; GC § 34090
Public Works / Engineering		Harbor Dock Permits (Construct or Modify Docks)	P ~~Superseded + 2 years~~		P ~~Superseded + 2 years~~		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department preference (infrastructure); GC §34090
City Clerk or Public Works		Maintenance Projects: ~~NON-INFRASTRUCTURE~~ Final Specifications and Plans (Curb repairs, Microsurfacing, Repaving, Street Paving, Tree Trimming, etc).	Completion + 2 years	3 years	Completion + 5 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Consistent with Agreement / Contract Administration; CCP §§337. 337.1(a), 337.15, GC §34090
Public Works / Engineering		Maps, Plans & Drawings (ALL - Drainage, Grading, Subdivision, Survey, Water, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
~~Public Works / Plann.~~		~~Plans / Drawings (Sewer, Downtown Street Lights)~~	~~P~~		~~P~~	~~Yes (all)~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7~~

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Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes ~~begins~~ after settlement).										
Public Works / Engineering		Preliminary Studies / Project Assessments (Not Acquired)	When No Longer Required - **Minimum 2 years** ~~P~~		When No Longer Required - **Minimum 2 years** ~~P~~		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Department Preference; GC §34090
~~City Clerk or Public Works~~		~~Projects & Facilities: **INFRASTRUCTURE** Final Specifications and Plans (Buildings, Improvement Plans, Park Improvements, Right of Way, Sewers, Street Widening, etc.)~~	~~Completion + 2 years~~	~~P~~	~~P~~	~~Yes (all)~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, GC §34090~~
City Clerk & Economic Develop.		Property Acquisition Projects (All): Correspondence, copies of permanent documents, etc.	Copies - When No Longer Required ~~P~~		Copies - When No Longer Required ~~P~~	Yes: Until Completed	Mag, Ppr			Department Preference; All original Deeds, Title Reports, Insurance, Contracts and Agreements are maintained by the City Clerk; GC §34090
Public Works / Engineering ~~Plann.~~		Reservoir Plans	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	GC §34090
Public Works / Engineering		Sewer Lift Stations Plans	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC § 34090~~.7~~
Public Works / Engineering ~~City Clerk~~		Sewers Plans	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; ~~City Clerk maintains originals; General Services also maintains copies;~~ GC § 34090~~.7~~

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Public Works / Engineering		Stormwater Lab Reports	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	NPDES Monitoring records are required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Public Works / Engineering		Stormwater: Industrial Notices / Code Enforcement / Violations	Resolution + 3 years		Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	NPDES Monitoring records are required for 3 years; 40 CFR §§122.21, 122.41
City Clerk		Streets (Vacations, etc.)	Copies - When No Longer Required ~~2 years~~	~~P~~	Copies - When No Longer Required ~~P~~	Yes (all)				~~Department Preference;~~ City Clerk maintains originals; ~~General Services also maintains copies;~~ GC § 34090.7
City Clerk		Subdivision Files	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference (City Clerk is OFR); GC §34090.7
Public Works / Engineering		Transportation Permits (Wide Load, etc)	2 years		2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
~~Public Works~~		~~Water Plans / Water Development Projects (Various Projects - inside the City)~~	~~Completion + 5 years~~	~~P~~	~~P~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: When Inactive~~	~~Drafts should be destroyed; All infrastructure contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, GC §34090~~

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MAINTENANCE										
Public Works / Maint.		AB 939 Implementation	~~Implement. +~~ 10 years	~~P~~	10 years ~~P~~		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; GC §34090 et. seq.
~~Public Works / Maint.~~		~~AQMD Permits (Paint Spraying, etc.)~~	~~Expiration + 2 5 years~~		~~Expiration + 2 5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: After 1 year~~	~~Covers all statute of limitations; CCP §337 et. Seq., GC §34090 et. seq.~~
Public Works / Maint.		Beach Closure Files / Ocean Closures (Investigations to determine source, etc.)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
~~Public Works / Maint.~~		~~Catch Basin Storm Reports~~	~~3 years~~		~~3 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: 2 years~~	~~Code of Federal Regulations requires 3 years for all monitoring records; 40 CFR 122.41(j)(2)~~
Public Works / Maint. or Utilities		Confined Space Entries (Permitted entries into sewers and storm drains in order to comply with regulations)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations requires 3 years for all monitoring records; 40 CFR 122.41(j)(2)
~~Public Works / Maint.~~		~~Daily Work Orders, Equipment and Vehicle Repair Orders~~	~~3 years~~		~~3 years~~		~~Mag Ppr~~			~~Consistent with Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090~~
Public Works / Maint.	Vehicle Numbers	Equipment Maintenance History	Life of Equipment + 2 years		Life of Equipment + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Maint.		General Files: **Originals** (Maintenance Operations)	2 years		2 years		Mag, Ppr			GC §34090

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Lead Dept.		General Files: **Copies** of records where other Divisions or Departments are the Lead (Maintenance Operations)	When No Longer Required		When No Longer Required		Mag, Ppr			GC §34090.7
Public Works / Maint.		Harbor Dredging Permits	P		P		Mag, Ppr			GC §34090
Fire, Public Works / Maint.		Logs (Flooded Intersections)	P		P		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department Preference; GC §34090
Public Works / Maint.		Maintenance Service Contracts (MSC) - **NON-INFRASTRUCTURE** - Contract Administration Records (examples: Maintenance, Street Sweeping, Consultants, Landscaping, Slurry Seals, Tree Trimming, Leases, Professional Services, etc.)	Completion + 5 years		Completion + 5 years	Yes - Until Completed	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; Errors & Omissions does not apply to these contracts; CCP §§337. 337.1(a), 337.15, GC §34090
~~Public Works / Maint.~~		~~Maintenance Service Contracts (MSC) - **INFRASTRUCTURE** - Contract Administration Records (examples: Architects, buildings, bridges, park improvements, reservoirs, sewers, sidewalks, street & alley improvements, utilities, water.)~~	~~Completion + 5 years~~		~~Completion + 5 years~~	~~Yes - Until Completed~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Verify that Engineering has the original specifications and successful bid prior to destroying files; Statute of Limitations for Errors & Omissions is 10 years; Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years for contracts; CCP §§337. 337.1(a), 337.15, GC §34090~~

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RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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~~Public Works / Personnel / Planning~~		~~Maintenance Service Contracts (MSC) - **HAZMAT** Clean-ups, Federal Clean-ups and/ or Exposure Records (e.g. Ascon Oil, Landfills, etc.)~~	~~2 years~~	~~28 years~~	~~30 years~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: When Inactive~~	~~Community Services, Public Works and Fire retain some records until the employee is separated from employment; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090~~
Public Works / Maint.		Pavement Maintenance Inventory Records	Data Superseded		Data Superseded		Mag			GC § 34090
Public Works / Maint.		Record Drawings and Plans for ALL City Facilities	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Some maps are also retained by Planning and City Clerk; GC §34090, 34090.7
Public Works / Maint.		Playground Equipment	Life of Equipment + 2 years		Life of Equipment + 2 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Covers statute of limitations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works / Maint. Or Utilities		Pressure Vessel Permit (Propane, etc.)	Expiration + 2 ~~5~~ years		Expiration + 2 ~~5~~ years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	~~Covers all statute of limitations; CCP §337 et. Seq.,~~ GC §34090 et. seq.
Public Works / Maint.		Recycling Program	5 years		5 years		Mag, Mfr, OD, Ppr			Department Preference; GC §34090 et. seq.
~~Public Works / Maint.~~		~~Scheduled Maintenance~~	~~3 years~~		~~3 years~~	--	~~Mag Ppr~~			~~Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090~~

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Adopted: 2/4/02
Revised:

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Public Works / Maint. Or Utilities		Sewer Repairs & Investigations	3 years		3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works / Maint.		Solid Waste Program (Administration)	5 years		5 years		Mag, Mfr, OD, Ppr			Department Preference; City Clerk is OFR for all actions; GC §34090 et. seq.
Public Works / Maint.		Street Maintenance (Overlays, Repaving, Slurry Seals, etc)	3 years		3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works / Maint.		Street Sweeping Records	3 years		3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
~~Public Works / Maint.~~		~~Tree Petitions with Curb or gutter repair / replacement (want tree replaced) - Funded by a Grant~~	~~After Funding Agency Audit, if Required - Minimum 4 years~~		~~After Funding Agency Audit, if required - Minimum 4 years~~	--	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: When Inactive~~	~~Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; HUD requires 3 years; statewide guidelines propose 4 years; HUD 2228.2 rev-3, 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC §34090~~
Public Works / Maint.		Tree Petitions with Curb or gutter repair / replacement (want tree replaced) - Not Funded by a Grant	Work Completed + 3 years		Work Completed + 3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works / Maint.		Underground Storage Tanks (USTs)	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; GC §34090 et. seq., 23 CCR 2712(b), H&S §25284.2(i)

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Public Works / Maint.		Underground Storage Tanks (City Owned) – **UST Monitoring and Maintenance, Release Detection Systems, Cathodic Protection Maintenance Records**	7 years		7 years		Mag, Ppr			Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Public Works / Maint.		Vehicle Folders: Includes Maintenance History, Accident Reports, etc.	Disposal of Vehicle + 2 ~~4~~ years		Disposal of Vehicle + 2 ~~4~~ years		Mag, Ppr			Department Preference to cover all statute of limitations; If a motor carrier, required for 18 months after vehicle is sold; Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090 ~~Covers all statute of limitations; CHP requires life of vehicle; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); CCP §337 et. Seq., GC §34090~~
Public Works / Maint. Or Utilities		Videos (TV Inspections of sewers and storm drains)	Until Superseded		Until Superseded		Mag			Retained for reference; GC §34090
Public Works / Maint.		Weed Abatement	2 years		2 years		Mag, Ppr			City Clerk maintains originals that are presented to Council (for liens); GC §34090

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PARK TREE & LANDSCAPE										
Public Works		Landscape Architect / Plans (Blue Line Copies): City or City-maintained Projects	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works		Landscape Architect / Plans (Blue Line Copies): Private Projects	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	No	Required for processing; GC §34090
Public Works		Maintenance Records and Logs	2 years		2 years		Mag, Ppr			GC § 34090
~~City Clerk or Public Works~~		~~Projects & Facilities: **INFRASTRUCTURE** Final Specifications and Plans (Buildings, Improvement Plans, Park Improvements, Right of Way, Sewers, Street Widening, etc.)~~	~~Completion + 2 years~~	~~P~~	~~P~~	~~Yes (all)~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, GC §34090~~
~~City Clerk or Public Works~~		~~Projects: **NON-INFRASTRUCTURE** Final Specifications and Plans (Curb repairs, Microsurfacing, Repaving, Street Paving, Tree Trimming, etc).~~	~~Completion + 2 years~~	~~3 years~~	~~Completion + 5 years~~	~~Yes: Until Completed~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: After Inactive~~	~~Consistent with Agreement / Contract Administration; CCP §§337, 337.1(a), 337.15, GC §34090~~
Public Works		Tree History and Locations	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works		Tree Petitions without Curb or gutter repair / replacement (want tree replaced)	Work Completed + 3 years		Work Completed + 3 years		Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090

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TRANSPORTATION										
Public Works		Bikeway Paths	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Department Preference; GC §34090
~~Public Works~~		~~Cartograph Data (Map Data)~~	~~When Superseded~~		~~When Superseded~~		~~Mag, Ppr~~			~~GC §34090~~
~~Public Works~~		~~Investigations~~	~~10 years~~		~~10 years~~		~~Mag, Ppr~~			~~Department Preference; GC §34090~~
~~Public Works~~		~~Projects & Facilities: **INFRASTRUCTURE** Final Specifications and Plans (Legends, Signs, Signals, Striping, etc.)~~	~~Superseded + 4 years~~		~~Superseded + 4 years~~	~~Yes (all)~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, GC §34090~~
~~City Clerk~~		~~Projects & Facilities: **INFRASTRUCTURE** Final Specifications and Plans (Street Improvements, Right of Way, Street Widening, etc.)~~	~~Completion + 2 years~~	~~P~~	~~P~~	~~Yes (all)~~	~~Mag, Mfr, OD, Ppr~~	~~S~~	~~Yes: 1 year~~	~~Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337, 337.1(a), 337.15, GC §34090~~
Public Works		School Information (Traffic Safety Issues, etc.)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works		Special Surveys	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works		Speed Surveys	When No Longer Required - **Minimum 5 years**		When No Longer Required - **Minimum 5 years**		Mag, Ppr			Department preference (required every 5 years); GC §34090
Public Works		Traffic Control Requests (red curbs, stop signs, etc.)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

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Public Works		Traffic Counts, Summaries, Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works ~~/ City Clerk~~		Traffic Signals: Maintenance & Timing	10 years		10 years		Mag, Ppr			~~City Clerk maintains originals of installation / ownership, etc;~~ Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.
Public Works ~~/ City Clerk~~		Traffic Control Devices - Signs, Signals, etc (locations, placement)	P		P		Mag, Ppr			~~City Clerk maintains originals of installation / ownership, etc;~~ Covers all Statute of Limitations; Department Preference; GC §34090, CCP §337 et seq.

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UTILITIES (WATER / WASTEWATER)										
~~Public Works / Utilities~~		~~AQMD Permits~~	~~Expiration of Permit + 2 5 years~~		~~Expiration of Permit + 2 5 years~~	~~Yes: Until Completion~~	~~Mag, Ppr~~			~~Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC § 34090~~
Public Works / Utilities		Backflow Inspections/Approvals	3 ~~2~~ years		3 ~~2~~ years		Ppr			Meets California Department of Health requirements (3 years); Domestic water system inspection with County administration (State Program - Title 17) GC §34090
Public Works / Utilities		Calibration Records	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Consistent with Chemical Reports; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Utilities		Catch Basin Maintenance & Reports	3 years		3 years		Mag, Ppr			Department preference to be consistent with NPDES Monitoring records(3 years); 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Utilities		Chemical Reports (Chlorine, Fluoride, Nitrates, etc.)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Chlorine & Fluoride may be considered as toxic substances and claims can be made for 30 years for toxic substance exposure; State law requires 12 years, Federal 10 years for all chemical analysis; 40 CFR 141.33(a); 22 CCR §64692; 8 CCR §3204(d)(1) et seq.,

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Public Works / Utilities		Chemical Use Report Form / Material Data Safety Sheet (MSDS)	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: After Inactive	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; 30 years if employer qualifies as hazardous material exposure & required to file MSDS; reports are mailed to the County; 8 CCR 3204(d)(1)(B)(2 and 3)
~~Public Works / Maint. or Utilities~~		~~Confined Space Entries (Permitted entries into any confined space, such as sewers and storm drains in order to comply with regulations)~~	~~3 2 years~~	~~3 years~~	~~3 5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: 2 years~~	~~Code of Federal Regulations requires 3 years for all monitoring records; 40 CFR 122.41(j)(2)~~
Public Works / Utilities		Customer Complaints or Concerns: Drinking Water Odor / Taste / Visual Complaints	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	5 years is required in State and Federal law for any drinking water complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64453(a)
Public Works / Utilities		Department of Health Services ~~(Correspondence, etc.)~~	10 ~~2~~ years		10 ~~2~~ years		Ppr			Department preference; Domestic water system inspection with County administration (State Program - Title 17) GC §34090
~~Public Works / Utilities~~		~~Equipment Repair Orders (Pumps, Storm Drain Lift Stations, Well Logs, etc.)~~	~~Life of Equipment~~		~~Life of Equipment~~		~~Mag, Ppr~~			~~Department Preference; GC §34090~~
Public Works / Utilities		Hazardous Waste Hauling	P		P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department preference; GC §34090 et. seq.

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~~Public Works / Utilities~~		~~Hydrant and Valve Maintenance (Routes)~~	~~2 years~~		~~2 years~~		~~Mag, Ppr~~			~~GC §34090~~
Public Works / Utilities		Hydrants: Temporary Permits	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			GC §34090
Public Works / Utilities		Manuals - Operation and Maintenance for various equipment	Life of Equipment		Life of Equipment		Mag, Mfr, OD, Ppr	S	No	Administrative value; GC §34090
~~Public Works / Utilities~~		~~Meter Production, Readings, Operations Checklists & Records~~	~~2 years~~	~~3 years~~	~~5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: 2 years~~	~~Consistent with other records; 40 CFR 122.41(j)(2)~~
Public Works / Utilities		Meter Reading Database	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department preference; Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Utilities		Meter Shop Log Sheets / Job Tickets	3 years		3 years		Mag, Ppr			Consistent with Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
~~Public Works / Utilities~~		~~Operations Log Books (Pumps and Motors)~~	~~2 years~~	~~3 years~~	~~5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: 2 years~~	~~Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)~~
Public Works / Utilities		Permits: Natural Gas, Propane, etc.	Expiration + 2 ~~4~~ years		Expiration + 2 ~~4~~ years	Yes: Until Completion	Mag, Ppr			Covers statute of limitations for contracts (4 years); Statewide guidelines propose Permanent; CCP § 337 et. Seq.; GC §
Public Works / Maint. Or Utilities		Pressure Vessel Permit (Propane, etc.)	Expiration + 2 years		Expiration + 2 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	GC §34090 et. seq.

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Public Works / Utilities		Projects & Facilities: **INFRASTRUCTURE** Final Specifications and Plans (Reservoirs, Wells, etc.)	Completion + 2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: 1 year	Statewide guidelines propose 7 years; 2 years for blueprints & specifications; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, GC §34090
Public Works / Utilities		Pump Stations and Production Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Administrative Value; GC §34090
Public Works / Utilities		Reservoirs (all records)	P		P		Mag, Mfr, OD, Ppr	S / I	No	Administrative Value; GC §34090
Public Works / Utilities		Respiratory Fit Tests for Breathing Apparatus	Separation + 30 years		Separation + 30 years		Mag, Ppr			Department Preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090
Public Works / Utilities		Routes (Reading, etc.)	When Superseded		When Superseded		Mag, Ppr			Transitory Records; GC§34090 et seq.
Public Works / Utilities		SCADA: Supervisory Control and Data Acquisition	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department preference; Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7

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Public Works / Utilities		Self-contained Breathing Apparatus (SCBA)	Expiration of Certificate (minimum 2 years)		Expiration of Certificate (minimum 2 years)		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Certificates are issued for 3-5 years; GC §34090 et. seq.
Public Works / Maint. Or Utilities		Sewer Repairs & Investigations	3 years		3 years	--	Mag Ppr			Consistent with Work Orders and Operational Complaints; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works / Utilities		Spill Reports	5 years		5 years		Mag, Ppr			Department preference; Spill reports have the potential to be involved with Clean Water Act actions; GC §34090
Public Works / Utilities		System Chlorination & Fluoridation	2 years	~~10 years~~	2 ~~12~~ years		Mag, Ppr	~~S / I~~	~~Yes: 2 years~~	~~State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692~~ GC §34090
Public Works / Utilities		System ~~Hydrant~~ Flush	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Utilities		TV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings **(all lines)**	P		P		Mag			Department Preference; GC §34090 et seq.
Public Works / Utilities		Underground Service Alerts (USA's) -- City	3 years		3 years		Ppr			GC §4216.2(d) & 4216.3(d)
~~Public Works / Utilities~~		~~Variances, Exemptions~~	~~Expiration + 5 years~~		~~Expiration + 5 years~~		~~Mag, Mfr, OD, Ppr~~	~~S~~	~~No~~	~~40 CFR 141.33(d)~~

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Public Works / Utilities		Vulnerability Assessment	Superseded + 5 years		Superseded + 5 years		Mag, Ppr			Highly confidential; 42 USC 300i-2 (c)
~~Public Works / Utilities~~		~~Water Consumption Records~~	~~2 years~~		~~2 years~~		~~Mag, Ppr~~			~~GC §34090~~
Outside District		Water Districts (outside agencies) / Projects outside City Boundaries	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records used for administrative purposes; GC §34090
Public Works / Utilities		Water Production and Stormwater Recording Charts	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Consistent with other records; GC §34090
Public Works / Utilities		Water Production Reports - **Annual**	2 years	P	P		Mag, Ppr			Department Preference; GC §34090
Public Works / Utilities		Water Production Reports - **Monthly**	2 years	3 years	5 years		Mag, Ppr			Consistent with other auditing standards; GC §34090
Public Works / Utilities		Water Quality Reports (also see Chemical Reports)	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
~~Public Works / Utilities~~		~~Water Quality Reports: Odor Complaints~~	~~2 years~~	~~10 years~~	~~12 years~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: 2 years~~	~~Department Preference; Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)~~
Public Works / Utilities		Water Reports & Sampling: Bacteriological	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department preference (only 5 years is required); 40 CFR 141.33(a)
Public Works / Utilities		Water Reports & Sampling: Chemical	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692

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Public Works / Utilities		Water Reports, Monitoring & Testing (maintenance, strip chart recordings)	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Federal: Bacteriological analysis are required for 5 years, chemical analysis for 10 years; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692;
Public Works / Utilities		Well Records	P		P		Mag, Mfr, OD, Ppr	S / I	No	Administrative Value; GC §34090

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