

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term “records” shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period (and has SUBSTANTIVE CONTENT) must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (“**Minimum 2 years**”), **the destruction / deletion must be authorized before it is destroyed,** as it is an official (original) record.

Copies, drafts, notes and non-records (or originals that do NOT have SUBSTANTIVE CONTENT) do **NOT require authorization**, and can be destroyed “**When No Longer Required.**”

If there is **NOT** a minimum retention (“When No Longer Required”), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. “**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**”

***The City intends to provide ongoing public access through its website to audio and video recordings of meetings, agenda reports, and related documents, consistent with past practice and subject to applicable records retention requirements.**

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

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

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

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

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

P = Permanent

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

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

Media Options (guideline) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper, Mylar, Linen, “Hard Copy”
OD = Optical Disk or other **Unalterable Media which does not allow changes**

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

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record) the electronic record is also placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC: Public Resources Code
USC: United States Code (US)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS (Used By ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used By ALL Departments)								
Lead Dept.	CW-001	Accident / Incident Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-002	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§335 337 et seq; GC §§34090, 65009(c)(1)
Lead Dept. (Managing the Agreement / Contract)	CW-003	Agreements / Contracts ADMINISTRATION (WITHOUT Grant Funding) (Insurance Certificates, Project Administration, Certified Payrolls, Project Schedules, RFP / RFQ - Request for Proposal, Request for Qualification, etc.) Send all Original Agreements / Contracts to the City Clerk	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E and O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts and Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-004	Agreements / Contracts: ADMINISTRATION (WITH Grant Funding) (Insurance Certificates, Project Administration, Certified Payrolls, Project Schedules, RFP / RFQ - Request for Proposal, Request for Qualification, etc.) Send all Original Agreements / Contracts to the City Clerk	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors and Omissions is 10 years; Statute of Limitations: Contracts and Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, and 570.502(b), 29-CFR-97-42 ; OMB Circular A-133 ; GC §34090
Lead Dept. (Managing the Agreement / Contract)	CW-005	Agreements / Contracts: UNSUCCESSFUL BIDS / PROPOSALS / RESPONSES to RFPs (Request for Proposals) / RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes unopened bids; GC §34090

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
n/a	CW-006	Boards, Commissions, / Committees: External Organizations - Agendas, Minutes, Resolutions, / other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Staffing Dept.	CW-007	Boards, Committees, Commissions, Advisory Bodies, Public Workshops: Citizen Advisory Created by the City Council AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Staffing Dept.	CW-008	Boards, Committees, Commissions, Advisory Bodies, Public Workshops: Citizen Advisory Created by the City Council - Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Staffing Dept.	CW-008.5	Boards, Committees, Commissions, Advisory Bodies, Public Workshops: Citizen Advisory Created by the City Council - Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Staffing Dept.	CW-009	Boards, Committees, Commissions, Advisory Bodies, Public Workshops: Citizen Advisory Created by the City Council MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Staffing Dept.	CW-010	Committees: Employee Committees , Employee Staff Meetings / Department Staff Meetings AGENDAS / MINUTES (If agendas or minutes are created)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Only Citizen Advisory Boards appointed by the City Council must retain minutes permanently (Council Subcommittees present their recommendations to the full Council); GC §34090 et seq.
Staffing Dept.	CW-011	Committees: Subcommittees of the City Council (Ad-Hoc / Standing Committees) AGENDAS / MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Council Subcommittees present their recommendations to the full Council; GC §34090 et seq.

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead (Responding) Dept.	CW-012	Complaints / Concerns from Citizens (Excludes Police Officers)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-013	Copies / duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-016	Correspondence - ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. e-mail / email with SUBSTANTIVE content, Letters, Memorandums, Administrative Files, Chronological , General Files, Reading File , Working Files , etc.) <u>SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential</u> IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 (Smith). S218066. Supreme Court of California, 2017; GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-015	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency / Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive , / NOT made / retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / email, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, staff Teams , videoconference chats, notes / recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / Returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record . Records where either the CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business , or ARE made or retained for the purpose of preserving the informational content for future reference are SAVED by placing them in an electronic or paper (project) file folder and retained for the applicable retention period . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608 (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-016	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705

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Lead Dept.	CW-017	GIS Database / Data / Layers (both City-wide / Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept. (Managing the Grant)	CW-018	Grant Applications funded by the City's General Fund	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept. (Managing the Grant)	CW-019	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Managing the Grant)	CW-020	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 and A-133 ; GC §34090
Lead Dept.	CW-021	Newspaper Clippings / Media Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090

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Human Resources	CW-022	Personnel Files (Department Copies - Excludes Police Officers) Send all originals to Human Resources	Send any copies to Human Resources upon Separation or Transfer	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Human Resources; GC §34090.7
Lead Dept.	CW-023	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-024	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports: Property NOT purchased / sold, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports: Purchased / Sold Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), and 570.502(b); 29 CFR 97.42 , GC §34090
Lead Dept. (Who Recorded the Document)	CW-027	Recorded Documents - Real Property: Deeds, Easements, Rights of Way, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

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Lead Dept.	CW-028	Records Destruction Authorization Forms / Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
n/a	CW-029	Reference Materials: Policies, Procedures / SOPs, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans, Strategic Plans, (if not provided in the schedule.) Standard Operating Procedures (SOPs), Studies / Reports (if not provided in the schedule.): etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Non-Records
Lead Dept.	CW-030	Reference Materials: Policies, Procedures / SOPs, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans, Strategic Plans, (if not provided in the schedule.) Standard Operating Procedures (SOPs), Studies / Reports (if not provided in the schedule.): etc.: Produced by YOUR Department	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-031	Reference Materials: Policies, Procedures / SOPs, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans, Strategic Plans, (if not provided in the schedule.) Standard Operating Procedures (SOPs), Studies / Reports (if not provided in the schedule.): etc.: Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-032	Reports, Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090

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Lead Dept.	CW-033	Reports, Studies (other than Historically significant - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-034	Special Event Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-035	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-036	Subpoenas (appearance / duces tecum)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-037	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft / transitory record, / can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-037.5	Training EMPLOYEE RECORDS (If Records are Created - filed by Employee Name) Required Information by Employee for all Employee Training for Separation + 5 years: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualification Documents	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b)

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Lead Dept. (Presenting the Training)	CW-038	Training Presented by Staff - COURSE RECORDS (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial , Harassment, Workplace Violence, Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics, Fiscal & Financial , Harassment & Workplace Violence Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b) ; LC §6401.9(f)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
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BOARDS AND COMMISSIONS (Used by All Departments that Staff a Board or Commission.) If the Staffing Department changes, notify the City Clerk and transfer all records to the new Department.								
Econ. Develop. / Arts and Culture	B&C-001	Arts / Culture Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Econ. Develop. / Arts and Culture	B&C-002	Arts / Culture Commission: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Arts and Culture	B&C-002.5	Arts / Culture Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Arts and Culture	B&C-003	Arts / Culture Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Library and Comm. Svcs / Recreation	B&C-004	Commission on Aging AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Library and Comm. Svcs / Recreation	B&C-005	Commission on Aging Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Recreation	B&C-005.5	Commission on Aging Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Library and Comm. Srvs / Recreation	B&C-006	Commission on Aging MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Manager	B&C-007	Community Police Review Commission (CPRC) AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	B&C-008	Community Police Review Commission (CPRC) Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Manager	B&C-008.5	Community Police Review Commission (CPRC) Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Manager	B&C-009	Community Police Review Commission (CPRC) MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Community Development / Planning	B&C-010	Design Review Board AGENDAS / STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Planning	B&C-011	Design Review Board Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development / Planning	B&C-011.5	Design Review Board Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development / Planning	B&C-012	Design Review Board MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)

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Econ. Develop. / Business Develop.	B&C-013	Economic Development Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Econ. Develop. / Business Develop.	B&C-014	Economic Development Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Business Develop.	B&C-014.5	Economic Development Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Business Develop.	B&C-015	Economic Development Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Library and Comm. Svcs / Transport.	B&C-016	Environmental Community / Investment Agreement (ECIA) Transportation Oversight Committee AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Library and Comm. Svcs / Transport.	B&C-017	Environmental Community / Investment Agreement (ECIA) Transportation Oversight Committee Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Transport.	B&C-017.5	Environmental Community / Investment Agreement (ECIA) Transportation Oversight Committee Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7

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Library and Comm. Svcs / Transport.	B&C-018	Environmental Community / Investment Agreement (ECIA) Transportation Oversight Committee MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Manager	B&C-019	Environmental Community / Investment Agreement (ECIA) Grant Review Committee AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	B&C-020	Environmental Community / Investment Agreement (ECIA) Grant Review Committee Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Manager	B&C-020.5	Environmental Community / Investment Agreement (ECIA) Grant Review Committee Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Manager	B&C-021	Environmental Community / Investment Agreement (ECIA) Grant Review Committee MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	B&C-022	General Pension Board AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	B&C-023	General Pension Board Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	B&C-023.5	General Pension Board Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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City Clerk	B&C-024	General Pension Board MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Community Development / Planning	B&C-025	Historic Preservation Commission AGENDAS / STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Planning	B&C-026	Historic Preservation Committee Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development / Planning	B&C-026.5	Historic Preservation Committee Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development / Planning	B&C-027	Historic Preservation Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Econ. Develop. / Housing Authority	B&C-028	Housing Advisory Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Housing Authority	B&C-028.5	Housing Advisory Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Housing Authority	B&C-029	Housing Advisory Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)

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Econ. Develop. / Housing Authority	B&C-030	Housing Advisory Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development	B&C-031	Human Rights / Human Relations Commission AGENDAS / STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development	B&C-032	Human Rights / Human Relations Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development	B&C-032.5	Human Rights / Human Relations Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development	B&C-033	Human Rights / Human Relations Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Library and Comm. Svcs / Library	B&C-034	Library Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Library and Comm. Svcs / Library	B&C-035	Library Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Library	B&C-035.5	Library Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7

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Library and Comm. Svcs / Library	B&C-036	Library Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Human Resources	B&C-037	Personnel Board AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	B&C-038	Personnel Board Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Human Resources	B&C-038.5	Personnel Board Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Human Resources	B&C-039	Personnel Board MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Community Development / Planning	B&C-040	Planning Commission AGENDAS / STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Planning	B&C-041	Planning Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development / Planning	B&C-041.5	Planning Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Community Development / Planning	B&C-042	Planning Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)

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Econ. Develop. / Real Estate	B&C-043	Point Molate Community Advisory Committee AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Econ. Develop. / Real Estate	B&C-044	Point Molate Community Advisory Committee Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Real Estate	B&C-044.5	Point Molate Community Advisory Committee Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Develop. / Real Estate	B&C-045	Point Molate Community Advisory Committee MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	B&C-046	Police / Firemen's Pension Board AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	B&C-047	Police / Firemen's Pension Board Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	B&C-047..5	Police / Firemen's Pension Board Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	B&C-048	Police / Firemen's Pension Board MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Library and Comm. Svcs / Recreation	B&C-049	Recreation / Parks Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: ALL BOARDS AND COMMISSIONS

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Library and Comm. Svcs / Recreation	B&C-050	Recreation / Parks Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Recreation	B&C-050.5	Recreation / Parks Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Recreation	B&C-051	Recreation / Parks Commission MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090(a)
Library and Comm. Svcs	B&C-052	Reimagining Public Safety Community Task Force AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
Library and Comm. Svcs	B&C-053	Reimagining Public Safety Community Task Force Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs	B&C-053.5	Reimagining Public Safety Community Task Force Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs	B&C-054	Reimagining Public Safety Community Task Force MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Library and Comm. Svcs / Children and Youth	B&C-055	Richmond Fund for Children / Youth Oversight Board AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Library and Comm. Svcs / Children and Youth	B&C-056	Richmond Fund for Children / Youth Oversight Board Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Children and Youth	B&C-056.5	Richmond Fund for Children / Youth Oversight Board Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Children and Youth	B&C-057	Richmond Fund for Children / Youth Oversight Board MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Council Office	B&C-058	Shimada Friendship Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Council Office	B&C-059	Shimada Friendship Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Council Office	B&C-059.5	Shimada Friendship Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Council Office	B&C-060	Shimada Friendship Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Public Works / Parks and Landscape	B&C-061	Urban Forest Advisory Committee AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Parks and Landscape	B&C-062	Urban Forest Advisory Committee Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Public Works / Parks and Landscape	B&C-062.5	Urban Forest Advisory Committee Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Public Works / Parks and Landscape	B&C-063	Urban Forest Advisory Committee MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Library and Comm. Svcs / Employment and Training	B&C-064	Workforce Development Board AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Library and Comm. Svcs / Employment and Training	B&C-065	Workforce Development Board Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Employment and Training	B&C-065.5	Workforce Development Board Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Library and Comm. Svcs / Employment and Training	B&C-066	Workforce Development Board MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Council Office	B&C-067	Youth Council AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Council Office	B&C-068	Youth Council Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Council Office	B&C-068.5	Youth Council Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Council Office	B&C-069	Youth Council MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Council Office	B&C-070	Zhoushan Friendship Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Council Office	B&C-071	Zhoushan Friendship Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Council Office	B&C-071.5	Zhoushan Friendship Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
City Council Office	B&C-072	Zhoushan Friendship Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
CITY ATTORNEY								
City Attorney	CA-001	Administrative Hearings Escalated from All Departments (The Final Decision is provided to the Department, who retains it with their case files)	Final Decision + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-002	Lawsuits / Litigation - Historically Significant Records	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (some records for some cases are required to be retained for future reference); CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-003	Lawsuits / Litigation - Routine Matters / Cases / Records	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Initial Claims must be filed within 1 year, lawsuit within 2 years; CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-004	Lawsuits / Litigation: Settlement Agreements, Court Decisions, etc.	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (some agreements or court decisions may have on-going commitments or terms); CCP §337 et seq.; GC §§911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-005	Legal Advice Files / Work Requests / Legal Advice Requests	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-006	Legal Case Management Software Database	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk	CC-001	Agenda Packets - City Council, Housing Authority, Joint Powers Financing Authority, Successor Agency, Former Redevelopment Agency, Surplus Property Authority Includes Appeals	P	Yes: Before Meeting	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	Agreements / Contracts ALL (INFRASTRUCTURE, / IF IMAGED, JPAs, MOUs) Agreement / Contract includes all contractual obligations (e.g. Specifications / Successful Proposal / Scope of Work), Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property / property restrictions, redevelopment, reservoirs, sewers, sidewalks, street / alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors and Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-003	<p>Agreements / Contracts ALL (NON-INFRASTRUCTURE, Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED)</p> <p><i>Agreement / Contract includes all contractual obligations (e.g. Specifications / Successful Proposal / Scope of Work)</i></p> <p>Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 years; 10 years for Errors and Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Board / Commission / Committee Applications (All, whether appointed / not)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-005	Board / Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-006	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources / Risk Management	CC-007	Claim for Damage Forms / Claims Against the City Forms	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Forwarded to Risk Management, who retains the complete claim file; GC §34090.7
City Clerk	CC-008	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL, IF NOT ELECTRONICALLY FILED	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	<u>Department preference: Only Campaign</u> Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC ; GC §81009(f)(g); GC §84615

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-009	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: Only Campaign Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC ; GC §81009(f)(g); GC §84615
City Clerk	CC-010	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-011	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-012	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(e)
City Clerk	CC-013	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
CITY CLERK / ELECTIONS								
City Clerk / Elections	CC-014	Campaign Filings (FPPC 400 Series Forms / Form 501): SUCCESSFUL CANDIDATES (Elected Officials) ELECTRONICALLY FILED, / PAPER FILINGS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers ; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk / Elections	CC-015	Campaign Filings (FPPC 400 Series Forms / Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years ; GC §81009(b)and(g)

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk / Elections	CC-016	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH / WITHOUT Committees	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(b)and(g); GC §84615
City Clerk / Elections	CC-017	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(f)and(g)
City Clerk / Elections	CC-018	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(c)and(g)
City Clerk / Elections	CC-019	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
City Clerk / Elections	CC-020	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
City Clerk / Elections	CC-021	Elections - GENERAL, WORKING / ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, District Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk / Elections	CC-022	Elections - HISTORICAL Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk / Elections	CC-023	Elections - Petitions (Initiative, Recall / Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-024	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - <u>IF Examined by Proponents</u>	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
<u>City Clerk / Elections</u>	<u>CC-024.5</u>	<u>Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT - NOT Examined by Proponents</u>	<u>Determination of Insufficiency + 8 months</u>		<u>Ppr</u>			<u>Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400</u>
(End of Elections Section)								
City Clerk	CC-025	Ethics Certificates Financial for City Council, Board / Commission Members, Employees	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§ 3105, 12946, 34090;; 53235.2(b);
City Clerk	CC-026	Historical Records, Photographs, / Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-027	Legislative History Files - HISTORICALLY SIGNIFICANT, LAND, PLANNING, CAPITAL IMPROVEMENT INFRASTRUCTURE PROJECTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-028	Legislative History Files - NOT HISTORICALLY SIGNIFICANT	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-029	Minutes: City Council, Housing Authority, Joint Powers Financing Authority, Successor Agency, Former Redevelopment Agency, Surplus Property Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-030	Oath of Office / Disaster Service Workers Oath - ALL Employees	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-031	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-032	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall / Referendum Petitions	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires 1 year for petitions; GC §50115
City Clerk	CC-033	Prop. 218 (Property-based fees - Notice Mailing List, Protest Letters / Ballots, Tabulation)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
City Clerk	CC-034	Public Records Requests / Subpoenas Duces Tecum (Excludes Rent Board, Police Responses / Fire Responses)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-035	City Council, Housing Authority, Joint Powers Financing Authority, Successor Agency, Former Redevelopment Agency, , Surplus Property Authority Meetings: Recordings: AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY CLERK (Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-035.5	City Council, Housing Authority, Joint Powers Financing Authority, Successor Agency, Former Redevelopment Agency, , Surplus Property Authority Meetings: Recordings: VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CC-036	Records Destruction Authorization Forms / Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-037	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	EC §21608(g); GC §34090
City Clerk	CC-038	Resolutions: City Council, Housing Authority, Joint Powers Financing Authority, Successor Agency, Former Redevelopment Agency, Surplus Property Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090(e)
City Clerk	CC-039	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER								
City Manager	CM-001	Administrative Policies Approved by the City Manager	Minimum Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-002	Legislative Advocacies, Support / Opposition to proposed Federal / State Legislation	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Manager	CM-003	Project Files / Subject Files (Subject will change over time)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance	CM-004	Travel Records / Expense Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building Division)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY DEVELOPMENT / BUILDING DIVISION								
Lead Dept.	B&S-001	Permit Database (TrakiT)	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; Required for the Life of the Structure; GC §34090; CBC §§ 1.8.4.3.1, 104.7 – 104.7.4 and 107.5 ; H&S §19850
Comm. Develop. / Building	B&S-002	Activity Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090
Comm. Develop. / Building	B&S-003	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 104.6 104.7 and 107.5; GC §34090
Comm. Develop. / Building	B&S-004	Building Plans - Cancelled / Withdrawn	Upon Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090
Comm. Develop. / Building	B&S-005	Building Plans - Expired	Minimum Upon Expiration		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090
Comm. Develop. / Building	B&S-006	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090
Comm. Develop. / Building	B&S-007	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR / APPURTENANCES	Minimum 180 days	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090
Comm. Develop. / Building	B&S-009	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1 , 104.6 104.7 and 107.5; H&S §19850; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Building Division)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Develop. / Building	B&S-010	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Comm. Develop. / Building	B&S-011	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Building	B&S-012	Copyright Release Forms / Requests / Permissions to Receive Copies of Plans (to / from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Develop. / Building	B&S-013	Correction Notices - Building	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Develop. / Building	B&S-014	Energy Calculations	Minimum When Permit is Finalled	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Develop. / Building	B&S-015	Geotechnical / Soils Reports / Structural Reports (all)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Building	B&S-016	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Develop. / Building	B&S-017	Plan Check Comments	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Develop. / Building	B&S-018	Stop Work Notices	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT /
CODE ENFORCEMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY DEVELOPMENT / CODE ENFORCEMENT								
Lead Dept.	CE-001	Permit Database (TrakiT)	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference - Data is interrelated; Required for the Life of the Structure; GC §34090; H and S §19850
Comm. Develop. / Code Enforcement	CE-002	Business Permits (Regulatory) - TECHNICIANS: Massage Technicians	Expiration + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Comm. Develop. / Code Enforcement	CE-003	Business Permits Background Files (Regulatory) - BUSINESS OWNER: Massage Establishments, Pawn Shops, Thrift Stores, etc.	Termination of Business + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Comm. Develop. / Code Enforcement	CE-004	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, / Code Enforcement Complaint Letters)	Resolution + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Comm. Develop. / Code Enforcement	CE-005	Hearing Officer Determinations / Appeals of Code Enforcement Actions	Resolution + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Comm. Develop. / Code Enforcement	CE-006	Liens / Releases (includes Recorded Liens)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090(a)
Comm. Develop. / Code Enforcement	CE-007	Notice of Violations / Code Enforcement Citations / Reminder Notices	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT (Housing)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY DEVELOPMENT / HOUSING								
Community Development / Housing	HOU-001	Fair Chance Access to Affordable Housing Ordinance: Appeals, Hearings, Determinations	Final Determination + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Municipal Code 7.110.080 requires the Housing Provider to retain records for 3 years and allow City access; GC §34090
Community Development / Housing	HOU-002	Fair Chance Access to Affordable Housing Ordinance: Audits	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Municipal Code 7.110.080 requires the Housing Provider to retain records for 3 years and allow City access; GC §34090
Community Development / Housing	HOU-003	Homeless Services / Homeless Outreach Applications (successful), grant agreement, copies of invoices, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; ; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 and A-133 ; GC §34090
Community Development / Housing	HOU-004	Housing Applications Rejected / Unqualified (First Time Home Buyers, Rehabilitation, Below Market Rate Housing Units, CalHome, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Housing	HOU-004.5	Housing Plans: Consolidated Annual Performance / Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans, etc.	Superseded + 5 years		Mag. Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 5 years; 24 CFR 91.105(h); 24 CFR 92.508(a); GC §3409

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT
(Housing)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Development / Housing	HOU-005	Housing Programs: Affordable Housing Projects, Inclusionary Housing, Below Market Rate (BMR), CalHome, Rehabilitation, etc. May include inclusionary housing agreements, regulatory agreements, promissory notes, deeds of trust, resale restrictions, rights of first refusal / options to purchase, etc. ALL HAVE a Recapture / Resale Restriction	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)and(c) and 570.502(a)(16), 982.158, 884.214; 29-CFR-97.42 , GC §34090
Community Development / Housing	HOU-006	Property Files for Affordable Housing Programs: Rent Increases, Termination Notices	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)and(c) and 570.502(a)(16), 982.158, 884.214; 29-CFR-97.42 , GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY DEVELOPMENT / PLANNING								
Lead Dept.	PL-001	Permit Database (TrackIT)	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H and S §19850
Community Development / Planning	PL-002	<p>Planning Projects - Discretionary / Ministerial - Approved Permanent Entitlements / Permits</p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, Application, etc.)</p> <p>Examples: Conditional Use Permits (CUPs) Density Bonus Development Permit General Plan / General Plan Amendments Lot Line Adjustment Public Art Rezones Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates</p>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7
Community Development / Planning	PL-002.5	Planning Projects - Cancelled / Expired / Withdrawn	Minimum Cancellation, Expiration or withdrawal + 2 years	-	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (project was not pursued by applicant); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT / PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Development / Planning	PL-003	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Planning	PL-004	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Census Bureau	PL-005	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Community Development / Planning	PL-006	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Planning is the Lead Correspondence / staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Community Development / Planning	PL-007	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA Inside City boundaries - Where Planning is the Lead	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Development / Planning	PL-008	General Plan, Elements / Amendments / Master Plans, Specific Plans, Land Use Plans / Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT /
PLANNING**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Development / Planning	PL-009	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Planning	PL-010	Housing Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing / Community Development)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090
Community Development / Planning	PL-011	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Development / Planning	PL-012	Temporary Permits (Approved / Unapproved) Banner Permits, Special Event Permits, Tree Removal Permit, etc.	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Planning	PL-013	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Planning	PL-014	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Development / Planning	PL-015	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

**RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT /
SUCCESSOR AGENCY / FORMER REDEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY DEVELOPMENT / SUCCESSOR AGENCY / FORMER REDEVELOPMENT								
Community Development / Successor Agency / Former Redevelop.	SUC-001	Marina Bay Properties (includes Deeds, Subordination Agreements, / other Real Property Records)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Community Development / Successor Agency / Former Redevelop.	SUC-002	Redevelopment Projects / Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, / City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Successor Agency / Former Redevelop.	SUC-003	Redevelopment Projects / Project Areas CIP Projects built by Redevelopment Agency, if any	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Successor Agency / Former Redevelop.	SUC-004	Redevelopment Projects / Project Areas Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Development / Successor Agency / Former Redevelop.	SUC-005	Redevelopment Projects / Project Areas Real Property: Deeds, Easements, Rights of Way	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY POLICE REVIEW COMMISSION								
CPRC	CPRC-001	Community Police Review Commission AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CPRC	CPRC-002	Community Police Review Commission: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
CPRC	CPRC-002.5	Community Police Review Commission: Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
CPRC	CPRC-003	Community Police Review Commission MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)

**RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT /
ARTS AND CULTURE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ECONOMIC DEVELOPMENT / ARTS AND CULTURE								
Econ. Dev. / Arts and Culture	ARTS-001	Art Inventory / Acquisition Invoices (Documentation of Value)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ. Dev. / Arts and Culture	ARTS-002	Public Art / Art In Public Places Program (ALL Projects) - Proposed / Not Completed Proposed / Unsuccessful Permanent / Temporary (not purchased, nor installed projects)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ. Dev. / Arts and Culture	ARTS-003	Public Art / Art In Public Places Program (Permanent Projects) - Completed Completed Permanent artworks, including deaccessioned artworks (materials, specifications, artist, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ. Dev. / Arts and Culture	ARTS-004	Public Art / Art In Public Places Program (Temporary Exhibits / Displays / Temporary Events) - Completed Completed Temporary artwork displays, / cultural Arts	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

**RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT /
BUSINESS DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ECONOMIC DEVELOPMENT / BUSINESS DEVELOPMENT								
Econ. Dev. / Business Develop.	BD-001	Business Development Economic Development Projects / Business Recruitment / Retention / Real Estate Assistance	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT (Environmental And Health Initiatives)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ECONOMIC DEVELOPMENT / ENVIRONMENTAL AND HEALTH INITIATIVES - (see Grants on City-Wide for any Grant-funded Program)								
Econ. Dev. / Environ. and Health	E&H-001	Energy Efficiency / Renewable Energy (may include incentives / rebates)	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a and b), 29-CFR-97-42 ; OMB Circular A-110 and A-133 ; GC §34090
Econ. Dev. / Environ. and Health	E&H-002	Green Business Support, Grants	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a and b), 29-CFR-97-42 ; OMB Circular A-110 and A-133 ; GC §34090
Econ. Dev. / Environ. and Health	E&H-003	Solid Waste Reduction / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection / Recycling) CalRecycle Annual Waste Diversion Report / CalRecycle Used Oil report / CalRecycle Bottles / Cans report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §34090
Econ. Dev. / Environ. and Health	E&H-004	Solid Waste Tonnage Reports / Statistics	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT / HOUSING AUTHORITY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ECONOMIC DEVELOPMENT / HOUSING AUTHORITY (all on Boards and Commissions?)								
Econ. Dev. / Housing Authority	HA-001	Affordable Housing Projects - RENTAL PROGRAMS - Tenant / Participant Files - Section 9 Housing Property Management Applications, Executed Lease, Basis for determining (reasonable) rent; Move-in/move-out inspection reports Termination of lease / subsidy assistance; etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 fiscal years after the funds were received; 24 CFR 990.325, GC §34090
Econ. Dev. / Housing Authority	HA-002	Affordable Housing Projects - RENTAL PROGRAMS - Section 9 Housing Property Management Tenant Income Verifications / Financial Information Only	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 fiscal years after the funds were received; 24 CFR 990.325, GC §34090
Econ. Dev. / Housing Authority	HA-003	Checks deposited to Bank for Housing Authority Programs (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Econ. Dev. / Housing Authority	HA-004	Housing Authority Advisory Commission / Easter Hill Housing Corporation / RHA Housing Corporation AGENDAS / STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Econ. Dev. / Housing Authority	HA-005	Housing Authority Advisory Commission / Easter Hill Housing Corporation / RHA Housing Corporation: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Econ. Dev. / Housing Authority	HA-005.5	Housing Authority Advisory Commission / Easter Hill Housing Corporation / RHA Housing Corporation: Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7

**RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT /
HOUSING AUTHORITY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Econ. Dev. / Housing Authority	HA-006	Housing Authority Advisory Commission / Easter Hill Housing Corporation / RHA Housing Corporation MINUTES / RESOLUTIONS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Econ. Dev. / Housing Authority	HA-007	Wait Lists / Applications for Affordable Housing Assistance Programs (Section 9)	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 fiscal years after the funds were received; 24 CFR 990.325, GC §34090
Division Providing Service / Work	HA-008	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	HA-009	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	HA-010	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT / PORT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations may suspend normal retention periods (retention resumes after settlement).</i>								
ECONOMIC DEVELOPMENT / PORT								
Econ. Dev. / Port	PORT-001	Assignment Agreements / Short-Term Use (Berth Space, Tie-Up, etc.)	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Econ. Dev. / Port	PORT-002	Leases - Tenants / Facilities Original Leases are sent to the City Clerk	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to ensure long-term records are retained for each tenant; E and O does not apply; Published Audit Standards=4-7 years; Statute of Limitations: Contracts and Spec's=4 years; CCP §§336(a), 337 et. seq., GC §34090
Econ. Dev. / Port	PORT-003	Port Infrastructure History	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Econ. Dev. / Port	PORT-004	Regulatory Agencies / Government Agencies	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Econ. Dev. / Port	PORT-005	Security Deposits / Refunds	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090 et seq.
Econ. Dev. / Port	PORT-006	Surveys / Vacometric Surveys for Dredging	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
City Clerk	PORT-007	Tariffs	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7 (copies)

**RECORDS RETENTION SCHEDULE: ECONOMIC DEVELOPMENT /
REAL ESTATE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ECONOMIC DEVELOPMENT / REAL ESTATE								
Econ. Dev. / Real Estate	RE-001	Environmental Site Assessments, Environmental Mitigation / Monitoring Reports, Environmental Studies / Reports, Soils Reports, Water Quality Reports, Environmental Clean up Plans, etc. Corporation Yard, Point Molate Marina Bay, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ. Dev. / Real Estate	RE-002	Point Molate Reports, Status Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ. Dev. / Real Estate	RE-003	Point Molate Reuse Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ. Dev. / Real Estate	RE-004	Point Molate Soil Studies, Site Cleanup Plans, Projects, Monitoring Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Econ. Dev. / Real Estate	RE-005	Public Meeting - Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes (Point Molate Meetings, etc.)	Minimum 2 years		Mag			Department preference; GC §34090
Econ. Dev. / Real Estate	RE-005.5	Public Meeting - Recordings - VIDEO RECORDINGS of Meetings / Video Tapes (Point Molate Meetings, etc.)	Minimum 2 years		Mag			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., Budget, Accounts Payable, Revenue, Bus. Licensing, Acct., Purchasing, Payroll, Treasury)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / ADMINISTRATION								
Finance / Lead Div.	FIN-001	Financial Services Database / ERP Database (Tyler Munis)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Admin.	FIN-002	Audit Reports / Annual Consolidated Financial Report (ACFR) / related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies - City Clerk is OFR); GC §34090.7
Finance / Admin.	FIN-003	Audit Work Papers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / Admin.	FIN-004	Single Audits / Transportation Audits / PERS Audit, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
FINANCE / BUDGET								
Finance / Budget	FIN-005	Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
City Clerk	FIN-006	Budget Reports / Quarterly Budget Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Presented to the City Council (this is a copy); GC §34090.7
Finance / Budget	FIN-007	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies - City Clerk is OFR); Must be filed with County Auditor; GC §34090.7, 53901
Finance / Budget	FIN-008	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., Budget, Accounts Payable, Revenue, Bus. Licensing, Acct., Purchasing, Payroll, Treasury)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / ACCOUNT PAYABLE								
Finance / Accounts Payable	FIN-009	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing and contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R and T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable	FIN-010	Accounts Payable / Invoices / Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, P-Card, City Card, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to pass grant audits (meets municipal government auditing standards); GC §34090
Finance / Accounts Payable	FIN-011	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
FINANCE / REVENUE, BUSINESS LICENSING								
Finance / Revenue	FIN-012	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / Revenue	FIN-013	Bankruptcies - NOT pursued	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Revenue	FIN-014	Bankruptcies - Where a claim is filed	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Revenue	FIN-015	Business License Applications, Registrations / Renewals	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., Budget, Accounts Payable, Revenue, Bus. Licensing, Acct., Purchasing, Payroll, Treasury)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Revenue	FIN-016	Business License Permitting Software (TrackIT)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Revenue	FIN-017	Checks / Warrants (Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Revenue	FIN-018	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance / Revenue	FIN-019	Collection Agency Assignments / Unpaid Accounts	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090
Finance / Revenue	FIN-020	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / Revenue	FIN-021	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / Lead Div.	FIN-022	Reports: Financial Reports created by the Finance Database / Permit Database: Ledgers, Reconciliations, Registers, Transaction Histories, etc.	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Financial system can re-create reports accurately; GC §34090
FINANCE / GENERAL ACCOUNTING								

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., Budget, Accounts Payable, Revenue, Bus. Licensing, Acct., Purchasing, Payroll, Treasury)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-036	Deposit Accounts / Developer Trust Accounts	Closed + 5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-037	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-038	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / General Accounting	FIN-039	Reports: Annual State / Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Lead Div.	FIN-040	Reports: Financial Reports created by the Finance Database: General Ledgers Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Financial system can re-create reports accurately; GC §34090
FINANCE / PURCHASING								
Finance / Purchasing	FIN-041	_Purchasing Database / ERP Database (Planet Bids)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Purchasing	FIN-042	Purchase Orders / Requisitions	5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Professional Services always have a contract, therefore Errors and Omissions are not applicable); Statute of Limitations is 4 years; 10 years for Errors and Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE**(Admin., Budget, Accounts Payable, Revenue, Bus. Licensing, Acct., Purchasing, Payroll, Treasury)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Purchasing	FIN-043	W-9s	Vendor Inactive + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
FINANCE / PAYROLL								
Finance / Payroll	FIN-044	Checks / Warrant Register Report - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-045	Checks / Warrants - Cancelled - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090, 26 CFR 31.6001-1
Finance / Payroll	FIN-046	DE-9 DE-43, W-3, 941 Forms, PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R and T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-047	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / Payroll	FIN-048	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R and T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 and 516.6(c);
Finance / Payroll	FIN-049	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R and T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., Budget, Accounts Payable, Revenue, Bus. Licensing, Acct., Purchasing, Payroll, Treasury)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-050	W-4s	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE

(Admin., Budget, Accounts Payable, Revenue, Bus. Licensing, Acct., Purchasing, Payroll, Treasury)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / TREASURY								
Finance / Treasury	FIN-051	Arbitrage / Bonds / Advisor Reports	Maturity + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / Treasury	FIN-052	Bank Statements / Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / Treasury	FIN-053	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090
Finance / Treasury	FIN-054	Investments / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity + 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / Treasury	FIN-055	PERS Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Treasury	FIN-056	Treasurer's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Presented to the City Council (this is a copy); GC §34090.7

RECORDS RETENTION SCHEDULE - FIRE (Admin., EMS, Fire Marshal / Fire Prevention, OES, Ops / Suppression, Training)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE / ADMINISTRATION								
Fire / Admin.	FR-001	_Fire Operations Database (Calls for Service, Incidents, Runs, etc.) (Zoll)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-002	Background Files - Successful Fire Employee / Volunteer Applicants (Employees, Cadets, Explorers, CERT, Chaplains, Reserves, etc.)	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(1)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113
Fire / Admin.	FR-003	Background Files - Unsuccessful Fire Employee / Volunteer Applicants (Employees, Cadets, Explorers, CERT, Chaplains, Reserves, etc.)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(1)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090
Fire / Admin.	FR-004	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-005	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-006	Mutual Aid Agreements, Joint Power Authorities (Local / State)	Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk is OFR; GC §34090.7
Fire / Admin.	FR-007	Programs / Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-007.5	Public Records Request Responses - Fire Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE - FIRE

(Admin., EMS, Fire Marshal / Fire Prevention, OES, Ops / Suppression, Training)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Admin.	FR-008	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-009	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
FIRE / EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-010	_Fire Incident ePCR Database	Indefinite - Minimum 20 years	Yes	Mag. Mfr. OD. Ppr	S / I	Yes: After QC & OD	Data is interrelated (e-PCRs must be retained 20 years - see Patient Care Reports); GC §34090 et seq.
Fire / EMS	FR-011	Ambulance Billing (Performed by a private company)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets municipal government auditing standards; GC §34090
Fire / EMS	FR-012	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Fire / EMS	FR-013	EMS Complaints	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §34090
Fire / EMS	FR-014	HIPAA Policies / Procedures (Health Insurance Portability / Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)

RECORDS RETENTION SCHEDULE - FIRE (Admin., EMS, Fire Marshal / Fire Prevention, OES, Ops / Suppression, Training)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / EMS	FR-015	Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: ALL (medical / non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database (ImageTrend)	20 years	<u>Yes</u>	Mag. Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 10 years for Medi-Cal patients , 7 years for non-Medi-Cal adults ; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients , 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); 9-CGR-9444 , 22 CCR 97530.9(c)(3) , 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490
Fire / EMS	FR-016	Refusal to Transfer	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §34090
FIRE / FIRE MARSHAL / FIRE PREVENTION								
Fire / Fire Prevention	FR-017	Development Review / Fire Sprinkler, Fire Safety Plans (Final, Approved Only)	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §§ 1.8.4.3.1 , 104.6 104.7 and; CBC § 107.5 ; H&S §19850; GC §34090
Community Develop. / Building	FR-018	Development Review / Plan Review - Building Permits	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 104.6 104.7 and 107.5; GC §34090
Fire / Fire Prevention	FR-019	Fire Alarm Inspection / Testing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Certain Property Owners are required to test and certify every 5 years; GC §34090

RECORDS RETENTION SCHEDULE - FIRE (Admin., EMS, Fire Marshal / Fire Prevention, OES, Ops / Suppression, Training)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Fire Prevention	FR-020	Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Fires, Modification / Alternative Methods / Materials	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC § 104.6 104.7 ; GC §34090
Fire / Fire Prevention	FR-021	Fire Inspections / Citations / Notice of Violations	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Not required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer - only applies to Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§104.7 - 104.7.4 ; GC §34090
Fire / Fire Prevention	FR-022	Fire Investigations - Arson / Capital Crimes Only - Human Fatality / Injury	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Prevention	FR-023	Fire Investigations - Arson / Capital Crimes Only - Structure / Vehicles	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Prevention	FR-024	Fire Investigations - OTHER Than Arson / Capital Crimes	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Prevention	FR-024.5	Fire Plans / Fire Sprinkler, Fire Safety Plans (Final, Approved by the Fire Department Only)	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §§ 1.8.4.3.1, 104.7; CBC § 107.5; H&S §19850; GC §34090
Fire / Fire Prevention	FR-025	Fire Prevention Programs (Fire Prevention Week, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE (Admin., EMS, Fire Marshal / Fire Prevention, OES, Ops / Suppression, Training)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Fire Prevention	FR-026	Permits: Construction Permits (Short Term Uses / Temporary Uses): High Piled Storage, Sprinkler Plans, etc.	Expiration of Permit + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq. CFC §§104.7
Fire / Fire Prevention	FR-027	Permits: Fire Code Permits / Special Event Permits (assembly permits, burn permits, candle permits, tent permits, open flame, etc.)	Expiration of Permit + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC § 104.6 104.7 ; GC §34090
Fire / Fire Prevention	FR-028	Permits: Operational Permits (Long-term operations): High Piled Storage, Sprinkler Plans, etc.	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq. CFC §§104.7
Fire / Fire Prevention	FR-029	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire / Fire Prevention	FR-030	Registrants: Arson Registrations: Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W and I §781; GC §34090.7
Fire / Fire Prevention	FR-031	Registrants: Arson Registrations: Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W and I §781; GC §34090.7
FIRE / OFFICE OF EMERGENCY SERVICES (OES)								
Fire / OES	FR-032	CERT Registration Forms	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Fire / OES	FR-033	Emergency Response Plans / Mutual Aid Plans / Strategic Plans	Superseded + 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE (Admin., EMS, Fire Marshal / Fire Prevention, OES, Ops / Suppression, Training)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / OES	FR-034	Emergency Response Records (includes cost recovery documentation)	10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / OES	FR-035	Liability Waiver Forms	2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
FIRE / OPERATIONS / SUPPRESSION								
Fire / Ops	FR-036	Fire Operations Database (Calls for Service, Incidents, Runs, etc.) (Zoll)	Indefinite - Minimum 5 years	<u>Yes</u>	<u>Mag.</u> <u>Mfr. OD.</u> <u>Ppr</u>	<u>S / I</u>	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.
Fire / Ops	FR-037	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090
Fire / Ops	FR-038	Equipment Records / Testing	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 and Annex C.5, GC §34090
Fire / Ops	FR-039	Fire Station Inspection Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Ops	FR-040	PPE Checklists (Personal Protective Equipment Checklists)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Ops	FR-041	Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Fire / Ops	FR-042	Station Log Books / Red Books	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
FIRE / TRAINING								

RECORDS RETENTION SCHEDULE - FIRE (Admin., EMS, Fire Marshal / Fire Prevention, OES, Ops / Suppression, Training)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Training	FR-043	_Training Database (Vector Solutions)	<u>Separation + 5 years</u>	<u>Yes</u>	<u>Mag. Mfr, OD, Ppr</u>	<u>S / I</u>	Yes: After QC & OD	Data is interrelated; GC §34090 et seq.; LC §1198.5
Fire / Training	FR-044	Respiratory Fit Tests (/ send to Human Resources to put into Medical File?)	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Fire / Training	FR-045	Training File (by employee) Individual Training Certificates, Continuing Education for Paramedics	<u>Minimum Separation + 5 years</u>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b) LC §1198.5

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Risk Management)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Lead Div.	HR-001	Human Resources Database / ERP Database (Tyler Munis)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Human Resources	HR-002	1095-C, 1094-C (Employer-Provided Health Insurance Offer / Coverage / Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-003	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-005	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	Compensation Surveys / Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-007	Contracts for Investigators / Engagement Letters	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Human Resources	HR-008	COVID-19 Notifications to Employees	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6409.6(k), GC §34090
Human Resources	HR-009	DE-34 (Report of New Employees)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; R and T §19530, GC §34090
Human Resources	HR-010	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Human Resources	HR-011	DMV Pull Notices	When Superseded or Employee Separated		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §§ 34090
Human Resources	HR-012	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 and 1627.3(b)(1), GC §§12946, 12960, 34090;

**RECORDS RETENTION SCHEDULE: HUMAN RESOURCES
(Risk Management)**

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013	Employment Verifications	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.
Human Resources	HR-014	Ethics Certificates, Financial and Fiscal , Harassment Certificates - Employees Only	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§ 3105, 12946, 12960, 34090, 53235.2(b); 53237.2(b); 53238.3(b); LC §1198.5.
Human Resources	HR-015	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 and 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC §1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-016	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Human Resources	HR-017	Job Descriptions / Job Classification / Job Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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Human Resources	HR-018	Personnel Files - Employee File (Official Personnel File) Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, PAF / Personnel Action Forms, Training Certificates , etc.)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 and 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC §1198.5
Human Resources	HR-019	Personnel Files - Medical File Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-020	Recruitment / Testing File Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-021	Retiree Medical Billing / COBRA Billing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090
Human Resources	HR-022	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, Training , etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090
HUMAN RESOURCES / RISK MANAGEMENT								

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES (Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Risk Management	HR-023	Claim for Damages / Claims Against the City	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Human Resources / Risk Management	HR-024	Insurance Policies - General Liability, Workers Compensation	P	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers longest possible statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090
Human Resources / Risk Management	HR-025	Insurance Policies - Property, Fire, Theft, etc.	Expiration + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090
Human Resources / Risk Management	HR-026	OSHA Citations / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Human Resources / Risk Management	HR-027	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources / Risk Management	HR-028	Property Damage Claims / Claims filed to reimburse damage to City Property / Restitution / Subrogation	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090
Human Resources / Risk Management	HR-029	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, / Injury Reports from Employees)	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups (Computer Backups for Disaster Recovery Purposes)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC §34090 et seq.
Information Technology	IT-003	Help Desk Database	Indefinite - Minimum 2 years	Yes	Mag. Mfr. OD, Ppr	S / I		Data is interrelated; GC §34090
Information Technology	IT-004	Network Configuration Maps / Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-005	UNALTERABLE MEDIA / IMMUTABLE MEDIA (CLOUD IMMUTABLE BACKUP) / (WORM / DVD-r / CD-r / Blue Ray-R) / other unalterable media that does not permit additions, deletions, / changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Information Technology	IT-006	Video Recordings - Public Areas (Parking Lots, Parks, Traffic Intersections, etc.) Excludes Videos of Public Meetings	When No Longer Required		Mag			Does not record "regular and ongoing operations"; GC §34090 et seq.
Information Technology	IT-007	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) Excludes Videos of Public Meetings	1 year		Mag			Records "regular and ongoing operations", or "Building Security"; GC §34090.6 et seq,

RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES / CHILDREN AND YOUTH

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
LIBRARY AND COMMUNITY SERVICES / CHILDREN AND YOUTH								
Library and Comm. Svcs / Children and Youth	C&Y-001	Grants to Local Non-Profits for Children / Youth Programming - (Awarded to Subgrantees (SUCCESSFUL) Reports, other records required to pass an Audit) Applications from the Non-Profit, copies of contract, invoices, required reports, completion records	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Most grants are funded from the General Fund; Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 and A-133 ; GC §34090
Community Services / Children and Youth	C&Y-002	Grants to Local Non-Profits for Children / Youth Programming - UNSUCCESSFUL Applications, Correspondence to Local Non-Profit	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for auditing purposes for subgrantees; GC §34090

**RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES /
EMPLOYMENT AND TRAINING**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
LIBRARY AND COMMUNITY SERVICES / EMPLOYMENT AND TRAINING								
Library and Comm. Svcs / Employment and Training	E&T-001	Employment / Training Plans	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Some programs may have grant funding); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a&b), 29 CFR-97.42; OMB Circular A-110 and A-133; GC §34090
Library and Comm. Svcs / Employment and Training	E&T-002	Employment / Training Program Participant Payroll	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate participants returning to the program; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R and T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 and 516.6(c);
Library and Comm. Svcs / Employment and Training	E&T-003	Employment / Training Program Participant W-2s	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R and T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Library and Comm. Svcs / Employment and Training	E&T-004	Employment / Training Programs (Richmond WORKS, YouthWORKS, RichmondBUILD, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Some programs may have grant funding); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a&b), 29 CFR-97.42; OMB Circular A-110 and A-133; GC §34090

**RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES /
EMPLOYMENT AND TRAINING**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Library and Comm. Svcs / Employment and Training	EandT-005	Training / Workshops for Employment / Training Program Participants / Employees (Attendance Rosters, Outlines / Materials)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics and Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES / LIBRARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
LIBRARY AND COMMUNITY SERVICES / LIBRARY AND LEAP								
Library and Comm. Svcs / Library	LIB-001	_Library Information Database	Indefinite - Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Library and Comm. Svcs / Library	LIB-002	Contest Entries (Photo Contests, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Library and Comm. Svcs / Library	LIB-003	Contest Winners (Photo Contests, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Library and Comm. Svcs / Library	LIB-004	Contracts for Performers, Instructors, Digital Services / Subscription for On-Line Services All other official / original records: City Clerk is the Office of Record	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Library and Comm. Svcs / Library	LIB-005	Grants: LSCA (Library Services / Construction), LSTA (Library Services / Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act, IMLS (Institute of Museum / Library Services) , / PLF (Public Library Foundation) ONLY . For all others, follow City-wide Schedule. (SUCCESSFUL Reports, / Financial Information) Send copy of application / award to Administrative Services	Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library and Comm. Svcs / Library	LIB-006	Incident Reports / Disruptive Patrons	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES / LIBRARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Library and Comm. Svcs / Library	LIB-007	LEAP Program Records / Reports (Literacy for Every Adult Program) / Literacy / Tutoring Includes all records required by grants / reports to the State	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Some programs may have grant funding); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a&b), 29 CFR-97.42; OMB Circular A-110 and A-133; GC §34090
Library and Comm. Svcs / Library	LIB-008	Library Programs - Education, Youth / Families, Lifelong Learning, etc. (Program Manager's Records)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Library and Comm. Svcs / Library	LIB-009	Registrations / Sign-ups / Waivers (Signed by participants, / their parent / guardian)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Library and Comm. Svcs / Library	LIB-010	Releases / Copyright Usage Permission / Photo / Video Release Agreement / Use Items from Library Collection, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Library and Comm. Svcs / Library	LIB-011	Sponsored Art, Artists / Projects - Temporary Exhibits	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Library and Comm. Svcs / Library	LIB-012	Waivers for Transportation / other Programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.

**RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES /
NEIGHBORHOOD SAFETY**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
LIBRARY AND COMMUNITY SERVICES / NEIGHBORHOOD SAFETY								
Library and Comm. Svcs / Neighborhood Safety	NS-001	Operation Peacemaker Fellowship Participant Case Files	End of Participation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference (Meets auditing standards); Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, and 570.502(b), 29 CFR 97.42; OMB Circular A-133 ; GC §34090; GC §8546.7
Library and Comm. Svcs / Neighborhood Safety	NS-002	Operation Peacemaker Fellowship Programs / Outreach	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference (Meets auditing standards); Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, and 570.502(b), 29 CFR 97.42; OMB Circular A-133 ; GC §34090; GC §8546.7

RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES / RECREATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
LIBRARY AND COMMUNITY SERVICES / RECREATION								
Library and Comm. Svcs / Recreation	REC-001	Recreation Activity Registration Database (ACTIVE Net)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to accommodate client files for Regional Center; GC §34090
Library and Comm. Svcs / Recreation	REC-002	Activity Guide / Class Guide / Program Guide (Final)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Library and Comm. Svcs / Recreation	REC-003	Activity Program Manager's Records / Special Programs / Event Files Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Library and Comm. Svcs / Recreation	REC-004	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Library and Comm. Svcs / Recreation	REC-005	Client Files - Regional Center, Other Programs	Client Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a and b), 29 CFR 97.42 ; OMB Circular A-110 and A-133 ; GC §34090
Library and Comm. Svcs / Recreation	REC-006	Contracts for Performers, Class Instructors, etc. All other official / original records: City Clerk is the Office of Record	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES / RECREATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Library and Comm. Svcs / Recreation	REC-007	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Library and Comm. Svcs / Recreation	REC-008	Facility Use Requests / Field Rentals / Facility Use Applications / Permits (Includes Insurance Certificates / ABC Permits where appropriate)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
Library and Comm. Svcs / Recreation	REC-009	Incident Reports / Disruptive Patrons	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Library and Comm. Svcs / Recreation	REC-010	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Library and Comm. Svcs / Recreation	REC-011	Lifeguard Certifications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	29 CFR 1602.31 and 1627.3(b)(ii), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Library and Comm. Svcs / Recreation AND Public Works / Parks and Landscape	REC-012	Pool Chemical Logs, Additions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	40 CFR 70.6; GC §34090
Library and Comm. Svcs / Recreation	REC-013	Rosters / Sign-in / Sign-Out Sheets for classes / programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Library and Comm. Svcs / Recreation	REC-014	Schedules / Hours (classes / staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES / TRANSPORTATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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LIBRARY AND COMMUNITY SERVICES / TRANSPORTATION								
Library and Comm. Svcs / Transportation	TRANS-001	Applications for Service (Commuter Shuttles, Dial-a-Ride, etc.)	Expiration + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Library and Comm. Svcs / Transportation	TRANS-002	Audits: DMV / CHP	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-003	Bicycle Plans, Electric Vehicle Plans, Transportation Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Library and Comm. Svcs / Transportation	TRANS-004	Bit Inspection (CHP Commercial Vehicle Inspection)	Life of the Vehicle + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	49 CFR 396.11(c)(2); GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-005	Bus / Vehicle Procurement	Disposal of Vehicle + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Library and Comm. Svcs / Transportation	TRANS-006	Car Sharing	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Some programs may have grant funding); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a and b), 29 CFR-97.42 ; OMB Circular A-110 and A-133 ; GC §34090
Library and Comm. Svcs / Transportation	TRANS-007	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; If a motor carrier, required for 3 and 14 months; 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §§ 34090

**RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES /
TRANSPORTATION**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Library and Comm. Svcs / Transportation	TRANS-008	Dispatch System / Route Match / Dial-a-Ride / Mini-Bus / Door-to-Door Database (Route Match)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Library and Comm. Svcs / Transportation	TRANS-009	Electric Vehicle Charging Stations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Some programs may have grant funding); 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, and 570.502(a and b), 29-CFR-97.42; OMB Circular A-110 and A-133; GC §34090
Library and Comm. Svcs / Transportation	TRANS-010	Funding / Grants: FTA, Others: Equipment (Buses, Vehicles) / Real Property <i>Equipment is defined as "useful life of more than one year / an acquisition cost which equals / exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, / \$5,000. Includes rolling stock / all other such property used in the provision of public transit service</i> Includes all records, including application, administration, reports, audits, etc.	Disposition / Sale + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D, III(7); OMB Circular A-110 and A-133; GC §34090
Library and Comm. Svcs / Transportation	TRANS-011	Funding / Grants: FTA, Others: Excluding Equipment (Buses, Vehicles) / Real Property Includes all records, including application, administration, reports, audits, etc.	Close (Final Expenditure Report) + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years meets auditing standards and federal requirements; FTA - Circular_5010_1D, III(7); OMB Circular A-110 and A-133; GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES / TRANSPORTATION

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Library and Comm. Svcs / Transportation	TRANS-012	Inspections: Facility Inspections / Fire Extinguisher Inspections, CalTIP Special Lists, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-013	Licenses / Permits (to Operate Public Transportation)	Expiration + 2 years	Yes (until expiration)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-014	Manifests / Passenger Manifests / Passenger Counts / Trip Sheets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Consistent with accounts receivable; GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-015	Reports from Drivers / Driver's Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Consistent with other safety requirements; GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-016	Schedules - Transportation Drivers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for auditing; GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-017	Surveyor Sheets / Random Counts (National Transit Database)	2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts / source records entered into database and not retained in the ordinary course of business; GC §§ 34090
Library and Comm. Svcs / Transportation	TRANS-018	Vehicle / Equipment History Files (Transit Vehicles ONLY)	Disposal of Vehicle + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; ; FTA - Circular_5010_1D, III(7); 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., 13 CCR 1234(f); GC §34090

**RECORDS RETENTION SCHEDULE: LIBRARY AND COMMUNITY SERVICES /
TRANSPORTATION**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Library and Comm. Srvs / Transportation	TRANS-019	Video Recordings: Exterior / Interior of Vehicles, Operations	When No Longer Required		Mag			Department preference; 1 year is not required - No forward-facing videos; 1. The agency has made a diligent effort to identify a security system that is capable of storing recorded data for one year. 2. The agency determines that the technology to store recorded data in an economically and technologically feasible manner for one year is not available. 3. The transit agency purchases and installs the best available technology with respect to storage capacity that is both economically and technologically feasible at that time. PUC §99164; GC §34090 .6

RECORDS RETENTION SCHEDULE: MAYOR AND CITY COUNCIL SUPPORT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
MAYOR AND CITY COUNCIL SUPPORT								
Mayor and City Council Support	COU-001	Project Files / Subject Files (Subject will change over time)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance	COU-002	Travel Records / Expense Reports	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS /
(Abatement)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / ABATEMENT								
Lead Dept.	AB-001	Waste Manifests / Pictures of Abatement	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Division Providing Service / Work	AB-002	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	AB-003	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	AB-004	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering And Capital Projects (ECIP))

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / ENGINEERING AND CAPITAL PROJECTS (ECIP)								
Lead Dept.	ECIP-001	Permit Database (TrackIT)	Indefinite - Permanent	Yes	Mag. Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H and S §19850
Public Works / Eng and Capital Projects (ECIP)	ECIP-002	Annexation Case Files	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-003	Assessment Districts / Landscape Districts / Community Facilities Districts / Street Lighting Districts / Special Districts (Marina, Hilltop)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-004	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-005	Bonds: Private Development Labor / Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-006	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas / Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs , Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors and Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts and Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering And Capital Projects (ECIP))**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Eng and Capital Projects (ECIP)	ECIP-007	Capital Improvement Projects (CIP): Permanent File Plans, RFP / Specifications / Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-008	Drawings, Maps, / Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-009	Encroachment Permits / Excavation Permits: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-010	Encroachment Permits / Excavation Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts (Installation / Patching), etc.) Includes Insurance Certificates	Expiration + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-011	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical / Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering And Capital Projects (ECIP))**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Public Works / Eng and Capital Projects (ECIP)	ECIP-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Engineering is the Lead Correspondence / staff notes that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-013	Land Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors and Omissions; land records are permanent by law; CCP §§337.337.1(a), 337.15, 343; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-014	Land Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical / Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
City Clerk	ECIP-015	Prop. 218 (Property-based fees - Notice Mailing List, Protest Letters / Ballots, Tabulation	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City Clerk retains official records; GC §34090.7
Lead Dept.	ECIP-016	Recorded Documents / Real Property: Deeds, Easements, Right of Ways, Abandonments / Vacations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering And Capital Projects (ECIP))**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Eng and Capital Projects (ECIP)	ECIP-017	Standard Construction Details Authored by the City / Design / Construction Standards - Authored by the City for Construction of City Infrastructure (CIP / Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-018	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-019	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Police, Sheriff or State of California	ECIP-020	Traffic Calming Requests (Speed Humps, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-021	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §34090.7
Public Works / Eng and Capital Projects (ECIP)	ECIP-022	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-023	Traffic Speed Surveys (certified by City Council Resolution)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Presented to the City Council in the Council Agenda Packet; GC §34090.7
Public Works / Eng and Capital Projects (ECIP)	ECIP-024	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Eng and Capital Projects (ECIP)	ECIP-025	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS / FACILITIES MAINTENANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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PUBLIC WORKS / FACILITIES MAINTENANCE								
Lead Dept.	FAC-001	BAAQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Facilities Maintenance	FAC-002	City Building Inspections / Facilities Inspections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	FAC-003	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) and (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Lead Dept.	FAC-004	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Dept.	FAC-005	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Lead Dept.	FAC-006	Pressure Vessel Certifications / Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Lead Dept.	FAC-007	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (/ records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where and when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Facilities Maintenance	FAC-008	Swimming Pool Chemical Logs, Additions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	40 CFR 70.6; GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS /
FACILITIES MAINTENANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	FAC-009	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	FAC-010	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	FAC-011	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS / FLEET MAINTENANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / FLEET MAINTENANCE								
Lead Dept.	FL-001	BAAQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Fleet Maintenance	FL-002	Vehicle Titles ("Pink Slips")	Sale or Disposal		Mag, Mfr, OD, Ppr	S / I		Given to Auction House / New Owner; GC §34090
Public Works / Fleet Maintenance	FL-003	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)
Public Works / Fleet Maintenance	FL-004	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Public Works / Fleet Maintenance	FL-005	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H and S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Fleet Maintenance	FL-006	Fleet - Vehicle / Equipment History Files / Database Maintenance, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Lead Dept.	FL-007	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Dept.	FL-008	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Lead Dept.	FL-009	Pressure Vessel Certifications / Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS /
FLEET MAINTENANCE**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	FL-010	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (/ records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where and when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Division Providing Service / Work	FL-011	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	FL-012	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	FL-013	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Parks Maintenance)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / PARKS MAINTENANCE								
Lead Dept.	PRK-001	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Dept.	PRK-002	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Parks Maint.	PRK-003	Park Tree DATABASE	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Public Works / Parks Maint.	PRK-004	Park Tree Maintenance, Trimming, Arborists Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Parks Maint.	PRK-005	Playground Equipment Inspections, Maintenance	5 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP §337; GC §34090
Lead Dept.	PRK-006	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (/ records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where and when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	PRK-007	Underground Service Alerts (USA's) / Dig Alerts	2 years <u>3 Years</u>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank ; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Parks Maintenance)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	PRK-008	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PRK-009	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PRK-010	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Street Maintenance)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / STREET MAINTENANCE								
Lead Dept.	ST-001	BAAQMD Permits - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Lead Dept.	ST-002	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Lead Dept.	ST-003	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Lead Dept.	ST-004	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (/ records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where and when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	ST-005	Underground Service Alerts (USA's) / Dig Alerts	2 years <u>3 Years</u>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank ; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Division Providing Service / Work	ST-006	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	<u>Yes</u>	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	ST-007	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required	<u>Yes</u>	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

**RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Street Maintenance)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	ST-008	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Water Resource Recovery, Environmental Compliance)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / WATER RESOURCE RECOVERY, ENVIRONMENTAL COMPLIANCE								
Public Works / Water Resource Recovery	WWR-001	Industrial Pretreatment - Chains of Custody (Water testing instructions)	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference for EPA / Good Laboratory Practice Standards; Hazmat discharge records are required for 3-5 years; 40 CFR §§122.21, 122.41; 40 CFR 792.195
Public Works / Water Resource Recovery	WWR-002	Industrial Pretreatment - Industrial Users Database Data regarding industries, applications, permits, sampling, inspection / enforcement	Indefinite - Minimum 6 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Database - data is interrelated; GC § 34090
Public Works / Water Resource Recovery	WWR-003	Industrial Pretreatment - Industrial Waste User Files (by Address) Applications, Permits, lab cost accounting, self-monitoring, inspections, lab tests, notices of violations, responses, administrative compliance orders, correspondence	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §§34090, 60201 et seq. et seq.
Public Works / Water Resource Recovery	WWR-004	Industrial Pretreatment - POTW (Publicly Owned Treatment Works) Sample Collection Records / Binders Sampling for pump stations, headworks, plant effluent, / correspondence	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference for EPA / Good Laboratory Practice Standards; Hazmat discharge records are required for 3-5 years; 40 CFR §§122.21, 122.41; 40 CFR 792.195
Public Works / Water Resource Recovery	WWR-005	Industrial Pretreatment - Program Administration Standard operating procedures, program evaluations, reports, monitoring, correspondence	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Water Resource Recovery, Environmental Compliance)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Water Resource Recovery	WWR-006	Industrial Pretreatment - Sampling Logs / Procedures	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference for EPA / Good Laboratory Practice Standards; Hazmat discharge records are required for 3-5 years; 40 CFR §§122.21, 122.41; 40 CFR 792.195
Public Works / Water Resource Recovery	WWR-007	Reports - Monthly / Quarterly (Flow, Quantity)	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference for EPA Lab requirements; Hazmat discharge records are required for 3-5 years; 40 CFR §§122.21, 122.41; 40 CFR 792.195; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq
Public Works / Water Resource Recovery	WWR-008	Source Control / FOG (Fats, Oil / Grease)	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; POTW reports are required for 3 years; 40 CFR 403.12; GC §§34090, 60201 et seq.
Public Works / Water Resource Recovery	WWR-009	Stormwater Illicit Discharges	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Water Resource Recovery	WWR-010	Stormwater Inspections (Business Inspections, O&M related inspections, / Development Inspections)	6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Water Resource Recovery	WWR-011	Stormwater: NPDES Permits	Superseded + 5 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Water Resource Recovery	WWR-012	Unauthorized Discharges / Violations / Exceedances	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; NPDES records are required for 3 years; 40 CFR 122.41(j)(2); 40 CFR 141.33(b); 22 CCR 64453(b)(2) et seq.

RECORDS RETENTION SCHEDULE: RICHMOND RENT BOARD

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
RICHMOND RENT BOARD								
Finance	RRB-001	Accounts Payable, Invoices, Check Copies	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Richmond Rent Board / Hearings	RRB-002	Correspondence with Substantive Content, Notifications (Landlord / Tenant)	Final Resolution + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Richmond Rent Board / Hearings	RRB-003	Hearing Petitions, Final Decisions / Settlements	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Richmond Rent Board / Hearings	RRB-004	Hearing Petitions, Evidence, Objections, Recordings	Final Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090
Richmond Rent Board / Legal	RRB-005	Legal Advice (Confidential Memorandum, Legal Opinions, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Richmond Rent Board / Legal	RRB-006	Maximum Allowable Rent / Allowable Rental Adjustments / Rent Adjustments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Richmond Rent Board / Legal	RRB-007	Public Records Requests / Subpoenas Duces Tecum - Rent Board Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Richmond Rent Board / Legal	RRB-008	Rent Adjustment Hearings	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Richmond Rent Board / Legal	RRB-009	Richmond Rent Board AGENDAS / STAFF REPORTS Includes Appeals	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: RICHMOND RENT BOARD

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Richmond Rent Board / Legal	RRB-010	Richmond Rent Board: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Richmond Rent Board / Legal	RRB-010.5	Richmond Rent Board: Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); Video recordings of meetings are required for 90 days; GC §34090.7
Richmond Rent Board / Legal	RRB-011	Richmond Rent Board MINUTES / RESOLUTIONS Includes Appeals	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Richmond Rent Board / Public Information	RRB-014	First Right of Refusal, Request to Return, Contact Information	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; when a landlord or a relative vacates a rental unit, they must reside in that unit for at least three years. If they fail to meet this requirement, they are obligated to offer the rental unit back to the original tenant;. GC §34090
Richmond Rent Board / Public Information	RRB-012	Notices: Ellis Act of Termination of Tenancy	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Richmond Rent Board / Public Information	RRB-013	Notices: Notice of Termination of Tenancy, Rent Increase Notices, Tenant Compliance, Landlord Compliance, Termination of Tenancies Excludes Owner Move In Notices / Ellis Act Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: RICHMOND RENT BOARD

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Richmond Rent Board / Public Information	RRB-014	Notices: Owner Move-In Notice of Termination of Tenancy	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Richmond Rent Board / Relocation	RRB-015	Relocations (Permanent / Temporary)	Final Payment + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090