

## **RESOLUTION NO. 2017-121**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK APPROVING AN UPDATE TO THE RECORDS RETENTION SCHEDULE**

**WHEREAS**, the declared purpose of this Resolution is to provide direction to City Officials, employees, contractors, and volunteers for the proper and efficient management of City of Rohnert Park records consistent with the requirements of federal and state laws including California Government Code Section 6250 et seq. "Public Records Act"; and

**WHEREAS**, California Government Code Section 34090 et seq. sets forth certain legal requirements relating to the retention of certain municipal records and provides parameters whereby any City record that has served its purpose and is no longer required may be destroyed; and

**WHEREAS**, the City Council approved a new Records Retention Schedule by Resolution 2017-021; and

**WHEREAS**, the City Clerk's Office and Human Resources Department have identified and removed or rearranged statutory references from the Records Retention Schedule that do not pertain to a particular record series and adjusted the associated retention period as appropriate; and

**WHEREAS**, the City Clerk's Office and Human Resources Department have identified and corrected clerical errors and inconsistencies; and

**WHEREAS** the City Clerk and City Attorney find the attached Records Retention Schedule complies with federal and State statutes; and

**WHEREAS**, it has been recommended that an amended Records Retention Schedule be adopted. The amended Records Retention Schedule is attached and incorporated into this resolution as Exhibit A.

#### **NOW, THEREFORE, BE IT RESOLVED:**


Section 1. The amended Records Retention Schedule, attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved.

Section 2. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.


Section 3. This resolution shall become effective immediately upon its passage and adoption.

DULY AND REGULARLY ADOPTED this 10<sup>th</sup> day of October, 2017.

CITY OF ROHNERT PARK

  
\_\_\_\_\_  
Jake Mackenzie, Mayor

ATTEST:

  
\_\_\_\_\_  
Caitlin Saldanha, Deputy City Clerk

Attachment: Exhibit A Records Retention Schedule

AHANOTU: Aye BELFORTE: Aye CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

# Records Retention Schedule



City Clerk's Office  
130 Avram Avenue  
Rohnert Park, CA 94928

February 14, 2017

Adopted: Resolution 2017-021

Amended: Resolution 2017-xxx

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# Legends

| CITATION CODES                              |   |
|---|---|
| B&P = Business And Professions              | GC = California Government Code           |
| CAC = California Administrative Code        | H&S = Health & Safety                     |
| CBC = California Building Code              | HUD = Housing And Urban Development       |
| CCP = Code Of Civil Procedure               | LAB = California Labor Code               |
| CCR = California Code of Regulations        | OMB = Office of Management & Budget       |
| CEC = California Evidence Code              | OSHA = Occupational Safety & Health Act   |
| CEQA = California Environmental Quality Act | PC = Penal Code                           |
| CFC = California Fire Code                  | POST = Police Officers Standards Training |
| CFR = Code Of Federal Regulations           | R&T = California Revenue & Taxation Code  |
| EC = Election Code                          | SEC = Security Exchange Commission        |
| EVC = California Evidence Code              | UFC = Uniform Fire Code                   |
| FA = California Food and Agriculture        | USC = United States Code                  |
| FC = California Financial Code              | VEH = Vehicle Code                        |
| FMLA = Family & Medical Leave Act 1993      | W&I = Welfare & Institutions Code         |
| FPPC = Fair Political Practice Commission   |   |

| Retention Codes       |                        |
|-----------------------|------------------------|
| AC = Active           | FD = Final Disposition |
| AD = Adoption         | I = Indefinite         |
| AU = Audit            | L = Life               |
| CU = Current Year     | M = Month              |
| CL = Closed/Completed | P = Permanent          |
| DOB = Date of Birth   | S = Superseded         |
| E = Election          | T = Termination        |
|                       | Y = Year               |

| Acronyms                                   |   |
|--|---|
| CCMS = Citywide Content Management System  | MOA = Memorandum of Agreement                   |
| DOJ = Department of Justice                | MOU = Memorandum of Understanding               |
| FEMA = Federal Emergency Management Agency | MSDA = Material Safety Data Sheet               |
| FPPC = Fair Political Practice Commission  | REMIF = Redwood Empire Municipal Insurance Fund |
| FTC = Federal Trade Commission             | RFI = Request for Information                   |
| JPA = Joint Powers Agreement               | RFP = Request for Proposal                      |
| LOI = Letter of Intent                     | RFQ = Request for Qualifications                |

## Using the Record Retention Schedule

The retention schedule is intended to direct City staff on when and how to disposition City records after they have exceeded their lifecycle, it also provides you with the location and/or the Department of Record. Below is a descriptive sample of a record from the schedule, with category explanations:

| Record Series  | Retention   | Statutory Reference   | Disposition  | Descriptor/Content   | Depart. of Record   |
|--|---|---|--|--|---|
| Whenever possible records have been combined into a series of like items for example "Agreements / Contracts". In some cases records are so unique that their record name stands alone such as "Historical". | This is the total amount of time that is required, either by federal, state, local statute, or internal policy. | Notes any applicable government code or policy related to the record's retention. | Refers to what will be done at the end of a records lifecycle: either: destroy, retain permanently, or transferred to the Rohnert Park storage facility. | When a record goes by more than one name, the alternative names are listed here. The purpose or function of the record is described. A series of records may be comprised of several document types, documents that most likely will be found in this series are listed. Any other notes, exceptions, or special instructions relating to the record or record series are listed here. | Department responsible for maintaining the original record. Departments not listed under "Department of Record" are deemed to have a duplicate copy of such records and may destroy the copy at any time. |

## Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for records sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. There may be some retention periods and disposition requirement within this schedule that may change between major reviews of the schedule. The City Clerk's Office welcomes all comment and suggestions concerned with improvement of record retention schedule through modifications and additions.

## Use of Schedule

This PDF document contains bookmarks. To utilize bookmarks, open the document, click "View" "Show/Hide" "Navigation Panes" and select "Bookmarks." When using this Retention Schedule it may require a search mode (find), use "Control (Ctrl) F", a pop-up box will appear, use search word or words to find specific documents for your retention needs.

## Contact Us

For further information on any records management, record preservation, or disposition issues, please contact:  
City Clerk's Office  
130 Avram Avenue, Rohnert Park, CA 94928  
Phone: 707-588-2227  
Email: [cityclerk@rpcity.org](mailto:cityclerk@rpcity.org)

## ALL DEPARTMENTS

| All Departments - Record Series Title  | Retention | Statutory Reference  | Disposition | Descriptor/Content   | Department of Record |
|--|-----------|--|-------------|--|----------------------|
| Affidavits of Publications, Public Hearing Notices, Legal Advertising, Affidavits of Posting | CU + 4Y   | GC34090, 54960.1(c)(1), 911.2; CCP 337, 343, 349 et seq.   | Destroy     | Notices of Postings, public notices, and legal publications.<br><br>Note: Brown Act challenges must be filed within 30 or 90 days of actions; Statute of Limitations on Municipal Government actions is 3-6 months.  | Lead Department      |
| AGREEMENTS / CONTRACTS   |           |  |             | Letters of Intent, leases, Memoranda of Agreement (MOAs), Memoranda of Understanding (MOUs), Joint Powers Agreements (JPAs), etc.  |                      |
| Assessment Districts   | P         | GC 34090   | Permanent   |  | City Clerk           |
| CIP (capital improvement projects) / Infrastructure / MOUs / JPAs                            | P         | CCP 337, 337.1(a), 337.15, 343; GC34090; H&S 19850 contractor has retention requirements in 48 CFR 4.703(a). Statute of limitations is 4 years; 10 years for Errors & Omissions; Land records are permanent. | Permanent   | Agreement or contract includes all contractual obligations (e.g. RFP, RFQ, Scope of Work or Successful Proposal, Amendments), and Initial Insurance Certificate.<br><br>May include, but is not limited to Request for Proposals (RFP), Request for Qualifications (RFQ) bid exemption documents, bid and quote lists, notices of bid opening and award, bid advertising records, tally sheets, bid specifications, bid award letter, notice of completion. These records include documentation that establish, change, amend, or close projects. May include, but not limited to: Projects; capital projects; assessment district CIP; private development fund; operating grants; external funded programs; special program donations; non-capital multi-year.<br><br>Examples: Architects, buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivision, utilities, water, etc. | City Clerk           |
| Development  | P         | CCP337, 337.1(a), 337.15, 337.2, 343; AC16023; GC34090, GC65864, 65869.5; 48 CFR 4.703   | Permanent   | Infrastructure contracts, franchises. Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/or involving construction of improvements.   | City Clerk           |



| All Departments - Record Series Title   | Retention    | Statutory Reference  | Disposition | Descriptor/Content   | Department of Record |
|---|--------------|--|-------------|--|----------------------|
| General Agreements and Contracts (Non capital improvement projects / Non Infrastructure | CL or T + 5Y | CCP 337 (4Y);<br>CCP 343 (4Y);<br>GC 34090 (2Y);<br>US 26 CFR;<br>31.6001-1 (CU+4Y);<br>US 29 CFR 516.5 (3Y);<br>US 40 CFR;<br>122.21(p) (3Y);<br>US 40 CFR;<br>122.41(j) (3Y); US 49 CFR 107.504 (CL+2Y); B&P 7042.5; PU7685; 48 CFR:2; GC53066 | Destroy     | <p>Executed agreement or contract includes all contractual obligations (e.g. RFP, RFQ, Scope of Work or Successful Proposal, Amendments), and Initial Insurance Certificate.</p> <p>Includes: contracts, exhibits, bid documents, change orders and amendments. May also include significant related correspondence, copies of payments, receipts, and other supporting papers used in managing the contract.</p> <p>Examples: Consulting, Grant agreements, loan agreements, lease agreements, legal services, professional services, goods, permit and licensing agreements, software licensing agreements, recycled water agreement, etc.</p> <p>Note: State guidelines recommend 5Y after grant closure, loan termination.</p> | City Clerk           |
| Franchises  | P            | GC 34090, 65864, 65869.5   | Permanent   |  | City Clerk           |
| Investment Agreements   | P            | GC34090(d); CCP 337(a)   | Permanent   | Note: see "All Departments" Agreements and Contracts section.  | City Clerk           |
| JPA   | P            | GC34090(e)   |             |  | City Clerk           |
| NOT Awarded   | CU + 2Y      | GC34090  | Destroy     | Records and information created or retained in the preparation of purchasing or acquisition of goods and services, but where the purchase order, contract, or agreement was not awarded.   | Lead Department      |

| All Departments - Record Series Title | Retention | Statutory Reference   | Disposition | Descriptor/Content  | Department of Record |
|---------------------------------------|-----------|---|-------------|---|----------------------|
| Real Property                         | L + 10Y   | CCP 315 (LA10Y)<br>CCP 337.1 (CL+4Y)<br>CCP 337.15 (LA10Y)<br>GC 34090 (2Y)<br>US 26 CFR 31.6001 (CU+3Y)<br>US 29 CFR 516.5 (3Y)<br>US 40 CFR 70.6 (CL+5Y)<br>US 40 CFR 122.21(p) (3Y)<br>US 40 CFR 122.41(j) (3Y)<br>US 49 CFR 107.504 (CL+2Y) | Destroy     | Executed agreements, contracts, leases between the City and other parties pertaining to real estate and facilities.<br>Addendums, Amendments, Attachments / Exhibits, Bids, Awards (Accepted), Certificates of Insurance, Change Orders, Delivery Records<br>Disclosures, Exhibits, Improvement Agreements, License Agreements, Licenses, Performance Bonds, Price Lists, Property Improvement Contracts, Purchase Orders, Quotations, Receiving Reports, Real Estate Leases, Attachments, Requests for Information (RFI), Requests for Proposal (RFP), Requests for Quote (RFQ), Requisitions, Schedules, Scorecards, Specifications, Statements of Work (SOW), Surety Bonds (bid bonds, payment bonds, performance bonds, ancillary bonds), Warranties.<br><br>Note: Annexations are permanent. | City Clerk           |
| Settlements                           | P         | CCP 337.337.1(a), 337.15, 343;<br>GC34090, contractor has retention requirements in 48 CFR 4.703(a)   | Permanent   | Including Litigation Settlements.   | City Clerk           |
| Budget Operating (Dept. copies)       | S         | GC34090.7   | Destroy     | Note: Department preference as to when the copy is no longer of any use.  | Finance              |
| Calendar and Scheduling               | CU + 2Y   | GC34090   | Destroy     | Appointment books, work schedules, planners, daily assignment sheets, shift schedules. Records kept that document and facilitate the routine planning and scheduling of meetings, appointments, daily tasks, work assignments, shift assignments, vacation and/or day off schedules. Includes: weekly schedule sheets, work schedules, appointment logs, and work assignment memos.   | Lead Department      |
| Committees / Taskforces - Internal    | CL + 2Y   | GC34090   | Destroy     | Staff meetings, meetings not formed by City Council and not regulated by the Brown Act. Includes: All records, working files, general subject, minutes, agendas, and audio/visual recordings.   | Lead Department      |

| <b>All Departments -<br/>Record Series Title</b>   | <b>Retention</b>      | <b>Statutory<br/>Reference</b>                                     | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b>         |
|--|-----------------------|--|--------------------|---|---|
| Complaint Files -<br>Personnel   | CL + 5Y               | EVC 1045; GC<br>12946; PC 801.5,<br>803(c);                        | Destroy            | Documents complaints about employees, employee actions, or employee conduct. Includes forms and correspondence.<br><br>Note: Does not include complaints or investigations of a peace officer involved shooting or high profile case records or case record complaints and employee rights.   | Human<br>Resources and<br>Public Safety |
| Complaint Files - Citizen  | CL + 2Y               | CCP 338 et seq,<br>342; GC 945.6,<br>34090                         | Destroy            | Documents complaints about customer service, maintenance, repairs, or materials. Includes: forms, service requests, and correspondence.   | Lead<br>Department                      |
| Copies / Duplicates  | No longer<br>required | GC34090  | Destroy            | Copies / duplicates are non-records and can be destroyed when no longer required.<br><br>Note: Department preference as to when the copy is no longer of any use.   | Lead<br>Department                      |
| Correspondence and<br>General Files that are<br>drafts, notes, preliminary<br>drafts, transitory | Non<br>Records        | GC34090, 6252,<br>6254(a); 64 Ops.<br>Cal. Atty. Gen.<br>317(1981) | Destroy            | Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing out and placing them in a file folder, or saving them electronically. Items typically not records: copies, superseded manuals, holiday notices, notes, drafts, working documents in preparation of other documents, catalogs, trade journals, materials that have no substantial value, blank forms and paper kept as supplies, meeting room registrations, telephone messages, invitations, logs, checklists, thank you notes, undeliverable envelopes, visitor logs, voice mails, webpages, instant messaging, social media posting, e-mails and letter such as transmittals and acknowledgements of receipt, etc. not made or retained in ordinary course of business for the purpose of preserving the informational content for future reference.<br><br>Note: Consult the Records Management Policy to determine if a record is considered transitory/preliminary draft. | Lead<br>Department                      |

| <b>All Departments -<br/>Record Series Title</b>                                      | <b>Retention</b>        | <b>Statutory<br/>Reference</b>  | <b>Disposition</b>                      | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b>     |
|---|-------------------------|---|---|--|-------------------------------------|
| Correspondence and General Files  | CU + 2Y                 | GC34090   | Destroy                                 | Electronic and paper records are filed and retained based upon their content. E-mails, electronic records, or social media postings that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing out and placing them in a file folder, or saving them electronically. Administrative, subject, chronological, general files, letters, memorandums, working files, staff correspondence, email, notices, and requests.<br><br>Note: consult the Records Management Policy to determine if a record is considered a record. | Lead Department                     |
| Correspondence from Regulatory Agencies   | CL + 2Y<br><br>See Note | GC34090   | Destroy                                 | <br><br>Note: Retain until issues is resolved.   | Lead Department                     |
| Employee Records – Supervisory File   | See Note                | GC34090   | Upon separation send to Human Resources | Records document an employee's history at the Department level. Includes: copies of personnel action form, leave of absence forms; safety and training records, correspondence, time off requests, documented counseling, commendations, citations, and other employee related information.<br><br>Note: maintained in a separate folder by department supervisor to be incorporated into performance evaluation, or to document progressive discipline. Upon separation send to Human Resources.  | Lead Department                     |
| Employee Training, Course and Training Records (Public Safety & Non-Safety Employees) | T + 5Y                  | GC12946, 34090<br>8 CCR 3203 (CU+1);<br>GC53235.2(b) (5Y);<br>29 CFR 1602.14 (1Y),<br>29 CFR 1602.31 (CU+2Y); LAB 3076.3 (5Y) | Destroy                                 | Records associated with or documenting the job-related instruction of employee/officials for job proficiency, enhancement or for skill attainment.<br><br>Includes: completed tests, quizzes, certificates of completion, and certifications.<br><br>Note: records can be destroyed 5 years after termination of employment  | Lead Department and Human Resources |

| <b>All Departments -<br/>Record Series Title</b>                              | <b>Retention</b>        | <b>Statutory<br/>Reference</b>   | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b>                                    |
|---|-------------------------|--|--------------------|---|--|
| Employee Training Materials, Schedules (Public Safety & Non-Safety Employees) | S + 6Y                  | GC12946;<br>GC34090; 8 CCR 3203 (CU+1);<br>GC53235.2(b) (5Y); LAB 3076.3 (5Y); 29 CFR 1602.14 (1Y);<br>29 CRF 1602.31 (CU+2);<br>45 CFR 164.530(j) (CY+6Y) | Destroy            | Documentation regarding the content of training courses and schedules for training offered to employees.<br><br>Including: course brochures, presentation materials, testing materials.   | Lead<br>Department<br>and Human<br>Resources                       |
| Equipment (Office) Ownership and Maintenance Records                          | T + 2Y                  | GC34090  | Destroy            | Records documenting the legal ownership and maintenance of all office- owned equipment. May include, but is not limited to: date of purchase or lease; purchase price; warrantee information; make and model owner's manual, and maintenance logs.  | Lead<br>Department   |
| Events, City Sponsored  | CL + 5Y<br><br>See Note | GC34090  | Destroy            | Festival, Galas, Anniversary Celebrations, Receptions. Includes: mailing lists, invitations, photographs, media releases, correspondence, and event diagrams, supplier information, memos, reports, supporting documents.<br><br>Note: transfer records of historical significance to storage facility. | Lead<br>Department   |
| Events, Special   | CL + 5Y                 | GC34090<br>CCP 338   | Destroy            | Records supporting the process to request a permit or reservation for field use, facility use, park use, block parties, parades, special events, street closures, or equipment.<br><br>May include, but is not limited to permit applications, correspondence, and event diagrams.                      | Lead<br>Department   |
| GIS Database / Data / Layers both Citywide and specialized                    | P                       | GC34090  | Permanent          | Graphic and non-graphic files for City, may also include Orthorectified aerial photos and satellite images, detail drawings, site drawings, seismic hazards, utility maps, water system, pumping facility mapping project, city facilities, aerial infrastructure projects, coordination maps.          | Public Works,<br>Community<br>Services,<br>Development<br>Services |
| Goals & Objectives  | S + 2Y                  | GC34090  | Destroy            | Department goals and objectives.  | Lead<br>Department   |

| All Departments - Record Series Title | Retention                | Statutory Reference  | Disposition                  | Descriptor/Content  | Department of Record           |
|---------------------------------------|--------------------------|--|------------------------------|---|--------------------------------|
| Grant Records - Awarded               | CL + 10Y<br><br>See note | GC34090; 2 CFR200.33; 7CFR 3016.42; 21 CFR 1403.36(i)(11) & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, 570.502(a)(b), 29 CFR 97.42; 40 CFR 31.42; OMB Circular A102, A-110, A-128 & A-133 | Destroy                      | <p>Documents the application, evaluation, awarding, administration, monitoring, and status of grants in which a local government entity is the recipient, grantor, allocator, or administer. Grants may come from federal or state governments, foundations or other private funding sources. Includes: applications including project proposals, summaries, objectives, activities, budgets, exhibits, an aware notification, grant evaluation records and recommendations concerning grant applications, grant administration records including progress reports, budgets, project objectives, proposals, and summaries, records documents allocation of funds, contracts, records monitoring project plans and measuring achievement, equipment inventories, financial reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation.</p> <p>Upon closure, the following grant records shall be transferred to the storage facility: Grant application package, award documents, and summary, paper, or closing documents; all remaining records can be destroyed.</p> <p>Note: If grant requires an audit the records shall be held the total retention + completion of the audit; whichever is longer. Refer to grant application close-out procedure.</p> | Lead Department                |
| Grant Records – Not Awarded           | 2Y                       | GC34090  | Destroy                      |   | Lead Department                |
| Historical                            | P                        | GC34090  | Transfer to storage facility | Records preserving the City's History which may include gifts, donations, and contributions to the City, memorials or tributes by private individuals or corporations. Includes: newspaper clippings, photographs, memorabilia, donor and acknowledgement letters, acquisition lists itemizing purchases made with contributed money (books, art, equipment, etc.), conditions or restrictions, history of fundraising events and related administrative records, and plaques.  | Lead Department                |
| MSDS (Material Safety Data Sheets)    | 30Y                      | 8 CCR 3204 (d)(1)(B)(2 & 3); 29 CFR 1910.1020(d)(1)(ii)(B), GC34090  | Destroy                      | Documents chemicals and hazardous materials owned, used, in the possession in the course of City business. Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical/substance/agent, where & when it was used is maintained for 30 years. Applies to qualified employers; Claims can be made for 30 years for toxic substance exposure.  | City Clerk and Lead Department |

| <b>All Departments -<br/>Record Series Title</b>                           | <b>Retention</b>   | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|--------------------|--------------------------------|--------------------|---|---------------------------------|
| News / Press Releases,<br>City issued                                      | 2Y<br><br>See Note | GC34090                        | Destroy            | Prepared statements and announcements issued to the news media by the City.<br><br>Note: transfer records of historical significance to storage facility.   | Lead<br>Department              |
| Photographs  | S + 2Y             | GC34090                        | Destroy            | General not associated with a project or historical record.   | Lead<br>Department              |
| Policies & Procedures,<br>Departmental                                     | S + 2Y             | GC34090(d)                     | Destroy            | Documents the policies, procedural directives, and manuals developed by the Department to govern its internal management functions.   | Lead<br>Department              |
| Policies & Procedures,<br>Administrative                                   | S + 2Y             | GC34090(d)                     | Destroy            | Documents the policies, procedural directives, and manuals developed by the City to govern its internal management functions.   | City Clerk                      |
| Publications: Brochures,<br>Newsletters, Reference<br>Materials, Bulletins | CU + 2Y            | GC34090                        | Destroy            | Newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, and similar published records.  | Lead<br>Department              |
| Purchase Orders  |                    |                                |                    | See "Finance" Purchasing section.   |                                 |
| Reports, Annual and<br>Special   | CU + 2Y            | GC34090                        | Destroy            | Reports documenting the program or primary activities and/or accomplishment of the City of program, division, department, of the City. Includes: statistical analysis, narratives, graphs, diagrams, annual reports, status or progress reports, and similar information. This does not include staff reports created and/or presented by to the City Council or other legislative body (See City Clerk Section).                     | Lead<br>Department              |
| Subject / Project /<br>Program Working Files/<br>Chron Files               | 2Y                 | GC34090                        | Destroy            | Note: Retention is department preference.   | Lead<br>Department              |
| Surveys and<br>Questionnaires, City<br>issued                              | CL + 2Y            | GC34090                        | Destroy            | Includes: notes or papers used to develop survey tools, data collection tools, results or analysis of collected data, and reports.<br><br>Note: If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When no longer required). Does not include Development Surveys, (Recording data and maps) recorded maps and monuments, water or sanitary surveys. | Lead<br>Department              |

| <b>All Departments -<br/>Record Series Title</b> | <b>Retention</b> | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>                    | <b>Department<br/>of Record</b> |
|--|------------------|--------------------------------|--------------------|--|---------------------------------|
| Travel Records                                   | CU + 2Y          | GC34090                        | Destroy            |  | Lead<br>Department              |
| Vehicle Assignment                               |                  |                                |                    | See "Public Works" Fleet / Vehicles section. | Lead<br>Department              |

### Risk Management

| <b>Risk Management -<br/>Record Series Title</b>                   | <b>Retention</b> | <b>Statutory<br/>Reference</b>  | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b>                         |
|--|------------------|---------------------------------|--------------------|---|---|
| Accident Reports – City<br>Assets                                  | CL + 7Y          | 29 CFR 1904.2; 29;*             | Destroy            | Reports and related records.<br>* CFR 1904.6  | REMIF,<br>Human<br>Resources,<br>and lead<br>department |
| Accident, Incident, and<br>Injury Reports – Public<br>and Employee | CL + 7Y          | GC34090.7                       | Destroy            | Forms and documents non-vehicle accidents and injuries including<br>incident/loss reports.  | REMIF,<br>Human<br>Resources,<br>and lead<br>department |
| Bonds, Insurance   | P                | CCP 337.2; 343                  | Permanent          | Bonds and insurance policies insuring city property and other assets.   | Finance   |
| Claims, Damage   | CL + 5Y          | GC34090;<br>GC25105.5           | Destroy            | Paid/Denied Redwood Municipal Insurance Fund (REMIF). Includes:<br>damage to person and property i.e. sidewalk, potholes, trip, etc.                      | REMIF and<br>Clerk's Office                             |
| Claims, Property Loss<br>Recover                                   | CL + 5Y          | GC34090(d)                      | Destroy            | May include but is not limited to: claims and records related to cost<br>recovery against persons or entities responsible for damage to City<br>property. | Finance &<br>Lead<br>Department                         |
| Incident Reports   | CL + 7Y          | 29 CFR 1904.2; 29<br>CFR 1904.6 | Destroy            | Theft, arson, vandalism, property damage or similar occurrence<br>(excluding fire/law enforcement).   | Lead<br>Department                                      |



| Risk Management - Record Series Title  | Retention | Statutory Reference  | Disposition | Descriptor/Content  | Department of Record                    |
|--|-----------|--|-------------|---|---|
| Insurance, City's  | P         | GC34090; CCP 336(a), 337   | Permanent   | <p>The City's Insurance - Documents the terms and conditions of insurance policies between local government and insurers. Types of insurance include liability, property, group employee health and life; motor vehicle, workers' compensation, flood and others.</p> <p>Includes: Proof of insurance includes certificates and endorsement documents insurance coverage required for city contracts, permits, leases and all other agreements and REMIF (Redwood Empire Municipal Insurance Fund) accreditation, MOUs, agreements, certificates, endorsements, policies.</p> | Human Resources, City Clerk, Purchasing |
| Insurance, Liability/Property  | P         | GC34090  | Permanent   | May include liability, property, Certificates of Participation, deferred, use of facilities.  | Lead Department                         |
| Insurance that cannot be matched to an Agreement, Contract, project, grant, etc. | 11Y       | GC34090; CCP 336(a), 337   | Destroy     | Note: Covers E&O Statute of Limitations; Published Audit Standards 4-7 years; Statute of Limitations: Contracts & Specs = 4 years, Wrongful Death=completion + 5 years, Developers=completion + 10 years  | Lead Department, Purchasing             |
| Photographs, Negatives, Film, Video  | CL + 5Y   | GC34090  | Destroy     |   | Lead Department                         |
| Risk Management Reports  | CL + 5Y   | OMB 1220-0029; 29 CFR1904.4; GC 34090  | Destroy     | Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies  | REMIF                                   |
| Workers Compensation   | P         | CCR 14311, 15400.2, 8 CCR 10102, 3204(d)(1) et seq; LAB 110-139.6; GC6410, 12946; 29 CFR 1910.20 | Permanent   | <p>Claim Files, Reports, Incidents (working files) originals filed with Administrator</p> <p>Indemnity; PERS - working files - originals with Administrator.</p> <p>90 years – Workers' Compensation Indemnity Claims<br/> 75 years - pre-designated doctors<br/> 30 years – work related exposure records<br/> 15 years – medical only claims<br/> 10 years – employee first aid records<br/> 10 years - Workers' compensation incidents</p>   | <b>REMIF</b> and Human Resources        |

## ADMINISTRATION

### City Manager

| City Manager – Record Series Title         | Retention | Statutory Reference   | Disposition | Descriptor/Content   | Department of Record |
|--|-----------|-----------------------|-------------|--|----------------------|
| Economic Development Programs and Services | CL + 10Y  | GC34090<br>CCP 337.15 | Destroy     | Records and information documenting the City's economic development programs.<br><br>Includes: business promotion programs, business recruitment programs, community activities, demographics, economic development programs, economic development strategy, parking management strategies, retail incentive programs, and urban design plans. | City Manager         |
| Speeches / Presentations                   | 2Y        | GC34090               | Destroy     |  | City Manager         |

### Information Services

| Information Services - Record Series Title                   | Retention          | Statutory Reference     | Disposition | Descriptor/Content  | Department of Record |
|--|--------------------|-------------------------|-------------|---|----------------------|
| Helpdesk Information   | CL + 2Y            | GC34090                 | Destroy     | Note: Retention is department preference.   | IT                   |
| Network Information  | CU + 5Y            | GC34090; CCP 337.2, 343 | Destroy     | Configuration maps and plans.<br><br>Note: Retention is department preference.  | IT                   |
| Policies and Procedures                                      | S + 2Y             | GC34090                 | Destroy     | Management/Policies and supporting documentation including security.  | IT                   |
| Program Files and Directories/Folders Backups                | CU + 2Y            | GC3409,<br>GC3409.7     | Destroy     | Used for disaster recovery purposes only; Considered a copy and can be destroyed when no longer needed.<br><br>All users' files and folders are backed up daily to weekly to monthly with a one year backup retained. | IT                   |
| Software Media, Applications, Database Systems, and Licenses | No longer required | GC3409,<br>GC3409.7     | Destroy     | City applications and databases running on servers including all cloud databases.<br><br>Note: Department preference as to when the software is no longer of any use.   | IT                   |
| Surveillance Video   | 1Y                 | GC34090.6 (a)           | Destroy     |   | IT                   |

| Information Services - Record Series Title   | Retention | Statutory Reference                 | Disposition | Descriptor/Content  | Department of Record |
|--|-----------|-------------------------------------|-------------|---|----------------------|
| WORM/DVD-r/Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes | P         | GC60200, 12168.7, EVC1550, CCR22620 | P           | For legal compliance for Trusted Electronic Records (when the electronic records servers as the official record). | IT                   |

## Legal

| Legal – Record Series Title                | Retention | Statutory Reference                                    | Disposition | Descriptor/Content  | Department of Record        |
|--|-----------|--|-------------|---|-----------------------------|
| Agreements Contracts                       |           |  |             | See “All Departments” Agreements/Contracts section.   |                             |
| Appeals, Civil                             | CU + 3Y   | CCP 583.320(a)(3); GC34090                             | Destroy     |   | REMIF<br>City Attorney      |
| Case Log                                   | CL + 7Y   | CCP 337.2, 343   | Destroy     | From Close of cases listed; Chronological listing of cases.   | City Attorney<br>DEMIF      |
| Criminal Prosecutions                      | CL + 15Y  | GC34090  | Destroy     |   | City Attorney               |
| Litigation - Case Records - (High Profile) | P         | GC6254   | Permanent   | Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs. | City Attorney               |
| Litigation - Case Records                  | CL + 10Y  | GC911.2, 945.6, 34090, 34090.6; PC 832.5; 42 USC s1983 | Destroy     | Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18). | City Attorney<br>REMIF      |
| Litigation Final Settlement                | P         | GC911.2, 945.6, 34090, 34090.6; PC 832.5               | Permanent   | Note: City Clerk retains settlement agreements.   | City Attorney<br>REMIF      |
| Index, Attorney Case                       | L         | GC6254   | Destroy     | Including notations on activities related to case.  | City Attorney               |
| Opinions, Legal                            | S + 2Y    | GC34090; 6254  | Destroy     | Confidential.   | City Attorney               |
| Pitchess Motions                           | CL + 5Y   | GC34090; EV1045(b)(1)                                  | Destroy     |   | City Attorney               |
| Subpoena Duces Tecum                       | CL + 2Y   | GC34090  | Destroy     |   | City Attorney<br>City Clerk |

## CIP (CAPITAL IMPROVEMENT PROJECTS)

| CIP – Record Series Title                   | Retention | Statutory Reference         | Disposition | Descriptor/Content  | Department of Record |
|---|-----------|-----------------------------|-------------|---|----------------------|
| Agreements<br>Contracts                     |           |                             |             | See “All Departments” Agreements/Contracts section.   |                      |
| Capital Improvement Projects & Master Plans | P         | GC34090(d)                  | Permanent   | Documents the administration of Capital Improvement Projects (infrastructure and facility). Includes: Design Contract Agreement, Final plans and specs, fully executed construction contract agreement and all contract change orders, bonds, certification of occupancy, permits, records drawings (as-built), regulatory agency approvals, Notice of Award, Notice to Proceed, Notice of Completion, Completion Report.   | Lead Department      |
| Capital Improvement Projects                | CL + 10Y  | CC337.15                    | Destroy     | Supporting documents including bidders list, non-winning bids, Copy of Council Resolutions, project administration records, schedules, certified payrolls, invoices and progress payments, submittals, requests for information (RFI), material certifications, meeting notes, weekly working day reports, reports, work orders, schedules, material testing reports, energy calculations, structural calculations, correspondence, design exception report, water books, water plans, soils reports, Topo surveys, and structural calculations, CCTV videos and reports. | Lead Department      |
| California Environmental Quality Act (CEQA) | P         | GC34090(a); CEQA Guidelines | Permanent   | Exemptions, Negative Declarations, Environmental Impact Report, Mitigation monitoring, negative declaration, notice of determination, comments, statements of overriding considerations   | Lead Department      |
| Construction Tracking, Daily                | P         | CC337.15                    | Permanent   | Daily inspections.  | Lead Department      |
| Contractors                                 | CU + 2Y   | GC34090d                    | Destroy     | Current CUCCAC listing.   | Lead Department      |
| Drawings, Traffic Control Plan              | P         | GC34090a                    | Permanent   | Signs, signing & striping, road construction.   | Lead Department      |
| Master Plans, Annual                        | S + 2Y    | GC34090                     | Destroy     | Special or long range program plan for municipalities – coordination of services; strategic planning.   | Lead Department      |

## CITY CLERK

| City Clerk –<br>Record Series Title                                       | Retention | Statutory<br>Reference   | Disposition   | Descriptor/Content  | Department<br>of Record              |
|---|-----------|--|---|---|--------------------------------------|
| Annexations,<br>Boundaries,<br>Consolidations/ LAFCO                      | P         | GC34090a;<br>GC6254  | Permanent   | Documents the history of land annexations. Includes: recorded maps, agreements, and reports.  | City Clerk                           |
| Appeals   | CU + 3Y   | GC34090 et seq.;<br>CCP<br>583.320(a)(3)                               | Destroy   | Appeals to the City Council, Planning Commission, and City Manager. Includes: administrative citation appeals/request for hearing and massage business license appeals.   | City Clerk<br>and Lead<br>Department |
| Articles of Incorporation   | P         | GC34090; CCP<br>337.2  | Permanent   | A written instrument that creates and defines the rights and privileges of the City. May include, but is not limited to original documents, petitions for incorporation, constitution, by-laws, and amendments.   | City Clerk                           |
| Assessment Districts<br>Annual Renewal Reports,<br>Assessment Roll Report | P         | GC 34090   |   | Maintenance Districts, Bond Districts, Acquisition Districts, PBIDS, CFDs. Records the levying of taxes and assessments for maintenance and construction; and distribute funds. Includes: annual reports; tax rolls; maps; consultant contracts; engineer's reports; acquisition and shortfall agreements; cost verification letters and binders; budget journals; cost accounting records.<br><br>Note: City Clerk holds original documentation. | City Clerk<br>and Lead<br>Department |
| ASSESSMENT<br>PROCEEDINGS   |           | GC 53753(e)(2);<br>EC 17302, 17306;<br>CA Constitution<br>Article XIII |   | Document the tabulation of ballots relating to assessment districts such as assessment districts, landscape and lighting districts, and property.   |                                      |
| Proceeding Certificate<br>and Proposition 218<br>Ballots                  | P         | GC 34090   | Permanent   |   | City Clerk                           |
| Vote Tabulation   | CU + 2Y   | GC 34090   | Destroy   | Prop 218 Ballots and/or protest letters.  | City Clerk                           |
| City Seal and Flag  | P         | GC34090(d)   | Superseded<br>originals will<br>be<br>transferred<br>to storage<br>facility | The City Seal is the official mark of the City, generally used in embossed form to guarantee the authenticity of a City document. This is different than a logo or brand.<br><br>Note: Historical records.  | City Clerk                           |

| City Clerk –<br>Record Series Title   | Retention | Statutory<br>Reference                   | Disposition | Descriptor/Content  | Department<br>of Record |
|---|-----------|--|-------------|---|-------------------------|
| FPPC  |           | GC34090                                  |             | Fair Political Practices Commission   |                         |
| Conflict of Interest,<br>87200 Filers / Form<br>700                               | 7Y        | GC81009(f)&(g),<br>34090(d)              | Destroy     | FPPC Form 700 Statement of Economic Interest- Conflict of Interest Code and administrative files for 87200 filers (City Councilmembers, City Manager, City Treasurer and City Attorney).<br><br>Note: Originals are filed with the FPPC and a copy is maintained by the City Clerk (Filing Officer). 84615(i) covers Online Disclosure retention of | City Clerk<br>and FPPC  |
| Conflict of Interest,<br>Designated<br>Employees and<br>Consultants / Form<br>700 | 7Y        | GC81009(e)&(g),<br>34090(d)              | Destroy     | FPPC Form 700 Statement of Economic Interest – City’s Conflict of Interest Code designated filers (adopted by City Council Resolution).<br><br>Note: City Clerk (Filing Official) maintains original.   | City Clerk              |
| Ethics Training /<br>AB1234 Certificate   | CL + 5Y   | GC34090,<br>53235.2(b)                   | Destroy     |   | City<br>Manager         |
| Form 801  | 7Y        | FPPC Opinion; 2<br>CCR<br>18944(c)(3)(G) | Destroy     | Payments to Agency Report.<br><br>Note: must be posted to the City’s website.   | City Clerk              |
| Form 802  | 7Y        | GC81009(e)                               | Destroy     | Agency Report of Ceremonial Role Events and Tickets Distributions.<br><br>Note: should be posted to City’s website for 4 years.   | City Clerk              |
| Form 803  | 7Y        | GC34090;<br>81009(e)                     | Destroy     | Behested Payment Report.  | City Clerk              |
| Form 804  | P         | FPPC Reg.<br>18734(c);<br>GC81009(e)     | Permanent   | Agency Report of New Positions.   | City Clerk              |
| Form 805  | P         | FPPC Reg.<br>18734(c);<br>GC81009(e)     | Permanent   | Agency Report of Consultants.   | City Clerk              |
| Form 806  | 7Y        | 2 CCR 18705.5;<br>GC34090,<br>81009(e)   | Destroy     | Agency Report of Public Official Appointments.<br><br>Note: must be posted to the City’s website.   | City Clerk              |

| <b>City Clerk –<br/>Record Series Title</b>           | <b>Retention</b> | <b>Statutory<br/>Reference</b>             | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|---|------------------|--|--------------------|--|---------------------------------|
| Master Appointments<br>Lists                          | P                | GC34090                                    | Permanent          | Roster of Elected and Appointed Officials (Board & Committee Members, etc.).<br><br>Note: Rosters located in Laserfiche and retained for historical value.   | City Clerk                      |
| Municipal Code  | P                | GC34090                                    | Permanent          | Includes supplements. The Municipal Code documents all ordinances passed by City Council.  | City Clerk                      |
| Oaths of Office                                       | T + 5Y           | GC34090,<br>36507; PC801.5                 | Destroy            | City Council; Planning Commission, and other City Commissions, Committees, and Boards.<br><br>Note: Statute of Limitations: Public official misconduct is discovery of offense + 4 years.                              | City Clerk                      |
| Public Records<br>Requests                            | CL + 2Y          | GC34090                                    | Destroy            | Any request for records under sunshine laws; Open Records Request, California Public Record request, and Freedom of Information Act requests. Includes: request, records requested, correspondence, and tracking/logs. | City Clerk                      |
| RECORDS   |                  |  |                    |  |                                 |
| Inventory   | CU + 2Y          | GC34090; 80<br>OPS Attorney<br>General 106 | Destroy            | Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled.  | City Clerk                      |
| Records<br>Management                                 | CL + 2Y          | GC34090                                    | Destroy            | Includes retrieval, transfers, and inactive records.   | City Clerk                      |
| Records<br>Management<br>Disposition<br>Certification | P                | GC34090(e);<br>CCP 343                     | Permanent          | Documentation of final disposition of records. Includes: disposal lists and destruction authorizations.  | City Clerk                      |
| Records<br>Management<br>Policies                     | S + 4Y           | CCP 343                                    | Destroy            | Records Management Policy and Records Retention Schedule.  | City Clerk                      |

## City Council

| City Council – Record Series Title   | Retention | Statutory Reference | Disposition | Descriptor/Content   | Department of Record |
|--|-----------|---------------------|-------------|--|----------------------|
| Agenda Packets   | P         | GC34090             | Permanent   | Agendas, staff reports, documentation received, created and/or submitted at a meeting for City Council and Planning Commission, and City Commission, Committee, and Board (Brown Act bodies).<br><br>Note: Retention is department preference. | City Clerk           |
| Ceremonial Documents   | CU + 2Y   | GC34090             | Destroy     | Proclamations, certificates, recognitions.   | City Manager         |
| CITY COMMISSION, COMMITTEE, & BOARD  |           |                     |             |  |                      |
| Recruitment  | 2Y        | GC34090             | Destroy     | Documents the recruitment process.<br>Includes: recruitment administrative records, announcements, and correspondence.   | City Clerk           |
| Applications, Boards, Commissions, and Committees- Selected / Appointed          | T + 5Y    | GC34090             | Destroy     |  | City Clerk           |
| Applications, Boards, Commissions, and Committees – Unsuccessful / Not Appointed | CL + 2Y   | GC34090             | Destroy     |  | City Clerk           |
| City Council Standing & Ad Hoc Committees  | T + 2Y    | GC34090             | Destroy     | Composed of less than a quorum of the City Council minutes, agendas, etc.  | City Manager         |
| Correspondence   | CU + 2Y   | GC34090             | Destroy     | Correspondence directly to and from Councilmembers.  | City Manager         |
| External Boards, Commissions, Committees, and Organizations                      | As needed | Non Records         | Destroy     | The originating agency/meeting body is the department of record.<br>Examples: Sonoma County Library Commission, REMIF, Mayors' and Councilmembers' Association.  | City Clerk           |



| <b>City Council –<br/>Record Series Title</b> | <b>Retention</b> | <b>Statutory<br/>Reference</b>  | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|---|------------------|---------------------------------|--------------------|--|---------------------------------|
| Meeting Notices                               | CU + 2Y          | GC 34090.7,<br>54960.1(c)(1)    | Destroy            | Includes special meeting.  | City Clerk                      |
| Minutes and Bylaws                            | P                | GC34090(d),<br>36814, 40801     | Permanent          | Minutes or Bylaws for City Council and Planning Commission, and City Commission, Committee, and Board (Brown Act bodies). Including bylaws for the City of Rohnert Park Foundation.  | City Clerk                      |
| Ordinances /<br>Resolutions                   | P                | GC34090(d),<br>40806, 40801     | Permanent          | Legislative and non-legislative actions that document the City's policy development. An ordinance defines a law set forth by the City Council. A resolution is formal expression of opinion, will, or intent voted by the official body.   | City Clerk                      |
| Petitions                                     | CU + 1Y          | GC50115, 6253                   | Destroy            | Petitions submitted to legislative/advisory bodies.<br><br>Note: may be part of the agenda packet and would then be permanent.   | City Clerk                      |
| Recordings / Video /<br>Audio                 | 5Y<br>minimum    | GC34090.7,<br>54953.5(b), 60201 | Destroy            | Including live stream of City Council and Planning Commission, and City Commission, Committee, and Board (Brown Act bodies) meetings.<br><br>Note: Retention is department preference; audio and video recording of meetings are 30 days per GC 54953.5(b). or 90 days per GC 34090.7. | City Clerk                      |

## Elections

| <b>Election –<br/>Record Series Title</b>                                | <b>Retention</b> | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|------------------|--------------------------------|--------------------|---|---------------------------------|
| Calendar   | E + 2Y           | GC34090                        | Destroy            |   | City Clerk                      |
| Campaign Statements<br>– not required to be<br>filed with the City Clerk | E + 4Y           | GC81009(f)&(g)                 | Destroy            | FPPC 400 Series Forms - would be copies.  | City Clerk                      |
| Campaign Statements,<br>Elected / Successful<br>Candidates               | P                | GC81009(b)&(g)                 | Permanent          | FPPC 400 Series Forms, Form 501 Candidate Intention Statement, and Form 700 Statement of Economic Interest.<br><br>Note: must retain paper for 2 years. | City Clerk                      |

| <b>Election –<br/>Record Series Title</b>                          | <b>Retention</b> | <b>Statutory<br/>Reference</b>                 | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|------------------|--|--------------------|---|---------------------------------|
| Campaign Statements,<br>Not Elected /<br>Unsuccessful<br>Candidate | E + 5Y           | GC81009(b)&(g)                                 | Destroy            | FPPC 400 Series Forms, Form 501 Candidate Intention Statement, and<br>Form 700 Statement of Economic Interest.<br><br>Note: must retain paper for 2 years.  | City Clerk                      |
| Campaign Statements<br>Other Committees                            | E + 7Y           | GC81009(c)&(g)                                 | Destroy            | FPPC 400 Series Forms. PAC, not candidate controlled.   | City Clerk                      |
| Candidate File, Elected  | 8Y               | GC81009(b) &<br>(g), 34090(d); EC<br>17100     | Destroy            | Includes Nomination Papers, Candidate Statements, ballot designation<br>worksheet, biographical form, arguments/rebuttals for measurements,<br>certificates of election, etc.<br><br>Note: Term of office + 4Y.   | City Clerk                      |
| Candidate File, Not<br>Elected                                     | E + 5Y           | GC81009(b) &<br>(g); EC 17100                  | Destroy            | Includes Nomination Papers, Candidate Statements, ballot designation<br>worksheet, biographical form, arguments/rebuttals for measurements, etc.<br>etc.  | City Clerk                      |
| Canvass  | P                | GC 22932; EC<br>17130, 2653                    | Permanent          | Notifications and Publication of Election; Records used to compile final<br>election results, including tally sheets, voting machine tabulation, detailed<br>breakdown of results; special election results.  | City Clerk                      |
| General Working /<br>Administration Files                          | E + 4Y           | GC34090  | Destroy            | Includes: Notifications and Publications (proof of publication or posting,<br>certification and listing of notice of posting, copy of newspaper notice and<br>certification of offices to be voted)correspondence, candidate handbooks,<br>precinct maps, county election services, voter information, etc. | City Clerk                      |
| Historical   | P                | GC34090  | Permanent          | Sample Ballot, final results, names and terms of elected officials, etc.  | City Clerk                      |
| Initiative / Recall /<br>Referendum                                | P                | GC81009 (f) &<br>(g), 34090;<br>EC17200, 17400 | Permanent          | City Attorney Opinions, Ballot Measure Arguments, Impartial Opinion,<br>Election Results.<br><br>Note: Department preference to retain for historical value.  | City Clerk                      |
| Petitions / Initiative,<br>Recall, Referendum                      | CL + 8 M         | EC 17200, 17400                                | Destroy            | Signed petition submitted to City Clerk.<br><br>Note: Not accessible to the public.   | City Clerk                      |

## COMMUNITY SERVICES

### Parks & Recreation

| Parks & Recreation - Record Series Title       | Retention | Statutory Reference                                 | Disposition | Descriptor/Content  | Department of Record |
|--|-----------|---|-------------|---|----------------------|
| Community Pools                                | CU + 2Y   | GC34090(d)  | Destroy     | Records that support routine business operations of the City's Community Pools. May include but is not limited to activity schedules, center rental agreements and rental, and wheelchair lifts/chair transfers, and administration records.                                  | Community Services   |
| Department of Health Records                   | 5Y        | GC34090   | Destroy     | Records required by the Department of Health for Concession stand operations, aquatic facilities, and hazardous materials. May include, but is not limited to: pool inspections, lifeguard certifications, and concessions at City facilities, parks, and pools.              | Community Services   |
| Equipment                                      | AU + 2Y   | GC34090   | Destroy     | Inventory, warranties, purchase orders.   | Community Services   |
| Facility Use Applications/Facility Use Permits | CU + 2Y   | GC34090   | Destroy     | Includes: Applications, Certificates of Insurance, permits, contracts, diagrams, and schedules.   | Community Services   |
| Grants   |           |   |             | See "All Departments"   |                      |
| MATERIALS                                      |           |   |             |   |                      |
| Activities, Classes, & Events                  | CL + 2Y   | GC34090   | Destroy     | May include but not limited to: Schedules, materials, program administration records, correspondence, and promotional materials such as brochures, flyers, and advertisements.  | Community Services   |
| Camps  | CL + 7Y   | GC34090(d); American Camping Association Guidelines | Destroy     | May include but not limited to: Schedules, materials, program administration records, correspondence, and promotional materials such as brochures, flyers, and advertisements.<br><br>Some statistical special event records are also kept in the CLASS Reservation Database. | Community Services   |
| Programs                                       | T + 2Y    | GC34090   | Destroy     | May include but not limited to: Schedules, materials, program administration records, correspondence, and promotional materials such as brochures, flyers, and advertisements.<br><br>Some statistical special event records are also kept in the CLASS Reservation Database. | Community Services   |

| <b>Parks &amp; Recreation - Record Series Title</b> | <b>Retention</b>                         | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|---|--|----------------------------|--------------------|---|-----------------------------|
| Participant Registration and Attendance Records     | CU + 2Y<br><br>See Note regarding Minors | GC34090                    | Destroy            | Documents the registration and attendance of participants in sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, sign in sheets, consent/waiver forms, emergency cards, and related documents.<br><br>Some statistical special event records are also kept in the CLASS Reservation Database.<br><br>Note: For a minor, records are maintained 1 year after minor turns 18 |                             |
| Special Events                                      |  |                            |                    | See "All Departments".  |                             |

### Performing Arts Center (PAC)

| <b>PAC – Record Series Title</b>          | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>                                    | <b>Department of Record</b> |
|---|------------------|----------------------------|--------------------|--|-----------------------------|
| Audits                                    | CU + 2Y          | GC34090 et seq.            | Destroy            |  | PAC                         |
| Booking Sheets and Cancellations          | CU + 2Y          | GC34090 et seq.            | Destroy            |  | PAC                         |
| Cash Receipts, Deposit Slips, Check Stubs | CU + 5Y          | GC34090 et seq.            | Destroy            |  | PAC                         |
| Event Files                               | CU + 5Y          | GC34090 et seq.            | Destroy            |  | PAC                         |
| Event Line up sheets                      | CU + 2Y          | GC34090 et seq.            | Destroy            |  | PAC                         |
| Petty Cash- Change Fund                   | CU + 5Y          | GC34090 et seq.            | Destroy            |  | PAC                         |
| Partner Files                             | T + 5Y           | GC34090 et seq.            | Destroy            | RFP, Agreement, Insurance Certificates, Correspondence, etc. | City Clerk                  |
| REPORTS                                   |                  |                            |                    |  |                             |
| Business Management Reports               | CU + 2Y          | GC34090 et seq.            | Destroy            | Manager's Report, Daily Checklist, Coordinator Walk-thoughts | PAC                         |

| <b>PAC –<br/>Record Series Title</b> | <b>Retention</b> | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b> | <b>Department<br/>of Record</b> |
|--------------------------------------|------------------|--------------------------------|--------------------|---------------------------|---------------------------------|
| Financial Reports                    | CU + 5Y          | GC34090 et seq.                | Destroy            |                           | PAC                             |
| Schedules                            | CU + 2Y          | GC34090 et seq.                | Destroy            | Events, Work Hours        | PAC                             |
| Surveys, Client<br>Critiques         | CL + 2Y          | GC34090 et seq.                | Destroy            |                           | PAC                             |

## DEVELOPMENT SERVICES

| Development Services - Record Series Title          | Retention | Statutory Reference                  | Disposition | Descriptor/Content  | Department of Record                                  |
|---|-----------|--------------------------------------|-------------|---|---|
| General Services Database Records                   | P         | GC34090                              | Permanent   | GORequest / Government Outreach program.  | Public Works<br>Public Safety<br>Development Services |
| Permits, Construction                               | P         | GC34090a;<br>H&S19850;<br>4003; 4004 | Permanent   | Plans, building, signs, grading, encroachment, including blueprints and specifications.   | Development Services                                  |
| Permits, Other                                      | CL + 2Y   | GC34090d                             | Destroy     | Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc. | Development Services                                  |
| Photographs   | S + 2Y    | GC34090d                             | Destroy     | General- not associated with a project or application.  | Development Services                                  |
| Projects, Not Completed or Denied                   | CL + 2Y   | GC34090d                             | Destroy     | Building, engineering, planning.  | Development Services                                  |
| Reports   | CU + 2Y   | GC34090                              | Destroy     | Activity, periodic.   | Development Services                                  |
| Seismic Retrofit Program                            | P         | GC34090a                             | Permanent   | Includes Certificates of Compliance.  | Development Services                                  |
| Special Studies (not related to a specific project) | P         | GC34090(d)                           | Permanent   | Growth Management, Hazardous Waste, Land Use, Noise, Population, Traffic, Transportation, Windmills, etc.                                       | Development Services                                  |
| Studies, Special Projects & Areas                   | CL + 2Y   | GC34090d                             | Destroy     | Engineering, joint powers, noise, transportation.   | Development Services                                  |

## Building

| Building – Record Series Title | Retention | Statutory Reference | Disposition | Descriptor/Content   | Department of Record |
|--------------------------------|-----------|---------------------|-------------|--|----------------------|
| Code Books                     | P         | GC50022.6           | Permanent   | CBC, CRC, CEC, CPC, CMC,CEBC,CFC, CalGreen, Energy Code, UBC, UPC, UEC, UMC, etc. including supplements. | Building             |

| <b>Building –<br/>Record Series Title</b>                               | <b>Retention</b> | <b>Statutory<br/>Reference</b>  | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|---|------------------|---|--------------------|--|---------------------------------|
| Completed Building File<br>Non Residential<br>Structures                | P                | GC34090(d); H&S<br>19850.a-d; CBC<br>104.7, 107.5; CC<br>1351                     | Permanent          | For completed projects including: building plans and specifications, construction documents, Certificate of Occupancy (COO) and use, structural calculations, final approval from design professional, special inspections, verification of green building, permit application, plan sheets and supporting documents, receipts, project correspondence, inspection certifications, hold harmless agreement, flood certification, alternative means, accessibility hardship, and all required forms.                      | Building                        |
| Completed Building File<br>Residential Structures                       | CL+2Y            | GC34090(d); H&S<br>19850.a-d; CBC<br>104.7, 107.5; CC<br>1351                     | Destroy            | For completed projects including: building plans and specifications, construction documents, structural calculations, final approval from design professional, special inspections, verification of green building, permit application, plan sheets and supporting documents, receipts, project correspondence, alternative means, and all required forms.   | Building                        |
| Correction Notices  | CL               | GC34090d  | Destroy            | Daily activity inspector log and correction notices.   | Building                        |
| Expired Building File<br>Residential and Non-<br>Residential Structures | P                | GC34090(d); H&S<br>19850.a-d; CCR<br>Title 24 CBC CBC<br>104.7, 107.5; CC<br>1351 | Permanent          | For expired permits or certificates including: building plans and specifications, construction documents, building permits, correction notices, Temporary Certificate of Occupancy (TCO), declarations, structural calculations, final approval from design professional, special inspections, verification of green building, permit application, plan sheets and supporting documents, receipts, project correspondence, inspection certifications, alternative means, accessibility hardship, and all required forms. | Building                        |
| Notice of Violations,<br>Unsafe Structure, & Stop<br>Work Notices       | CL + 2Y          | GC34090d  | Destroy            | Correspondence, fees, appeal requests, reports, compliance orders, stop work notices, etc.   | Building                        |
| Permit Applications (Not<br>Approved / Expired)                         | CL + 180<br>days | CCR Title 24 CBC<br>105.3.1 & 105.3.2,<br>CRC R105.3.1.2                          | Destroy            | Building plans and specifications for construction of Residential and Non-Residential Structures. (ie construction documents)  | Building                        |
| Permit Database<br>TRAKiT   | P                |   | Permanent          | Records serve as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work. Data is interrelated to other documents.  | Development<br>Services         |

| <b>Building – Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b>             | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|---------------------------------------|------------------|--|--------------------|--|-----------------------------|
| Permits and Certificates, Issued      | P                | GC34090a; 4003; 4004; H&S 19850, 19853 | Permanent          | For residential and non- residential structures including new construction alterations, additions and modifications to mechanical, electrical, and plumbing systems. | Building                    |
| Plan Requests                         | 2Y               | GC34090                                | Destroy            | Requests and permissions to receive copies of plans to and from architects.  | Building                    |

### Code Compliance

| <b>Code Compliance - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|--|------------------|----------------------------|--------------------|--|-----------------------------|
| Case Files                                   | CL + 2Y          | GC34090d                   | Destroy            | Building, zoning, housing and mobile home code violations. Including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general. | Development Services        |
| Liens & Releases                             |                  |                            |                    | Utilities, abatement, licenses.  | Development Services        |
| Supporting                                   | CL + 2Y          | GC34090                    | Destroy            |  | Development Services        |
| Recorded                                     | P                | GC34090                    | Permanent          |  | Development Services        |
| Logs   | CU + 2Y          | GC34090d                   | Destroy            | Lien Recovery, citations, complaints.  | Development Services        |
| Regulations                                  | S + 2Y           | GC34090d                   | Destroy            | Includes rules.  | Development Services        |
| Reports, Federal and State                   | P                | GC34090a                   | Permanent          | Code enforcement statistics; may contain records affecting title to real property or liens thereon.  | Development Services        |

### Engineering

| <b>Engineering – Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>                                      | <b>Department of Record</b> |
|--|------------------|----------------------------|--------------------|--|-----------------------------|
| Benchmark Data                           | P                | GC34090d                   | Destroy            | Horizontal, vertical & control.                                | Engineering                 |
| Bridges & Overpasses Reports             | L                | GC34090                    | Destroy            | The reports come from the state. Retain for life of structure. | Engineering                 |
| Surveys                                  | P                | GC34090a                   | Permanent          | Recording data and maps.                                       | Engineering                 |



| Engineering – Record Series Title | Retention | Statutory Reference | Disposition | Descriptor/Content  | Department of Record |
|-----------------------------------|-----------|---------------------|-------------|---|----------------------|
| Development Standards             | P         | GC34090a            | Permanent   | Manual of Standards.  | Engineering          |
| Maps & Plats                      | P         | GC34090a            | Permanent   | Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc. | Engineering          |
| Permits                           |           |                     |             |   |                      |
| Encroachment                      | P         | GC34090             | Permanent   |   | Engineering          |
| Grading                           | P         | GC34090             | Permanent   |   | Engineering          |
| Improvement                       | CL + 2Y   | GC34090             | Destroy     | May include curbs, sidewalks; Applications for excavation, fill, alterations  | Engineering          |
| Oversize Load                     | CL + 2Y   | GC34090             | Destroy     |   | Engineering          |
| Parking                           | CL + 2Y   | GC34090             | Destroy     | Residential   | Finance              |
| Paving                            | CL + 2Y   | GC34090             | Destroy     |   | Building             |
| Use (Temporary)                   | CU + 2Y   | GC34090             | Destroy     | Includes Special Events   | Planning             |
| PROPERTY                          |           |                     |             |   |                      |
| Abandonment                       | P         | GC34090a            | Permanent   | Buildings, Condemnation, Demolition   | Engineering          |
| Acquisition/Disposition           | CL + 10Y  | GC34090a; GC6254    | Destroy     | Supporting documents re: sale, purchase, exchange, lease or rental of property by City  | Engineering          |
| Appraisals                        | CL + 2Y   | GC34090; GC6254(h)  | Destroy     | Exempt until final acquisition or contract agreement obtained   | Engineering          |
| Deeds & Promissory Notes          | P         | GC34090a;           | Permanent   | * 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA- 110   | Engineering          |
| Eminent Domain                    | P         | GC34090d            | Permanent   | Records relating to the legal process initiated by the City to acquire private property for a public use. Includes: relocation assistance, title reports, settlement statements, and acquisition agreements.  | Engineering          |
| Maps, City Boundary               | P         | GC34090d            | Permanent   | Recorded maps, surveys, monuments   | Engineering          |
| Lot Split Cases                   | P         | GC34090             | Permanent   |   | Engineering          |
| Railroad Right-of-way             | CL + 3Y   | 36 CFR 64.11        | Destroy     | Land acquisitions, correspondence, improvements, statutory records  | Engineering          |

| <b>Engineering –<br/>Record Series Title</b>       | <b>Retention</b>        | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|--|-------------------------|--------------------------------|--------------------|--|---------------------------------|
| Routes, School Bus & Truck                         | S + 2Y                  | GC34090                        | Destroy            | Truck routes, access ramps, rest areas.  | Engineering                     |
| Soil Reports                                       | P                       | GC34090d                       | Permanent          | Final Reports.   | Engineering                     |
| Special Districts                                  | P                       | GC34090a                       | Permanent          | Improvement, lighting, underground utility; bonds, taxes & construction.   | City Clerk and Engineering      |
| Streets- Abandonment / Vacations of Streets/Alleys | P                       | GC34090                        | Permanent          | Relinquishment of rights and fee title.  | Engineering                     |
| Streets - Easements, Dedications, Rights-of-Way    | P                       | GC34090                        | Permanent          |  | Engineering                     |
| Streets - Inspection                               | CU + 2Y                 | GC34090                        | Destroy            | Includes intersection, sidewalks   | Engineering                     |
| Street - Signage                                   | L + 2Y                  | GC34090                        | Destroy            | Log books, index register cards, inventory lists, records of traffic signs.  | Engineering and Public Works    |
| TRAFFIC  |                         |                                |                    |  |                                 |
| Congestion Management                              | CU + 2Y                 | GC34090d                       | Destroy            | Ride sharing, trip reduction.  | Engineering                     |
| Speed Limits                                       | S + 2Y                  | GC34090                        | Destroy            | Including policies and procedures for setting limits.  | Engineering                     |
| Speed Survey                                       | S + 5Y                  | GC34090                        | Destroy            | Required every 5 years, but can be extended to 7 to 10 years.  | Engineering                     |
| Traffic Count, Collisions, Accidents               | CL + 2Y                 | GC34090d                       | Destroy            | Evaluation of traffic volume.  | Engineering                     |
| Traffic Control Devices                            | The greater of S or 10Y | GC34090d                       | Destroy            | Document the history of traffic signal timing at City's intersections and maintenance of traffic signal and devices. Includes traffic signal timing reports. | Engineering                     |

| <b>Engineering – Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|--|------------------|----------------------------|--------------------|---|-----------------------------|
| Traffic Control Device Inventory         | S + 2Y           | GC34090                    | Destroy            | Signs, lights.  | Engineering                 |
| Traffic Safety                           | S + 2Y           | GC34090                    | Destroy            | Drivers Education, Pedestrian Safety, Bicycle Lanes.  | Engineering                 |
| Traffic Signals                          | L                | GC34090                    | Destroy            | Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. | Engineering                 |
| Traffic Studies, Counts, and Calming     | S + 5Y           | GC34090                    | Destroy            | Traffic volume, accident history, requests, statistics, drawings supporting traffic devices.            | Engineering                 |

## Planning

| <b>Planning – Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|---------------------------------------|------------------|----------------------------|--------------------|--|-----------------------------|
| Air Quality (AQMD)                    | CU + 7Y          | CCP338(k); GC34090         | Destroy            | Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative.   | Planning                    |
| Annexation Case Files                 | P                | GC34090a                   | Permanent          | Annexations, boundaries, consolidations, LAFCO. Reports, agreements, public notices.   | Planning                    |
| Certificates                          | L                | GC34090                    | Destroy            | Compliance, elevation, occupancy, etc. which affect real property. Retain during life of structure.  | Planning                    |
| Development Conditions                | L                | GC34090                    | Destroy            | Mitigation measures; filed with case files.  | Planning                    |
| Development Agreements                |                  |                            |                    | See “All Departments” Agreements / Contracts section.  | Planning                    |
| Design Review Project File            | CL + 10Y         | GC34090(d); 14 CC15095(c)  | Destroy            | Records relating to building structures or modifying existing structures in design review districts. File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, environmental documents (if required by project). All required forms. | Planning                    |
| Environmental Determinations          | P                | GC34090                    | Permanent          | Environmental reports inside City boundaries. EIR's, Negative Declarations, Notice of Determination, Categorical Exemptions, etc.  | Planning                    |
| General Plan Elements and Amendments  | P                | GC34090<br>GC65103; *      | Permanent          | Land use studies, plans, reports. Includes sphere of influence.  | Planning                    |

| Planning – Record Series Title          | Retention | Statutory Reference   | Disposition | Descriptor/Content   | Department of Record |
|---|-----------|---|-------------|--|----------------------|
| General Plan Amendment Applications     |           | GC34090<br>GC65103; *   |             | * GC50110  | Planning             |
| Approved                                | CL + 2Y   |   | Destroy     |  | Planning             |
| Denied                                  | CU + 2Y   |   | Destroy     |  | Planning             |
| General Plan working papers             | 2Y        | GC34090; 14 Ca Code of Regs15095(c)                                   | Destroy     | File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, environmental documents (if required by project), all require forms.<br><br>Note: Department preference as to when no longer of any use.   | Planning             |
| Historic Preservation Inventory         | CU + 2Y   | GC34090d  | Destroy     | Historic structures & landmarks.   | Planning             |
| Interpretations                         | CU + 2Y   | GC34090   | Destroy     |  | Planning             |
| Land Uses, nonconforming                | P         | GC34090a  | Permanent   | Building or site usage which does not conform to current standards.  | Planning             |
| Maps, Plans, Drawings, Exhibits, Photos | P         | GC34090; H&S 19850; GC34090.7   | Permanent   | Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans.  | Planning             |
| Planning and Zoning Project Files       | P         | GC34090(d), 34909(a);14 Cal Code Regs 15095(c); H&S 19850; 4003, 4004 | Permanent   | Pertains to real property. File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, environmental documents (if required by project), all required forms.<br><br>Records regarding, but not limited to, the regulation and use of land, lot line adjustments, buildings or other structures for residences, commerce, industry, and other uses required by the community; the regulation of the location, height, and size of buildings or structures.<br><br>Records documenting planning applications for entitlements required by Title 16 or Title 17 of the City Code. | Planning             |

| <b>Planning –<br/>Record Series Title</b>   | <b>Retention</b> | <b>Statutory<br/>Reference</b>             | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|---|------------------|--|--------------------|---|---------------------------------|
| Planning Project Files<br>Incomplete or<br>Withdrawn                                  | CL + 2Y          | GC34090.7, 34090                           | Destroy            | File routing documents, noticing documents, project correspondence, records of decision, council and commission staff reports and exhibits, invoices, receipts, all required forms. Projects have a 1 year vesting (applicant must pull permit within 1 year), and can be extended – those applications in which the applicant does not follow through with permit may be destroyed after the vesting period has expired.   | Planning                        |
| Planning Project Files<br>Permanent Entitlements<br>(approved, denied, or<br>expired) | P                | GC34090(d);14<br>Cal Code Regs<br>15095(c) | Permanent          | Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps, Appeals, etc.<br><br>Examples: Conditional Use Permits (CUP's), Design review, General Plan Amendments (GPA), Lot Line Adjustments, Parcel Maps, Site Plans, Specific Plans, Specific Plan Amendments, Tentative Subdivisions, Variances, Zone Changes, etc. Projects have a 1 year vesting (applicant must pull permit within 1 year), and can be extended – those applications in which the applicant does not follow through, and can be extended, the permit may be destroyed after the vesting period has expired. Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a “reasonable period of time”. | Planning                        |
| Preliminary Review File<br>(no final application)                                     | CL + 2Y          | GC34090(d);14<br>Cal Code Regs<br>15095(c) | Destroy            | Preliminary documents   | Planning                        |
| Street Names and<br>House Numbers   | P                | GC34090a                                   | Permanent          | Policies and procedures regarding the naming and numbering of city streets, housing and/or lots.  | Planning                        |
| Temporary Use Permits<br>/ Special Use Permits /<br>Temporary Entitlements            | CL + 2Y          | GC34090(d);14<br>Cal Code Regs<br>15095(c) | Destroy            | Christmas tree lots, fireworks, banners, pumpkin lots, outdoor events, etc.   | Planning                        |
| Signs (Temporary)   | S + 2Y           | GC34090d                                   | Destroy            | Home occupations, off-premise signs.  | Planning                        |
| Zoning Map<br>Amendments, Zoning<br>Text Amendments                                   | P                | GC34090.7                                  | Permanent          | Approved by Resolution or Ordinance – City Clerk’s Office hold final approval documents.  | Planning                        |

## Housing

| Housing – Record Series Title                  | Retention | Statutory Reference   | Disposition | Descriptor/Content  | Department of Record |
|--|-----------|---|-------------|---|----------------------|
| Affordable Housing Projects                    | CL + 5Y*  | 24 CFR 85.42, 92.508(a)(c)(2), 570.502(b); 29 CFR 97.42, GC34090(d) | Destroy     | Includes affordable housing loans or grants, rehabilitation, first time home buyers, community housing development organizations, CDBG & HOME, etc.<br><br>*after the affordability period terminates or the written agreement terminates, whichever is longer. | Planning             |
| Bonds  | CL + 4Y   | CCP 337   | Destroy     | Revenue Bond Documentation.   | Planning             |
| Programs                                       | CL + 3Y   | 24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C             | Destroy     | Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, In-Lieu Housing Mitigation, Low/Moderate Housing, and Rental Housing Assistance.  | Planning             |
| Redevelopment Budgets, Audits, and Bond Issues | P         | GC4090, 40802, 53901, 43900 et seq.                                 | Permanent   |   | Planning             |
| Relocation Files                               | CL + 2Y   | GC34090   | Destroy     | e.g. Redevelopment.   | Planning             |
| Satisfied Loans / Reconveyances                | 5Y        | GC34090   | Destroy     | Paid or forgiven loans.   | Planning             |

# FINANCE

## Administrative Services

| Admin Services – Record Series Title | Retention | Statutory Reference   | Disposition | Descriptor/Content  | Department of Record |
|--------------------------------------|-----------|-----------------------|-------------|---|----------------------|
| AUDIT                                |           |                       |             |   |                      |
| Annual Financial Report              | P         | GC34090               | Permanent   | Independent auditor analysis.   | Finance              |
| Bonds                                | CL + 10Y  | GC34090; CCP 337.5    | Destroy     | Final bond documentation.   | Finance              |
| Hearing or Review                    | AU + 2Y   | GC34090; OMB A-128    | Destroy     | Documentation created and or received in connection with an audit hearing or review   | Finance              |
| Reports                              | AU + 4Y   | GC34090(d); OMB A-128 | Destroy     | Internal and/or external reports, studies, correspondence, and other materials that would support the audit function.   | Finance              |
| Reviews, Internal/External Periodic  | CU        | GC34090; GC6250       | Destroy     | Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report.   | Finance              |
| BUDGET                               |           |                       |             |   |                      |
| Adopted                              | P         | GC34090               | Permanent   | Records documenting the final annual financial plan approved by the City Council. Includes: Final adopted budget, capital improvement program; mid-year budget review and reports; budget operating adjustments, labor projection reports and budget forecasts.       | Finance              |
| Proposed                             | CU + 2Y   | GC34090               | Destroy     | Presented to Council.   | Finance              |
| Business License / Home Occupancy    | AU + 4Y   | GC34090; CCP 337      | Destroy     | Paid, reports, application records.   | Finance              |
| Fees, Development Fee Districts      | CL + 5Y   | GC34090               | Destroy     | Finance Plans, Nexus Studies, and Development Fees. Records used to develop and administer developer fees for various Programs to mitigate the development. Includes: certifications of noticing; maps; consultant contracts; finance plan and nexus study documents. | Finance              |

## General Accounting

| General Accounting - Record Series Title | Retention | Statutory Reference | Disposition | Descriptor/Content  | Department of Record |
|--|-----------|---------------------|-------------|---|----------------------|
| Accounts Payable                         | AU + 4Y   | GC34090             | Destroy     | Invoices, vendor invoices, payment vouchers, cleared checks, check copies, check registers, supporting documents, IRS 1099 Forms, IRS W9 Forms, IRS 1096 Forms, CA Forms 587 and 590. | Finance              |

| <b>General Accounting - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|---|------------------|----------------------------|--------------------|--|-----------------------------|
| Accounts Receivable                             | AU + 4Y          | GC34090                    | Destroy            | General A/R, TOT, Retiree Medical, Business Licenses, Damage to City Property.   | Finance                     |
| Applications                                    | CL + 2Y          | GC34090                    | Destroy            | Utility connections, disconnects, registers, service.  | Finance                     |
| Assessment Districts                            | P                | GC34090                    | Permanent          | Collection information.<br><br>Note: Original documentation files with City Clerk.   | Finance                     |
| Bank Reconciliation                             | AU + 5Y          | GC34090; 26 CFR 16001-1    | Destroy            | Statements, summaries for receipts, disbursements & reconciliation.  | Finance                     |
| Billing Records                                 | AU + 2Y          | GC34090                    | Destroy            | Customer name, service address, meter reading, usage, billing, payments, adjustments, applications/cancellations, autopay forms. | Finance                     |
| Billing/Customer Records                        | CU + 2Y          | GC34090                    | Destroy            | Correspondence, complaints, field activates, customer contacts.  | Finance                     |
| Budget adjustments, journal entries             | AU + 2Y          | GC34090                    | Destroy            | Account transfers, records used to establish, move, or change budgets.   | Finance                     |
| Checks / Warrants                               | AU + 5Y          | GC34090; CCP 337           | Destroy            | Includes payroll, canceled & voided checks.  | Finance                     |
| Deposits, Cash Receipts                         | AU + 4Y          | GC34090; CCP 337           | Destroy            | Checks, coins, currency, deposit advices.  | Finance                     |
| FEMA / CalFFEMS Claims                          | CL + 5Y          | GC34090                    | Destroy            | Emergency services claims, documents associated with Federal Emergency Management System.  | Finance                     |
| GENERAL LEDGER                                  | P                | GC34090; CCP 337           | Permanent          | Year-end GL reports.   | Finance                     |
| Journal Vouchers                                | AU + 4Y          | GC34090; CCP 337           | Destroy            | Account postings with supporting documents.  | Finance                     |
| Monthly Reports                                 | 2Y               |                            | Destroy            | Monthly GL reports.  | Finance                     |
| Invoices  | AU + 2Y          | GC34090                    | Destroy            | Copies sent for fees owed, billing, related documents.   | Finance                     |
| JOURNALS  |                  |                            |                    |  | Finance                     |
| Utility Billing                                 | CU + 2Y          | GC34090                    | Destroy            | Billing including monthly activity.  | Finance                     |
| Taxes, Receivable                               | AU + 3Y          | CCP 338                    | Destroy            |  | Finance                     |
| Warrant Register                                | AU + 2Y          | GC34090                    | Destroy            |  | Finance                     |



## Fixed Assets

| Fixed Assets – Record Series Title | Retention | Statutory Reference         | Disposition | Descriptor/Content                            | Department of Record                  |
|------------------------------------|-----------|-----------------------------|-------------|---|---------------------------------------|
| Inventory                          | AU + 4Y   | GC34090; 26 CFR 301 65-1(F) | Destroy     | Reflects purchase date, cost, account number. | Finance                               |
| SURPLUS PROPERTY                   |           |                             |             |   |                                       |
| Auction                            | AU + 2Y   | GC34090                     | Destroy     | Listing of property.                          | Finance and Public Works - Purchasing |
| Disposal                           | AU + 4Y   | GC34090; CCP 337            | Destroy     | Sealed bid sales of equipment.                | Finance and Public Works - Purchasing |
| Vehicle Ownership & Title          | L         | VEC 9900 et seq.            | Destroy     | Title transfers when vehicle sold.            | Finance and Public Works - Purchasing |

## Payroll

| Payroll – Record Series Title   | Retention | Statutory Reference   | Disposition | Descriptor/Content  | Department of Record |
|---------------------------------|-----------|---|-------------|---|----------------------|
| Adjustments                     | AU + 4Y   | GC34090; 29 CFR 516.5–516.6   | Destroy     | Audit purposes.   | Finance              |
| Employee Time Sheets            | AU + 6Y   | GC34090; 29 CFR 516.2*  | Destroy     | Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LAB 1174(d).   | Finance              |
| Payroll Register                | P         | GC34090, 37207; IRS Reg 31.6001-1(e)(2); 26 CFR 1.6001-1; R&T 19530 | Permanent   | Documents the earnings, deductions, withholdings of employees, and labor costs by employee & program. Includes: quarterly payroll tax returns (DE-6 & 941 Forms), direct deposit forms, garnishments records, labor distribution reports, cleared payroll checks, IRS W-2 Forms, and employee payroll forms (IRS W-4 Forms, address changes, and election forms). | Finance              |
| PERS Employee Deduction Reports | T + 4Y    | GC34090; CAC 22-1085-2; 29 USC 436; R&T 19530                       | Destroy     | Record of deductions. (PERS Public Employee Retirement System) *26CFR 31.6001-1;29 CFR 516.5 - 516.6, LAB 1174(d)   | Finance              |
| Salary / Deduction Records      | T + 3Y    | GC34090; 29 CFR 516.2   | Destroy     | Deduction authorization, beneficiary designations, unemployment claims, garnishments, benefit plans.  | Finance              |

## Purchasing

| Purchasing – Record Series Title | Retention           | Statutory Reference | Disposition | Descriptor/Content   | Department of Record                  |
|----------------------------------|---------------------|---------------------|-------------|--|---------------------------------------|
| Bids, RFQ's, RFP's               | AU + 4Y             | GC34090; CCP 337; * | Destroy     | Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1.   | Public Works - Purchasing             |
| Successful                       | AU + 5Y             |                     | Destroy     |  | Public Works - Purchasing             |
| Unsuccessful                     | CL + 2Y             |                     | Destroy     |  | Public Works - Purchasing             |
| Requisitions                     |                     |                     |             |  |                                       |
| Purchase Orders                  | AU + 4Y<br>See Note | GC34090; CCP 337    | Destroy     | Records orders, authorizations, and evidence of receipt of the purchase of goods and services by the City.<br><br>Note: Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's – 4 years, Wrongful Death-comp + 5 years, Developers- comp + 10 years; statewide guidelines propose termination + 5 years. | Public Works – Purchasing and Finance |
| Stores                           | CU + 2Y             | GC34090             | Destroy     | Completed forms for ordering   | Public Works - Purchasing             |
| Vendor Register                  | P                   | GC34090             | Permanent   | Alpha vendor listing of purchase orders, invoices, account numbers and check date  | Public Works - Purchasing             |

## Reports

| Reports – Record Series Title | Retention | Statutory Reference      | Disposition | Descriptor/Content   | Department of Record |
|-------------------------------|-----------|--------------------------|-------------|--|----------------------|
| Deferred Compensation         | T + 5Y    | GC34090; 26 CFR 16001-1* | Destroy     | Records of employee contributions and city payments<br>*29 CFR 1627.3(2)   | Finance              |
| Federal and State Tax Returns | AU + 4Y   | GC34090; 29 USC 436*     | Destroy     | Forms 1096, 1099, W-4's and W-2's<br>*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2); R&T 19530; 29 CFR 516.5-516.6 | Finance              |
| Financial, Annual             | AU + 7Y   | GC34090                  | Destroy     |  | Finance              |
| Investment Transactions       | P         | GC34090, 53607; CCP 337  | Permanent   | Monthly summary of transactions, inventory & earnings report   | Finance              |
| Labor Distribution            | AU + 2Y   | GC34090                  | Destroy     | Costs by employee & program  | Finance              |
| Meter Reading                 | CU + 2Y   | GC34090                  | Destroy     |  | Finance              |

| <b>Reports –<br/>Record Series Title</b> | <b>Retention</b> | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|------------------|--------------------------------|--------------------|---|---------------------------------|
| State Controller                         | 5Y               | GC34090                        | Destroy            | State Controller's Report, Statement of Indebtedness, Street Report, HCD Report, Maintenance of Effort, Possessory Interest, EDD/Independent Contractors, AB 2766, AQMD, County Property Tax Apportionment, Grant Financial & Certification Reports, Statutory Pass-through, AB 1389, Local Government Compensation Report, Property Management Plan, Obligation Payment Schedules, Due Diligence Reviews, etc. | Finance                         |
| Utility Rebates                          | CU + 2Y          | GC34090                        | Destroy            |   | Finance                         |
| Cost Allocation Plan                     | AU + 4Y          | GC34090                        | Destroy            | Report and Journal Vouchers   | Finance                         |

### Treasurer

| <b>Treasurer –<br/>Record Series Title</b> | <b>Retention</b> | <b>Statutory<br/>Reference</b>   | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|--|------------------|--|--------------------|--|---------------------------------|
| Bank Statements                            | AU + 4Y          | FC 30210;<br>GC43900 et<br>seq.; IRS Reg<br>31.6001-1<br>(e)(2); 26 CFR<br>31.6001-1; R&T<br>19530 | Destroy            | Financing authority. Includes: financial statement compilations, lead and detail schedules, trial balance reports, returned checks (NSF), bank statements, general ledger reconciliations, capital asset schedules, debt amortization schedules, unclaimed property records, sales and use tax returns, and EDD DE542 Forms. | Finance                         |
| INVESTMENT<br>RECORDS                      | 5Y               | GC34090(d),<br>43900; 26 CFR<br>31.6001-1  | Destroy            | Broker statements, investment journals, ledger, and transactions (activity reports).<br><br>Note: Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement".   | Finance                         |
| Investment Activity,<br>Daily              | 10Y              | GC34090(d),<br>43900   | Destroy            | These records represent a summary of all maturities, purchase, dividend and interest settlements and cash transfers for each business day. Includes: wire requests and transfers, directives, approved and affirmed fixed and equity trade tickets, trade confirmations.   | Finance                         |
| Investment<br>Agreements                   | P                | GC34090(d);<br>CCP 337(a)  | Destroy            | Note: see "All Departments" Agreements and Contracts section.  | Finance                         |
| Investments /<br>Certificate of Deposit    | 5Y               | GC34090,<br>43900  | Destroy            | CD's, Advisor Reports, LAIF (Local Agency Investment Fund).<br><br>Note: Meets auditing standards; FTC Reg's rely on "self-enforcement".   | Finance                         |

| <b>Treasurer –<br/>Record Series Title</b>                    | <b>Retention</b> | <b>Statutory<br/>Reference</b>       | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b>  |
|---|------------------|--------------------------------------|--------------------|---|----------------------------------|
| BONDS   |                  |                                      |                    |   |                                  |
| Account Statements  | CL + 10Y         | GC34090; CCP 337.5                   | Destroy            | Monthly statement of transactions.  | Finance                          |
| Administration  | CL + 10Y         | GC34090; CCP 337.5                   | Destroy            | Documents all activates that occur after the issuance of the bonds. Supporting documents. Includes: Trustee actions, disclosures, arbitrage calculations, reports, tax levy/tax reports, audits, certificates of insurance, investment transactions, and requisitions.  | Finance                          |
| Assessment and Mello-Roos District Formations and Annexations | P                | GC34090                              | Permanent          | Maintenance Districts, Bond Districts, Acquisition Districts, PBIDS, CFDs. Records that create authority to levy taxes and assessments for maintenance and construction. Includes: resolution of intentions; hearing reports; engineers reports; petitions; maps; resolutions of formation; ballot election results reports; certifications of noticing and mailings; recorded boundary maps and notices of tax lien.   | Finance, City Clerk, Engineering |
| Bond Development Files  | Maturity + 10Y   | CCP 336, 337.5; GC 43900 et seq      | Destroy            | Documents the Bond Development process from preliminary planning stages up to issuance of the bonds or equipment lease. Includes: Financing schedules, final interested parties list, asset management/lease program documents, preliminary title reports, press releases, agreements, rating agency presentation, rating agency reports, pricing book, other documents that might be significant to the bond financing. Also includes: Issuing documents, trustee statements, and administration records.<br><br>Note: Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; there are specific requirement for disposal of unused bonds.                                  | Finance                          |
| Bond Proceeds Expenditure                                     | Maturity + 3Y    | IRS 103,6601, 1.148-5 (d)(6)(iii)(E) | Destroy            | Records associated with assisting other departments with financial feasibility of special projects. Includes: Records documenting the allocation of expenditures for construction, renovation, or purchase of facilities, expenditures for construction, renovation, or purchase of facilities, records related to cost of issuance expenditures, copies of requisitions, draw schedules, requests invoices, bills and cancelled checks related to bond proceeds; asset list or schedule of all bond-financed facilities or equipment, depreciation schedules for bond-financed depreciable property. Audited financial statements, records that track purchase and sale of bond financed assets. Agreements related to the report use of bond financed assets. | Finance                          |

| <b>Treasurer –<br/>Record Series Title</b> | <b>Retention</b> | <b>Statutory<br/>Reference</b>             | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|------------------|--|--------------------|---|---------------------------------|
| Bond Transcripts and<br>Legal Documents    | Maturity +<br>3Y | IRS 103,6601,<br>1.148-5<br>(d)(6)(iii)(E) | Destroy            | Records documenting a bond sale. Includes: Preliminary and official statements, tax certificate, Internal Revenue Service Forms, disclosure certificates, bond insurance or surety, and special district information. | Finance                         |
| Bonds and Coupons                          | CL + 2Y          | GC34090,<br>53921                          | Destroy            | Paid/canceled.  | Finance                         |
| Letter of Credit                           | Maturity +<br>3Y | IRS 103,6601,<br>1.148-<br>5(d)(6)(iii)(E) | Destroy            | Records regarding the security associated with bond financing. Includes: letters of credit and extension letters.   | Finance                         |
| Bonds Development                          | CL + 10Y         | CCP 337.5                                  | Destroy            | Housing; Industrial Development.  | Finance                         |
| Security                                   | CL + 2Y          | GC34090                                    | Destroy            | Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work.  | Finance                         |

### Public Financing Authority

| <b>PFA -<br/>Record Series Title</b> | <b>Retention</b> | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b> | <b>Department<br/>of Record</b> |
|--------------------------------------|------------------|--------------------------------|--------------------|---------------------------|---------------------------------|
| Administration                       | P                | GC 34090                       | Permanent          |                           | Finance                         |
| Financial Records                    | P                | GC34090, 40802,                | Permanent          |                           | Finance                         |
| Management Reports                   | 2Y               | GC 34090                       | Destroy            |                           | Finance                         |

## HUMAN RESOURCES

| Human Resources - Record Series Title   | Retention | Statutory Reference   | Disposition | Descriptor/Content  | Department of Record                               |
|---|-----------|---|-------------|---|--|
| Background Checks – Personnel Not Hired | CU + 2Y   | GC12946 (2Y)<br>GC34090 (2Y)  | Destroy     | All documentation related to background checks for Applicants and unpaid volunteers that were not hired including DMV records and polygraph examinations.<br><i>Note: Background checks for personnel hired are part of the</i>   | Human Resources                                    |
| Benefit Plan Claims                     | P         | GC6250 et seq;<br>OMB A-129;<br>29 CFR 1602.30, 32;<br>LAB 1174* (3Y)   | Permanent   | May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113   | Human Resources                                    |
| Benefit Plan Enrollment, Denied         | CL + 4Y   | GC34090;<br>OMB A-128   | Destroy     |   | Human Resources                                    |
| Employee Programs                       | CL + 2Y   | GC34090 (2Y)<br>GC 12946  | Destroy     | Includes EAP and Recognition.   | Human Resources                                    |
| Employee Rights                         | T + 5Y    | GC12946 (2Y);<br>29 CFR 1602 (2Y);<br>29 USC 211 (e),<br>203(m), 207(g)   | Destroy     | May include Arbitration, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions.  | Human Resources                                    |
| Employee Medical Records                | T + 5Y    | 8 CCR 14300.33 (5Y),<br>19 CCR 2760.9 (5Y);<br>CCP 338 (3Y),<br>CCP 338.1 (5Y);<br>GC12946 (2Y),<br>GC34090 (2Y);<br>29 CFR 1904.33 (CU+5Y),<br>29 CFR 1910.95 (T+2Y),<br>40 CFR 68.81 (5Y),<br>40 CFR 268.7 (3Y) | Destroy     | Documents pertaining to medical records of City employees, including, pre-employment physicals, drug screens, Leave screens, Leave of Absence Documentation, FMLA compensation, complaints/disputes, requests, parental leave forms, paid/unpaid leave documentation.                         | Human Resources and REMIF (for worker's comp only) |
| Employee Medical Records                | T + 30Y   | 8 CCR 3204 (T+30Y),<br>29 CFR 1910.1020 (30Y)   | Destroy     | Documents pertaining to City employee exposure to hazardous substances, Chemical Exposure. Exposure Monitoring, Firearms and Field Exposure, Hazardous Exposure, Material Safety Data Sheets (MSDS), Radiation Exposure Records, Toxic Substance Exposure Records, Worker Compensation files. | Human Resources and REMIF (for worker's comp only) |

| Human Resources - Record Series Title            | Retention | Statutory Reference   | Disposition | Descriptor/Content   | Department of Record  |
|--|-----------|---|-------------|--|---|
| Employee Training                                |           |   |             | See "All Departments" Employee Training, Course and Training Records (Public Safety & Non-Safety Employees) section  |   |
| Employee Training Materials, Courses, Scheduling |           |   |             | See "All Departments" Employee Training Materials, Schedules (Public Safety & Non-Safety Employees) section  |   |
| Human Resources General                          | CU + 2Y   | GC34090 (2Y)  | Destroy     | Records and information of general human resources activities, not associated with other categories. Includes: Exit Interview Documentation.   | Human Resources   |
| Investigations                                   | CL + 5Y   | GC34090 (2Y);<br>PC 832.5   | Destroy     | Records and information of investigations of City workers performed by Human Resources. Includes: Internal Investigations, Investigation Logs, Workpapers, Investigator Reports, Findings, Notes, Letters, Security Incidents (response files, reports), Security Investigations, Working Documents. | Human Resources   |
| Labor Relations                                  | CL + 5Y   | CCP 337 (4Y);<br>GC 12946 (2Y);<br>LAB 5410 (5Y);<br>26 CFR 31.6001-1 (CU+4Y) | Destroy     | Documentation related to the negotiations between labor unions for collective bargaining purposes. Includes: Confidential Memos, Costing, Ground Rules, Handouts, Information Requests, Miscellaneous Information, Notes, Proposals – City, Proposals – Union.                                       | Human Resources   |
| Labor Relations Grievances                       | CL + 5Y   | CCP 337 (4Y);<br>GC 12946 (2Y);   | Destroy     | Documentation related to labor grievances filed under current collective bargaining agreements. Includes: Grievance Files/Commission Hearing, Grievance/Hearing Logs, Union Grievances.  | Human Resources   |
| Motor Vehicle Pulls (DMV)                        | CL + 2Y   | GC12946 (2Y)  | Destroy     |  | Human Resources   |
| Negotiation                                      | P         | 29 USC 211(c), 203(m),<br>207(g)  | Permanent   | Contracts, Memoranda of Agreement; Personnel Rules   | Human Resources<br>Clerk's Office<br>for Contracts<br>and MOA |

| Human Resources - Record Series Title           | Retention | Statutory Reference  | Disposition | Descriptor/Content  | Department of Record |
|---|-----------|--|-------------|---|----------------------|
| Personnel Files - Employees                     | T* + 5Y   | 2 CCR 11013 (2Y),<br>8 CCR 14300.33 (CU+5);<br>GC12946 (T+2Y);<br>LAB 3076.3 (5Y);<br>VEH 1808.1(a) (T+2Y);<br>26 CFR 301.6501 (CU+3Y),<br>29 CFR 1602.14 (FR+1Y),<br>29 CFR 1602.31 (T+2Y),<br>29 CFR 1627.3 (T+1Y);<br>29 USC 1059 (T+1Y);<br>41 CFR 60-1.12(a) (2Y),<br>41 CFR 60-250.80 (2Y),<br>41 CFR 60-741.80 (2Y);<br>PC 832.5 et seq | Destroy     | <p>All documents related to paid employees (full and part-time), including but not limited to: hiring, promotion, demotion, transfer, layoff / recall / out-placement, termination / discharge / resignation, pay rates / other terms of compensation.</p> <p>Includes: Applications, Applicant Reference Verifications, Awards, Rewards, Commendations, Certificates, Background Checks, Investigations - candidates hired, Complaints, Disciplinary Actions, Driver's License Data - Class B, Employee Acknowledgements, Executed Policy Receipts, Ethics Certificates, Individual Employee Agreements, Contracts (copies), Individual Education, Development, Training Records, Investigations*, Job Offer Letters, Oaths of Office, Performance Evaluations, Reviews, Performance Improvement Plans (PIPs), Personnel Action Forms (PAFs), Recognition, and Supervisor's Files.</p> <p>*Investigations retentions are CL + 5Y (see "Human Resources - Investigations").</p> <p>Note: Leave of Absence Documentation, FMLA (compensation, complaints/disputes, requests, parental leave forms, paid/unpaid leave) are located in employee's confidential file.</p> | Human Resources      |
| Personnel Files - Volunteers and Unpaid Interns | T + 2Y    | 2 CCR 11013 (2Y);<br>GC12946 (T+2Y);<br>29 CFR 1602.14 (1Y),<br>29 CFR 1602.31 (T+2Y),<br>29 CFR 1627.3 (T+1Y);<br>29 USC 1059 (T+1Y)  | Destroy     | <p>All documents related to unpaid volunteers and interns, including but not limited to: selection/hiring, assignments, transfer, termination / discharge / resignation.</p> <p>Includes: Applications, Applicant Reference Verifications, Awards, Rewards, Commendations, Certificates, Background Checks, Investigations - candidates accepted, Cadet Volunteer Program, Complaints, Disciplinary Actions, Volunteer Acknowledgements, Executed Policy Receipts, Individual Education, Development, Training Records, Investigations, Oaths of Office, Performance Evaluations, Reviews, Performance Improvement Plans (PIPs), Personnel Action Forms (PAFs), Recognition, Supervisor's Files.</p>  | Human Resources      |



| Human Resources - Record Series Title            | Retention             | Statutory Reference   | Disposition | Descriptor/Content  | Department of Record |
|--|-----------------------|---|-------------|---|----------------------|
| Recruitment                                      | CU + 2Y               | GC12946 (2Y),<br>GC34090 (2Y);<br>29 CFR 1627.3b1 (1Y),<br>29 CFR 1602.31 (CU+2Y)   | Destroy     | <p>Records and information related to recruitment of qualified persons for both paid and unpaid position with the City, including: applications and related records of candidates interviewed but not hired or accepted and applications received but not acted upon.</p> <p>Includes: All Temporary or Part-time/Extra-Help Staffing, Applications, CVs, Resumes (Rejected, Unsolicited), Applicant Tracking Records (Hired, Rejected), Background Checks, Investigations - candidates not hired/accepted, Civil Service Examination Results and Rankings, Drug Testing, Pre-Hire Screening - candidates not hired/accepted, Interview Notes, Job Descriptions, Job Postings, Announcements, Job Requisition Requests, Job Specifications, Miscellaneous Hiring Process.</p> <p>Note: Position Information, Recruitment of Commission/Committee Candidates, Temporary Intern Staffing, Test Results (Non-hires), Test and Examination Materials, Unpaid Interns (Rejected), Volunteers (Rejected).</p> | Human Resources      |
| Reports  | CU + 2Y               | GC34090 (2Y)  | Destroy     | Employee statistics, benefit activity; liability loss   | Human Resources      |
| Salary, Compensation                             | S + 3Y                | GC34090 (2Y);<br>26 CFR 301.6501 (CU+3Y),<br>29 CFR 1602.14 (1Y),<br>29 CFR 1627.3 (T+1Y),<br>48 CFR 4.703 (CL+3Y),<br>48 CFR 52.249-2 & 3 (CL+3Y);<br>29 USC 1001-1381 (6Y),<br>29 USC 1059 (T+1Y) | Destroy     | Documentation of job classification compensation. Includes: Classification Studies, Compensation Plans, Planning, Analysis, Cost of Living Adjustments, Job Descriptions, Job Evaluation Documentation, Salary Range History, Salary Surveys.   | Human Resources      |
| Vehicle Mileage Reimbursement Rates              | S + 2Y                | GC34090 (2Y)  | Destroy     | Annual mileage reimbursement rates.   | Finance              |
| Work Authorizations and Supporting Documentation | Longer of: 2Y or T+1Y | 20 CFR 655 Subpart H (T+1Y)<br>8 CFR 274a.2 (3Y, or T+1Y)   | Destroy     | Employment eligibility verification forms collected for active employees and supporting documentation regarding immigration status. Includes: I-9 Documents and copies of associated documents, Immigration Supporting Documentation.   | Human Resources      |

## PUBLIC SAFETY

| Public Safety –<br>Record Series Title | Retention | Statutory<br>Reference | Disposition | Descriptor/Content  | Department<br>of Record                                  |
|--|-----------|------------------------|-------------|---|--|
| Accounting/Cash<br>Reconciliation      | CU + 2Y   | GC34090                |             |   | Public Safety  |
| Alarm Records                          | CU + 2Y   | GC34090                |             | False alarm letters.  | Public Safety  |
| Case Books, Investigative              | CL + 2Y   | GC34090                |             | Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file. | Public Safety  |
| Department Manual                      | S         |                        |             | Changes to manual are recorded in the General Orders (permanent).   | Public Safety  |
| Equipment Communication                | T + 2Y    | GC34090                |             | Retained until termination of equipment use; Manuals, instructions, procedures.   | Public Safety  |
| Inventory                              | S + 2Y    | GC34090                |             | Listing of equipment assigned to division, to whom it is Assigned.  | Public Safety  |
| General Services Database<br>Records   | P         | GC34090                | Permanent   | GOREquest / Government Outreach program   | Public Works<br>Public Safety<br>Development<br>Services |
| Mutual Aid, Strategic Plans            | S + 2Y    | GC34090                |             |   | Public Safety  |
| Personnel                              |           |                        |             | See “All Departments” and “Human Resources”   |  |
| Rosters (Divisional)                   | S + 2Y    | GC34090                |             | Personnel assigned to division.   | Public Safety  |
| Schedules, Daily                       | CU + 2Y   | GC34090                |             | Schedules of Officers on duty   | Public Safety  |
| Training                               |           |                        |             | See “All Departments” employee training section   |  |
| Vehicle Assignment                     |           |                        |             | See “Public Works” Fleet / Vehicles.  | Lead<br>Department                                       |

## Animal Services

| <b>Animal Service – Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b>                                   | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|---|------------------|--|--------------------|---|-----------------------------|
| Administrative Records                      | 2Y               | GC34090(d)   | Destroy            | Records that are used and created during the course of routine business at the City's Animal Shelter. Includes but is not limited to: kennel cards, lost and found animal reports, and property release forms.                                | Animal Shelter              |
| Code & Regulation Enforcement               | CL + 3Y          | CCP 336(a), 337 et. seq.; FA32003(e); PC597.1(d); GC34090(d) | Destroy            | Includes, but is not limited to: notification of violations, citations, warning notices, barking dog letters, animal bite reports, impound notices, weapons discharge reports, and investigation reports.                                     | Police                      |
| Hearings & Appeals                          | CL + 3Y          | CCP 583.320 (a) (3); GC34090                                 | Destroy            | Includes, but is not limited to: requests, notices, and hearing officer decisions.  | Police                      |
| Intake and Disposition                      | CL + 3Y          | FA32003(e); PC597.1(d); GC34090(d)                           | Destroy            | Records that document the intake and disposition of animals to/from the City Animal Shelter. May include: applications, redemption, adoption, transfer, receipts, and invoices.   | Animal Shelter              |
| Microchip                                   | 3Y               | FA32003(e), PC597.1(d); GC34090(d)                           | Destroy            | Paper copy of animal contact information. Includes: microchip records, animal emergency contact information.<br><br>Note: Microchip is registered with the national universal database.   | Animal Shelter              |
| Permit & Licensing                          | T + 2Y           | 34090(d)   | Permanent          | Documents the City's issuance of animal permits and licenses. Includes but is not limited to: the animal permit database.   | Finance                     |
| Treatment                                   | CL + 3Y          | FA32003(e), PC597.1(d); GC 34090(d)                          | Destroy            | Documents the care provided to animals at the City's Animal Shelter. Includes but is not limited to: vaccination records, medical treatment information, spay/neuter information, euthanasia records, animal evaluations, and rabies records. | Animal Shelter              |

## Fire Safety

| Fire Safety - Record Series Title                           | Retention | Statutory Reference                | Disposition | Descriptor/Content  | Department of Record |
|---|-----------|------------------------------------|-------------|---|----------------------|
| Books, Fire Code  | S + 5Y    | GC34090.7;<br>CCP 340.5; CFC 104.6 | Destroy     | Include OPS manuals   | Public Safety-Fire   |
| Citations   |           |                                    |             | See "Police" Citations  | Public Safety-Police |
| Code Violations   | CL + 5Y   | GC34090; CFC 104.6                 | Destroy     |   | Public Safety-Fire   |
| General Orders, Policies/Procedures                         | S + 2Y    |                                    | Destroy     |   | Public Safety-Fire   |
| HAZARDOUS MATERIALS   |           |                                    |             | These are handled by the Sonoma County Department of Emergency Services (SCDES) |                      |
| Hazardous Waste Disposal                                    | CU + 10Y  | CAL OSHA; 40 CFR 122.21            | Destroy     | Documentation re handling and disposal of hazardous waste                       | SCDES                |
| Programs, Household Hazardous Waste                         | S + 2Y    | GC34090                            | Destroy     |   | SCDES                |
| Training Materials  | S + 2Y    | Cal Code *                         | Destroy     | Standards and Administration<br>*Reg. 3204(d), et seq.                          | SCDES                |
| Underground Storage Tank                                    | P         | GC34090                            | Permanent   | Documents re: storage, location, installation, removal, and remediation.        | SCDES                |
| Underground Storage Tank Compliance Maintenance & Operation | CU + 2Y   | GC34090                            | Destroy     |   | SCDES                |
| Inspections, Fire Prevention                                | CL + 5Y   | UFC 103.34;<br>CFC 104.6           | Destroy     | Alarm/sprinkler systems, prevention efforts                                     | Public Safety-Fire   |

| <b>Fire Safety - Record Series Title</b> | <b>Retention</b>                         | <b>Statutory Reference</b>   | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|--|--|--|--------------------|---|-----------------------------|
| Incident Reports                         | CL + 7Y<br><br>See Note regarding minors | GC34090; 13 CCR 1100.7, 17 CCR 1469(11), 22 CCR 70751*, 100170, 100171; CCP 338, 340.5; H&S 11191; 42 CFR 1001.952, 45 CFR 164.530 | Destroy            | Records and information associated with department responses to fires and emergency incidents, including medical emergencies. All emergency responses (fires, service calls, HazMat, medical, etc.)<br><br>Includes: Emergency Medical Services Forms, Emergency Services False Alarm Reports, Incident Reports, Investigation Reports, Mandated Reporting: Child Abuse, Elder Abuse, Patient Care Reports (PCRs)*<br><br>Note: For a minor, records are maintained 1 year after minor turns 18 per 22 CCR 70751(c) | Public Safety-Fire          |
| Investigations, Evidence Arson           | P  | PC 799   | Permanent          | Support prosecution resulting in homicide   | Public Safety-Police & Fire |
| Investigations, Evidence Arson           | CL + 6Y                                  | PC 800   | Destroy            | Great bodily harm, inhabited structure or property  | Public Safety-Police & Fire |
| Investigations, Evidence Arson           | CL + 3Y                                  | PC 801; UFC 104.32   | Destroy            | Structure   | Public Safety-Police & Fire |
| ISO Insurance Ratings                    | S  | GC34090.5(c)   | Destroy            | Documents statistical information on risk and provides a rating that insurance companies use to calculate rates. Information is gathered on a community's fire-suppression system including fire alarms, engine companies and water supply. Includes: insurance rating reports, backup documentation and certification document   | Public Safety-Fire          |
| Journals, Fire Station                   | CU + 5Y                                  | GC34090; CFC 104.6   | Destroy            | Activities, personnel, engine company   | Public Safety-Fire          |
| Logs                                     | CU + 5Y                                  | GC34090; CFC 104.6   | Destroy            | Field Logs (Non-fire) and Fire Logs (Non-arson and Logs, and Fire Captain Logs. Includes: Documents of activity occurring at each Fire Station for each Company including summary of incidents, visitors to the station, equipment inspections, etc.  | Public Safety-Fire          |
| Payments                                 | CU + 5Y                                  | GC34090; CFC 104.6   | Destroy            | Payments/Invoices for billings for special event permits and operational permits including weed abatement within the department's jurisdiction. Includes: receipts, invoices, and other supporting payment records.   | Public Safety-Fire          |
| Permits                                  | CL + 5Y                                  | GC34090; CFC 104.6   | Destroy            | Operational permits, Uniform Fire Code. Includes: records supporting permits, applications, approvals, renewals, extensions and denials.  | Public Safety-Fire          |

| <b>Fire Safety - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b>      | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|--|------------------|---------------------------------|--------------------|---|-----------------------------|
| Permits, Hazardous Materials Storage     | CU + 2Y          | GC34090                         | Destroy            | Departments consistently recommend permanent retention of environmentally sensitive materials.  | Public Safety-Fire          |
| Plan Check, Fire Prevention              | L + 5Y           | GC34090; CFC 104.6; CBC 1.8.4.3 | Archive after 5Y   | Records document requests and authorizations for property owners to erect new structures, or make structural modifications to existing ones. Serves as official authorization for construction including installation of plumbing, electrical and mechanical equipment and other related work.<br><br>Includes: plan check documents, flame retardant certificates, blue prints | Public Safety-Fire          |
| PROPERTY, DEPT. OWNED                    |                  |                                 |                    |   |                             |
| Apparatus / Vehicle                      | CU + 2Y          | GC34090; CCP 340.5 *            | Destroy            | Repair and Maintenance<br>*8 CAL Code Reg. 3203 (b) (1)   | Public Safety-Fire          |
| Inventory, Equipment & Supplies          | CU + 2Y          | GC34090                         | Destroy            |   | Public Safety-Fire          |
| Logs, Fire Equipment / Gear              | CU + 2Y          | GC34090                         | Destroy            |   | Public Safety-Fire          |
| Strike Team Reimbursements               | Payment + 5Y     | GC34090(d)                      | Destroy            | Documents the reimbursements received by the Fire Department for a strike team deployment. Includes: Payments from Office of Emergency Services (OES), Federal Emergency Management Agency (FEMA), and other mutual aid reimbursements.   | Public Safety-Fire          |
| Weed / Refuse Abatement                  | CL + 5Y          | GC34090; CFC 104.6              | Destroy            | Reports, assessments, resolutions, documentation including complaints, letters of protest, correspondence, etc.   | Public Safety-Fire          |

## Police

| Police –<br>Record Series Title  | Retention      | Statutory<br>Reference   | Disposition | Descriptor/Content   | Department<br>of Record |
|--|----------------|--------------------------|-------------|--|-------------------------|
| <b>SONOMA COUNTY PUBLIC SAFETY CONSORTIUM RECORDS RETENTION - adopted by City Council Resolution 2007-154 and amended by Resolution 2010-021</b> |                |                          |             |  |                         |
| ARRESTS  | I              | PC 799                   |             | Reports involving felony arrests for: offenses punishable by death; offenses punishable by life imprisonment; embezzlement of public funds.  | ILEADS                  |
|  | 10Y            | PC 799                   |             | Reports involving arrests for all other felonies. Provided case does not relate to unserved warrants, identifiable items have all been recovered, and there is no pending litigation. Any report falling under 799 P.C. (no limit for commencement) or 800 P.C. (crime punishable by 8 years or more in prison). | ILEADS                  |
|  | 5Y             | PC 802                   |             | Reports involving arrests for misdemeanors. If there is an active warrant associated with this case, D.A. needs to be advised. Dismissal of case from D.A., dismissal of warrant needs to be complete. Any unrecovered property needs to be removed from CLETS, any evidence needs to be disposed of.            | ILEADS                  |
| Asset Seizures   | 10Y            |                          |             |  | ILEADS                  |
| 11357(b) Arrests   | 2Y<br>See Note | H&S 11361.5,<br>11357(e) |             | Note: 11357(e) destroy when offender turns 18.   | ILEADS                  |
| REPORTS  |                |                          |             |  |                         |
| Misdemeanor Crime Reports  | 5Y             |                          |             |  | ILEADS                  |
| Felony Crime Reports   | 10Y            |                          |             |  | ILEADS                  |
| Homicides  | I              |                          |             |  | ILEADS                  |
| Suicides   | I              |                          |             |  | ILEADS                  |
| Traffic Fatalities   | 10Y            |                          |             |  | ILEADS                  |
| Natural Causes   | 2Y             |                          |             |  | ILEADS                  |
| Attempted Suicides /<br>5150   | 5Y             |                          |             |  | ILEADS                  |

| <b>Police –<br/>Record Series Title</b>                 | <b>Retention</b>               | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|---|--------------------------------|--------------------------------|--------------------|--|---------------------------------|
| HazMats (complaint /<br>no complaint)                   | 5Y                             |                                |                    |  | ILEADS                          |
| Missing Persons<br>(outstanding)                        | 1                              |                                |                    |  | ILEADS                          |
| Child abuse   | 1                              |                                |                    |  | ILEADS                          |
| "Information Report" as<br>Only Charge                  | 5Y                             |                                |                    |  | ILEADS                          |
| 871 W&I Escapees  | 5Y                             |                                |                    |  | ILEADS                          |
| Domestic Violence                                       | 10Y                            |                                |                    |  | ILEADS                          |
| Non-Fatal traffic reports                               | 5Y                             |                                |                    | Includes counter reports, 20002 reports  | ILEADS                          |
| PDO Accident Reports                                    | 5Y                             |                                |                    |  | ILEADS                          |
| City Ordinance<br>Violations                            | 2Y                             | PC 799                         |                    |  | ILEADS                          |
| Reports of Lost and<br>Found Property                   | 2Y                             | GC 34090                       |                    | Provided such items are lawfully disposed of.  | ILEADS                          |
| Factually innocent<br>reports                           | 3Y from date of<br>expungement | PC 851.8                       |                    | Upon determination by Police Department or judicial determination of<br>factual innocence; records sealed for period of 3 years from date of<br>arrest and then destroyed. | ILEADS                          |
| Sealed juvenile records                                 | 5Y from date of<br>sealing     | W&I 781(a)                     |                    |  | ILEADS                          |
| Abandoned/Stored/Imp<br>ounded/towed vehicle<br>reports | 5Y                             |                                |                    |  | ILEADS                          |
| Citations   | 5Y                             |                                |                    |  | ILEADS                          |



| <b>Police –<br/>Record Series Title</b>  | <b>Retention</b>              | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|--|-------------------------------|--------------------------------|--------------------|--|---------------------------------|
| Arson registrants - Adults               | I                             | PC 457.1                       |                    | Registration is required Indefinitely or until a certificate of rehab is obtained per Chapter 3.5, Section 4852.01 of Title 6 of Part 3. | ILEADS                          |
| Arson registrants - Juveniles            | 10Y                           | PC 457.1                       |                    | Registration is required for 10 years, until reach age of 25 or until record is sealed per 871(a) W&I.                                   | ILEADS                          |
| Narcotic registrants                     | 5Y                            | H&S 11590                      |                    | Section 11590 H&S does not have a limit to registration requirement.   | ILEADS                          |
| Records Management System                | Until Master Record is Purged |                                |                    |  | ILEADS                          |
| Expired permits (CCW)                    | 2Y from date of expiration    |                                |                    |  | ILEADS                          |
| Sex registrants - All                    | I<br><br>See Note             | PC 290                         |                    | Note: Adults Indefinitely / Juveniles Indefinitely unless sealed per 871(a) W&I.   | ILEADS                          |
| Bicycle Registration                     | 10Y                           |                                |                    |  | ILEADS                          |
| Rotational Tow Log                       | 90Days                        |                                |                    |  | CAD                             |
| Calls for Service (ILEADS)               | 5Y                            |                                |                    |  | ILEADS                          |
| Calls for Service (Dispatch)             | 5Y                            |                                |                    |  | CAD                             |
| CLETS Log                                | 3Y                            |                                |                    |  | CAD                             |
| CLETS log on                             | 1Y                            |                                |                    |  | CAD                             |
| APB (Daily Bulletin - Be on the lookout) | 1Y                            |                                |                    |  | CAD                             |
| Field Contacts                           | 10Y                           |                                |                    |  | ILEADS                          |
| Tracker Records                          | 1Y                            |                                |                    |  | CAD                             |

| <b>Police –<br/>Record Series Title</b>  | <b>Retention</b>   | <b>Statutory<br/>Reference</b>           | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b> |
|--|--------------------|--|--------------------|--|---------------------------------|
| Terminal to Terminal Messaging   | 1Y                 |  |                    |  | CAD                             |
| Officers Activity Log  | 3Y                 |  |                    |  | CAD                             |
| <b>END - SONOMA COUNTY PUBLIC SAFETY CONSORTIUM RECORDS RETENTION - adopted by City Council Resolution 2007-154 and amended by Resolution 2010-021</b> |                    |  |                    |  |                                 |
| Animals, Agency Owned  | T + 4Y             | FA 32003(e); PC 597.1(d)                 |                    | Records relating to animals used in an official Community Service by the Department  | Public Safety                   |
| Auctions   | 2Y                 | GC 34090, 34090.6                        | Destroy            | Records relating to property seized by the police department and sold at public auction.<br><br>Note: Paper destroyed. Beginning 2013, some property data is held electronically and retained indefinitely.                                | Public Safety                   |
| Business License Background Checks   | 5Y                 | GC 34090                                 |                    | Records relating to background checks performed on persons seeking certain business licenses including but not limited to bingo parlors and massage technicians.<br><br>Note: 5 year retention is the stated preference of the department. | Public Safety                   |
| Card Key System  | 2Y                 | GC 34090                                 |                    |  | Public Safety                   |
| Concealed Weapon (approvals and denials)   | CL + 2Y            | GC 34090                                 |                    | Approval process, applications, and related documents.   | Public Safety                   |
| Equipment Maintenance Logs   | 2Y<br><br>See Note |  |                    | Records relating to the history or maintenance and service to police equipment.<br><br>Note: Permanent retention for equipment with potential contamination risk.  | Public Safety                   |
| Equipment Radio Logs (Communication)   | CU + 2Y            | GC34090                                  |                    | Documents problems, malfunctions, resolution to provide equipment performance history  | Public Safety                   |
| Fingerprint Records Latents  | See Note           |  |                    | 1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized  | Public Safety                   |
| Fingerprint Suspect, Adult/Juvenile  | CL                 | Law Enforcement Management Guide by POST |                    | Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved   | Public Safety                   |

| <b>Police –<br/>Record Series Title</b>                                 | <b>Retention</b> | <b>Statutory<br/>Reference</b>  | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|---|------------------|---|--------------------|---|---------------------------------|
| Guns, Dealers Record of Sale  | CU + 10Y         | PC 12070  |                    | Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)  | Public Safety                   |
| Guns, Dealer of Gun Sales Reports, Duplicate                            | CU + 6M          | GC 34090, PC 12070  |                    | Original maintained by DOJ. Dealer required to file duplicate with agency   | Public Safety                   |
| Guns, Destruction of  | P                |   |                    | Stored electronically.  | Public Safety                   |
| Incident Action Plans and After Action Reports                          | 3Y               | GC 34090  |                    | Records relating to police tactical / incident action plans and reports documenting the events of executive actions, operational, and game plans.   | Public Safety                   |
| Intelligence Files  | 5Y               | 28 CFR 23.20(h); GC 34090   |                    | Confidential Informant (CI).<br><br>Note: misleading, obsolete or unreliable information is required to be destroyed, remaining records must not be retained longer than 5 years. Files contain criminal intelligence information concerning an individual who is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity.  | Public Safety                   |
| Internal Affairs Investigations (OTHER than Officer Involved Shootings) | FD + 5Y          | PC 801.5, 803(c), 832.5 et seq; EVC 1045(b)(1); GC 34090; 12946; VEH 2547 |                    | Records relating to complaints investigated by the Internal Affairs Division of the police department. Records include: complaints, reports, statements, findings and other documents associated with investigations of complaints sustained and not sustained.<br><br>Note: State requires for at least 5 years for Citizen's complaints; other State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; statute of limitations is 4 years for misconduct;. | Public Safety                   |
| Internal Affairs Investigations (Officer Involved Shootings ONLY)       | FD + 25Y         | PC 801.5, 803(c), 832.5 et seq; EVC 1045(b)(1); GC 34090; 12946;          |                    | Note: Statewide guidelines recommend 25 years for officer-involved shootings  | Public Safety                   |

| <b>Police –<br/>Record Series Title</b>        | <b>Retention</b>                          | <b>Statutory<br/>Reference</b>       | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|---|--------------------------------------|--------------------|---|---------------------------------|
| Logs   | S   |                                      |                    | Includes: case assignment, daily activity, property control, rap sheet, subpoenas served / received,<br><br>Note: most logs are maintained electronically. Body Worn Video systems logs are permanent.  | Public Safety                   |
| Narcotics, Destruction of                      | P   |                                      |                    |   | Public Safety                   |
| Pawn Brokers /<br>Secondhand Dealers           | CU + 2Y                                   | B & P 21628;<br>GC34090              |                    | Pawn Slips / Tickets, approval process, renewals.<br><br>Note: Original to licensee, Blue duplicate to DOJ, Pink duplicate retained by local agency. Renewals issued annually by local agency.  | Public Safety                   |
| Permits / Licenses                             | T + 2Y                                    | GC34090                              |                    | Operational permits occurring within Public Safety's jurisdictions approval process such as Bingo Permits, Alcohol Beverage Control License, Amplified Sound, Taxi, Auto for Hire, Solicitor, Bicycle, etc. May include: permits, and records supporting permit applications, approvals, renewals and denials.                        | Public Safety                   |
| Property                                       | Adjudicated or<br>FD + 5Y<br><br>See Note | GC 34090,<br>34090.5; PC<br>799-805. |                    | Records relating to property and evidence received and or stored by the Department.<br><br>Note: All records held until adjudicated or completed. Once completed, the property and evidence are held for an additional 5 years. Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST). | Public Safety                   |
| Property (Lost and Found)                      | CU + 2Y                                   | GC34090                              |                    | Original reports and supplemental documentation (Lost, Found, Safekeeping).   | Public Safety                   |
| Radar Calibration Records                      | T + 2Y                                    | GC34090                              |                    | Documentation of Radar instruments retained during use / ownership.   | Public Safety                   |
| Range Inventory                                | S + 2Y                                    | GC34090                              |                    | Quarterly reports of inventories of weapons and ammunition held by Department Range.  | Public Safety                   |
| Recordings, Telephone and Radio Communications | 1Y  | GC34090.6(a)                         | Destroy            | Recording of Telephone & Radio Communications. Statewide guidelines propose 180 days (legally mandated for 100 days); may be discoverable or made public in some circumstances. Evidentiary recordings follow evidence retention requirements.  | Public Safety                   |

| <b>Police –<br/>Record Series Title</b>  | <b>Retention</b>   | <b>Statutory<br/>Reference</b>            | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|--------------------|---|--------------------|---|---------------------------------|
| RECORDINGS, BODY<br>WORN VIDEO<br>SYSTEMS  |                    | PC 832.18<br><br>And Department<br>Policy |                    | See Rohnert Park Department of Public Safety Policy Manual, Body Worn Video Systems for more detail.  |                                 |
| Evidentiary Data   | 2Y Minimum         | PC 832.18(b)(5)                           | Destroy            | Body Cam audio and video labeled category 1, 2 or 3.  | Public Safety                   |
| Criminal<br>Prosecution  | See Note           | PC<br>832.18(b)(5)(C)                     | Destroy            | Body Cam audio and video if evidence that may be relevant to a criminal prosecution.<br><br>Note: Retain for any time in addition Evidentiary Data and Non-Evidence.                                  | Public Safety                   |
| Non Evidence   | 60 Days<br>Minimum | PC<br>832.18(b)(5)(A)                     | Destroy            | Body Cam audio and video labeled category 4, 5, 6, or 7.<br><br>Note: Department may keep more than 60 days to have it available in case of a citizen complaint and to preserve transparency.         | Public Safety                   |
| Logs   | P                  | PC<br>832.18(b)(5)(E)                     | Destroy            | Records or logs of access and deletion of data should be retained permanently.  | Public Safety                   |
| Recordings,<br>Surveillance / Security<br>Video  |                    | GC 34090.6                                |                    | See “Administration” Information Services section Surveillance Video.   | Information<br>Services         |
| Restraining Orders,<br>Emergency Protective<br>Orders, Temporary<br>Restraining Orders,<br>Legal Stipulations,<br>Orders After Hearing | CU<br><br>See Note |   | Destroy            | Note: Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired. | Public Safety                   |
| Ride Along Applications  | 2Y                 | GC34090                                   | Destroy            |   | Public Safety                   |

| <b>Police –<br/>Record Series Title</b>                                | <b>Retention</b>        | <b>Statutory<br/>Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department<br/>of Record</b> |
|--|-------------------------|--------------------------------|--------------------|---|---------------------------------|
| Statistical (Crime Analysis)   | CU + 2Y<br><br>See Note | GC34090                        | Destroy            | Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage.<br><br>Note: Retention is Department preference.   | Public Safety                   |
| Statistical Information, Reports, etc. (Originals sent to FBI and DOJ) | CU + 2Y                 | GC34090                        | Destroy            | Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting. | Public Safety                   |
| Street Closures  | P                       | GC34090                        | Permanent          | Documents and reports regarding street closures for accidents, events, etc.   | Public Safety                   |
| Use of Force Supervisory Review Files                                  | CU + 2Y                 | GC34090                        | Destroy            | Includes review forms, arrest report copies, logs   | Public Safety                   |
| Weapons, Database  | P                       | GC34090                        | Permanent          | Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports   | Public Safety                   |

## PUBLIC WORKS

| Record Series Title                | Retention | Statutory Reference                       | Disposition | Descriptor/Content   | Department of Record                                  |
|------------------------------------|-----------|---|-------------|--|---|
| Capital Improvement Projects (CIP) |           |   |             | See "Capital Improvement Projects"   |   |
| Duty Log Books                     | P         | GC34090                                   | Permanent   | Logs, field books, maintenance records of standby staff afterhours calls for service.  | Public Works  |
| Grants                             |           |   |             | See "All Departments"  |   |
| General Services Database Records  | P         | GC34090                                   | Permanent   | GOREquest / Government Outreach program  | Public Works<br>Public Safety<br>Development Services |
| Hazardous Waste Disposal           | CU + 10Y  | OSHA; 40 CFR 122.21; 8 CCR 10102; CG12946 | Destroy     | See "Public Safety" Fire<br><br>These are handled by the Sonoma County Department of Emergency Services (SCDES)<br><br>Documentation re: the handling and disposal of hazardous Waste. May include but not limited to: waste disposal manifest and materials testing data. | SCDES   |
| Photographs                        |           |   |             | See "All Departments"  |   |
| Policies & Procedures              |           |   |             | See "All Departments"  |   |

## Facilities & Pools Management

| Facilities & Pools - Record Series Title | Retention | Statutory Reference | Disposition | Descriptor/Content   | Department of Record |
|--|-----------|---------------------|-------------|--|----------------------|
| CITY FACILITY RECORDS                    |           |                     |             |  |                      |
| Asbestos                                 | L         | GC34090a            | Destroy     | Documents abatement projects in public buildings. Retain for life of building. | Public Works         |

| <b>Facilities &amp; Pools - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b>                  | <b>Disposition</b>   | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|---|------------------|---|--|--|-----------------------------|
| Building/Project History                            | P                | GC34090(d)                                  | Transfer to storage facility at end of buildings life or ownership | May include, but is not limited to: structure plans, structure specifications, repair records, copy of RFP/Bid, testing reports, copy of building permit and certificate of occupancy, testing and soil reports, energy calculations, materials testing reports, design exception reports, project study reports (PSRs), regulatory agency approvals, structural calculations, surveys, toxic remediation, underground storage tanks.  | Public Works                |
| Capital Improvements, Construction                  | P                | 2.083110;<br>GC34090a;<br>4004;<br>H&S19850 | Permanent  | Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems   | Public Works                |
| Developed   | CL + 10Y         | GC34090(d)                                  | Destroy  | Documents the administration of facility improvements. May include, but is not limited to: certified payrolls, invoices, and correspondence.   | Public Works                |
| Not Developed                                       | CU + 2Y          | GC34090(d)                                  | Destroy  |  | Public Works                |
| Maintenance and Operation Records                   | CU + 2Y          | GC34090,<br>34090(d)                        | Destroy  | Maintenance and service requests, graffiti removal, custodial services, checklists, HVAC records, security system, rosters, pest extermination to include inspection, repairs, cleaning, complaints. Internal records documenting requests and authorizations for needed services, including repair of government owned property. May include, but is not limited to service and installation requests, repair authorizations, cost sheets, logs, inventories, and supporting records. | Public Works                |
| Pest Control  | CU + 2Y          | GC34090d                                    | Destroy  | Pesticide applications, inspections & sampling, documents  | Public Works                |
| Scheduled Maintenance & Safety Certificates         | CU + 5Y          | GC34090(d)                                  | Destroy  | Documents schedule maintenance of assets and safety certifications for equipment such as elevators, fire systems, and boilers. May include, but is not limited to: maintenance schedules, and safety certificates.   | Public Works                |



| <b>Facilities &amp; Pools - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b>   | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|---|------------------|--|--------------------|---|-----------------------------|
| POOL MAINTENANCE                                    |                  |  |                    |   |                             |
| Chemicals/ Additives                                | 30Y              | GC 34090; 8 CCR 3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC 12946 | Destroy            | Chemicals and additives for community pool, may include logs of chemicals. Also see "Community Services" Department of Health.<br><br>Note: Some records found in the SCADA system.   | Public Works                |
| Maintenance   | CU + 10Y         | GC 34090   | Destroy            | Records that support routine pool maintenance. Logs, reports regarding the maintenance of the community pool. Note: see Department of Health under Community Services.<br><br>Note: Some records found in the SCADA system. | Public Works                |

### Fleet/Vehicles

| <b>Fleet/Vehicles - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b>  | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|---|------------------|---|--------------------|--|-----------------------------|
| Fueling                                     | AU + 3Y          | CCP 337   | Destroy            | Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations.   | Public Works                |
| Permits, Licenses                           | CU + 2Y          | GC34090   | Destroy            | Forms, related documents regarding licenses and permits required by federal and state agencies.  | Public Works                |
| Vehicle Assignment                          | CU + 2Y          | GC34090   | Destroy            | Reports and logs regarding vehicle usage and assignments. Log books, request forms, list of users.   | Lead Department             |
| Vehicle & Equipment Maintenance             | T + 2Y           | 8 CCR 3202(b)(1); 49 CFR 396.3 (c); CCP 337 et. Seq., 13 CCR 1234(f); GC34090 | Destroy            | All paperwork regarding the maintenance of vehicle or equipment. Maintenance records, inspections, maintenance logs. Service Work.<br><br>If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year.<br><br>Note: Some records are found in the RTA system. | Public Works                |

| <b>Fleet/Vehicles - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|---|------------------|----------------------------|--------------------|---|-----------------------------|
| Vehicle Ownership                           | T + 2Y           | GC34090                    | Destroy            | Documents the purchase, ownership, licensing city-owned vehicles. May include, but is not limited to: Pink slips, legal titles, registration documents, purchase invoice, and warranties. | Purchasing                  |

### Park Maintenance

| <b>Park Maintenance - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|---|------------------|----------------------------|--------------------|---|-----------------------------|
| Equipment                                     | AU + 2Y          | GC34090                    | Destroy            | Inventory, warranties, purchase orders.   | Public Works                |
| Landscape                                     | CL + 2Y          | GC34090                    | Destroy            | Drawings, complaints, specifications, photos, reports, work orders, plants, tree maintenance.                               | Public Works                |
| Maintenance/ Operations                       | CL + 2Y          | GC34090                    | Destroy            | Includes work orders, inspection, repairs, cleaning, reports, complaints. Note: Pools are different – see Pool Maintenance. | Public Works                |
| Maps  | P                | GC34090                    | Permanent          | Irrigation, plot plans.   | Public Works                |
| Plans, Proposed                               | CU + 2Y          | GC34090                    | Destroy            | Future plans, new sites, expansions.  | Public Works                |
| PLAYGROUND                                    |                  |                            |                    |   |                             |
| Audits  | P                | GC 34090(a); CCP 337       | Permanent          | Also include audits for Risk Management.  | Public Works                |
| Inspection/ Compliance                        | L + 4Y           | GC 34090; CCP 337          | Destroy            | Equipment inspections.  | Public Works                |
| Policies and Procedures                       |                  |                            |                    | See “All Departments”.  |                             |
| REPORTS                                       |                  |                            |                    |   |                             |
| Accident                                      | CL + 2Y          | GC34090                    | Destroy            | Patrons, employees.   | All Departments             |
| Others  | CL + 2Y          | GC34090                    | Destroy            |   | Public Works                |
| Studies                                       | CL + 2Y          | GC34090                    | Destroy            | Future sites, expansions..  | Public Works                |

## Sanitation / Solid Waste / Wastewater

| Sanitation/Solid Waste/Wastewater - Record Series Title | Retention   | Statutory Reference | Disposition | Descriptor/Content   | Department of Record |
|---|-------------|---------------------|-------------|--|----------------------|
| Facilities  | T + 2Y      | GC34090             | Destroy     | If City owned. Correspondence, maps, patron list.  | Public Works         |
| History, Sanitation                                     | P           | GC34090             | Permanent   | If City-owned.   | Public Works         |
| Maintenance and Operations                              | CU + 2Y     | GC34090             | Destroy     | Includes work orders, inspection, repairs, cleaning, reports, complaints.  | Public Works         |
| Maps, Septic Tank                                       | P           | GC34090             | Permanent   | Location maps.   | Public Works         |
| <b>SOLID WASTE</b>                                      |             |                     |             |  |                      |
| Integrated Waste Management Project and Program Files   | S or T + 2Y | GC34090             | Destroy     | Records retained for programmatic purposes that document the development and administration of Integrated Waste Management programs and projects such as recycling, zero waste, and waste prevention including but not limited to correspondence, emails, plans, proposals, presentations and memoranda, but excluding any records required to be retained longer under any grant agreement. | City Manager         |
| Solid Waste Plan Working Files                          | S + 2Y      | GC34090(d)          | Destroy     | Documents, files, and data created or collected during the development of Solid Waste Plans required by the California Waste Management Act  | City Manager         |
| Solid Waste Plan  | P           | GC34090(d)          |             | Planning documents required by the California Waste Management Act including the Source Reduction and Recycling Element, and the Household Hazardous Waste Element.  | City Manager         |
| Rates History   | 30Y         | GC34090             | Destroy     | Department preference to document history.   | City Manager         |
| Recycling / Rates Assistance Programs                   | S or T + 2Y | GC34090             | Destroy     |  | City Manager         |
| Regulations   | S + 2Y      | GC34090             | Destroy     | Includes legislation.  | City Manager         |
| Reports   |             |                     |             |  |                      |
| Annual / Quarterly Reports                              |             |                     | Destroy     |  | City Manager         |
| Studies   | CL + 2Y     | GC34090             | Destroy     |  | City Manager         |
| Tonnage   | CU + 2Y     | GC34090             | Destroy     |  | City Manager         |
| <b>STORM DRAIN</b>                                      |             |                     |             |  |                      |

| <b>Sanitation/Solid Waste/Wastewater - Record Series Title</b> | <b>Retention</b>           | <b>Statutory Reference</b>                      | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|--|----------------------------|---|--------------------|--|-----------------------------|
| Maintenance Agreements   |                            |   |                    | See "All Departments" Agreements/Contracts section.  |                             |
| Stormwater Inspection and Enforcement                          | L of inspected entity + 3Y | GC34090(d)                                      | Destroy            | Records documenting the inspection and enforcement of stormwater requirements by businesses and other organizations, including but not limited to inspection reports, correspondence, laboratory analyses, grease trap inspections, and citations. | Public Works                |
| Stormwater   | CL + 2Y                    | 40 CFR 122.4(j) (2), 122.21, 122.41; GC34090(d) | Destroy            | Storm water inspections and video inspection reports. Documents inspections completed by the department for purposes of permit requirements or compliance, internal department process or procedures.  | Public Works                |

### Streets / Alleys

| <b>Streets / Alleys - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department of Record</b> |
|---|------------------|----------------------------|--------------------|--|-----------------------------|
| Closures                                      | P                | GC34090                    | Permanent          | Documents, reports, logs regarding street closures for maintenance, events, flooding, water leaks, etc.              | Public Works                |
| Lighting                                      | CU + 2Y          | GC34090                    | Destroy            | Maintenance, work orders of street lights.   | Public Works                |
| Maintenance / Operations                      | CU + 2Y          | GC34090                    | Destroy            | Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping, and inspection records. | Public Works                |
| Maps  | P                | GC34090                    | Permanent          | Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers.                      | Public Works                |
| Master Plans                                  | CU + 2Y          | GC34090                    | Destroy            | Copies.  | Public Works                |

### Utilities

| <b>Utilities - Record Series Title</b> | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>                         | <b>Department of Record</b> |
|--|------------------|----------------------------|--------------------|---|-----------------------------|
| Facilities                             | T + 2Y           | GC34090                    | Destroy            | If City owned. Correspondence, maps, patron list. | Public Works                |

| <b>Utilities -<br/>Record Series Title</b>               | <b>Retention</b>   | <b>Statutory<br/>Reference</b>                           | <b>Disposition</b> | <b>Descriptor/Content</b>  | <b>Department<br/>of Record</b>      |
|--|--------------------|--|--------------------|--|--------------------------------------|
| Gas and Electric   | S + 2Y             | GC34090(d)   | Destroy            | Correspondence and rate charts from PG&E regarding rates of electricity and gas.   | Clerks Office<br>and Public<br>Works |
| INSPECTIONS  |                    |  |                    |  |                                      |
| Pump Station,<br>Storm water<br>industrial<br>inspection | CL + 2Y            | 40 CFR 122.4(j)<br>(2), 122.21,<br>122.41;<br>GC34090(d) |                    | Documents inspections completed by the department for purposes of permit requirements or compliance, internal department process or procedures   | Public Works                         |
| Laboratory<br>Certification                              | Term + 5Y          | GC34090(d)   |                    | All materials documenting the application for and renewals of laboratory certification under the California State Environmental Laboratory Accreditation Program.  | Public Works                         |
| Laboratory, Water<br>Quality                             | 12Y                | GC34090(d)   |                    | Documents relating to water quality testing and equipment for Plant Services. Includes: water quality reports, bacteriological sampling, lab analysis, connection samples, daily work sheets, daily logs, chemical reports and chemical sampling, as well as equipment operation and maintenance manuals.<br><br>Note: 12 years- chemical reports, daily work sheets, monthly reports, lab analysis, water quality reports, water reports monitoring, testing and sampling. 10 years chain of custody. 5 years all others. | Public Works                         |
| Projects, Program<br>Information- Awarded                | S + 2Y             | GC34090(d)   | Destroy            | Documents regarding proposed projects and programs that were approved or moved forward.  | Public Works                         |
| REGULATORY<br>REQUIRMENTS                                | See<br>Description |  |                    | Documents relating to regulatory compliance.<br><br>Note: Permanent – Correspondence with regulatory agencies, variances, waiver and exceptions and water level data sheets and plans. 3 years – confined space entries. 5 years – all other documents.  | Public Works                         |
| Projects, Program<br>Information- Not<br>Awarded         | CU + 2Y            | GC34090(d)   | Destroy            | Documents regarding proposed projects and programs that were not approved or moved forward   | Public Works                         |
| Underground  | P                  | GC34090  |                    | GC4003, GC4004; H&S 19850  | Engineering<br>and Public<br>Works   |
| USA Alert  | CU + 3Y            | GC34090, 4216.2,<br>4216.3(d)                            | Destroy            | Service Alert (USA)  |                                      |

## Water Resources

| Water Resources - Record Series Title                   | Retention               | Statutory Reference | Disposition | Descriptor/Content   | Department of Record |
|---|-------------------------|---------------------|-------------|--|----------------------|
| BACKFLOW-CUSTOMER OWNED EQUIPMENT                       |                         |                     |             |  |                      |
| Correspondence  | CU + 2Y                 | GC34090             | Destroy     | Notices and letters.   | Public Works         |
| test  | CU + 10Y                | GC34090(d)          | Destroy     | Records regarding customer owned equipment for potable water. Test results, inspections, installation date, logs.  | Public Works         |
| Connection Records                                      | P                       | GC34090             |             | Maps, water line connections.  | Public Works         |
| Construction and Demolition Diversion Deposit Program   | Refund or Transfer + 4Y | GC34090             | Destroy     | Materials documenting the receipt and refund of construction and demolition diversion deposits, or the transfer of those funds to the city if not reclaimed by the depositor | Public Works         |
| FLOOD CONTROL   |                         |                     |             |  |                      |
| Drainage Facilities                                     | P                       | GC34090             |             | Includes dams, lakes, basins, creeks.  | Public Works         |
| Flood Zones   | P                       | GC34090             |             | Includes flood maps.   | Public Works         |
| Insurance Programs                                      | S + 2Y                  | GC34090             | Destroy     | Includes copies of policies, rules, programs.  | Public Works         |
| Policies / Procedures                                   | S + 2Y                  | GC34090             | Destroy     | Rules and Regulations.   | Public Works         |
| Reports / Studies                                       | CL + 2Y                 | GC34090             | Destroy     |  | Public Works         |
| Inventory, Equipment                                    | CU + 2Y                 | GC34090             | Destroy     |  | Public Works         |
| Locations   | P                       | GC34090             | Permanent   | Mains, valves, hydrants, wells.  | Public Works         |
| NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) |                         |                     |             |  |                      |

| <b>Water Resources - Record Series Title</b> | <b>Retention</b>    | <b>Statutory Reference</b>             | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|--|---------------------|--|--------------------|---|-----------------------------|
| Certification                                | Term of Permit + 3Y | 40 CFR 122.21, 122.41; CCP 337 et seq. | Destroy            | All materials documenting the application for and renewals of NPDES Permits for the Municipal Discharge of Storm water.   | Public Works                |
| Compliance                                   | Term of Permit + 7Y | GC34090(d)                             | Destroy            | All records documenting compliance with NPDES permit requirements, including but not limited to studies, reports, work plans, surveys, monitoring results, laboratory results, and project files.                   | Public Works                |
| Permits                                      | P                   | 40 CFR 122.28                          | Permanent          | Permits providing permission for the municipal discharge of storm water. Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants.  | Public Works                |
| Reports                                      | P                   | GC34090(d)                             | Permanent          | Reports submitted to the California Water Resources Control Board and to the US Environmental Protection Agency, including but not limited to annual reports, semi-annual reports, work plans, and special studies. | Public Works                |
| Maintenance and Operations                   | CU + 2Y             | GC34090                                | Destroy            | Includes work orders, inspection, repairs, cleaning, reports, complaints.   | Public Works                |
| Service                                      | CU + 2Y             | GC34090                                | Destroy            | Includes work orders, entry cards, manholes, service to property owners.  | Public Works                |
| Well & Pumping                               | L + 2Y              | GC34090(d)                             | Destroy            | Well monitoring, times operational, power used and quantity, etc.   | Public Works                |
| Water Distribution System                    | CU + 5Y             | GC34090                                | Destroy            | Records documenting 5 years preventative and/or repair related activities for potable and/or recycled water delivery systems or components.   | Public Works                |
| Maps   | P                   | GC34090                                |                    | Line location; easements.   | Public Works                |
| Master Plans                                 | CU + 2Y             | GC34090                                | Destroy            | Copies.   | Public Works                |
| Meter Operations, Service and Repair         | CL + 2Y             | GC34090                                | Destroy            | Reader reports, orders, tests maintenance reports, work orders, repairs, inventory. Temp Hydrant Meters.  | Public Works                |
| Permits – other, not NPDES or recycled water | CU + 2Y             | GC34090                                | Destroy            | May depend on terms of state or federal agency.   | Public Works                |
| Rates  | S + 2Y              | GC34090                                | Destroy            |   | Finance                     |
| Reclamation                                  | CU + 5Y             | 40 CFR 122.41                          | Destroy            | Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc.  | Public Works                |

| Water Resources - Record Series Title | Retention       | Statutory Reference | Disposition | Descriptor/Content   | Department of Record |
|---------------------------------------|-----------------|---------------------|-------------|--|----------------------|
| RECYCLED WATER                        |                 |                     |             |  |                      |
| Agreements, Recycled Water User       |                 |                     |             | See "All Departments" Agreements/Contracts Section.  |                      |
| Permitting                            | Disconnect + 5Y | GC34090(d)          | Destroy     | Records documenting the issuance and/or management of recycled water permits including but not limited to permittee inspections and testing, permittee reports, usage data and communications. | Public Works         |
| Reports                               | P               | GC34090(d)          | Permanent   | Reports regarding recycled water submitted to the State and self-inspection/self-monitoring reports.   | Public Works         |
| REPORTS                               |                 |                     |             |  |                      |
| Conservation                          | CU + 2Y         | GC34090             | Destroy     |  | Public Works         |
| Consumption                           | CU + 2Y         | GC34090             | Destroy     |  | Public Works         |
| Corrosion Control                     | CU + 12Y        | 40 CFR 141.91       | Destroy     | Compliance documentation.  | Public Works         |
| Discharge Monitoring                  | CU + 5Y         | 40 CFR 122.41       | Destroy     | Average amount of pollution discharged into waters of Municipality.  | Public Works         |
| Drinking Water Corrections            | CU + 10Y        | 40 CFR 141.33       | Destroy     |  | Public Works         |
| Hydrograph                            | P               | GC34090             | Permanent   | Daily flow of streams.   | Public Works         |
| Lead Service Line                     | CU + 12Y        | 40 CFR 141.91       | Destroy     | Compliance documentation.  | Public Works         |
| Public Education                      | CU + 12Y        | 40 CFR 141.91       | Destroy     | Compliance documentation.  | Public Works         |
| Quality Parameters                    | CU + 12Y        | 40 CFR 141.91       | Destroy     | Compliance documentation, water quality monitoring reports including but not limited to self-monitoring.   | Public Works         |
| Sanitary Surveys                      | CU + 10Y        | 40 CFR 141.33       | Destroy     | Statistics, reports, correspondence.   | Public Works         |
| SCADA                                 | CU + 12Y        | 40 CFR 141.91       | Destroy     | Reports for compliance and to support water quality.   | Public Works         |
| Source Water                          | CU + 12Y        | 40 CFR 141.91       | Destroy     | Compliance documentation, e.g. lead & copper.  | Public Works         |
| State Certification                   | CU + 12Y        | 40 CFR 141.91       | Destroy     | Compliance documentation.  | Public Works         |



| <b>Water Resources - Record Series Title</b>       | <b>Retention</b> | <b>Statutory Reference</b> | <b>Disposition</b> | <b>Descriptor/Content</b>   | <b>Department of Record</b> |
|--|------------------|----------------------------|--------------------|---|-----------------------------|
| Variances, Water System                            | CU + 5Y          | 40 CFR 141.33              | Destroy            |   | Public Works                |
| Well Level   | CU + 2Y          | GC34090                    | Destroy            |   | Public Works                |
| Sources  | CU + 2Y          | GC34090                    | Destroy            | May include wells, rivers, lakes, districts.  | Public Works                |
| Surveyor Field Notes                               | P                | GC34090                    | Permanent          | Notes preparatory to maps of water installations.   | Public Works                |
| Surveys, Water System Sanitary                     | CU + 10Y         | 40 CFR 141.33              | Destroy            | Statistics, reports, correspondence.  | Public Works                |
| TESTS  |                  |                            |                    |   |                             |
| Bacteriological Analysis                           | CU + 5Y          | 40 CFR 141.33              | Destroy            | Compliance records include location, date, method and results; corrections, analysis of bacterial content.  | Public Works                |
| Chemical Analysis                                  | CU + 10Y         | 40 CFR 141.33              | Destroy            | Compliance records include location, date, method used and results; corrections, analysis of chemical content.  | Public Works                |
| Quality  | CU + 12Y         | 40 CFR 141.91              | Destroy            | Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.  | Public Works                |
| Valve Main Records                                 | P                | GC34090                    | Permanent          |   | Public Works                |
| Violations, Drinking Water                         | CU + 3Y          | 40 CFR 141.33              | Destroy            | Retention applies to each violation.  | Public Works                |
| Water Delivery System Infrastructure Documentation | P                | GC34090(d)                 | Permanent          | Drawings, maps, and other descriptive documentation of the physical infra-structure of potable and recycled water delivery systems.   | Public Works                |
| Water Meters                                       | P                | GC34090(d)                 | Permanent          | May include, but is not limited to: meter service cards, notifications, readings, operations checklists, replacements, shop log sheets, sets and install records, and all other paper records pertaining to meters and readings not stored in CCMS. | Public Works                |