

City of Santa Paula

City Council

MAYOR LESLIE CORNEJO
VICE MAYOR PEDRO A. CHAVEZ
COUNCILMEMBER JENNY CROSSWHITE
COUNCILMEMBER CARLOS JUAREZ
COUNCILMEMBER ANDY SOBEL



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, OCTOBER 2, 2024

6:30 PM - City Council Regular Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, CITY ATTORNEY

CITY COUNCIL REGULAR MEETING

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

HOW TO PARTICIPATE IN PERSON DURING THE MEETING: If you wish to speak at a City Council meeting, please fill out a **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number, when appropriate. **Public comments are limited to 3 minutes.**

1. **Items Not on the Agenda:** If you wish to discuss an item which is not scheduled on the Agenda, you may address the City Council during *Public Comment*. Please realize that due to the limitations placed on the City Council by provisions of the *California Government Code*, the City Council ordinarily cannot take action on any item that is not on the agenda. Because of these restrictions, expect that matters that you identify during public comment may be referred to staff or considered on a future agenda.
2. **Agenda Items:** Items being considered by the City Council may appear on the Consent Calendar, as an Action Item, or as a Public Hearing. Public comments on each type of item are handled differently, as explained below:
 - a. For items appearing on the Consent Calendar, please submit a Public Comment Form before the Council takes action on the Consent Calendar. Items that receive a Public Comment Form may be pulled from the Consent Calendar by the Mayor and discussed separately by the City Council.
 - b. For items appearing as an Action Item, the Mayor will announce the Agenda item and request the staff report, the staff member responsible will give a brief summary of the report; the City Council will have an opportunity to ask questions of staff; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); and the City Council will discuss the item and then take appropriate action.
 - c. For items on which a Public Hearing is scheduled, the Mayor will open the public hearing and receive the staff report; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); the City Council will discuss the item; and the Mayor will close the public hearing after City Council action.

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by 3:00 p.m. (PT) on the meeting date will be provided to the legislative body before the meeting. Public Comments received after 3:00 p.m. will be provided to the legislative body the next day.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

*In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.*

HOW TO VIEW ON YOUR TELEVISION, COMPUTER, OR MOBILE DEVICE: Watch from home live on the local Channel 10, or view the live feed on the city website at the following link: <https://www.spcity.org/523/Public-Meeting-Agendas>

NOTE: Special and Closed Sessions are not recorded and not available on Channel 10 or live feed on the city website.

REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

2. INVOCATION

3. FLAG SALUTE

4. ROLL CALL

5. PUBLIC COMMENT

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council. A Public Comment Form must be submitted to the City Clerk prior to the beginning of the Public Comment period in order to be recognized to speak. Individuals submitting Public Comment Forms after the beginning of the Public Comment period will not be allowed to speak at this time, but may be recognized to speak by the Mayor at the conclusion of the meeting. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. The City Council may direct staff to report to the City Council on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for City Council consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Council, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

6. PRESENTATIONS

6.A VENTURA COLLEGE PRESENTATION

RECOMMENDATION:

Presented by:

- Dr. Claudia Lourido-Habib, Ventura College President
- James Zavas, VP Business and Administrative Services
- Kenya Johnson, Dean of East Campus
- Vanessa Stotler, Director of Marketing & Outreach/PIO

6.B CHAMBER OF COMMERCE ANNUAL PRESENTATION

7. **CITY COUNCIL REPORTS**

8. **CITY MANAGER REPORTS**

9. **CONSENT CALENDAR**

Background information has been provided to the City Council on all matters listed under the Consent Calendar and these items are considered to be routine by the City Council and are normally approved by one motion. If discussion is requested by a Councilmember on any item, or a member of the public wishes to comment on an item, that item may be removed from the Consent Calendar for separate action.

9.A **APPROVE A SECOND AMENDMENT OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH SPUSD & A CONTRACT WITH ALL CITY MANAGEMENT SERVICES (ACMS) FOR CROSSING GUARD SERVICES**
RECOMMENDATION:

Staff recommends City Council:

1. Authorize the City Manager to execute a second amendment to a Memorandum of Understanding (MOU) with the Santa Paula Unified School District (SPUSD) to pay for school crossing guard services; and
2. Authorize the City Manager to enter into a contract with All City Management Services, Inc. (ACMS) for crossing guard services in an amount not to exceed \$260,626.00.

9.B **MEASURE R OVERSIGHT**
RECOMMENDATION:

Staff recommends that the City Council:

1. Direct staff to return to Council within 90 days, should Measure R pass on November 5, 2024, with options for establishing Measure R oversight.

Prepared by: Jonathan Royas, Deputy City Manager

9.C **DECLARATION OF MULTI-USE TRAIL EASEMENT AS EXEMPT SURPLUS LAND**
RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7542 declaring a multi-purpose trail easement as Exempt Surplus Land and finding that such declaration is exempt from environmental review under the California Environmental Quality Act.

10. **ACTION ITEMS**

10.A **AMEND RECORDS RETENTION SCHEDULE AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS**
RECOMMENDATION:

Staff recommends City Council:

1. Adopt Resolution 7533 adopting the 2024 Records Retention Schedule and authorizing destruction of applicable records.

11. ITEMS FOR FUTURE AGENDAS

11.A **FUTURE AGENDA ITEMS**

RECOMMENDATION:

Staff recommends City Council review future agenda items.

12. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Deputy City Manager

Subject: APPROVE A SECOND AMENDMENT OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH SPUSD & A CONTRACT WITH ALL CITY MANAGEMENT SERVICES (ACMS) FOR CROSSING GUARD SERVICES

Date: October 2, 2024

Agenda Item: 9.A

RECOMMENDATION:

Staff recommends City Council:

1. Authorize the City Manager to execute a second amendment to a Memorandum of Understanding (MOU) with the Santa Paula Unified School District (SPUSD) to pay for school crossing guard services; and
2. Authorize the City Manager to enter into a contract with All City Management Services, Inc. (ACMS) for crossing guard services in an amount not to exceed \$260,626.00.

BACKGROUND:

The Santa Paula Unified School District (SPUSD) has reached out to the City of Santa Paula to facilitate crossing guards throughout the various schools in the District. In this partnership, SPUSD plans to pay for crossing guard services to All City Management Services (ACMS) and utilize the City of Santa Paula as a “pass-through”. Ultimately, SPUSD is funding crossing guard services. This is an ongoing arrangement which has transpired over the course of the last several years because the crossing guards are in the City's right-of-way and SPUSD therefore cannot contract directly with and indemnify them.

ANALYSIS:

In order to move forward with the partnership, the City of Santa Paula has prepared a second amendment to the Memorandum of Understanding (MOU) (Exhibit A - Second Amendment SPUSD) with SPUSD and was presented with an updated agreement with All City Management Services (ACMS) (Exhibit B - ACMS Agreement). The second amendment to the MOU with SPUSD would extend the term to June 30, 2025 with the option to renew up to four years thereafter. City staff has had all documents reviewed by the City Attorney's Office. Costs associated with the crossing guard services will be paid by SPUSD, but due to the fact that the streets are owned by the City, both agencies decided to extend the MOU in order to move the program forward.

The program will fund nine crossing guards in total at the request of the school district officials; six located throughout the City near various elementary, middle and high school locations; one located at the intersection of N. Ojai Rd. and Oakdale Pl near Bedell Elementary; one at the intersection of Steckel Dr. and Main St. near Glen City Elementary; and one at the intersection of High St. & SR-150. For regular school days the morning shift for crossing guards starts around 7:15 AM to 8:30 AM and the afternoon shift from 2:15 PM to 3:30 PM. During minimum days the afternoon shift begins 11:30 AM to 12:30 PM.

ACMS is a full-service crossing guard services contractor that performs work for neighboring cities, including Port Hueneme, Ventura and Oxnard. The company coordinates all aspects related to recruitment, local hiring, conducting background clearance compliant with Department of Justice standards, training, payroll, administrative support, coordination of assigning qualified substitutes during absences, local supervision, and communicating with school and site safety inspectors.

The company specializes in only providing school crossing guard services. They have been in business since 1985 and are currently the largest provider of school crossing services in the area. They employ over 3,500 crossing guards for over 150 agencies.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however, it supports City Council's goal of creating an environment within the City in which our residents feel safe and which promotes the City as a location of choice for living, working, visiting and recreating under Section E. Public Safety & Emergency Preparedness.

FISCAL IMPACTS:

Costs associated with providing crossing guard services are expected to be nominal for administrative services such as payment processing. The Santa Paula Unified School District will fund the program, reimbursing the City for payments made to ACMS. No budget allocation is required as these are pass through payments that will not exceed \$260,626.00.

OPTIONS:

1. Do not approve the agreement with All City Management Services to provide school crossing guard services and the MOU with SPUSD to pay for the services rendered. Doing so is not advised as SPUSD and the City would need to confer as to an alternative manner to provide crossing guard services for youth in the City.
2. Provide staff with further direction.

ATTACHMENTS:

[Exhibit A - Second Amendment SPUSD.pdf](#)

[Exhibit B - ACMS Agreement.pdf](#)

EXHIBIT A -
SECOND AMENDMENT
TO THE MOU BE-
TWEEN
THE CITY OF SANTA
PAULA AND SPUSD

**SECOND AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SANTA PAULA AND THE SANTA PAULA UNIFIED SCHOOL
DISTRICT**

THIS SECOND AMENDMENT (“Second Amendment”) is made and entered into this 4th day of September 2024, by and between the CITY OF SANTA PAULA, a California general law city and municipal corporation (“City”), and the SANTA PAULA UNIFIED SCHOOL DISTRICT (“District”). City and District shall be referred to herein from time to time individually as “Party” and collectively as “the Parties.”

1. RECITALS. This Amendment is made with reference to the following facts and objectives:

- A. On July 1, 2021, the City and District entered into a Memorandum of Understanding setting forth each Party’s responsibility with respect to the payment of and contracting for crossing guard services (the “Original MOU”). The term of the Original MOU was from July 1, 2021 to June 30, 2022.
- B. On or around October 19, 2022, the City and District entered an Amendment to the MOU extending the term of the MOU to June 30, 2023 and increasing the amount of payment for crossing guard services (the “First Amendment”). Despite ending June 30, 2023, City and District have continued to perform the MOU to the present date. The Original MOU as extended by the First Amendment shall be referred to hereafter as the “MOU”.
- C. The City and District now mutually desire by this Second Amendment to extend the MOU through June 30, 2025 and increase the amount of payment for which District must reimburse City for crossing guard services, as set forth below.

2. AMENDMENT. In consideration of the foregoing and pursuant to Section 14 of the MOU, the MOU is further amended as follows:

- A. Section 3, entitled “Program,” is amended such that commencing in the 2024-2025 school year, the City will contract for nine (9) persons as crossing guards at certain locations within the District and located within the City of Santa Paula as designated in EXHIBIT A to this Second Amendment. The crossing guards shall provide service between the designated hours specified in EXHIBIT A to this Second Amendment.
- B. Subsection 5.1 of Section 5, entitled “Crossing Guard Costs,” is amended such that for the 2024-2025 school year, the City shall pay to ACMS all costs and expenses associated with the crossing guard services provided within the City of Santa Paula at the locations and for the amounts specified in EXHIBIT A to this Second Amendment.

C. Section 8, entitled “Term of Agreement,” is hereby amended to read as follows:

“8. Term of Agreement. The term of this Agreement shall be from July 1, 2021 to June 30, 2025, unless earlier terminated as provided herein. The term may be extended for additional one (1) year terms (an “Additional Term”), for up to four (4) Additional Terms, upon the mutual agreement of the Parties. The Parties must give each other written notice of intent to extend this MOU at least thirty (30) days prior to the conclusion of the term and each Additional Term, as applicable.”

D. As of the effective date of this Second Amendment, Exhibit A to the MOU is replaced with Exhibit A attached to this Second Amendment.

3. **COUNTERPARTS.** This Second Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.
4. **LIMITED AMENDMENT.** Except as modified by this Second Amendment, all other terms and conditions of the MOU remain in full force and effect. Whenever the term “MOU” is used in the MOU it shall mean the MOU, as modified by this Second Amendment. In the event of a conflict between this Second Amendment and the MOU, the provisions of this Second Amendment shall control.

[Signatures on Next Page]

**SIGNATURE PAGE TO
SECOND AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SANTA PAULA AND THE SANTA PAULA UNIFIED SCHOOL
DISTRICT**

IN WITNESS WHEREOF, the duly authorized representatives of the City and District have executed this Amendment effective as of the first day and year written above.

CITY OF SANTA PAULA

SANTA PAULA UNIFIED SCHOOL
DISTRICT

Dan Singer, City Manager

Jeff Weinstein, Superintendent

ATTEST:

Julie Latshaw, City Clerk

38-3902376
Taxpayer ID No.

APPROVED AS TO FORM:

Monica Castillo, City Attorney

**EXHIBIT A
TO
THE SECOND AMENDMENT TO MEMORANDUM OF UNDERSTANDING**

[Attached behind]

EXHIBIT A
All City Management Services Inc.

Client Worksheet 2024 - 2025

Department: 1000910

Billing Rate for 2024 - 2025: \$ 40.22

City of Santa Paula
201 S. Steckel
Santa Paula, CA 93060

KEY:
Traditional Calendar:
For sites with no regularly scheduled early release days, use 180 regular days

Sites with traditional calendar:

		36		180		\$40.22	=	\$260,625.60
9 Sites at	4.00 hrs per day	Total Hrs/day	X	days/yr	X	Hourly Billing Rate		

TOTAL PROJECTED HOURS 6,480.00 TOTAL ANNUAL PROJECTED COST \$260,625.60



ALL CITY MANAGEMENT SERVICES

INTERSECTIONS REPORT

Department Code: 1000910

Department Name: Santa Paula, City of

	School Name	Location Code	Location Name
1	Barbara Webster Elementary School	15948	Saticoy St / N Oak St
2	Barbara Webster Elementary School	19390	High St (Hwy 150) / Ojai Rd
3	Grace Thille Elementary	15949	E Ventura St / S Oak St
4	Grace Thille Elementary	19133	S 10th St / E Ventura St
5	Grace Thille Elementary	19349	E Ventura St / S 12th St
6	Isbell Middle School	16048	S 4th St / E Main St
7	Glen City Elem	19166	Main Street / Dean Drive
8	Glen City Elem	19386	N Steckel Dr/W Main St
9	Bedell Elementary School	19195	N Ojai Rd / Oakdale Pl

4/1/2024

EXHIBIT B - ACMS Agreement



AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the “Agreement”) is dated April 23, 2024 and is between the CITY OF SANTA PAULA (hereinafter called the "City"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or about July 1, 2024 and ends on June 30, 2025 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a “Crossing Guard”. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the City.
3. The City’s representative in dealing with the Contractor shall be designated by the City of Santa Paula.
4. The City shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
5. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
6. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.
7. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.
8. Crossing Guard Services (the “Services”) shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under City’s jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.

9. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.
10. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide City a Certificate of Insurance naming the City and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the City and shall not call on the City's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the City, its officers, agents and interest of the City. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the City.
11. Contractor agrees to defend, indemnify and hold harmless the City, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a "Claim" and collectively, the "Claims") that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
 - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
 - b) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay City, its officers, agents, or employees, any and all costs and expenses incurred by the City, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
 - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of City, liability will be apportioned between Contractor and City based upon the parties' respective degrees of culpability, as determined by the court, and Contractor's duty to indemnify City will be limited accordingly.
 - d) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to City for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$5,000,000 (Five Million Dollars).
12. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.

13. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the City.
14. The City agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Forty Dollars and Twenty-two Cents **(\$40.22)** per hour, per Crossing Guard during the term. Based on a minimum of nine (9) sites and upon a projected (6,480) hours of service the cost shall not exceed Two Hundred Sixty Thousand, Six Hundred Twenty-six Dollars (\$260,626.00) per year, unless Contractor fails to perform service.
15. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
16. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide City with 60 days-notice of its request to increase pricing. City agrees to review and respond to said notice within 30 days of receipt.
17. The City shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
18. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

CITY

CONTRACTOR

City of Santa Paula

All City Management Services, Inc.

By _____
DAN SINGER, CITY MANAGER

By _____
D. Farwell, Corporate Secretary

Date

Date

ATTEST:

JULIE LATSHAW, CITY CLERK

Approved as to Form:

MONICA CASTILLO, CITY ATTORNEY

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Deputy City Manager

Subject: MEASURE R OVERSIGHT

Date: October 2, 2024

Agenda Item: 9.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Direct staff to return to Council within 90 days, should Measure R pass on November 5, 2024, with options for establishing Measure R oversight.

Prepared by: Jonathan Royas, Deputy City Manager

BACKGROUND:

Increasingly, the State of California has shifted responsibility for many programs and services back to local cities, even smaller ones like the City of Santa Paula, without the local funds necessary to comply with those new mandates or provide services for local residents. Like many other California cities, under these circumstances Santa Paula is seeking additional funding to address our community's priorities at the levels expressed by the public.

On May 31, 2023, Council held a Special Meeting of the City Council related to possible revenue generating opportunities. During the course of the meeting staff discussed several methods to enhance the City's revenue base.

On June 21, 2023, City Council adopted a new two-year Strategic Plan ("Plan") for FY23-25. The Plan contains the Council's vision, goals and numerous objectives which staff will focus on for the next two years. Several objectives express Council's intention to identify and address the community's priorities for City of Santa Paula services and programs.

Two of Council's most notable objectives are:

- Section C. Infrastructure, Transportation & Mobility, Objective #1, Streets - Work to maximize funding going to streets; and
- Section B. Economic Development, Objective #1, Revenue Opportunities - Actively pursue revenue opportunities to increase the City's revenue base.

Based on the previous efforts noted above and the Council's two objectives, staff spent the past year conducting a robust community engagement exercise, Santa Paula Speaks, and

analyzed the results to determine options.

After collecting feedback from nearly 2,000 residents on local services and community priorities, the Santa Paula City Council unanimously placed the City of Santa Paula Streets, Pothole Repair, City Services Measure – Measure R – on the November 5, 2024, ballot for voter consideration.

If enacted, Measure R establishes a one-cent general sales tax, and funds are required to be spent in Santa Paula for local services. By law, no Measure R funds can be taken by Sacramento. If enacted, Measure R could help address community priorities including accelerating the repair of streets and potholes, maintaining 911 emergency response, maintaining clean drinking water sources, preventing sinkholes and repairing sidewalks, retaining local businesses, and addressing homelessness.

Measure R incorporates accountability provisions such as public disclosure of all spending and annual independent financial audits.

ANALYSIS:

Transparency and accountability in the allocation of sales tax revenue will be an important step in verifying that additional sales tax revenue from Measure R is directed toward community priorities.

If voters approve Measure R on November 5, 2024, staff will return to the City Council within 90 days with various options for oversight of Measure R revenues and expenditures.

These options may include expanding the Measure T Oversight Committee to encompass Measure R, or creating a separate, independent Measure R Committee. Another option could be the establishment of a Budget or Finance Committee to oversee use of Measure R funds. The intent of the City Council, would be to codify its commitment and responsibilities to include reviewing the revenues generated by Measure R and monitoring how the City Council allocates these funds.

Should Measure R be approved, staff will return to City Council to present options, methods, or guidelines for Measure R oversight and will evaluate these options for transparency and accountability in the allocation of sales tax revenue.

Approval of this item by the City Council formally directs staff to provide options for Measure R oversight and discussion within 90 days of the November election, contingent upon voter approval on November 5, 2024.

STRATEGIC PLAN:

Approval of this item moves the City closer to completing two of City Council's two-year Strategic Plan objectives as noted below:

Section C. Infrastructure, Transportation & Mobility, Objective #1, Streets - Work to maximize funding going to streets. Funding from a voter approved sales tax could be used to accelerate and reduce the current Pavement Management Plan (PMP) from 20-years to five remaining years bringing the average citywide Pavement Condition Index (PCI) up to 70.

Section B. Economic Development, Objective #1, Revenue Opportunities - Actively pursue revenue opportunities to increase the City's revenue base. A voter approved sales tax is estimated to generate \$4,500,000 annually in revenue for the general fund to maintain and improve City services.

FISCAL IMPACTS:

There is no fiscal impact associated with this action.

If the sales tax is approved by the voters, the tax is estimated to generate \$4,500,000 annually in revenue for the general fund to maintain and improve City services.

OPTIONS:

City Council has the following alternatives available:

1. Do not direct staff to return with options for Measure R oversight. Should Measure R be approved by the voters, staff will still need to return to Council with recommendations for budgeting of revenues and expenditures; or
2. Provide staff alternative direction.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Monica Castillo, City Attorney

Subject: DECLARATION OF MULTI-USE TRAIL EASEMENT AS EXEMPT
SURPLUS LAND

Date: October 2, 2024

Agenda Item: 9.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7542 declaring a multi-purpose trail easement as Exempt Surplus Land and finding that such declaration is exempt from environmental review under the California Environmental Quality Act.

BACKGROUND:

The City owns a multi-purpose trail easement that was dedicated to the City by Lewis Limoneira Community Builders ("LLCB") when Tract Map No. 5854 was recorded. Tract Map 5854 is the "backbone" map for the residential development known as the Harvest at Limoneira that established the primary boundaries of the development for further subdivision and planning. The easement is roughly 0.39 acre (20 ft. x 857 ft.) traversing two parcels located at the southwesterly edge of Harvest that together connect Santa Paula Street to a train track easement. Descriptions of the two parcels are attached as Exhibits A - D to proposed Resolution No. 7542 (Attachment A). A google map image is also attached as Attachment B to this Resolution.

State law known as the Surplus Land Act (the "Act") requires the City to declare City- owned properties as "surplus land" or "exempt surplus land" before they are conveyed or sold. Assembly Bill 1486 amended the Act effective January 1, 2020 to impose stricter requirements on what qualifies as surplus land and to guide the notification and negotiation process. If "surplus land" the City must issue a 60-day Notice of Availability to housing sponsors registered with the California Department of Housing and Community Development (HCD) and certain public agencies, giving them priority to make an offer to purchase the sites. LLCB has requested the City quitclaim the easement for a non-public agency use. It is "exempt surplus land" because it is less than a half-acre in size, and therefore the City is not required to issue a 60-day Notice of Availability. City Council must, however, adopt a resolution at a regular public meeting in order to declare the easement "exempt surplus land" before the City can quitclaim the easement. The resolution does not commit to quitclaim the easement.

ANALYSIS:

Exempt Surplus Land Declaration: Multi-Use Trail Easement

The Act allows the City to declare certain properties as exempt surplus land if supported by written findings. The subject easement is exempt surplus land under Sections 54221(f)(1)(B) and 54221(f)(2) of the Act, because the (1) property interest is less than a half-acre, (2) is not contiguous to state or local property used for open space or “low- or moderate-income housing” as defined in Health and Safety Code Section 50093, and (3) is not: within a coastal zone; adjacent to a historical unit of the State Parks System; listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places; or, within the Lake Tahoe region as defined in Government Code Section 66905.5.

Here, the easement is 0.39 acres. It is contiguous to undeveloped land on one side and unrestricted residential housing on the other. It further meets all remaining criteria stated above.

The Resolution will be sent to HCD at least 30 days prior to disposition as required by the Act.

Environmental Review

City staff has determined that the designation of this easement as exempt surplus land does not have the potential for creating a significant effect on the environment and is therefore exempt from further review under CEQA pursuant to State CEQA Guidelines Section 15060(c) (3), because it is not a project as defined by the CEQA Guidelines, Section 15378. Adoption of the Resolution does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Resolution No. 7542 does not constitute a binding commitment to convey the easement to LLCB or approval of any particular future use.

STRATEGIC PLAN:

This item does not directly promote a goal or objective of the Strategic Plan. However, by adopting the Resolution, the easement, which has not been used for public multi-use trail purposes, will be available for other uses.

FISCAL IMPACTS:

This item has no fiscal impacts to the City.

OPTIONS:

As an alternative to Staff's recommendation, the City Council may:

1. Decline to adopt Resolution No. 7542. Doing so, however, would prevent disposition of the easement.
2. Refer this matter back to staff for reconsideration of specific items.

ATTACHMENTS:

[Attachment A - Reso Declaring Trail Easement Exempt Surplus Land](#)

[Attachment B - Multi-Use Trail Easement Google Map](#)

RESOLUTION NO. 7542

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA DECLARING A MULTIPURPOSE TRAIL EASEMENT EXEMPT SURPLUS LAND AND FINDING THAT SUCH DECLARATION IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

The City Council of the City of Santa Paula hereby resolves:

SECTION 1: The City Council finds and declares that:

- A. The City is the owner of an approximately 0.39-acre (20 ft. x 857 ft.) multipurpose trail easement located at the southwesterly edge of the planned community development known as “Harvest at Limoneira” (“Harvest”). The easement traverses two parcels as more particularly described in Exhibits “A” – “D”, attached hereto and incorporated herein by reference (“Property”).
- B. Limoneira Lewis Community Builders, LLC (“LLCB”), the master developer of Harvest, dedicated the Property to the City, and City accepted the Property, on December 20, 2017 with the recordation of Tract Map No. 5854.
- C. LLCB has requested the City to quitclaim the Property to LLCB.
- D. The Property is subject to the Surplus Land Act (Government Code § 54220 *et seq.*) (the “Act”), which applies when a local agency disposes of “surplus land,” defined in the Act as “land owned in fee simple by any local agency for which the local agency’s governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency’s use.” (Government Code section 54221(b)(1).)
- E. The Property is “surplus” because it is not necessary for the City’s use pursuant to Sections 54221(b)(1) and (c)(1), which defines “agency’s use” as land to be used pursuant to a plan adopted by the City Council for “agency work or operations utility sites, including, but not limited to, property owned by a port that is used to support logistics uses, watershed property, land being used for conservation purposes, land for demonstration, exhibition, or educational purposes related to greenhouse gas emissions, sites for broadband equipment or wireless facilities, and buffer sites near sensitive governmental uses, including, but not limited to, waste disposal sites, and wastewater treatment plants.”
- F. The Property is, however, exempt from the Act pursuant to Sections 54221(f)(1)(B) and 54221(f)(2) of the Act, because the (1) property interest is less than a half-acre, (2) is not contiguous to state or local property used for open space or “low- or moderate-income housing” as defined in Health and Safety Code Section 50093, and (3) is not: within a coastal zone; adjacent to a historical unit of the State Parks System; listed on, or determined by the State Office of Historic Preservation to be

eligible for, the National Register of Historic Places; or, within the Lake Tahoe region as defined in Government Code Section 66905.5.

G. The City Council has reviewed this Resolution and now desires to declare the Property exempt surplus land available for future disposition.

SECTION 2. The above recitals are true and correct and are a substantive part of this Resolution and findings of the City Council.

SECTION 3. The City Council hereby declares that the Property is exempt from the Act as exempt surplus land pursuant to Government Code section 54221(f)(1)(B), based on the findings contained in this Resolution for the Property, namely that the Property is less than a half-acre.

SECTION 4. The City Council further finds that the Property may be declared exempt surplus land consistent with Section 54221(f)(2) of the Act because the Property is not: contiguous to state or local property used for open space or “low- or moderate-income housing” as defined in Health and Safety Code Section 50093; within a coastal zone; adjacent to a historical unit of the State Parks System; listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places; or, within the Lake Tahoe region as defined in Government Code Section 66905.5.

SECTION 5. This Resolution has been reviewed with respect to the applicability of the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*) (“CEQA”). Agency staff has determined that the designation of this property as exempt surplus does not have the potential for creating a significant effect on the environment and is therefore exempt from further review under CEQA pursuant to State CEQA Guidelines Section 15060(c)(3), because it is not a project as defined by the CEQA Guidelines, Section 15378. Adoption of the Resolution does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. This Resolution does not constitute a binding commitment to or approval of any particular use of the Property.

SECTION 6. The City Manager is hereby authorized and directed to send a copy of this Resolution to the California Department of Housing and Community Development (HCD) in accordance with the requirements of Section 400(e) of the Surplus Land Act Guidelines, or authorize a designee to take such actions. Pursuant to Section 400(3), a copy must be sent to HCD at least 30 days prior to disposition.

SECTION 7. If any section, subsection, paragraph, sentence, clause or phrase of this Resolution is declared by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this Resolution.

SECTION 8. The City Clerk shall certify to the adoption of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Santa Paula this 2nd day of October, 2024.

Leslie Cornejo, Mayor

ATTEST:

Julie Latshaw, CMC, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

Exhibit A

Legal Description (Portion of Parcel G1)

Being the westerly and southerly 20.00 feet of Parcel G1, Tract No. 5854, in the City of Santa Paula, County of Ventura, State of California recorded on December 20, 2017 in Book 165 Page 83 of Miscellaneous Records (Maps), in the Office of the County Recorder of said County.

The above described Parcel of land is delineated on the attached Exhibit B.

Exhibit B
Depiction
(Portion of Parcel G1)



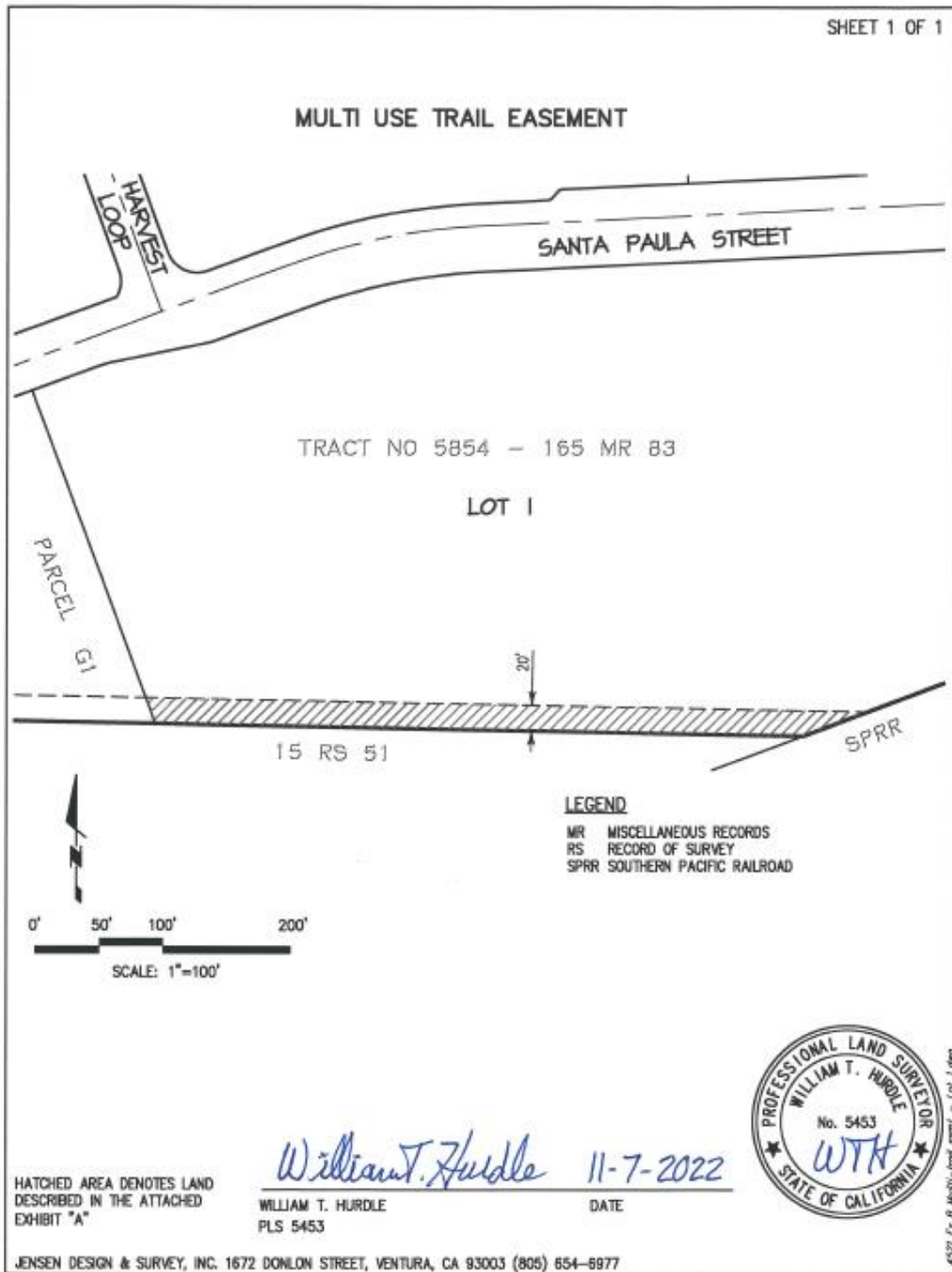
Exhibit C

Legal Description (Portion of Lot 1)

Being the southerly 20.00 feet of Lot 1, Tract No. 5854, in the City of Santa Paula, County of Ventura, State of California recorded on December 20, 2017 in Book 165 Page 83 of Miscellaneous Records (Maps), in the Office of the County Recorder of said County.

The above described parcel of land is delineated on the attached Exhibit D.

Exhibit D
Depiction
(Portion of Lot 1)



ATTACHMENT B



**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: AMEND RECORDS RETENTION SCHEDULE AUTHORIZING
DESTRUCTION OF CERTAIN CITY RECORDS

Date: October 2, 2024

Agenda Item: 10.A

RECOMMENDATION:

Staff recommends City Council:

1. Adopt Resolution 7533 adopting the 2024 Records Retention Schedule and authorizing destruction of applicable records.

BACKGROUND:

The City's current Record's retention schedule has not been updated since 1999. In order to address updated regulations, staff selected Gladwell Governmental Services, Inc., an expert in local government records, to update its records retention schedule.

The adoption of this 2024 Records Retention Schedule ("2024 Schedule") will result in efficiency gains and cost savings. Specifically, the update is expected to reduce storage costs and eliminate duplication of efforts by increase efficiency across departments from a streamlined process on ownership and storage of files. The new schedule reflects the best practices of municipalities throughout the State of California by utilizing updated technology to implement any new laws related to records retention.

ANALYSIS:

Unless otherwise provided by law, Government Code Section 34090 requires City Council approval by resolution and written consent of the City Attorney for a department head to destroy city records in his or her charge without making a copy, if it has been retained for the minimum prescribed period. Typically, record retention periods are largely established in Government Code Sections 34090 through 34090.8. These periods are also determined based on applicable statutes of limitations for causes of action on which such records could be based. For example, the statute of limitations for a breach of a written contract is four years, meaning the contract should be retained for at least four years after the acts called out within the contract are completed. While not all periods in the proposed 2024 Schedule are mandated by law as noted above, they are recommended per best practices used across municipalities.

The proposed 2024 Schedule consists of a City-Wide retention schedule and a schedule for

each department. The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the official (original) record for the prescribed length of time.

Department retention schedules describe the records that are unique to the department, or for which the department is the Office of Record. Where appropriate, the department retention schedules are organized by division within that department. If a record is not listed in a department retention schedule, it will be in the City-wide retention schedule. An index will be created should Council approve the 2024 Schedule.

The upgrade of the current records management systems are driven by many factors, including:

- Limited space in City facilities
- Duplicate filing and storing efforts
- High Paper Generation/Volume
- Escalating records storage expenses
- Technology advancements
- Changes in law

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

The retention periods are in compliance with all laws and are standard business practice for California cities.

The new retention schedules were written interactively with representatives from all departments participating in the project. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of City records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Santa Paula will realize savings in labor costs, offsite storage costs, on premise storage space, and operational efficiencies.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period without further action of the City Council. Section 3 of the Resolution provides that such records may be destroyed if requested by the Department Head and with the written consent of the Department Head (in the event an employee is completing the request for the Department Head), City Clerk, and City Attorney. The City Clerk will create a record destruction request form for staff to complete.

Similarly, it is also standard business practice for California cities to authorize routine updates to the schedule without further action of the City Council, but with the written consent of the Department Head, City Clerk, City Attorney and City Manager. This is provided for in Section 4 of the Resolution. The City Clerk will create a retention schedule update request form for staff to complete.

STRATEGIC PLAN:

Approval of this item moves the City closer to completing City Council's two-year Strategic Plan, Section G. Operational Excellence, Objective 5: Records & Retention Policy - Update records-keeping and retention policy, by reducing current and future records storage costs, eliminating duplication of efforts, increasing efficiency across departments, and taking advantage of changes in law and current technology.

FISCAL IMPACTS:

Santa Paula will realize savings both in labor and storage expenses, though those costs are difficult to quantify at this time. Additional future savings may be from reduced time spent on Public Records Act requests, provided old records are destroyed before requests are submitted.

OPTIONS:

City Council also has the following options:

1. Do not adopt Resolution 7533.
2. Adopt Resolution 7533 with amendments.
3. Provide further instruction to staff and direct the item return to Council at a future meeting.

ATTACHMENTS:

[Reso 7533 - Records Retention Schedule](#)

[Exhibit A to Reso 7533 FINAL.pdf](#)

ATTACHMENT A

Resolution No. 7533

RESOLUTION NO. 7533

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA, ADOPTING A 2024 RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

The City Council for the City of Santa Paula does resolve as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Santa Paula;
- B. Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and
- C. The City of Santa Paula previously adopted a Records Retention Schedule dated January 1999.

SECTION 2: The 2024 Records Retention Schedule attached as Exhibit A, and incorporated herein by this reference, is hereby adopted and shall supersede the Records Retention Schedule dated January 1999.

SECTION 3: The records of the City of Santa Paula that have been retained longer than their specified periods as set forth in the 2024 Records Retention Schedule are hereby authorized to be destroyed. The Department Head, City Officer Having Custody of the Records, or their designee may destroy the records without further action by the City Council, provided he/she has complied with applicable sections of Government Code Sections 34090 et seq., and obtained the written consent of the Department Head, City Clerk, and City Attorney.

SECTION 4: Updates to the 2024 Records Retention Schedule and clarifying edits to the schedule that assist staff with implementing the record retention policy are hereby authorized to be made without any further action by the City Council only with the written consent of the Department Head or City Officer Having Custody of the Records, City Clerk, City Attorney and City Manager.

SECTION 5: The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers, as those terms are defined by the California Public Records Act.

SECTION 6: If any part, term, or provision of this Resolution, including the attached 2024 Records Retention Schedule, is held to be illegal, in conflict with any law or otherwise invalid, the remaining portion or portions shall be considered severable

and not be affected by such determination.

SECTION 7: The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 8: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2024

Leslie Cornejo, Mayor

ATTEST:

Julie Latshaw, CMC, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

APPROVED AS TO CONTENT:

Dan Singer, City Manager

EXIBHIT A

to Resolution No. 7533

HOW TO USE RETENTION SCHEDULES

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

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

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

The term "records" shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the official (original) record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

BENEFITS

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

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an official (original) record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

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

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

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

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

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

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

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record is retained

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

P = Permanent

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

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

Media Options (*guideline*) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, Immutable Cloud Media, CD-r, DVD-r, WORM (Write Once, Read Many) media), or other **Unalterable Media which does not allow changes**

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

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

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

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

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-000	Bidding Database / ERP Database (Bid.Net)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Lead Dept.	CW-001	Accident / Incident Reports - MEMBERS OF THE PUBLIC Employees are sent to Human Resources	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-002	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATION (Class Instructors / Equipment / Maintenance / Performers / Special Events) (RFP - Request for Proposal, Successful Proposal, etc.) Send All Original Agreements or Contracts to the City Clerk, all Insurance Certificates to Finance	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Errors & Omissions is not applicable; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATION (WITHOUT Grant Funding) (Project Administration, Certified Payrolls, Project Schedules, RFP - Request for Proposal, Successful Proposal, etc.) Send All Original Agreements or Contracts to the City Clerk, all Insurance Certificates to Finance	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-004	Agreements & Contracts: ADMINISTRATION (WITH Grant Funding) (Project Administration, Certified Payrolls, Project Schedules, RFP - Request for Proposal, Successful Proposal, etc.) Send All Original Agreements or Contracts to the City Clerk, all Insurance Certificates to Finance	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-005	Boards, Commissions, & Committees: External Organizations / Regional Boards & Commissions - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
City Clerk	CW-006	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council MINUTES Send Original Minutes to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The City Clerk is the Office of Record (Send all final originals to the City Clerk); GC §34090.7
Staffing Dept.	CW-007	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council AGENDAS & STAFF REPORTS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Staffing Dept.	CW-008	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council AUDIO RECORDINGS	30 days, or After Minutes have been Approved, whichever is Longer.		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Staffing Dept.	CW-009	Boards, Committees, Commissions, Advisory Bodies: Citizen Advisory Created by the City Council VIDEO RECORDINGS	2 years		Mag			Department preference; Video recordings of meetings are required for 90 days; GC §34090.7
Staffing Dept.	CW-010	Committees: Employee Committees , Employee Staff Meetings / Department Staff Meetings AGENDAS and MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Staffing Dept.	CW-011	Committees: Subcommittees of the City Council (Ad-Hoc or Standing Committees) AGENDAS and MINUTES	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All actions are made by the City Council; GC §34090
Lead (Responding) Dept.	CW-012	Complaints / Concerns from Citizens (Excludes Police Officers)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-013	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-014	Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017). GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-015	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive , or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, PowerPoint presentations, speaker cards, speech notes, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record . Records where either the Content relates in a substantive way to the conduct of the public's business , or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period . If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose vs. Superior Court, 5 Cal. 5th 608 (2017).
Lead Dept.	CW-016	Developer Deposit Accounts / Developer Impact Fee Accounts (Escrow Accounts)	Closed + 5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Lead Dept.	CW-017	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-018	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-019	Grant Applications funded by the City's General Fund	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance maintains payable information in Accounts Payable; GC §34090
Lead Dept.	CW-020	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-021	Grants / CDBG Administration (Community Development Block Grant) / Reimbursable Claims / FEMA Reimbursements / OES Reimbursements (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-022	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	CW-023	Personnel Files (Department Copies) Send all originals to Human Resources	Send to Human Resources Upon Separation or Transfer	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Human Resources; GC §34090.7
Lead Dept.	CW-024	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-025	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §§34090, 7927.500
Lead Dept. (Who Uses the Vehicle)	CW-026	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC §34090; 13 CCR 1234(c)
Lead Dept.	CW-027	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-028	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-029	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-030	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-031	Reference Materials: Internal Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Plans / Strategic Plans, etc.: Produced by YOUR Department Send all Administrative Policies to the City Manager	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-032	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Newsletters, Administrative Policies, Plans / Strategic Plans, etc.: Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-033	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-034	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-035	Special Event Permits	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-036	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-037	Subpoenas (appearance or duces tecum)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-038	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-039	Training Presented by City Staff - COURSE RECORDS (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)
Lead Dept.	CW-040	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-041	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: ADMINISTRATION (CITY MANAGER)

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

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk	CC-001	Agenda Packets: City Council Includes Appeals, Budgets, Annual Financial Reports (CAFR, ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	Agreements & Contracts, Amendments - ALL INFRASTRUCTURE / IMAGED, JPAs, Liens, MOUs, Public Agencies <i>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</i> Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-003	Agreements & Contracts, Amendments - ALL NON-INFRASTRUCTURE / NOT IMAGED: Professional Services Agreements, Tenant / Lease Agreements - NOT IMAGED <i>Agreement or Contract includes all contractual obligations (e.g. Scope of Work, all attachments and exhibits)</i> Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-004	Board & Commission / Committee Applications (All, whether appointed or not)	Minimum 2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-005	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr		Yes: After QC & OD	GC §34090
City Clerk	CC-006	Bonds & Bond Sales (Revenue Bonds) / Official Statements / Transcripts / Certificates of Participations (COPs) / General Obligation Bonds / Revenue Bonds / Assessment District Bonds / CFD Bonds - Includes Continuing Disclosure Reports	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
City Clerk	CC-007	Bonds: Bid Bonds	After issuance of Notice to Proceed		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
City Clerk	CC-008	Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Security; GC §34090
City Clerk	CC-009	City Articles of Incorporation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Risk Manage.	CC-010	Claim Forms	Copies - When No Longer Required		Mag, Ppr		Yes: After QC & OD	Risk Management handles Claim Files; GC §34090
City Clerk	CC-011	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES & CONSULTANTS (specified in the City's Conflict of Interest code)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(e)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-012	FPPC Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS / 87200 Filers (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Standard municipal government practice; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk	CC-013	FPPC Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting	5 years		Mag, Ppr			2 CCR 18615(f), GC §34090
City Clerk	CC-014	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-015	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-016	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
CITY CLERK ELECTIONS (CONSOLIDATED)								
City Clerk	CC-018	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-019	Campaign Filings (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-020	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-022	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-023	Candidate File: Nomination Papers, Candidate Statement Forms, Ballot Designation Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-024	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Planning Commission, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-025	Elections - HISTORICAL Files (Copies of Sample Ballot, Copy of Resolution Declaring Results, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-026	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-027	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)								

RECORDS RETENTION SCHEDULE: CITY CLERK

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-028	Ethics Training Certificates for City Council, Board and Commission Members (FPPC Public Officials / 87200 Filers)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §§ 3105, 12946, 12960, 34090, 53235.2(b)
City Clerk	CC-029	Historical Records / Archives, Photographs, & Historical Projects (e.g. City Anniversaries, Incorporation, City Seal, Awards of significant historical interest, Grand Openings, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-030	Minutes: City Council	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-031	Oath of Office / Appointments: City Council, Board and Commission Members	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-032	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-033	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	1 year		Mag, Ppr			Law requires 1 year for petitions; GC §50115
City Clerk	CC-034	Proclamations & Certificates	2 years		Mag, Ppr			GC §34090
City Clerk	CC-035	Public Records Requests / Subpoenas Duces Tecum / Summons / Just FOIA Database	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-036	Recorded Documents: Deeds, Easements, Final Order of Condemnation, Full Reconveyance, Liens, Notice of Completion	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-037	Recordings: Audio or Video of City Council Meetings	Minimum 4 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CC-038	Records Destruction Authorization Forms & Certifications (All Departments)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-039	Resolutions: City Council	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)

RECORDS RETENTION SCHEDULE: CITY MANAGER / ADMINISTRATION

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

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT (Building, Code Enforcement, Economic Development, Housing, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BUILDING & SAFETY								
Lead Dept.	CED-001	_Permit Database (Access / Tyler EnerGov)	Indefinite (Perm)	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. & Econ. Develop. / Building & Safety	CED-002	Activity Reports	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business (Reports can be re-run from the database); GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-003	Address Files / Building Permit Applications Never Issued (Applicant Notified Ready for Issuance and never followed through)	Upon Expiration	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; Content does not relate in a substantive way to the conduct of the public's business; GC §34090,
Comm. & Econ. Develop. / Building & Safety	CED-004	Address Files / Building Permits	Life of Building	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090, H&S §19850
Comm. & Econ. Develop. / Building & Safety	CED-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-006	Building Plans - Cancelled or Withdrawn	Upon Cancellation or withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-007	Building Plans - Expired	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CBC §104.7; H&S§19850, GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-008	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT **(Building, Code Enforcement, Economic Development, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. & Econ. Develop. / Building & Safety	CED-009	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL & APPURTENANCES	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-010	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Comm. & Econ. Develop. / Building & Safety	CED-011	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-012	Construction Waste Management / Reduction	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-013	Copyright Release Forms / Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-014	Correction Notices - Building	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. & Econ. Develop. / Building or Safety or Public Works / Engineering	CED-015	Geotechnical and Soils Reports / Structural Reports (all)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT (Building, Code Enforcement, Economic Development, Housing, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. & Econ. Develop. / Building & Safety	CED-016	Plan Check Comments	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. & Econ. Develop. / Building & Safety	CED-017	Stop Work Notices	Minimum When Permit is Finalled		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
CODE ENFORCEMENT								
Comm. & Econ. Develop. / Code Enforcement	CED-018	Code Enforcement / Abatement Case Files (Includes Citations, Notice of Violations, Photos, and Code Enforcement Complaint Letters) Send all Liens to the City Clerk	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Comm. & Econ. Develop. / Code Enforcement	CED-019	Hearing Officer Determinations / Appeals of Code Enforcement Actions	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Comm. & Econ. Develop. / Code Enforcement	CED-020	Notice of Violations / Code Enforcement Citations / Reminder Notices	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
ECONOMIC DEVELOPMENT								
Comm. & Econ. Develop. / Econ. Develop.	CED-021	Economic Development Projects	Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
HOUSING								
Comm. & Econ. Develop. / Planning	CED-022	Affordable Housing Trust Fund Oversight Committee / Mobile Home Rent Review Commission - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Comm. & Econ. Develop. / Planning	CED-023	Affordable Housing Trust Fund Oversight Committee / Mobile Home Rent Review Commission - AGENDAS & STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT **(Building, Code Enforcement, Economic Development, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Comm. & Econ. Develop. / Planning	CED-024	Affordable Housing Trust Fund Oversight Committee / Mobile Home Rent Review Commission - AUDIO or VIDEO RECORDINGS	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Comm. & Econ. Develop. / Housing	CED-025	Housing Plans: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans, etc.	Expiration + 5 years		Mag, Ppr			Required for 5 years; 24 CFR 91.105(h); GC §34090
Comm. & Econ. Develop. / Housing	CED-026	Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME / CDBG Housing Projects WITHOUT a Recapture / Resale Restriction	Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333; 24 CFR 92.508(a)(c), & 570.502, 982.158, 884.214; 29 CFR 97.42; GC §34090
Comm. & Econ. Develop. / Housing	CED-027	Housing Programs: Affordable Housing Projects, Rehabilitation, First Time Home Buyers, HOME, Affordable Covenants and Restrictions / CDBG Housing Projects WITH a Recapture / Resale Restriction	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2) & 570.502(b), 982.158, 884.214; 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT **(Building, Code Enforcement, Economic Development, Housing, Planning)**

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Comm. & Econ. Develop. / Housing	CED-028	Property Management: Tenant / Leases, etc.	Completion of Lease + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. & Econ. Develop. / Housing	CED-029	Redevelopment Projects & Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Mag, Ppr			Department preference; GC §34090
Public Works / Engineering	CED-030	Redevelopment Projects & Project Areas CIP Projects built by Redevelopment Agency, if any	Send to Engineering		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Community Development / Planning	CED-031	Redevelopment Projects & Project Areas Environmental Documents / CEQA Permits, EIRs, Categorical Exemptions, Negative Declarations, etc.	Send to Planning		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CED-032	Redevelopment Projects & Project Areas Real Property: Deeds, Easements, Rights of Way	Send to City Clerk		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090(a)

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT **(Building, Code Enforcement, Economic Development, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING								
Lead Dept.	CED-033	_Permit Database (Access / Tyler EnerGov)	Indefinite (Perm)	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. & Econ. Develop. / Planning	CED-034	Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans, Soils Reports, etc.) Examples: Conditional Use Permits (CUPs) Density Bonus Development Permit General Plan / General Plan Amendments Lot Line Adjustment Public Art Rezones Specific Plan Tentative Subdivision Maps / Parcels Maps Use Permits Variance Zoning Clearance Zoning Ordinance / Updates	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090, 34090.7
Comm. & Econ. Develop. / Planning	CED-035	Advanced Planning / Long Range Planning / Project Implementation (Final Documents only)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. & Econ. Develop. / Planning	CED-036	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT **(Building, Code Enforcement, Economic Development, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Census Bureau	CED-037	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Comm. & Econ. Develop. / Planning	CED-038	Design Assistance / Historic Preservation Committee - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(a)
Comm. & Econ. Develop. / Planning	CED-039	Design Assistance / Historic Preservation Committee - AGENDAS & STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Comm. & Econ. Develop. / Planning	CED-040	Design Assistance / Historic Preservation Committee - AUDIO or VIDEO RECORDINGS	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Comm. & Econ. Develop. / Planning	CED-041	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Planning is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Comm. & Econ. Develop. / Planning	CED-042	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemption (NOE), etc.) / CEQA Inside City boundaries - Where Planning is the Lead	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT (Building, Code Enforcement, Economic Development, Housing, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. & Econ. Develop. / Planning	CED-043	General Plan, Elements and Amendments / Master Plans, Specific Plans, Land Use Plans and Amendments; General Plan Interpretations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. & Econ. Develop. / Planning	CED-044	Historical Designations / Historical Landmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. & Econ. Develop. / Planning	CED-045	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. & Econ. Develop. / Planning	CED-046	Planning Commission - AGENDAS & STAFF REPORTS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Comm. & Econ. Develop. / Planning	CED-047	Planning Commission - AUDIO or VIDEO RECORDINGS	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Audio Required for 30 days; GC §54953.5(b); video recordings of meetings are required for 90 days; GC §34090.7
Comm. & Econ. Develop. / Planning	CED-048	Planning Commission - MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
Comm. & Econ. Develop. / Planning	CED-049	Regulatory Business Permits (Approved & Unapproved) Massage Permits	No Longer In Business + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. & Econ. Develop. / Planning	CED-050	Temporary Permits (Approved & Unapproved) Banner Permits, Special Event Permits, Tree Removal Permit, etc.	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. & Econ. Develop. / Planning	CED-051	Zoning Clearance Forms / Zoning Verification Letters	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. & Econ. Develop. / Planning	CED-052	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT **(Building, Code Enforcement, Economic Development, Housing, Planning)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. & Econ. Develop. / Planning	CED-053	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / ADMINISTRATION								
Finance / Lead Div.	FIN-001	Financial Services Database / ERP Database (Tyler Encode / EnerGov)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
FINANCE / BUDGET								
Finance / Budget	FIN-002	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / Budget	FIN-003	Budgets - Preliminary, Backup Documents	Drafts - When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary Drafts / Content Not Substantive; GC §34090 et seq.
FINANCE / BUSINESS LICENSE								
Finance / Business License	FIN-004	Business License & Dog License Database / ERP Database (Tyler Encode / EnerGov)	Indefinite - Minimum 5 years	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Finance / Business License	FIN-005	Business License Applications, Registrations and Renewals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-006	Dog License Applications, Registrations and Renewals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
FINANCE / GENERAL ACCOUNTING								
Finance / General Accounting	FIN-007	1099's, 1096's, DE542 (California Report of Independent Contractors)	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FIN-008	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to pass grant audits (meets municipal government auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-009	Accounts Receivable / Revenue / Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing / Rent, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FIN-010	Assessment Districts / Community Facilities Districts / Landscape Maintenance Districts / Street Lighting Districts / Special Districts Engineers Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Accounting	FIN-011	Audit Reports / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Finance / General Accounting	FIN-012	Audit Work Papers	Drafts - When No Longer Required		Mag, Ppr			Department Preference; (preliminary drafts); GC §34090
Finance / General Accounting	FIN-013	Audits - Single Audits / Transportation Audits / PERS Audit, FEMA or OES Audits, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (exceeds municipal government auditing standards to ensure FEMA or OES does not recoup money); GC §34090
Finance / General Accounting	FIN-014	Bank Statements and Trustee Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, Wire Transfers	5 years		Mag, Ppr			Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-015	Bankruptcies - NOT pursued	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / General Accounting	FIN-016	Bankruptcies - Where a claim is filed	5 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-017	Checks / Warrant Register Report (issued)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-018	Checks / Warrants (Cashed or Returned / NSF)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-019	Daily Cash Summaries, Bank Deposits, Bank Transmittal Advice, Cashier's Reports	5 years		Mag, Ppr			Department preference; GC §§34090, 26 CFR 31.6001-1
Finance / General Accounting	FIN-020	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FIN-021	Fixed Assets - Annual Listing (Source Documents)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-022	Insurance Certificates / Certificate of Insurance for City Vendors	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations is 10 years for Errors & Omissions; 4 years for all contracts; CCP §337 et seq., GC §34090,
Finance / General Accounting	FIN-023	Investment Reports	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-024	Investments / Arbitrage / Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	Maturity + 5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FIN-025	Journal Entries / Journal Vouchers / Budget Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FIN-026	Reports, Financial Reports Created by the Finance Database, General Ledgers, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, etc.	When No Longer Required		Mag, Ppr			Department Preference; Financial system can re-create reports accurately; GC §34090
Finance / General Accounting	FIN-027	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FIN-028	W-9s	Vendor Inactive + 5 years		Mag, Ppr			Meets IRS auditing standards; GC §34090
FINANCE / PAYROLL								
Finance / Lead Div.	FIN-029	Financial Services Database / ERP Database (Tyler Encode / EnerGov)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-030	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage) & Transmittal Form)	5 years		Mag, Ppr			Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Finance / Payroll	FIN-031	CalPERS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FIN-032	Checks / Warrant Register Report - Payroll Only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-033	Checks / Warrants - Cancelled - Payroll Only	5 years		Mag, Ppr			Department Preference; GC §34090, 26 CFR 31.6001-1
Finance / Payroll	FIN-034	DE-6, DE-7, DE-9 DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-035	Employee Payroll File (all Copies - Human Recourses retains W-4s and other original records	Upon Separation		Mag, Ppr			Copies; GC §34090.7
Finance / Payroll	FIN-036	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FIN-037	Payroll Reports (includes Leave Registers, time Transaction Reports, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets municipal government auditing standards); GC §34090
Finance / Payroll	FIN-038	PERS Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-039	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to facilitate grant audits or claim reimbursements; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090; 8 CCR 11040.7(c); 29 CFR 516.5 & 516.6(c);

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-040	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-041	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
FINANCE / PURCHASING								
Lead Dept.	FIN-042	Bidding Database / ERP Database (Bid.Net)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Purchasing	FIN-043	Bid Packets / Pre-Qualification Packets / Solicitations / Unsuccessful Proposals, Notices, etc. Lead Department determines successful proposer	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet possible grant audits; GC §34090
Finance / Purchasing	FIN-044	Purchase Orders & Requisitions	5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Database retention; (Professional Services always have a contract, therefore Errors & Omissions are not applicable); Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Finance / Purchasing	FIN-045	Vehicle Titles (Pink Slips)	Sale or Disposal		Ppr			Given to Auction House / New Owner; GC §34090
FINANCE / UTILITY BILLING								

RECORDS RETENTION SCHEDULE: FINANCE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing	FIN-046	Utility Billing Database (Tyler Encode / EnerGov)	Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
(Bank)	FIN-047	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not City records; per bank agreement.
Finance / Utility Billing	FIN-048	Collection Agency Assignments / Unpaid Accounts	5 years		Mag, Ppr			Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090
Finance / Utility Billing	FIN-049	Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	When No Longer Required		Mag, Ppr			Preliminary Documents - payments can be made without including the stub; GC §34090 et seq.
Finance / Utility Billing	FIN-050	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-051	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-052	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-053	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910

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Finance / Utility Billing	FIN-054	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Utility Billing	FIN-055	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Utility Billing	FIN-056	Work Orders / Service Requests Water On & Offs, Water Maintenance - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; Meets Health Department regulations for Potable Water; GC §34090

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HUMAN RESOURCES								
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Dental, Vision, etc.)	Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 4 years after personnel actions; 29 CFR 1627.3(b)(2); 29 USC 1027; 28 CCR 1300.85.1; GC §34090
Human Resources	HR-002	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-003	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys & Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-005	Contracts for Investigators (Employees Only) Excludes Police	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	DE-34 (California EDD Report of New Employees)	5 years		Mag, Ppr			Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §34090
Human Resources	HR-007	Deferred Compensation (City Statements)	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; GC §304090, 26 CFR 31.6001.1
Human Resources	HR-008	DMV Pull Notices	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-009	EDD Claims & Forms (Employment Development Department) / Unemployment Claims, Claims for Paid Family Leave / FMLA, Disability Insurance Claims & Additional Information)	Close + 5 years		Mag, Ppr			Department Preference; meets municipal government auditing standards; GC §34090
Human Resources	HR-010	Employee Investigations	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-011	Employment Verifications (From lenders or other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records, content is not substantive; GC §34090 et seq.

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-012	Grievances	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to match retention for personnel files; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Human Resources	HR-013	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
City Clerk	HR-014	Job Descriptions / Job Classification / Job Specifications (Adopted by Resolution)	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies (finals are adopted by the City Council via Resolution); GC §34090.7
Human Resources	HR-015	Livescan Applications for Volunteers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-016	Personnel Files - Employee File (Official Personnel File) Includes Application, Discipline, Evaluations, Policy Acknowledgements, Employee's Oath of Office / Oath for Disaster Worker, Harassment Prevention Training Certificates, PAF / Personnel Action Forms, W-4s, etc.)	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5
Human Resources	HR-017	Personnel Files - Employee Background File Selected Employees have Background Files which include LiveScan Responses / CORIs (Criminal Offender Record Information)	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Personnel Files - Medical File Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, Respiratory Fit Tests, etc.	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Medical Files for all employees are required to be maintained at least the duration of employment plus thirty (30) years; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Human Resources	HR-019	Recruitment and Testing File / NeoGov Database Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Background Checks, etc.	Hiring Decision + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-020	Volunteer / Unpaid Intern Applications / Agreements - Successful Selected Volunteers have Background Files which include LiveScan Responses / CORIs (Criminal Offender Record Information)	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-021	Volunteer / Unpaid Intern Applications / Agreements - Unsuccessful Selected Volunteers have Background Files which include LiveScan Responses / CORIs (Criminal Offender Record Information)	3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090; 29 USC 1113
Human Resources / Risk Manage.	HR-022	Workers Compensation Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
HUMAN RESOURCES / RISK MANAGEMENT								
Human Resources / Risk Manage.	HR-023	Claim for Damages / Claims Against the City / Verified Tort Claims	Final Resolution + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; municipal government auditing standards is 5 years - Finance retains records of payments; Statute of Limitations is 4 years; CCP §§337 et seq., 343; GC §34090,
Human Resources / Risk Manage.	HR-024	Insurance Policies - General Liability, Workers Compensation Excess Liability	Expiration + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations; CCP §337 et seq.; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i); GC §§ 911.2, 34090
Human Resources / Risk Manage.	HR-025	Insurance Policies - Property, Fire, Theft, etc.	Expiration + 4 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers statute of limitations for contracts; CCP §337 et seq.; GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Risk Manage.	HR-026	OSHA Citations and Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Human Resources / Risk Manage.	HR-027	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a), 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Human Resources / Risk Manage.	HR-028	Safety Committee / Safety Steering Committee	5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Human Resources / Risk Manage.	HR-029	Safety Investigations	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §34090 et seq.; LC §6429c
Human Resources / Risk Manage.	HR-030	Site Inspection Forms / Self Inspections / Job Site Inspections / Facility Inspections	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090 et seq.
Human Resources / Risk Manage.	HR-031	Subrogation Claims:/ Property Damage Claims / Restitution / Recovery of Damages to City Property / City's Invoices to Insurance Companies	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090

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INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - DAILY, WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Information Technology	IT-002	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line - SB 272)	When Superseded		Mag.			GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / (WORM / DVD-r / CD-r / Blue Ray-R / Optical Disk) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Information Technology	IT-005	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings	1 year		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Information Technology	IT-006	Video Recordings - Public Areas / Public Activity	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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PARKS & RECREATION								
Parks & Recreation	P&R-001	Recreation Activity Registration Database (Rec Desk)	Indefinite - Minimum 2 years		Mag,			Department preference; GC §34090
Parks & Recreation	P&R-002	Activity Guide / Class Guide / Program Guide (Final)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Parks & Recreation	P&R-002.5	APCD Permits - for City Hall Generator only	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Parks & Recreation	P&R-003	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Lead Dept.	P&R-004	Apprenticeship Programs	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Parks & Recreation	P&R-005	Art Exhibits / Temporary Art In Public Places (Temporary Exhibits or Displays / Temporary Events) - Completed Completed Temporary artwork displays, or cultural Arts	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Parks & Recreation	P&R-006	Art Inventory & Acquisition Invoices (Documentation of Value)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-007	Capital Improvement Projects (CIP) - where Parks & Recreation is the Lead: MAINTENANCE-ONLY PROJECTS (Painting, Re-Roof, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090
Parks & Recreation	P&R-008	Capital Improvement Projects (CIP) - where Parks & Recreation is the Lead: Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Parks & Recreation	P&R-009	Capital Improvement Projects (CIP) - where Parks & Recreation is the Lead: Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090

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Parks & Recreation	P&R-010	Drawings - where Parks & Recreation is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Parks & Recreation	P&R-011	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Parks & Recreation	P&R-012	Film Permits	Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
Parks & Recreation	P&R-012.5	Generator Operation Logs & Inspections for City Hall Generator only	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090
Parks & Recreation	P&R-013	Incident Reports / Disruptive Patrons	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-014	Liability Waivers (if separate from another record)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-015	Museum Exhibits / Temporary Exhibits (Temporary Exhibits or Displays / Temporary Events)	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-016	Museum Inventory & Acquisition Invoices (Documentation of Value)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-017	Park Facility Use Requests / Field Rentals / Facility Use Applications and Permits (Includes Insurance Certificates and ABC Permits where appropriate)	Expiration of Permit + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090 et. seq.
Parks & Recreation	P&R-018	Parks & Recreation Commission AGENDAS & STAFF REPORTS	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Parks & Recreation	P&R-019	Parks & Recreation Commission MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Parks & Recreation	P&R-020	Program Manager's Files: Activity / Special Programs / Event Files: After-School, Children's Programs, Gardening, Health Programs, Sports Programs, etc. IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
Parks & Recreation	P&R-021	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Parks & Recreation	P&R-022	Schedules / Hours (classes and staff)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Parks & Recreation	P&R-023	Senior Advisory Committee AGENDAS & STAFF REPORTS	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Parks & Recreation	P&R-024	Senior Advisory Committee MINUTES	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
Parks & Recreation	P&R-024.5	Tree DATABASE	Indefinite - Minimum 3 years		Mag			Data is interrelated; GC §34090
Parks & Recreation	P&R-024.6	Tree Maintenance, Trimming, Arborists Reports (ALL City-owned trees)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

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Lead Dept.	P&R-025	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Lead Dept.	P&R-026	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Lead Dept. (Responsible for the Work)	P&R-027	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System) / ASSET MANAGEMENT DATABASE	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Lead Dept. (Responsible for the Work)	P&R-028	Work Orders / Service Requests - All Information Entered in CMMS Database / ASSET MANAGEMENT DATABASE (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Lead Dept. (Responsible for the Work)	P&R-029	Work Orders / Service Requests - NOT entered in CMMS Database / ASSET MANAGEMENT DATABASE (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
POLICE ADMINISTRATION / POLICE CHIEF								
Police / Admin. / Chief	PD-001	After Action Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-002	Crime Prevention & Community Relations Programs (Neighborhood Watch, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-003	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	When Superseded	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-004	Policies & Procedures / Lexipol / Operation Directives / General Orders (Department Policies and Procedures)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-005	Press Releases - Police Only	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin. / Chief	PD-006	Reports and Studies - Historical	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-007	Reports and Studies - Operational	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.
Police / Admin. / Chief	PD-008	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	11 CCR 999.228; 11 CCR 999.229; GC §34090
POLICE ADMINISTRATION / POLICE CHIEF / PROFESSIONAL STANDARDS & TRAINING								
Police / Admin. / Chief / Professional Standards	PD-009	Background Files - Successful Volunteer Applicants (Cadets, Explorers, CERT, Chaplains, Reserves, etc.)	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. / Chief / Professional Standards	PD-010	Background Files - Successful Employee Applicants (Employees only)	Separation + 4 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; State Law & POST requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief / Professional Standards	PD-011	Background Files - Unsuccessful Volunteer Applicants (Cadets, Explorers, CERT, Chaplains, Reserves, etc.)	3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Courts may treat volunteers as employees in some actions; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Police / Admin. / Chief / Professional Standards	PD-012	Background Files - Unsuccessful Employee Applicants (Employees only)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14; GC §§12946, 12960, 34090
Police / Admin. / Chief / Professional Standards	PD-013	Complaints from Members of the Public - Internal Affairs Investigations WITH Sustained Finding of Misconduct	Final Disposition + 15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	PC §§832.5(b), 832.7; GC§ 34090
Police / Admin. / Chief / Professional Standards	PD-014	Complaints from Members of the Public - Internal Affairs Investigations WITHOUT Sustained Finding of Misconduct	Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Lexipol Policy; State requires for at least 5 years for complaints by members of the public; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct after the discovery of the offense for misconduct in office; EVC §1045, GC §§12946, 12960, 34090, PC §§801.5, 803(c), 832.5, 832.7, VC §2547
Police / Admin. / Chief / Professional Standards	PD-015	On-Duty Traffic Accident Reviews - Not as a result of a complaint from a member of the public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief / Professional Standards	PD-016	Recordings: Body-Worn Cameras – LOGS of Access or Deletion of Data	P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Admin. / Chief / Professional Standards	PD-017	Recordings: Body-Worn Cameras - that ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints	Follows retention for Evidence, Minimum 2 years		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Admin. / Chief / Professional Standards	PD-018	Recordings: Body-Worn Cameras - that are NOT evidence	Minimum 90 days		Mag,			Department preference (law recommends 90 days); PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Admin. / Chief / Professional Standards	PD-019	Reports to State or Federal Agencies: Report to POST Commission of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9, etc. Report of data regarding the number, type, or disposition of complaints made against its officers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Admin. / Chief / Professional Standards	PD-020	Training - By Employee Name	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Admin. / Chief / Professional Standards	PD-021	Training - Department Training Records - COURSE RECORDS (Attendance Rosters or Sign-in Sheets, Outlines and Materials; Includes Use of Force training, safety training, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Rosters are sent to POST; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 29 CFR 1602.31 ; LC §6429(c); GC §§12946,12960, 34090, 53235.2(b)
Police / Admin. / Chief / Professional Standards	PD-022	Use of Force Reviews - Not as a result of a complaint from a member of the public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §§12946, 12960, 34090
Police / Admin. / Chief / Professional Standards	PD-023	Weapons Inventory / Firearms Inventory: Department-owned weapons, personal weapons, alternate weapons, secondary handguns,	P		Mag,			Department preference; GC §34090
PATROL / COMMUNICATIONS / CAD / DISPATCH / AUDIO AND VIDEO RECORDINGS								
Police / Ops / Communications	PD-024	Recordings: Audio - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD) / 911 Recordings	366 days		Mag			Department Preference; legally mandated for 100 days; (civil suits may be filed up to 365 days); GC §§34090, 34090.6
Police / Ops / Communications	PD-025	Recordings: Video - Jail / Temporary Holding / Building Security / Department Activity (Employees Performing Work, Cashiering, Building Security, etc.)	366 days		Mag			Records regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Communications	PD-026	Recordings: Video - Public Areas / Public Activity - Parks, etc.	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Communications	PD-027	Vacation Checks / Patrol Requests	When No Longer Required		Mag, Ppr			Preliminary Draft (entered in RMS / CAD system); GC §34090 et seq.
PATROL / FIELD OPERATIONS / PATROL & TRAFFIC UNIT								

RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Ops / Patrol & Traffic	PD-028	Canine (Police Service Dogs) Program Files: Animal Files	Separation + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Ops / Patrol & Traffic	PD-029	Ops Plans (Fourth of July, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Ops / Patrol & Traffic	PD-030	PAS Device Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Ops / Patrol & Traffic	PD-031	Patrol Schedules	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the timecard / timesheet is the final); GC §34090 et seq.
Police / Ops / Patrol & Traffic	PD-032	Recordings: Automated License Plate Readers (ALPR)	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Police / Ops / Patrol & Traffic	PD-033	Recordings: Drone (Unmanned Aerial Vehicle)	When No Longer Required		Mag			Does not record regular and ongoing operations - Recordings that are evidence are booked into evidence; GC §34090.6 et seq,
Police / Ops / Patrol & Traffic	PD-034	Ride-A-Long Waiver Form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Ops / Patrol & Traffic	PD-035	Speedometer Calibration Logs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Police / Ops / Patrol & Traffic	PD-036	Traffic Control: Radar Calibration Records	Life of the Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Police / Ops / Patrol & Traffic	PD-037	Traffic Control: Radar Trailer Surveys, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
SUPPORT / INVESTIGATIONS								
State of California	PD-038	Alcoholic Beverage Control Licenses / Permits / ABC Permit Applications	When No Longer Required		Mag, Ppr			Not a City record
Police / Support / Investigations	PD-039	Criminal Intelligence Files	Last Entry + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Support / Investigations	PD-040	Detectives Investigation Files and Arrest Files	Transferred into Record's Crime Report Files		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transfer all Official Reports to Records to be placed in the Crime Report Files.
Police / Support / Investigations	PD-041	Informant Files / Gang Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Informant information; Does not contain criminal intelligence information concerning individuals; Department preference; GC §34090
Police / Support / Investigations	PD-042	Pawn Slips / Secondhand Dealer Transaction Records	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Investigations	PD-043	Registrants: Arson Registrations: Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from DOJJ, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Investigations	PD-044	Registrants: Arson Registrations: Juveniles released from Division of Juvenile Justice	Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Support / Investigations	PD-045	Registrants: Gang Adults	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Support / Investigations	PD-046	Registrants: Gang Juveniles	Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781; GC §34090
Police / Support / Investigations	PD-047	Registrants: Narcotics	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Investigations	PD-048	Registrants: Sex Offender Registrations: Adults	P, or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Support / Investigations	PD-049	Registrants: Sex Offender Registrations: Juveniles	P or Sealing Date + 5 years (or Court Order), or Death of Registrant		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Court or District Attorney	PD-050	Subpoenas (Personal Appearance of Police Employees)	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Court or District Attorney records; GC §34090 et seq.
SUPPORT / PROPERTY AND EVIDENCE								

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Property & Evidence	PD-051	_Property & Evidence Database	Indefinite - Follows the Retention of the Evidence		Mag			Department Preference (data is interrelated); GC §34090
Police / Support / Property & Evidence	PD-052	Crime Report Photos	Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Support / Property & Evidence	PD-053	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Police / Support / Property & Evidence	PD-054	Property & Evidence Logs / Destruction Authorizations	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Property & Evidence	PD-055	Recordings: Video - Evidence Room	Minimum 18 months		Mag			Pursuant to Evidence Auditor's recommendation; GC §34090.6 et seq,
Police / Support / Property & Evidence	PD-056	Safekeeping: Lost & Found Property (Documents related to)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
SUPPORT / RECORDS								
Police / Support / Records	PD-057	_RMS Database	Indefinite - Follows the Retention of the Crime Report	Yes	Mag			Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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Police / Support / Records	PD-058	CHP Forms: Pursuit Report (CHP 187A), Vehicle Report (CHP 180), etc. that are not filed with Crime Report	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090
Police / Support / Records	PD-059	Citations or Notice of Violations (Parking, Traffic, Marijuana / Cannabis). Includes requests for dismissals, cancellations, and appeals.	2 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	GC §34090 et seq.
State of California	PD-060	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	When No Longer Required		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Entered Directly into DOJ's portal (a State record)
Police / Support / Records	PD-061	Department of Justice Validation Lists	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Records	PD-062	Hearing Officer Determinations (Citation Appeals, Tows, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Support / Records	PD-063	Holding Cell Logs (Juveniles & Adults)	2 years		Mag, Ppr			Department preference; Preliminary drafts; GC §34090 et seq.
Police / Support / Records	PD-064	Local Criminal History Checks	When No Longer Required		Mag, Ppr			These are copies / printouts from the RMS database; GC §34090 et seq.
Police / Support / Records	PD-065	POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault After January 1, 2024	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090
Police / Support / Records	PD-066	POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases - Childhood Sexual Assault Before January 1, 2024	Age of Majority + 22 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference to accommodate statute of limitations for victims; CCP §§340.1, GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Records	PD-067	POLICE REPORTS / SEALED RECORDS: Sealed Juvenile Cases Except Sealed Childhood Sexual Assault	Per Court Order (Subject 26 years old / Sealing Date + 5 years)	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	W&I §§389(a), 781(d), GC §34090;
Police / Support / Records	PD-068	POLICE REPORTS: Lost Property: Firearms entered into CLETS (if not Permanent Retention)	Until Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to facilitate Three Strikes law and ease of document imaging administration; PC§ 11108.2(b); GC §34090
Police / Support / Records	PD-069	POLICE REPORTS: ALL Capital Crimes, Homicide, Juvenile, Child Abuse (substantiated), Elder Abuse (substantiated), & Sexual Assault (Rape), Arson (Suspected or Undetermined)	P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799; 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Support / Records	PD-070	POLICE REPORTS: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	No Further Report on Suspected Abuser + 10 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	PC §§11169(c),11170(a)(3)
Police / Support / Records	PD-071	POLICE REPORTS: Except those specifically mentioned in the schedule (ALL Others, Including Felonies and Misdemeanors)	5 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Records	PD-072	POLICE REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (If No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); GC §§68152(c)(8); H&S §11361.5
Police / Support / Records	PD-073	POLICE REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years or Juvenile 18 years old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	If no subsequent conviction ("Shall" Destroy); H&S §11361.5
Police / Support / Records	PD-074	POLICE REPORTS: Missing Persons	P (If Returned, Follows the Retention for the Crime Report)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; GC §34090
Police / Support / Records	PD-075	POLICE REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)

RECORDS RETENTION SCHEDULE: POLICE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Police / Support / Records	PD-076	POLICE REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(de) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Support / Records	PD-077	POLICE REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking, or Victim of Intimate Partner Violence or Sexual Violence (Nonviolent Crimes)	Court Order + 1 year	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Support / Records	PD-079	Public Records Act Requests - Police Only / Subpoenas Duces Tecum - Police Only	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Court or District Attorney records; GC §34090 et seq.
Court	PD-078	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (When Not filed with the case file)	Expiration of the Order		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Not a City record
Police / Support / Records	PD-079	U-Visas	Minimum 4 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference to match the expiration date of the U-Visa; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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PUBLIC WORKS / ENGINEERING								
Public Works / Engineering	PW-001	Assessment Districts / Community Facilities Districts / Landscape Maintenance Districts / Special Districts: Engineers Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-002	Assessment Districts / Community Facilities Districts / Landscape Maintenance Districts / Special Districts: Formation, Historically Significant Records	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-003	Benchmarks	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-004	Capital Improvement Projects (CIP) - where Engineering is the Lead: MAINTENANCE-ONLY PROJECTS (Painting, Re-Roof, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP) - where Engineering is the Lead: Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP) - where Engineering is the Lead: Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-007	Design & Construction Standards - Authored by the City for Construction of City Infrastructure (CIP or Land Development)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-008	Drawings - where Engineering is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-009	Emergency Action Plans & Audits - CalARP (California Accidental Release Prevention) / Emergency Response Plan / Hazardous Material Business Plans / Hazard Mitigation Plan / Risk Management Program (RMPs) / Risk & Resiliency Assessment / Process Safety Managements (PSMs) - Facilities with chemicals (Chlorine, ammonia, etc.)	Superseded + 3 years		Mag, Ppr			Department Preference (CalARP training and audits should be done every 3 years); GC §34090
Public Works / Engineering	PW-010	Encroachment Permits / License Agreements: Permanent (Structures in the City's Right of Way, Retaining Walls, etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)**

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Public Works / Engineering	PW-011	Encroachment Permits: Temporary (Banner Permit, Block Park, Excavation, Street Closure Permits, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	Minimum Expiration + 2 years	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	GC § 34090
Lead Dept.	PW-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA - Where Engineering is the Lead Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6; GC §34090
Public Works / Engineering	PW-013	Grading Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-014	Land Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)**

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Public Works / Engineering	PW-015	Land Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-016	Real Property: Right of Ways, Abandonments / Vacations, Liens / Lien Releases (Originals and Supporting Documents) Deeds, Easements, Right of Ways, Abandonments / Vacation, Liens / Lien Releases - Copies and Supporting Documents (originals are retained by the City Clerk)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	City Clerk retains final; GC §34090(a)
Public Works / Engineering	PW-017	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090
Public Works / Engineering	PW-018	Stormwater Inspections (Business Inspections, O&M related inspections, and Development Inspections)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Engineering	PW-019	Stormwater: NPDES Annual Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)**

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Public Works / Engineering	PW-020	Stormwater: NPDES Permits (Co-Permittee)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Federal mandate is 3 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Engineering	PW-021	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-022	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-023	Traffic Calming Requests (Speed Humps, Red Curbs, Stop Signs, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police or Sheriff	PW-024	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies or Not City Records; GC §34090.7
Public Works / Engineering	PW-025	Traffic Counts / Traffic Studies	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-026	Traffic Speed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-027	Traffic Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-028	Transportation Permits / Wide Load Permits, Heavy Load Permits, etc.	Expiration + 2 years	Yes: Until Expiration	Mag, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering	PW-029	Transportation Plans / Master Plans	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

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Public Works / Engineering	PW-030	Water Rights / Water Treatment Plant Permits / Water Supply Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Public Works / Engineering	PW-031	Water Supply Assessments, Studies, Reports / Stream Studies and Flow / Water Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Public Works / Engineering	PW-032	Water System Variances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
PUBLIC WORKS / SOLID WASTE								
Public Works / Solid Waste	PW-033	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) Household Hazardous Waste Reports / CalREcycle Used Oil report / CalREcycle Bottles & Cans report / Construction Waste Management Forms, State Waste Reduction Reports, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR 18812.4, 14 CCR § 18995.2; H&S §39730.7; GC §34090
Public Works / Solid Waste	PW-034	Solid Waste Tonnage Reports / Statistics	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
PUBLIC WORKS / FLEET MAINTENANCE								
Public Works / Lead Div.	PW-035	APCD Permits - for Generators, etc. (Except City Hall Generator)	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Lead Div.	PW-036	Fleet - Generator Operation Logs & Inspections (Except City Hall Generator)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400–E–13a instructions; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)**

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Public Works / Fleet Maint.	PW-037	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 13 CCR 1234(c)
Public Works / Fleet Maint.	PW-038	Fleet - Tire Disposal / Waste Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18459.3; GC §34090
Public Works / Fleet Maint.	PW-039	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Fleet Maint.	PW-040	Fleet - Vehicle & Equipment History Files / Database Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Lead Div.	PW-041	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Fleet Maint.	PW-042	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Public Works / Fleet Maint.	PW-043	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

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Division Providing Service / Work	PW-044	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-045	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-046	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / STREET MAINTENANCE								
Public Works / Lead Div.	PW-047	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Street Maintenance	PW-048	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
Lead Dept.	PW-049	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

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Public Works / Street Maintenance	PW-050	Sidewalk Maintenance, Grinding, Asphalt Ramping (Assessment, Plans, Surveys, Logs and Forms)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Street Maintenance	PW-051	Street Light Maintenance	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-052	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090
Division Providing Service / Work	PW-053	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-054	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-055	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / WATER								
Public Works / Water	PW-056	SCADA Database (Water)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Lead Dept.	PW-057	APCD Permits (Air Quality Management Districts) - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090

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Public Works / Water	PW-058	Capital Improvement Projects (CIP) - where Water is the Lead: MAINTENANCE-ONLY PROJECTS (Slip Lining, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §34090
Public Works / Water	PW-059	Capital Improvement Projects (CIP) - where Water is the Lead: Administration File Project Administration, Certified Payrolls, Certificate of Compliance, Construction Manager's Logs, Correspondence, Costs, Estimates, Daily Inspections, Insurance Certificates, Preliminary Notices, Project Schedules, Public Relations, Meeting Agendas & Minutes, Monthly Reports, Notices, Real Estate Appraisals, RFIs / RFQs, Safety. SWPPP / WPCP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Water	PW-060	Capital Improvement Projects (CIP) - where Water is the Lead: Permanent File Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Materials Testing Reports, Grading Permits, Hazardous Materials, Notice of Completion, Photos, Record Drawings Soils Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)**

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Public Works / Lead Div.	PW-061	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	3 years		Ppr			Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Water	PW-062	Consumer Confidence Report - Annual Water Quality Report	P		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91 40 CFR 141.33(a); GC §34090
Public Works / Water	PW-063	Drawings - where Water is the Lead: Record Drawings, Maps, Large-Format Drawings, Survey Record Maps, "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; GC §34090
Public Works / Water	PW-064	Fire Hydrant Flow Tests / Flushing, Valve Exercises, Maintenance / Applications and Test Results	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (for new construction); GC §34090
Lead Dept.	PW-065	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Water	PW-066	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-067	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-068	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

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Public Works / Water	PW-069	Lab Reports & Chains of Custody: ALL Potable Water (Bacteriological and Organics, Chemical, Lead & Copper)	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Only Lead & Copper is Required for 12 years or 2 compliance cycles; Chemical is 10 years, B 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91;
Public Works / Water	PW-070	Reservoirs: Dive Videos	10 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §34090
Public Works / Water	PW-071	Reservoirs: Inspection Reports, Maintenance Records	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §34090
Public Works / Water	PW-072	Sanitary Surveys - Inspections by Division of Drinking Water	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 22 CCR §64470; 40 CFR 141.33(c)
Lead Dept.	PW-073	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090
Public Works / Water	PW-074	Water Conservation Programs and Rebates (Shower Heads, Turf Replacement, Washer Replacement, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; (meets auditing standards); GC §34090
Public Works / Water	PW-075	Water Leaks	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference for meet DPH regulations; GC §34090
Public Works / Water	PW-076	Water Treatment Plant Operators Certificates (posting required)	Superseded + 10 years		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water	PW-077	Wells / Well History (including abandoned or destroyed wells)	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §34090

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Division Providing Service / Work	PW-078	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-079	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-080	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
PUBLIC WORKS / WASTEWATER COLLECTIONS								
Public Works / Wastewater Collections	PW-081	CCTV Videos of Sewer Lines	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Lead Div.	PW-082	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	3 years		Ppr			Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Wastewater Collections	PW-083	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater Collections	PW-084	Industrial Waste Permits	Expiration + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Public Works / Wastewater Collections	PW-085	Industrial Waste Pretreatment Files	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12

RECORDS RETENTION SCHEDULE: PUBLIC WORKS **(Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)**

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Public Works / Wastewater Collections	PW-086	Logs / Manifests: Vac Con Trucks, etc.	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-087	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Wastewater Collections	PW-088	Sanitary Survey of Sewer System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-089	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater Collections	PW-090	Storm Drain Inspections / Catch Basin Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Dept.	PW-091	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 34090
Division Providing Service / Work	PW-092	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-093	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-094	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

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PUBLIC WORKS / WASTEWATER OPERATIONS (WATER RECYCLING FACILITY)								
Public Works / Water Recycling Facility	PW-095	SCADA Database (Wastewater)	Indefinite - Minimum 5 years		Mag			Department preference; Data is Inter-related GC §34090
Lead Dept.	PW-096	APCD Permits (Air Quality Management Districts) - for Generators, etc.	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Public Works / Water Recycling Facility	PW-097	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §34090
Lead Dept.	PW-098	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Lead Dept.	PW-099	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	APCD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Water Recycling Facility	PW-100	Lab Reports & Chains of Custody: Wastewater	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference (consistent with Potable Water Bacteriological and Organics) GC §34090
Lead Dept.	PW-101	Operations & Maintenance Manuals / O & M Manuals	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS
(Engineering, Fleet, Solid Waste, Streets, Water, Wastewater)

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Public Works / Water Recycling Facility	PW-102	Permits - Wastewater Regulatory / Operating Permits: Examples (CalARP, Cal OSHA, CERS, CUPA, SWRCB, etc.)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 CCP §337 et seq.
Public Works / Water Recycling Facility	PW-103	Reports - Wastewater Reports to Regulatory Agencies: Examples (CalARP, Cal OSHA, CERS, CUPA, SWRCB, etc.)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 CCP §337 et seq.
Lead Dept.	PW-104	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Public Works / Water Recycling Facility	PW-105	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: October 2, 2024

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends City Council review future agenda items.

BACKGROUND:

The attached Future Agenda Items forecast identifies anticipated agenda items for upcoming Council meetings as well as Study Session topics and long-range discussion items. Placing this forecast on the agenda affords the Council and the public the opportunity to discuss such topics and to make any recommendations. It should be noted this is only a forecast and may change over the course of time or based on feedback by the Mayor and City Manager during review of future agendas.

ANALYSIS:

Should a member of the City Council wish to introduce a future agenda topic, it should be done in compliance with the Council's adopted Manual of Procedural Guidelines, Section 5.1. Items introduced by a member of the Council during a Council meeting requires a second and should be reserved for time-sensitive matters needing attention within the proceeding 45 day period.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[10.2.24 Future Agenda Items.docx](#)



Santa Paula City Council Tentative Agenda Schedule

	Study Session October 15, 2024, 4:00pm	
CDD	Discuss Animal Control and Shelter Services	
	Regular Meeting October 15, 6:30pm	
P&R	Parks & Recreation Department Report	
P&R	Parks & Recreation Department Report	
PD	Police Department Report	
Admin	Chamber Agreement	
PD	School Resource Officer – SRO Contract	
CDD	ADA Presentation	
Finance	TDA Allocation	
CDD	People's Self Help Funding Request	
CDD	Wayfinding Sign Approval	
Admin	ARPA Update and Allocation	
	Regular Meeting October 15, 6:30pm	
PW	Recycling Awards Presentation by Athens Services	
Admin	City Manager Department Report	
CDD	Community Development Department Report	
CDD	Central Business District Live Entertainment Ord 1339	
Admin	Well 6 Acceptance – Harvest at Limoneira	
	STUDY SESSION TOPICS	
Admin	No Smoking Ordinance	
Finance	Development Impact Fees (DIF) Overview	Nov
Legal	Municipal Code Update – Joint Meeting with Planning Commission	Sept. 30
	FUTURE AGENDA ITEMS	
Finance	2023 City Audit	
Finance	Update on Utility Bills	
PW	Plans & Specifications for 8 th Street Streetlight Repair Project	
CDD	ADU Ordinance	
CDD	Cultural Arts Presentation	Nov
Legal	Fire MOU Amendment	
PW	Emergency Funding Reimbursement Plan	Oct
CDD	Homeless Encampment Opportunities Workshop	Oct