

Additional Meeting Materials

Agenda Item # 9




November 9, 2020
City Council Meeting

**The Following Materials Replace
Agenda Packet Pgs. 123 - 201**

Exhibit A – Proposed Administrative Policy No.
8 – Records Policy and Retention Schedule

Attached to Agenda Item #9

 <p style="text-align: center;">CITY OF PACIFICA ADMINISTRATIVE POLICY</p>	<p>No.</p> <p style="text-align: center; font-size: 2em;">8</p>
<p style="text-align: center;">DRAFT RECORDS AND INFORMATION MANAGEMENT PROGRAM POLICY</p>	<p>DATE ISSUED:</p> <p style="text-align: center;">11/09/2020</p>

1. PURPOSE

This Records and Information Management Program Policy (“Policy”) establishes comprehensive and uniform methods for the cost effective and efficient management of the City’s public records (including creation, utilization, maintenance, security, retention, storage, preservation, and destruction), in accordance with legal requirements and professional standards.

2. SCOPE

This Policy is established by the City in accordance with all relevant federal, state, and local laws, and contractual requirements. In particular, this Policy is established in accordance with the State Record Retention laws (Government Code §34090, *et seq.*) as well as the California Public Records Act (Government Code §6250, *et seq.*). Additionally, where relevant to the particular needs of the City’s management of records, the City has incorporated provisions from professional standards and guidelines. All written or electronic documents, sound, or video works created by employees in the course of executing the City’s business are records under this policy regardless of whether they are managed in a formal process by the employee’s department or kept by an employee or their work unit for reference or any other purpose.

3. AUTHORITIES

The legal authorities and professional guidelines applicable to the management of City records include the following:

- 3.1. **Federal and State Law** Numerous Federal and State laws related to minimum record retention requirements and statutes of limitations apply to different types of records. Each record series listed in the Record Retention Schedules will have applicable laws cited.
- 3.2. **Government Code §34090 *et seq.*** The principal provisions of California law applicable to City Record Retention requirements are addressed in Government Code §34090, *et seq.*, which generally require original public records to be retained for a minimum of two years, and sets forth other requirements for the retention and destruction of specific public records. This Policy establishes the procedures consistent with the provisions within the state law for the destruction of original public records which have been retained for at least the minimum retention period and are no longer required by the City for business or historical purposes. The Policy also addresses the destruction of records which have been replaced by “Trusted Copies” (GC §34090.5) and the destruction of “Duplicate Copies” (GC §34090.7). Per subsections of the code, the state law provisions do not authorize the destruction of:
 - a. Records affecting title to real property or liens thereon
 - b. Court records
 - c. Records required to be kept by statute
 - d. Records less than two years old
 - e. The minutes, ordinances, or resolutions of the legislative body or of a city board, agency or commission

- 3.3. **Government Code §6200 et seq.** Except as otherwise provided by Government Code §34090 *et seq.*, Government Code §6200 *et seq.* provides that any City employee who is found guilty of willfully destroying (including altering, falsifying, mutilating, defacing, or stealing, in whole or in part) a public record may be punished by imprisonment of up to four years.
- 3.4. **Government Code §6250 et seq.** The California Public Records Act (Government Code §6250 *et seq.*) provides definitions for “writings” and “public records” for the purpose of determining which public documents are required to be disclosed to the public upon request, and which public documents are confidential or otherwise exempt from disclosure.
- 3.5. **Professional Standards and Suggested Retention Guidelines** Selected professional associations and other governmental agencies, such as the California Secretary of State, the Department of Justice, and the City Clerk’s Association of California, have published standards, model retention guidelines, and/or articles recommending retention periods for different types of records. Although these standards and guidelines are not binding upon the City, the City will take these documents into consideration in establishing the City’s Record Retention Schedules and, where applicable, the City will identify deviations from these suggested guidelines within the Record Retention Schedules.

4. DEFINITIONS

- 4.1 **Writing:** As defined by Government Code §6252(f), “Writing” means any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”
- Thus, “Writing” is a comprehensive definition that includes the subsets of public records, trusted copies, confidential records, duplicate copies, non-record writings, vital records, historical records, active records, inactive records, electronic records and transitory records, as defined within this Policy.
- 4.2 **Non-record Writing:** Any writing which is not within the definition of a Record. Examples of “Non-record Writings” include writings that are not directly related to the conduct of the City’s business and/or are used specifically for reference including, but not limited to, text books, brochures, catalogs, or seminar announcements.
- 4.3 **Record:** For retention purposes, a Record includes any writing containing information relating to the conduct of the business prepared, owned, used, or retained by the organization regardless of physical form or characteristics. Records include the subsets of trusted copies, confidential records, vital records, historical records, active records, inactive records, electronic records, including electronic records relating to the conduct of the business retained on personal devices or accounts, and transitory records, as defined within this Policy.
- 4.4 **Record Series:** A set of records which, as a whole, are created, stored and maintained together. “Record Series” are used as a method to organize records by function and/or document type within the City. Examples of different “Record Series” include, but are not limited to, the following:
- Contracts
 - Purchase Orders
 - Resolutions
 - Minutes of official meetings
 - Time Cards
 - Financial Statements
- 4.5 **Trusted System:** As defined by GC §12168.7(c), “Trusted System” means a combination of techniques, policies, and procedures for which there is no plausible scenario in which a document retrieved from or reproduced by the system could differ substantially from the document that is originally stored.”
- Thus, a “Trusted System” includes any method of creation, management and/or storage of an Official Record, as defined within this Policy.
- 4.6 **Trusted Copy:** A “Trusted Copy” is a copy of an originally created record if the copy is created on a Trusted System. “Trusted Copies” are photographically or electronically generated documents controlled by daily operational procedures and policies to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document.

Once a "Trusted Copy" is created, it will replace the original source document, and the "Trusted Copy" must then be retained as the Official Record in accordance with the requirements of this Policy and the Record Retention Schedules.

- 4.7 **Official Record:** An "Official Record" is the original record or "Trusted Copy" having the legally recognized and enforceable quality of any writing containing information related to the conduct of the City's business.
- 4.8 **Duplicate Copy:** A record that is a copy of an Official Record if the copy is not within the definition of a "Trusted Copy". In addition to hard-copies of Official Records, "Duplicate Copies" also include, but are not limited to, database backups or other copies of electronic records.
- 4.9 **Confidential Record:** There are many sources of legal authority that define a "Confidential Record" including, but not limited to, the *California Public Records Act*, Government Code §6250 through §6270. Therefore, it would be impractical to list all definitions of a "Confidential Record" within this Policy. If there is any question as to whether a record is a Confidential Record, staff should consult with the City Clerk and/or City Attorney prior to disclosure.

In general, a "Confidential Record" is any record not disclosed to the public unless directed by court order. Examples of a "Confidential Record" may include, but are not limited to, the following:

- a. Personnel records:
Examples include any personnel, medical or similar files, the disclosure of which would cause an unwarranted invasion of personal privacy.
- b. Pending litigation or claims:
In general, Government Code §6254 provides that when litigation or a claim is filed against the City, the records pertaining to the litigation or claim are exempt from public disclosure until the litigation or claim has been adjudicated or settled.
- c. Attorney/client privilege and attorney work product:
As a general rule, it should be presumed that all communications from the City Attorney's office on behalf of the City are subject to attorney/client privilege, and the communications should be protected accordingly.
- d. Police records and investigative reports:
Examples include, but are not limited to, a wide variety of records such as:
 - Police investigations, intelligence, analysis and conclusions
 - Information that may endanger the safety of any person
 - Juvenile records
 - Active case files
- e. Feasibility studies for property acquisition or public contracts:
Unless required to be disclosed by eminent domain law, feasibility studies relative to the acquisition of property, or to prospective public supply and construction contracts, are not disclosed until all of the property has been acquired or until the contract or agreement has been executed.
- f. Proprietary information obtained by the City:
Proprietary information will not be disclosed if any of the following apply:
 - a. The outside party providing the information submits the information with the expressed intention to maintain the confidence.
 - b. The information has not previously been disclosed to others.
 - c. The outside party has a reasonable expectation that the information will be maintained in confidence based upon the manner by which the City obtained the information.

Examples include, but are not limited to, financial information or computer source code submitted as a condition of a license, permit or certificate.
- g. State Board of Equalization data:

The City may collect and store confidential information about taxpayers and send (delete) this information to the California State Board of Equalization (Board). The City and the Board have a responsibility under the law to protect this information from unauthorized access, use, and disclosure.

Taxpayers may authorize the transmission of confidential information via e-mail by providing written authorization to the City or to the Board. If authorization is provided, the confidential

information will only be sent to individuals who have a legitimate business need to view the information (the taxpayer and/or their representative).

In addition, the City also receives information from the Board that is confidential information regarding the sales tax generated by specific businesses in Union City that, under State law, is confidential.

Public Interest Balancing Test

If a writing does not fit a specific category of exemption, the writing *may* still be exempt if it meets the Public Interest Balancing Test. According to GC §6255(a), "The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of [the Public Records Act] or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record." Since there is a significant body of case law analyzing this balancing test, City staff must consult with the City Attorney's office when determining whether a record may be disclosed upon request.

- 4.10 **Vital Record:** Includes records that are needed to continue or resume basic City operations in the event of a disaster.
- 4.11 **Historical Records:** Records valuable to future researchers that document accomplishments, changes, and growth of the City.
- 4.12 **Active Records:** Records referenced and readily accessible in the general conduct of current City business.
- 4.13 **Inactive Records:** Records that are no longer referenced, nor required to be readily accessible, in the general conduct of current City business. Such records may be stored at an off-site storage location or within the work area during their required retention period.
- 4.14 **Retention Period:** A "Retention Period" is the length of time that a particular record is retained by the City before it is disposed of in accordance with this Policy. The "Retention Periods" for City records are identified on the Record Retention Schedules.
- 4.15 **Record Retention Schedules:** "Record Retention Schedules" list all record series' which are prepared, owned, used, or retained by the City, and identify the required retention period for each record series. The "Record Retention Schedules", and any amendments or updates, are approved by City Council resolution.
- 4.16 **Citation(s):** "Citations" listed in the Record Retention Schedules are the legal bases for a minimum retention period, as required by federal, state, regional and/or local governmental agencies.
- 4.17 **Office of Record (OOR):** The department within the City that is responsible for maintaining a particular record series in accordance with this Policy and the Record Retention Schedules is considered the "Office of Record". The Record Retention Schedules identify the "OOR" for each record series. Typically, the "OOR" is the department that originates the record. Exceptions may be noted on the Record Retention Schedules.
- 4.18 **Transitory Records:** A writing with only transitory (short-lived) value since the information is used for a relatively short period of time. Examples include, but are not limited to, the following documents that are not retained in the ordinary course of business:
 - Preliminary drafts
 - Notes
 - Interagency/intra-agency memoranda
 - Voicemail
 - Handheld recorders
- 4.19 **Electronic Records:** Records that contain information readable by machine or computer, and which may include information such as text, numbers, graphs, line drawings, pictures, images, video or sound are considered "Electronic Records". Examples of "Electronic Records" include, but are not limited to, the following:
 - Audio or video recordings
 - Electronic mail
 - Databases
 - Digital images
 - Presentation graphics
 - Word processing files
 - Spreadsheet files
 - Voicemail

"Electronic Records" reside on, but are not limited to, media such as magnetic disks or tapes, audio or video cassettes, optical disks, DVDs, CDs, hard drives, or memory sticks.

- 4.20 **Electronic Mail (E-mail):** Messages and communications transmitted over internal and external networks are considered "Electronic Mail". The City considers "Electronic Mail" a transitory record, and the City's policy on "Electronic Mail" is addressed in Section 6.1.7 and referenced by resolution.
- 4.21 **Databases:** "Databases" consist of electronic files and fields of data, which manage and store information useful to the department or division. "Databases" are modified over time through the addition, deletion, or modification of data. "Databases" may be maintained by the City or hosted by outside sources. The specific policy regarding databases can be found in Section 6.1.8.
- 4.22 **Media:** The physical format in which a record is maintained including, but not limited to, paper, photographic, micrographic, computer storage, and any other recording or storage method.
- 4.23 **Indexes and Metadata:** Information supporting a record that is unique and distinguishes one record from another. "Indexes" and "Metadata" may include, but are not limited to, record titles, record series codes, sequential identification numbers, dates, Office of Record, project number, account number, or other source information describing the record's contents. Such information, in and of itself, does not constitute a record.

5 RESPONSIBILITIES

Active management of the City's records is required to ensure that the records are properly maintained. This section identifies elected officials and staff members responsible for managing the City's records.

5.1 City Council

The City Council reviews and approves this Policy, the original Record Retention Schedules, and any amendments to the Policy.

5.2 City Manager

The City Manager (or designee) shall be responsible for administering this Policy and approving amendments to the Record Retention Schedules.

5.3 City Attorney

The City Attorney (or designee) shall be responsible for the following:

- a. Providing legal review and approval to any proposed amendments to this Policy or the Record Retention Schedules.
- b. Providing legal review of changes in the law relating to this Policy and the Record Retention Schedules.
- c. Notifying the affected OOR and the City Clerk when the City must suspend the destruction of records due to pending or potential litigation, discovery requests, or for any other reason.
- d. Reviewing all requests for records destruction and exercising discretion to approve or deny requests for destruction in accordance with this Policy.
- e. Forwarding all approved requests for destruction to the City Clerk.

5.4 City Clerk

The City Clerk (or designee) shall be responsible for the following:

- a. Implementing and coordinating the City's Records and Information Management (RIM) program.
- b. Providing review and approval to any proposed amendments to this Policy or the Record Retention Schedules.
- c. Appointing a Deputy City Clerk to assist the City Clerk in the administration of this Policy.
- d. Disseminating information and providing RIM program training to departments.
- e. Establishing and maintaining a program to assist departments in the destruction of records once their respective retention periods have expired.
- f. Assisting all departments in complying with this Policy.
- g. Providing written notification to the City Manager and Department Director of violations of the Record Retention Schedules and this Policy.
- h. Performing periodic audits to assist departments in complying with the Record Retention Schedules and this Policy.

- i. Providing written notification to the City Manager and Department Director of audit discrepancies within departments.
- j. Providing review of changes in records management practices relating to this Policy and the Record Retention Schedules.
- k. Receiving City Attorney approved requests for records destruction for final review and processing.
- l. Maintaining the Official Record of all documents related to the City's RIM program, and any amendments or updates thereto, including the following:
 - Policy
 - Record Retention Schedules
 - Lists of Records Coordinators and alternates
 - Master Index of Record Series, as submitted by each department
 - Requests for Destruction of Records
 - Authorizations to Destroy Records
 - Certifications of Destroyed Records

5.5 Department Directors

Department Directors are responsible for the following:

- a. Administering the City's RIM program in their respective departments and overseeing that Policy parameters are implemented in a timely manner.
- b. Appointing a Records Coordinator, and an alternate, to work with the City Clerk's Office to implement this Policy. Large departments with several divisions may have multiple Records Coordinators and alternates.
- c. Establishing and maintaining an inventory of departmental records and providing an updated electronic copy to the City Clerk, when requested. The inventory shall identify the following aspects of each record:
 - Associated records series
 - Activity status (e.g. active, inactive)
 - Media format of the Official Record
 - Importance (e.g. vital, historical, confidential), where applicable
- d. Coordinating with the City Clerk's Office in the development of a departmental Record Retention Schedule.
- e. Periodically reviewing its departmental Record Retention Schedule to ensure that the schedule is complete, current and accurate.
- f. Providing the City Clerk's Office written proposed amendments to the Record Retention Schedule, when needed.
- g. Ensuring the security of records that have been identified as confidential.
- h. Notifying the City Clerk's Office of any information received regarding legal issues related to the retention of records within their department.
- i. Reviewing proposed changes to the Record Retention Schedule, as prepared by the City Clerk's Office and City Attorney.
- j. Reviewing requests for the destruction of departmental records as authorized by this Policy and the Record Retention Schedules, and forwarding such requests to the City Attorney.
- k. Approve the destruction of Duplicate Copies, Transitory Records, and Non-Records in accordance with this Policy.
- l. Providing written notification to the City Manager and the City Clerk's Office of any discrepancies or violations of this Policy or the Record Retention Schedule within their department.

5.6 Records Coordinators

The Records Coordinator(s) for each department, under the direction of the Department Director, are responsible for:

- a. Creating an index of department records series, and working with the City Clerk, or designee, to develop a Record Retention Schedule.
- b. Informing and updating employees in the department about this Policy and the department's Record Retention Schedule.
- c. Ensuring that active records within the department are maintained according to methods described in this Policy and the department's Record Retention Schedule.
- d. Maintaining the security of records that have been identified as confidential.

- e. Maintaining a master inventory of all department records kept internally and at off-site storage facilities.
- f. Ensuring that packaged records are properly labeled and accurately reference information consistent with the Uniform Document Index system.
- g. Monitoring all records that are sent off-site for storage to ensure the records are properly packaged and labeled, accurately and completely inventoried, and assigned proposed disposition dates. Coordinating all requests to retrieve documents from off-site storage and ensuring that documents are returned to off-site storage in a timely manner.
- h. Annually reviewing records and preparing a list of records eligible for destruction when the retention period has expired, as described in this Policy and the Record Retention Schedule.
- i. Securing the Department Director's approval for destruction of records when the retention periods has expired.
- j. Ensure the destruction of Duplicate Copies, Transitory Records, and Non-Records in accordance with this Policy.
- k. Providing written notification to their Department Director of any discrepancies or violations of this Policy or the Record Retention Schedule within their department.
- l. Ensure quality control of document imaging for imaging records.

5.7 City Staff

Any City staff member who routinely works with the City's records, as required by their assignment, is responsible for:

- a. Reviewing this Policy and their department's Record Retention Schedule.
- b. Maintaining the security of records that have been identified as confidential.
- c. Retaining Duplicate Copies, Transitory Records and Non-records only as long as they are of direct importance to the current operation of their department.
- d. Surrendering any and all City records to their supervisors, the City Clerk, City Manager, or City Attorney, when requested.
- e. Providing written notification to their Records Coordinator(s) and Department Director of any non-compliance with this Policy or the Record Retention Schedule.

6 POLICY

The Policy for the management, storage and preservation, and destruction of records is as follows:

6.1 Management of Records

6.1.1 Access Controls

All documents, writings, or other forms of information produced or acquired by employees in the course of their duties are the exclusive property of the City. Employees shall have no expectation of privacy relating to City records.

When it is necessary for employees to work on physical documents away from the City, those documents must be returned to the City, and all copies deleted from the outside location, within 72 hours of final use or reference. Employees shall not have any City physical records in such places as private homes.

When it is necessary for employees to work on electronic documents away from the City, those documents must have access via the City's virtual private network (VPN), and no copies shall be stored on private computer equipment or other electronic media.

6.1.2 Migration of an Original Record to a Trusted Copy

To ensure the accuracy of a Trusted Copy, employees of the OOR must follow the department's approved process before replacing an original record. The process must be approved by the City Clerk.

Before designating a record as a Trusted Copy, legibility must be validated and indexes or metadata confirmed as accurately reflecting the content of the original record.

Once the Trusted Copy has been validated and designated as the Official Record, the original record shall be immediately destroyed in the approved manner, unless maintenance and retention of the physical records is required by statute, such as governing body Minutes, Resolutions and Ordinances.

6.1.3 Vital Records

Vital Records are those records needed to continue business operations in the event of a disaster, and will be identified as such on the Record Retention Schedules. Each department will be responsible for defining a Business Continuity Plan that includes the protection and maintenance of vital records. Examples of protection include, but are not limited to:

- Storing hard copies in a fire-resistant filing cabinet or area, or in a locked vault, either on site or off site.
- Storing duplicate hard copies at a secure offsite facility for the duration of the retention life of the vital record.
- Providing regular back-ups for electronic vital records.
- Printing vital records on acid-free, archival quality paper.
- Maintaining:
 - A list of physical locations of vital records storage facilities and systems.
 - Access codes, passwords and/or keys for facilities and systems.
 - Equipment used to store vital records, or needed to access electronically stored vital records.
 - An inventory of vital records within the facility.
 - Procedures for accessing the vital records.

6.1.4 Historical Records

Historical Records are records that are valuable to future researchers to document the accomplishments, changes and growth of the City. Record Series' that may contain historical records will be identified within the Record Retention Schedules. Historical Records may be maintained within each department based on individual departmental procedures, or forwarded to the City Clerk's office for archival storage.

In the normal course of business, the historical value of a record may not be apparent. Routine business practices may cause certain records to be destroyed before or after historical value is determined.

6.1.5 Confidential Records

There are many sources of legal authority to exempt a record from disclosure including, but not limited to, the California Public Records Act, Government Code §6250 through §6270. It would be impractical to list all definitions of "confidential" records in this Policy. If there is any question as to whether or not a particular record should be designated as "confidential," the Department Director will consult the City Attorney.

Confidential records must be maintained with sufficient security, and in accordance with applicable laws, to protect their contents from unauthorized access. Departmental procedures to ensure the security of confidential records will be the responsibility of the Department Director.

6.1.6 E-mail Communication

E-mail messages and any electronic attachments will be reviewed regularly to determine relevance to current City business. When relevant, the e-mail must be converted to an electronic record, or printed in hard copy, and retained with the associated topic or record series (e.g. project file, purchase order, professional services agreement) for the required retention period as designated in the Record Retention Schedules.

Routine e-mail messages are comparable to telephonic communications and are considered either Transitory Records or Non-records. Such e-mail is not intended to be retained in the ordinary course of City business, and the informational content of such communications is neither necessary nor intended to be preserved for future City use or reference.

E-mail systems are not intended to be, and will not be, used for the electronic storage or maintenance of official records, or as document management systems. E-mail communications are retained as follows:

- E-mail will automatically be removed and deleted permanently from the user's Inbox after 180 days.
- E-mail communications relocated to the e-mail folder system will be automatically removed and deleted permanently from the corresponding folder after 2 years.

6.1.7 Databases

For Record Retention purposes, the City considers all databases, whether residing on City systems or hosted by an outside source, to be Transitory Records. The blanket retention period

for databases is “Until Superseded” to reflect that only the current version has informational value to the City.

The OOR that uses, maintains and modifies a database must assure the information contained within the database is correct and accurate, and has the obligation to produce information from the database, as needed, to perform City business. Due to the transitory nature of databases, periodic reports produced from a database, and used for administrative, fiscal, legal or historical purposes, may become Official Records. Reports designated as Official Records must be maintained in accordance with the Record Retention Schedules.

For example, the City's Annual Budget Report captures the financial position at the end of a fiscal year, and is used to inform the City Council, staff and citizens of the City's financial state. Thus, the report must be retained for the retention period designated in the Record Retention Schedule to reflect operational needs.

6.2 Storage and Preservation of Records

6.2.1 Active Records

Storage and preservation methods for active Official Records must be approved by the City Clerk and meet all of the following minimum specifications:

- a. Records must be stored and maintained using complete inventories and accurate indexes which allow them to be identified, retrieved and disposed of in an expeditious manner.
- b. Records must be maintained so they are readily accessible to conduct current City business.
- c. Storage systems for Official Records will accommodate hard-copy or electronic records, and must also conform to the requirements of a Trusted System. Migration of original records to electronic form requires a process that complies with Section 6.1.3 of this policy.

6.2.2 Inactive Records

Inactive records may be stored in a secured City facility or stored by a commercial service provider. An Off-site storage facility must:

- a. Meet applicable state and local codes.
- b. Provide protection from fire and intrusion.
- c. Provide reasonable access to records in a timely manner.

Each department shall maintain an inventory of its inactive records in storage and forward an electronic copy of said inventory to the City Clerk's Office. Prior to sending records to storage, Duplicate Copies, Transitory Records, and Non-Records must be removed and destroyed in accordance with this Policy.

6.2.3 Hosted Electronic Records

Hosted electronic records must follow the City's record retention schedules. The hosting company must:

- a. Meet applicable state and local codes.
- b. Provide protection from fire and intrusion.
- c. Provide reasonable access to records in a timely manner.

6.3 Destruction of Records

6.3.1 Destruction of Original Records After Migration to a Trusted Copy

Once an original record has been migrated to a Trusted Copy, in accordance with the procedures for creating a Trusted Copy, the original record shall be immediately destroyed in the approved manner unless maintenance and retention of the physical records is required by statute, such as governing body Minutes, Resolutions and Ordinances.

6.3.2 Destruction of Duplicate Copies

No Duplicate Copy will be maintained longer than the retention period of the Official Record, and may be destroyed at any time within the retention period.

Department Directors will ensure that employees follow the established procedures within Section 7 of this Policy. Prior to the destruction of a Duplicate Copy, the employee shall ensure that:

- a. The writing is, in fact, a Duplicate Copy and not an Official Record.
- b. The writing is no longer required for the operational needs of the department.

Duplicate Copies of certain records may be requested by, and provided to, outside entities via the *California Public Records Act*, legal discovery or other valid and approved methods of dispersion. The City realizes that it neither has control over, nor can it enforce the storage, management and disposal of, Duplicate Records released to outside entities.

6.3.3 Destruction of Transitory Records

A Transitory Record may be destroyed at any time. Prior to the destruction of a Transitory Record, the employee shall ensure that:

- a. The writing is, in fact, a Transitory Record and not an Official Record.
- b. The writing is no longer required for the operational needs of the department.

6.3.4 Destruction of Non-Records:

A Non-Record may be destroyed at any time. Prior to the destruction of a Non-Record, the employee shall ensure that:

- a. The writing is, in fact, a Non-Record.
- b. The writing is no longer required for the operational or reference needs of the department.

6.3.5 Destruction of Information on Obsolete Electronic Equipment

Certain electronic equipment, including Trusted Systems, used by the City may contain methods of electronic storage of City information. This information may be captured and stored as the equipment is used in the normal course of business.

The City understands that, as electronic equipment and technology change, information processing systems and new storage methodologies may allow for the capture of confidential and non-confidential City information.

Prior to decommissioning the equipment, the responsible department shall ensure that all information relating to City business will be deleted or otherwise made illegible from any data storage systems on or within the equipment. Under no circumstances shall any electronic equipment be released from City property for recycling, destruction or other disposition until the City information has been deleted. Written confirmation of the destruction of the information will be provided to the City Clerk.

6.3.6 Destruction of Non-paper Media Records

Official Records stored on non-paper media must be destroyed in a manner consistent with this Policy. Documentation for the destruction of these records shall be prepared and retained in accordance with Section 7 of this Policy.

After all Official Records stored on non-paper media (e.g. magnetic tape, disks, diskettes or other magnetic medium) have been destroyed, the medium itself may be reused, recycled or destroyed.

7 PROCEDURES

The Procedures for the management, storage and preservation, and destruction of records are as follows:

7.1 Access to Electronic Records Systems

A Department Director, or designee, shall approve access to electronic records systems for any employees, contract employees, consultants, or volunteers, as needed to fulfill the requirements of their employment.

Any electronic records system is subject to audit on a periodic basis. An audit may include operations performed on the database, the date and time an operation occurred and by whom, the database record number, the database index and/or metadata associated with the record, or any other pertinent data where practical.

7.2 Process for Scanning and Imaging of City Records and Documents

Laserfiche is the City's document management system for archiving electronic Trusted Copies and for electronic copies of documents for which there is no legal authorization for destruction (e.g. records affecting title to real property or liens thereon; minutes, ordinances, or resolutions of the legislative

body or of a city board, agency or commission). These documents must be stored within Laserfiche as a Portable Document Format for Archiving (PDF/A), indexed as required by this Policy, and searchable utilizing Optical Character Recognition (OCR).

Laserfiche is also used by departments as an operational tool for access and storage of documents related to current City business.

Procedures for scanning a hard-copy document as a PDF/A image for storage in Laserfiche as an Official Record shall be established and reviewed periodically by each department, based upon their specific needs. Priority shall be given to those records that must be retained on a permanent basis, and to those records which need to be frequently retrieved. Examples of records eligible for scanning include, but are not limited to, the following:

- Ordinances & Resolutions
- Minutes
- Plans and Permits
- Contracts and Agreements
- Approved Construction Plans
- Purchase Orders, Time Cards and other financial records

Departments shall review and purge unnecessary documents from their records prior to scanning. Purging involves evaluating documents within a record, and discarding documents determined to be Transitory Records, Duplicate Copies or Non-Records.

After the PDF/A images are created, the department shall verify the images are legible and complete. Images will be verified, indexed, and the OCR process completed as soon as possible after scanning occurs.

When creating an electronic Trusted Copy, the department must determine that the original record has been successfully transferred into electronic format as defined above. The original record will then be destroyed in accordance with this Policy.

Non-scanned images must be imported into Laserfiche in PDF/A format, indexed and the OCR process completed, thereby meeting all the same requirements as described above for scanned images.

These procedures will be evaluated by the City Clerk and updated, as needed.

7.3 Destruction of Official Records

Official Records, for which the retention period identified on the Record Retention Schedules has elapsed, will be destroyed in accordance with this Policy. Unless placed on legal hold by the City Attorney, records designated for destruction must be destroyed within the calendar year after the record expires.

A record that expires during the current calendar year must be destroyed by December 31st of the following calendar year. For example:

<u>If expiration occurs on:</u>	<u>Then destroy no earlier than:</u>	<u>or no later than:</u>
January 1, 2015	January 1, 2016	December 31, 2016
December 31, 2015	January 1, 2016	December 31, 2016

Periodic reviews of records will be performed by Records Coordinators. Additionally, to ensure compliance with this Policy and the Record Retention Schedules, the City Clerk will annually designate a date for departments to review their records and prepare requests for destruction.

Records for which the retention period has elapsed must be identified and included on a Destruction Approval Form, which is signed by the Department Director and forwarded to the City Clerk. The City Clerk will review the form for completeness and then forward the form to the City Attorney (or designee) for approval along with a complete inventory listing of the records to be destroyed.

Upon approval, the City Attorney shall return the form and inventory listing to the City Clerk for final review and processing.

Hard-copy records approved for destruction must be destroyed by the City Clerk (or designee) using one of the following methods:

- **Recycle Bin:** Expired documents that are not confidential.
- **Shredding:** All other records approved for destruction.

NOTE: Confidential documents must be shredded by the City Clerk's designee responsible for the destruction of those records. Commercial services may be used for destruction of paper documents, provided that destruction is completed at City facilities.

Destruction of Official Records in electronic format must follow the same approval process as outlined above for the destruction of hard-copy records. Upon approval, electronic records must be destroyed by the City Clerk (or designee) using methods that permanently delete the records.

The destruction process must include all Duplicate Copies of the Official Record.

Following the destruction of records, the City Clerk (or designee) shall certify that the records have been destroyed. All certificates of destruction shall be maintained by the City Clerk.

01-00-00 CITYWIDE ADMINISTRATIVE FUNCTION (ALL DEPARTMENTS)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-01-00	<u>Administrative Materials</u>					
01-01-01	General Information	Includes general subject information, reports, emails and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-01-02	Correspondence & Reports - External		City-wide		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-03	Correspondence & Reports - Internal		City-wide		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-04	Departmental Goals/Objectives		City-wide		S+5	GC 34090; 2 year minimum Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-05	Administrative Policies & Procedures	Includes personnel rules and regulations, department policies and general administrative policies and procedures.	City-wide		S+5	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
01-01-06	Staff, Interdepartmental & Internal Committee Meetings	Includes informal meeting agendas.	City-wide		EY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
01-01-07	Surveys, Studies & Questionnaires - General City		City-wide		AC+2	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
01-01-08	Supervisor's Personnel Files	Includes supervisor files on employees. File sent to HR after employee separates from the City.	City-wide		ACT+2	GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
01-01-09	Public Hearing Notices / Proof of Publication		City-wide		CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
01-01-10	Budget Workpapers, Departmental		City-wide		S+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit Administrative Decision: Maintain departmental budget workpapers until superseded plus 2 years since information is compiled into the final budget and/or Finance budget workpapers.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-01-11	Time Cards/Sheets	Departments maintain the original and send "pay mate" to Payroll.	City-wide		AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 2 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
01-02-00	Reference Materials					
01-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-02-02	Chronological Files	These are chronologically filed correspondence, often from managers/directors, where the official correspondence record is filed in the project/subject file. Kind of an archaic record type but still often used by managers.	City-wide		ACT	GC 34090.7; Duplicates may be destroyed within the 2 year minimum period. Administrative Record, State of California Guidelines
01-02-03	Professional Associations/Organizations		City-wide		CY+2	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-04	Community Organizations/Foundations		City-wide		CY+2	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
01-02-05	Complaint Files	General citizen complaints to City departments. Does not include legal claims against the City or formal complaints with the Police Department.	City-wide		AC+7	42 USC 1983; Settlement of complaint plus 7 years
01-02-06	Community Information/Events	Events sponsored by organizations not affiliated with the City.	City-wide		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
01-02-07	City-sponsored Event Planning	For events sponsored and put on by the departments.	City-wide		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-02-08	Historical Information/Events		City-wide	H	P	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value.
01-02-09	Public Relations Information / Handouts / Speeches / Biographies	Public outreach and promotional materials.	City-wide		EY+7, AR	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 7 Administrative Decision: Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
01-02-10	Technical Reference	Equipment manuals and materials.	City-wide		ACT	GC 34090.7; Duplicates and reference materials may be destroyed within the 2 year minimum.
01-02-11	Informational Brochures, Leaflets & Handouts	Maintain one copy as the official record. Duplicates do not need to be retained.	City-wide		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-03-00	Materials from Agencies & Other Cities - Non-project Related					
01-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-03-02	Federal Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-03	State Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-04	Regional/National Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-05	County Agencies	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-06	Adjacent Cities	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-03-07	Special Districts	Correspondence & reports not attached to contracts, agreements or specific projects. Review annually for content.	City-wide		CY+2, AR	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
01-04-00	Grant Administration					
01-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-04-02	Grant Applications & Agreements Working Files	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement.	City-wide		AFP+5 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. Federally funded grants should be kept 7 years after grant closure. * State recommends referring to <u>grant application close-out procedures, if any.</u>

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
01-04-03	CDBG Grant Applications & Agreements Working Files	Departments are responsible for maintaining copies of invoices paid toward grants and longer retention term applies, as needed. City Clerk is responsible for the executed grant agreement.	City-wide		AFP+4 *	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years after final expenditure report. State of California Guidelines; 5 years after grant closure. Federally funded grants should be kept 7 years after grant closure.* State recommends referring to
01-05-00	<u>Purchasing & Material Acquisition</u>					
01-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
01-05-02	RFPs / RFIs / RFQs	Includes competitive bid quotes.	City-wide		AC+5	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids; 2 years for unsuccessful bids. Administrative Decision: 5 years after completion of project associated with the bid.
01-05-03	Bid Sheets		Clerk		CY+5	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: Current year plus 5 years for to match bid retention.
01-05-04	Bids - Successful		City-wide		AC+5	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.
01-05-05	Bids - Unsuccessful		City-wide		CY+2	GC 34090; 2 years minimum State of California Guidelines; Current year plus 2 for unsuccessful bids

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-01-00	Clerk Administration					
02-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-01-02	Informational Brochures & Pamphlets	Clerk and Council related materials.	Clerk		S+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Until superseded plus 2 years.
02-01-03	Public Records Act and Information Requests	Log and requests, correspondence, documentation and responses that require city-wide coordination across departments by the City Clerk.	Clerk		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
02-01-04	Certificates of Insurance, Vendors & Contractors	Certificates provided by contractors and vendors for liability coverage not related to a contract or agreement.	Clerk		P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for insurance certificates filed separately from contracts/agreements, including insurance filed by licensees.
02-02-00	City Council & Governing Bodies					
02-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-02-02	Agenda Packets	Agenda, staff reports, supplemental communications and all other supporting documentation for City Council / Redevelopment Agency / Redevelopment Successor Agency, Public Financing Authority and Oversight Board regular and special meetings.	Clerk		CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 10 years for reference purposes.
02-02-03	Affidavits of Posting, Mailing and/or Publication	Affidavits of Posting, Mailing and/or Publication Declarations indicating agendas and other notices are completed in compliance with state law and City Clerk department guidelines.	Clerk		CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
02-02-04	Ceremonial Items	Includes Mayoral certificates of special commendation, certificates of recognition.	Clerk	H	EY+5	GC 34090; 2 years minimum Administrative Decision: Maintain for the event year plus 5 years, review for historical value.
02-02-05	Council Meeting Summaries	Unofficial record of council actions prepared after meetings for distribution to the public and staff. Replaced by the finalized minutes.	Clerk		ACT	Transitory Record; Document maintained for production of the governing body minutes.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-02-06	Minutes	Includes City Council / Redevelopment Agency / Redevelopment Successor Agency Oversight Board, Public Financing Authority.	Clerk	V, H	P	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
02-02-07	Video Meeting Recordings	Video streams maintained on Youtube through the Pacific Coast TV.	Clerk		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain video recordings for the current year plus 2 years for public convenience.
02-02-08	Audio Meeting Recordings	Audio recordings maintained on the network drive and on USB flash drives.	Clerk		CY+2	GC 54953.5; 30 days after recording Administrative Decision: Maintain audio recordings for the current year plus 2 years for public convenience.
02-02-09	Submissions at Meetings	Includes speaker cards and items submitted by the public at meetings not included in the agenda packet.	Clerk		CY+2	GC 34090; 2 year minimum requirement CCP 1094.6; 90 days to file petition, 190 days to respond to petition State of California Guidelines; Maintain for the Current Year plus 2 years
02-02-10	Ordinances	Law, statute or regulation enacted by the City Council.	Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-02-11	Resolutions	Law, statute or regulation enacted by the City Council, Public Financing Authority and Redevelopment Agency.	Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
02-02-12	Municipal Code	Codification and Supplementation of the City's Municipal Code. Maintained in paper form by the City Clerk, and electronically on the City's website.	Clerk	V, H	P	GC 34090(e); Permanent for decisions of the City State of California Guidelines; Permanent
02-02-13	Mayor & Councilmember Correspondence	General correspondence to or from outside sources.	Clerk / Manager		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-02-14	Council Events	Events that councilmembers and/or the mayor may attend or host – planning timelines, invitations, program, script, attendance lists, recognition lists, invoices and follow up correspondence.	Clerk	H	CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Review for historical content.
02-02-15	Oaths of Office	Administered upon certification of election results. Employee oaths are kept with personnel files. See HR.	Clerk/HR		AT+6	GC 34090; 2 year minimum requirement State of California Guidelines; 6 years after termination for elected officials.

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-03-00	Boards, Commissions & Committees - Membership Materials					
02-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-03-02	Administrative Files	Attendance reports, active roster spreadsheet, web page development, meeting calendars, communications to staff liaisons, training and resource materials, appointment, termination and leave of absense correspondence, programmatic rules review, research and analysis.	Clerk		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-03	Appointment History Database	Excel database includes appointment, service and termination history and contact information.	Clerk		IND	Transitory Record; Databases are maintained while active
02-03-04	Rosters	Reflects the history of membership on the board, commission or committee.	Clerk		L+5	GC 34090; 2 years minimum GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after board, commission or committee is dissolved.
02-03-05	Recruitment Materials	Includes annual Maddy Act Notices, annual and periodic notices of vacancy, press releases, social media distribution and other vacancy information.	Clerk		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-03-06	Applications, Appointed	Applications submitted as part of the Council recruitment/interview or Committee appointment process are retained as part of the Council agenda packet.	Clerk		AT+5	GC 34090; 2 years minimum GC 40801; Maintain record of proceedings State of California Guidelines; 5 years after term of office
02-03-07	Applications, Unsuccessful		Clerk		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; maintain not selected applications for 2 years after completion
02-03-08	Commissioner's Manual		Clerk		S+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-04-00	Agreements / Contracts / MOUs					
02-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-04-02	Bid Summaries	Summary listing all project bid results for a particular project. Used for announcing lowest apparent bidder. Primarily public works and capital projects.	Clerk		AC+5	GC 34090; 2 years minimum CCP 337; Statute of limitations State of California Guidelines; 5 years after audit for successful bids. Administrative Decision: 5 years after completion of project associated with the bid.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-04-03	Service, Equipment & Supply Agreements	Vendors, product acquisitions, professional service agreements, services, individual employment, professional services and consultants, purchase, leases, licenses and all other general City agreements.	Clerk		AC*	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations *If involving state or federal funds, the life of the contract + 5 years.
02-04-04	Infrastructure Agreements	Capital improvement, development, subdivision, franchise, joint powers, mutual aid, labor unit MOU and other infrastructure related agreements.	Clerk		P	GC 34090(a), Real property records, maintain CCP337, 337.1(a), 337.15; Statutes of limitations CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.703; 3 years after final payment 48 CFR 4.705-1; 4 years after completion for accounting, payroll, purchasing records, et. al. H&S 19850; Life of Building, with exceptions. 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
02-04-05	Bond Agreements		Clerk		AFP+10	GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations, 6 years after expiration FC 3368; Maintain FC 30210; Maintain State of California Guidelines; 10 years after closure/expiration
02-04-06	Grant Agreements		Clerk		AFP+5*	21 CFR 1403.36(i)(11); 3 years after last payment 21 CFR 1403.42; 3 years after last payment, unless litigation, then 3 years after claim is filed/settled. 24 CFR 570.502(b)(3); Deeds/CDBG activities, 4 years after closure of loan 24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants covered by a consolidated action plan must be kept for 5 years. State of California Guidelines; 5 years after grant closure. * State recommends referring to grant application close-out procedures, if any. State also recommends maintaining these records for 7 years if federal funded grant.

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-05-00	Property Related Records					
02-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-05-02	Assessment Districts	Prop. 218 proceedings and election materials.	Clerk / Public Works		P	GC 34090(a); Permanent for land and property records CCP 338; 3 year statute of limitations State of California Guidelines; Permanent
02-05-03	Assessment District Ballots & Protest Letters		Clerk		AC+2	GC 53753; 2 years after completion for ballots GC 53755; 2 years after completion for protests
02-05-04	Rate Setting	Includes garbage and sewer rate setting, protest letters and public notices.	Clerk		CY+2	GC 34090; 2 year minimum State of California Guidelines; Current year plus 2 years for solid waste and sanitary rate setting.
02-05-05	Easements, Deeds, Quitclaim Deeds & Grant Deeds		Clerk		P	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
02-05-06	Property Mergers	Includes parcel mergers and recorded lot line adjustments.	Clerk		P	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
02-05-07	Right of Way		Clerk		P	GC 34090(a); Permanent for land and property related documents 24 CFR 1710; Permanent
02-05-08	Vacations/Abandonments		Clerk		P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
02-05-09	Annexations		Clerk		P	GC 34090(a); Permanent for land and property records. State of California Guidelines; Permanent
02-05-10	Real Property Acquisitions/Dispositions	Includes the deeds and other backup information on acquisition of City-owned property.	Econ Dev		P	GC 34090(a); Permanent for land and property records State of California Guidelines; 10 years after completion for property acquisition and disposition supporting documents.

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-05-00	Elections Materials					
02-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-05-02	Municipal Elections (General & Special)	Includes ballot material copies, voter rosters, official precinct materials, correspondence, and election signs, notices and legal publications. Original canvass information and statement of votes from the County Registrar of Voters are approved and incorporated by reference by City Council resolution. City Clerk administrative, research and working files retained for future reference. Certification of votes maintained permanently with the approved resolution.	Clerk		AC+5	EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements GC 34090.7; Duplicate copies may be destroyed at any time if the City Council has prescribed a procedure for destruction of duplicates per GC 34090.7. Non-records may be destroyed at any time. For all election documents where the State's requirement is permanent, but for which the County maintains the original documents.
02-05-03	Candidate Filing Forms and Nomination Documents, Elected Officials	Elected officials. Submitted in order to qualify for candidacy; includes nomination petition, declaration of candidacy, optional candidate statement, signature and residency verification, consent forms, ballot designation worksheet, optional Code of Fair Campaign Practices declaration, filing checklists and candidate statement receipt. Nomination petitions may be viewed by the public but not copied or distributed.	Clerk		AT+4	GC 34090; 2 year minimum requirement EC 17100; 4 years after term ends
02-05-04	Candidate Filing Forms and Nomination Documents, Unsuccessful Candidates	Unsuccessful candidates.	Clerk		AC+2	GC 34090; 2 year minimum requirement
02-05-05	Council Sponsored Measures	Ballot Question is approved by Council resolution. Direct Arguments for and against measures, and argument rebuttal filer and author are filed with the City Clerk.	Clerk		P	GC 34460; Indefinite. Maintain copy of charter related documents in archives. EC 17000-1; Affidavits and indexes are 5 years EC 17300; 5 years after election for election rosters EC 17302-6; 6 months after election, if no contest, for election records GC 81009; Campaign reports, not including candidate's campaign statements
02-05-06	Initiative Measures, Referendums & Recall Petitions	Includes petitions with original signatures.	Clerk	C	AC+8M	EC 17200; 8 months after election closes for initiative and referendum petitions. EC 17400; 8 months after election/final examination for election recall petitions.

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-05-07	Council Orientation Materials	Information relating to running for and qualifying for City Council and filing requirements and obligations. Revised and replaced each election.	Clerk		S+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain for 2 years after superseded for relevance to subsequent elections.
02-06-00	Fair Political Practices Commission					
02-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-06-02	Campaign Statements – Elected (Forms 410, 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for Elected officials and candidate controlled and/or committees primarily formed to support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		P	GC 81009(b); maintain elected indefinitely
02-06-03	Campaign Statements – Unsuccessful (Forms 410, 460, 470, 501, 497)	FPPC Campaign Financial Disclosure Statements for unsuccessful candidates for office including committees that directly support or oppose them. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence.	Clerk		AC+5	GC 81009(b); 5 years for unsuccessful candidates
02-06-04	Campaign Statements – Committees (Forms 410, 460, 470, 497)	FPPC Campaign Financial Disclosure Statements for general purpose and ballot measure committees. Filing obligation exists until committee is terminated. Includes noticing and processing correspondence. Does not include committees formed to support or oppose a candidate.	Clerk		AC+7	GC 8100981009(c) and (e) ; 5 years for unsuccessful candidates Administrative Decision: Maintain committees campaign statements for 7 years after closure of the committee
02-06-05	Campaign and Form 700 Tracking Database	Tracks noticing, correspondence and filing dates.	Clerk		ACT	Transitory Record; Databases are maintained while active
02-06-06	Statement of Economic Interests (Form 700) – Elected Officials & 87200 Filers	Mayor, City Councilmembers, Planning Commissioners, City Manager and City Attorney. Since 2016 Govt. Code Section 87200 filers file electronically with the FPPC. Copies retained on file.	Clerk		AC+7	GC 81009(f); 4 year requirement for copies Administrative Decision: Maintain all forms for 7 years per GC 81009(e) for consistency
02-06-07	Statement of Economic Interests (Form 700) – Employees & Commissioners, Consultants as applicable	Positions designated in the City's Conflict of Interest Code file with the City Clerk.	Clerk		AC+7	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies
02-06-08	Ethics Training Certifications	Mayor and City Councilmembers are required to file with City Clerk every two years by state law. Also sent to committee and commission members.	Clerk		AC+5	GC 53235.2(b); 5 years
02-06-09	Forms 801, 802 and 806	Gift to Agency Reports (Form 801), Ceremonial Role Events and Tickets (Form 802) and Public Official Appointments (Form 806) as applicable and necessary.	Clerk		AC+7	GC 81009(e); 7 year requirement for originals GC 81009(f); 4 year requirement for copies

02-00-00 CITY CLERK

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
02-07-00	Records Management					
02-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
02-07-02	Laserfiche EDMS	Repository for official electronic records.	City-wide		IND	Transitory Record; Databases are maintained while active
02-07-03	Administration	Program planning and policy development research and reference materials. (Reference library of manuals, catalogs, magazines, books, pamphlets, etc. Training materials). Purged/updated as needed.	City-wide		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
02-07-04	Destruction Certificates, Destruction Documentation and Department Destruction Logs	Signed certificates indicating final disposition of documents which have met or exceeded approved retention policy guidelines and have been destroyed. Each Department / Division will also maintain a permanent file of destruction certificates and logs subject to annual audits by City Clerk staff.	Clerk		P	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded RCS Suggestion: Permanent for destruction approvals for tracking purposes.
02-07-05	Records Center Inventories	Index to all permanent and inactive records maintained in offsite storage. Includes reports from Corodata.	Clerk		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
02-07-06	Records Management Manual	Manual of Records Management procedures and policy including instructions and forms. City Clerk will maintain one copy permanently. Departments to maintain current edition only.	Clerk		S+5	GC 34090; 2 year minimum CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.

03-00-00 CITY MANAGEMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-01-00	General City Management Materials					
03-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-01-02	Weekly Reports to Council	Periodic operational news and off-agenda reports to Council from the City Manager. Maintained electronically.	Manager		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
03-01-03	Strategic Planning	Includes workplans, accomplishments, Council goals and planning with department directors.	Manager		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
03-01-04	Grand Jury Reports and Responses	Files kept with copies of Grand Jury reports received from the San Mateo Grand Jury and the City's official responses to those reports.	Manager		CY+2	GC 34090; 2 year minimum requirement
03-01-05	Press Releases		Manager		EY+7, AR *	CCP 337; 4 years minimum due to statute of limitations for actions against the city. State of California Guidelines; Current year plus 7 Administrative Decision: * Review before destruction for potential historical content and reclassification to Historical Information/Events as a permanent record.
03-01-06	Newsletters	Electronic newsletter produced weekly. Maintained in PDF for retention purposes.	Manager	H	P	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Retain permanently for historical value
03-01-07	State & Federal Legislation	Correspondence from the City Manager relating to legislation.	Manager		CY+2	GC 34090; 2 year minimum requirement
03-01-08	Recovery Claims	Claims by the City for damages from another person or entity.	Attorney		AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. 29 CFR 1602.14; any personnel or employment record made or kept by an employer, shall be preserved by the employer for a period of one year from the date of the making of the record or the personnel action, whichever occurs later. State of California Guideline; 5 years after settlement or closure

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-01-09	Liability Loss Reports	Monthly reports for open and closed claims. OSHA reports are sent to HR.	Attorney		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to. 8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final. State of California Guideline: 5 years after completed
03-01-10	General City Insurance Policies & Certificates	Includes facilities, auto and other general insurance policies	Manager		P	GC 34090; 2 year minimum State of California Guidelines; Permanent for liability and property insurance

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-02-00	<u>City Attorney Records</u>					<u>City Attorney Records Subject to City Attorney Retention and Review</u>
03-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-02-02	Departmental Projects	Includes legal opinions and review of documents for the departments.	Attorney		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded Administrative Decision: Maintain legal opinions for 2 years after the matter is closed. The State's guideline is inconsistent with the type of documents.
03-02-03	Litigation	Duplicate of originals on file with the County. General cases High profile cases	Attorney		AC+7 P	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
03-02-04	Subpoenas	Subpoenas for records or property.	Clerk / Attorney		AC+7 P	GC 34090; 2 year minimum requirement Administrative Decision: Maintain subpoenas related to litigation for same retention as the case file.
03-02-05	Claims Against the City	Filed individually by claim.	Attorney		AC+6	GC 34090; 2 year minimum requirement 29 USC 1113; 6 years after date of last action, or 3 years after plaintiff had knowledge of breach or violation, whichever comes first. State of California Guideline; 5 years after settlement or closure
03-02-06	Case Logs	From Close of cases listed. Chronological listing of cases	Attorney		AC+7	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations State of California Guidelines; Maintain case logs for 7 years after closure of the case.
03-03-00	<u>Economic Development Group</u>					
03-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

03-00-00 CITY MANAGEMENT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-03-02	Project Files	May include feasibility studies. Includes renderings, correspondence and legal documents, any other project related documents. May include feasibility studies.	ED	C	AC+10	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000 State of California Guidelines; 5 years for feasibility studies Administrative Decision: Maintain projects for 10 years after completion due to potential extensions of projects and/or additional funds.
03-03-03	Marketing Materials	Includes advertisements, promotional brochures, property profile reports and other marketing materials.	ED		EY+2*	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2. Administrative Decision: *Internal marketing only needs to be kept for current year plus 2 years. External marketing materials are recommended to be retained for current year plus 7 years.
03-03-04	Workshops & Community Events	Community outreach.	ED		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
03-03-05	City-owned Property Maps	Original maps.	ED		P	GC 34090(a); Real property records, maintain Permanently. State of California Guidelines; Permanent
03-03-06	Sales Tax Distributions Tracking	Tracks business sales tax income, trends for the city and county, and other sales tax data.	ED	C	AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
03-03-07	Unhoused in Pacifica Task Force	Community based task force. Includes correspondence and copies of information from meetings.	ED		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
03-04-00	<u>Economic Development Committee</u>					
03-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-04-02	Agendas & Agenda Packets		ED		CY+10	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years Administrative Decision: Maintain agenda packets for the current year plus 10 years for reference purposes.
03-04-03	Minutes		ED		P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
03-04-04	Work Plan	Annual plan for the division.	ED		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after strategic plan is superseded.
03-05-00	<u>Chamber of Commerce</u>					
03-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-05-02	Correspondence		ED		CY+2	GC 34090d; 2 year minimum requirement Administrative Record, State of California Guidelines
03-05-03	Revenue	Revenue to the Chamber based on monies received from hotels as part of the Hotel Business Improvement District.	ED		AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
03-05-04	Marketing Materials	Chamber marketing materials. Reference purposes to the City.	ED		CY+2	GC 34090; 2 year minimum requirement
03-05-05	Community Events	Related to the Chamber	ED		CY+2, AR	GC 34090; 2 year minimum Administrative Record, State of California Guidelines Administrative Decision: Current year plus 2 years, review annually for historical content
03-06-00	<u>General Information Technologies</u>					
03-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-06-02	IT Help Desk	Support database that tracks requests for service and support.	IT		IND	Transitory Record; Databases are maintained while active
03-06-03	Technical Network Diagrams	Documents related to network configuration.	IT	C	IND	Transitory Record; Databases are maintained while active
03-07-00	<u>IT Projects & Licensing Records</u>					

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
03-07-02	Software Installations	Includes executable software systems. Previous versions maintained for a period.	IT		S+2	Transitory Record; Maintain as long as necessary for current business activities. Administrative Decision: Maintain software executables for 2 years after updates are released and installed to allow for roll-backs if errors occur.
03-07-03	Hardware & Software Inventory		IT		S+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain inventories for 2 years after superseded.
03-07-04	Licenses & Support	Includes software EULA licenses, and maintenance and support agreements. Also may available on the vendor's website.	IT		AT+5	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years 48 CFR 4.601; 5 years after completion for procurements exceeding \$25,000
03-07-05	Process / Users Guides & Training	Includes vendor provided manuals and in-house created how-to guides.	IT		ACT	Transitory Record; Maintain as long as necessary for current business activities. GC 34090.7; Duplicate information may be destroyed within the 2 year minimum retention requirement.
03-07-06	IT Initiated Projects	Projects directly associated with IT and infrastructure management.	IT		AC+5	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations Administrative Decision: Maintain projects for 5 years after completion for historical reference.
03-07-07	IT Supported Projects	Assistance with departments on software acquisition and evaluation.	IT		AC+5	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for maintenance and operations Administrative Decision: Maintain projects for 5 years after completion for historical reference.
03-08-00	Backup and Recovery Plans					
03-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
03-08-02	Server Backup System	Provides daily incremental and weekly full backups for servers. System overwrites based on policy.	IT		6 Months *	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups * Administrative Decision: System overwrites when the drive reaches maximum storage. Retention is maintained up to 6 months based on available storage.
03-08-03	E-mail Backup System	See e-mail policy for inbox and archive retention periods.	IT		6 Months *	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period State of California Guidelines; Current month plus 1 year for monthly backups * Administrative Decision: System overwrites when the drive reaches maximum storage. Retention is maintained up to 6 months based on available storage.

04-00-00 FINANCIAL SERVICES RECORDS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-01-00	<u>General Accounting Group</u>					
04-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-01-02	GEMS Financial System		Finance		IND	Transitory Record; Databases are maintained while active
04-01-03	Journal Entries	Does not include year-end journal entries.	Finance		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-01-04	Year End Journal Entry Reports	Transitory, but maintained to support the fiscal year papers.			AA+5	GC 34090; 2 years minimum State of California Guidelines; After audit plus 2 years for review workpapers. Administrative Decision: Maintain for 5 years after audit for reference purposes.
04-02-00	<u>Accounts Payable</u>					
04-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-02-02	Accounts Payable - Vendors	Includes invoices and vendor information. Hardcopy checks, invoices and backup information are maintained.	Finance		AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-03	Accounts Payable - Disasters & Grants		Finance		AFP+7 *	24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years after final expenditure report. State of California Guidelines; 7 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
04-02-04	Skyview Reports	MS Access report of a summary of payment approvals.	Finance		CY+2	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports
04-02-05	Petty Cash	Includes petty cash requests, receipts, approvals and other backup documentation. Maintained by administrative staff in each department but information is sent to Finance.	Finance		AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit
04-02-06	Tax Payments	Includes payments on sales, gas and other taxes due.	Finance		AA+5	GC 34090; 2 year minimum 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit

04-00-00 FINANCIAL SERVICES RECORDS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-02-07	Credit Card Statements	Currently in paper format.	Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337; 4 year statute of limitations State of California Guidelines; 4 years after audit
04-02-08	W-9 Reporting		Finance		AT+4	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit Administrative Decision: Maintain W-9s for 4 years after vendor/contractor separates from the City.
04-02-09	1099 Reporting	Also includes 1096 summary forms.	Finance		AA+4	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-02-10	Purchase Orders	Administrative purchase order for encumbrances.	Finance		AFP+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after audit Administrative Decision: Maintain purchase orders for 4 years after final payment and close out of the purchase order.
04-03-00	<u>Accounts Receivable</u>					
04-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-03-02	Tax Billing	Includes sales, utility user, marijuana use and other tax billing.	Finance		AA+3	GC 34090; 2 year minimum requirement CCP 338; Statute of limitations, 3 years for action State of California Guidelines; 3 years after audit
04-03-03	Miscellaneous Receivables	May include surplus property disposition and auction receipts.	Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-03-04	Cash Receipts & Deposits	Includes cash, credit cards, credit card receipts, transient occupancy tax receipts and other miscellaneous revenue.	Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
04-03-05	Collection Activities		Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit
04-03-06	Adjustments & Accruals		Finance		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-03-07	Trust Accounts	Includes developer escrow, police asset seizure, security deposits for facilities and other trust accounts maintained by the City.	Finance		AA+2	GC 34090; 2 year minimum requirement Government Code 50050 et seq; local governments must take certain actions to bar future claims to unclaimed/unpaid government funds, including publication and opportunity for submission of claims. 2 years after audit per Gov. Code 50050.
04-04-00	Auditing					
04-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-04-02	CAFR Annual Financial Statement		Finance		P	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit Administrative Decision: Maintain annual financial statements permanently.
04-04-03	Single Audit	Includes the general audit of City financials. Grant funded specifically for a program or subject.	Finance / PB&R		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-04-04	Annual Individual Audits	Includes sales tax, utility users, enterprise funds and other annual audits.	Finance		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-04-05	Special Audits	Includes one-off audits for specific items.	Finance		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-04-06	Teamsters / PERS	Based on benefits and payroll information. Occur approximately every 3 years.	Finance		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-04-07	Year-End Work Papers		Finance		AA+1	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit. Administrative Decision: Maintain for 1 year after the audit is completed due to transitory nature of the documents.
04-04-08	Auditor's Communications	Auditor correspondence and general information.	Finance		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-05-00	<u>Banking & Investing</u>					
04-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-05-02	Bank Statements & Reconciliations		Finance		AA+5	GC 34090; 2 years minimum 26 CFR 31.6001-1(e)(2); 4 years State of California Guidelines; 5 years after audit
04-05-03	Investments	Broker notices, transaction confirmations, LAIF, endowments and other investment related statements.	Finance		P	GC34090; 2 year minimum requirement CCP 337; Statutes of limitations, 4 years for action State of California Guidelines; Permanent
04-05-04	Investment Policy	Presented to Council.	Finance		S+5	GC 34090; 2 year minimum requirement CCP 343; 4 years to commence action Administrative Record, State of California Guidelines recommends retaining for 5 years after superseded.
04-06-00	<u>Budgeting</u>					
04-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-06-02	Annual Budget	Includes general City and RDA/Successor Agency budgets.	Finance		P	GC 34090; 2 years minimum State of California Guidelines; 7 years after audit Administrative Decision: Maintain annual budgets permanently for reference.
04-06-03	Budget Workpapers, Finance	Includes workpapers, forecasts, correspondence and other budget creation related documents maintained by the departments.	Finance		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-06-04	Budget Adjustments & Journal Entries		Finance		AA+2	GC 34090; 2 years minimum State of California Guidelines; 2 years after audit
04-06-05	Master Fee Schedule		Finance		S+10	GC 34090; 2 years minimum Administrative Decision: Maintain master fee schedule documents for 10 years after schedules are superseded for trending. Also maintained online.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-07-00	<u>Business Licensing</u>					
04-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-07-02	Business License Files	Includes the applications, renewals, customer correspondence, certificates of insurance and the license.	Finance		AT+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations State of California Guidelines; 4 years after termination
04-08-00	<u>Debt Financing</u>					
04-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-08-02	Bond Issues	Includes bond agreements and offer.	Finance		P	GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations FIN 30210; Maintain State of California Guidelines; Permanent for bond issues.
04-08-03	Bond Statements & Reports	Includes official statements, arbitrage, annual statements, bond disclosure, bond pay-offs, bond covenant and cash/surety bonds.	Finance		AFP+10	GC 34090; 2 years minimum GC 43900-43903; Destruction guidelines for bonds CCP 337.5; Statutes of limitations State of California Guidelines; 10 years after closure/expiration
04-09-00	<u>Financial Reporting</u>					
04-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-09-02	State Controllers Reports		Finance		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-03	Annual GASB Reports		Finance		P	GC 34090; 2 years minimum State of California Guidelines; Permanent
04-09-04	Annual Street Reports - SCO		Finance		P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent
04-09-05	Gas Tax - Measure A	Includes reports on fuel and depreciation for fleet vehicles. Goes to the State Controller, MPC and the federal government.	Finance		AA+4	GC 34090; 2 year minimum requirement 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-09-06	Use Tax Reports	Reported to the BOE electronically and printed for reference. Includes sales & use tax reporting.	Finance		AA+4	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed 29 CFR 516.5; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-10-00	Fixed Assets					
04-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-10-02	Capital Assets	Includes the depreciation schedule spreadsheet, backup documentation, ownership slips, auctions for disposition and other asset information.	Finance		AA+10	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for tax reporting. CCP 337.15; 10 years for action against real property Administrative Decision: Maintain depreciation schedules for 4 years after the annual audit to follow retention for tax reporting.
04-10-03	Fixed Asset Inventory		Finance		AA+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after audit for fixed asset inventories, no specific retention for depreciation schedules.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-09-00	Payroll					
04-09-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
04-09-02	Employee Time Summary Sheets	Original signed timesheets are maintained by the department and signed by the employee. Finance receives the Paymate summary which goes with the Payroll Registers.	Finance		AA+6	GC 34090; 2 year minimum requirement 29 CFR 516.2; Maintain 29 CFR 516.6; 2 years R&T 19530; 3 years after tax return due R&T 19704; 6 year statute of limitations LC 1174; 4 years after pay period 26 CFR 31.6001-1; 4 years after tax return due 29 USC 255(a); 2 to 3 years statute of limitations for minimum wages State of California Guidelines; 6 years after audit
04-09-03	Employee Payroll Files	Includes withholding orders, new hire paperwork, enrollments, retirement system, banking information, workers compensation, requests, one-off payroll items, W-4s, DE-4s, café forms and other payroll related documents for the individual employee.	Finance	C	P	GC 34090; 2 year minimum requirement LC 1174; 3 years for payroll records LC 1197.5(d); 3 years for payroll records 22 CCR 1085.2(c); 4 years for unemployment contributions 29 CFR 516.2(a)(10); Maintain 29 CFR 516.6; 2 years LC 1174; 2 years after pay period 29 USC 255(a); 2 to 3 years statute of limitations for minimum and unpaid wages 29 USC 1027, 1113, 1451 (ERISA) (6 years); Benefit plans for employees State of California Guidelines; Permanent for workers compensation records
04-09-04	Payroll Registers	Includes the register, workers compensation payments, check registers, paystubs for manual checks, leave accruals, journal entries, wire transfers, contractual increases by bargaining unit, Paymate time sheet summaries, health insurance and benefit changes, tax tables and other payroll processing documents.	Finance	C	P	GC 34090; 2 years minimum GC 12946; 2 years after termination 29 CFR 516.2-6; 4 years after tax return filing 29 CFR 1627; 3 years State of California Guidelines; Permanent
04-09-05	Payroll Accounts Payable	Support the payroll process and benefit payments.	Finance		CY+19	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after audit Administrative Decision: Maintain for the current year plus 19 years to support the payroll register and processing.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
04-09-06	PERS Retirement Reports	Employer contribution reports and circulars.	Finance		P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS working documents, 4 years after termination for employee deduction reports.
04-09-07	Quarterly Returns	Includes Form 941, DE9 and other quarterly returns.	Finance		AA+6	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit
04-09-08	W-2s / W-2 Reporting		Finance	C	AA+10	GC 34090; 2 year minimum requirement 29 USC 436; 5 years 26 CFR 31.6001; 4 years after tax return is filed R&T 19530; 3 years after tax return is filed R&T 19704; 6 year statute of limitations 29 CFR 516.2-6; Maintain at least 3 years State of California Guidelines; 4 years after audit Administrative Decision: Maintain W-2s for 10 years after audit to support employee requests for history of payment.

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-01-00	Personnel Files *Excludes public safety records					
05-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-01-02	Employees & Councilmember Files	Includes Personnel Action Forms, original application, training certificates, educational incentive programs & tuition reimbursement, performance evaluations, disciplinary actions not related to internal investigations, EDD claims, employment contracts / agreements (not including union negotiations and resulting contracts/agreements), fingerprints and miscellaneous communications.	HR	C	AS+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination
05-01-03	Employee Medical Files	FMLA, exposure, doctor's notes, and other medical information.	HR	C	AS+30	8 CCR 15400; Maintain reports LC 90 - 139.6; 5 years for auditing LC 6410; OSHA, maintain 29 CFR 1627.3(b)(1); 1 year from action 29 CFR 1910.1020; 30 years after employee termination State of California Guidelines; 30 after completion/closure
05-01-04	I-9 Forms - Full Time Employees	Maintained in a binder.	HR		AS+6	GC 12946; 2 years after completion/position filled GC 6250; Public Records Act, release of confidential information 29 CFR 1602.14; 1 year after position filled 29 CFR 1607; Maintain 29 CFR 1627.3(b)(1); 1 year from action 29 USC 211c; Maintain, no retention period stated USCIS Form I-9; Maintain for 3 years after completion or 1 year after employment is terminated, whichever is longer. Administrative Decision: Relocate I-9 forms to the employee file after separation and maintain for the same retention period as the personnel file.
05-02-00	Personnel Management Records					
05-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-02-02	Job Descriptions	Maintained electronically.	HR		S+3	GC 34090; 2 year minimum requirement Administrative Decision: Maintain job description for 2 years after superseded to meet the minimum requirement and method of managing the documents.
05-02-03	Salary Schedule	Specific for each job and broken down by bargaining unit.	HR		S+3	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
05-02-04	Classification & Compensation	Includes salary surveys, reclassifications and other compensation related documents.	HR		S+3	GC 34090; 2 year minimum GC 12946; 2 years after completion/position filled 29 CFR 516.6(2); 2 years for wage rate tables, etc. 2 CCR 570.5; 5 years for pay schedules and special compensation records 29 CFR 1602.14; 1 year after action/change State of California Guidelines; Retain records for the current year they are drafted, plus two additional years.
05-02-05	EEOC Claims	Hired employees, non-safety: Hired employees, safety: Applicants who filed a complaint:	HR		AS+2 AS+5 AC+2	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
05-02-06	Employee Complaints	Including harrassment complaints. Does not include grievances. Hired employees, non-safety: Hired employees, safety:	HR		AS+2 AS+5	GC 34090; 2 year minimum requirement GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions PC 832.5; 5 years State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-02-07	Employee Benefits	Includes the benefits guide and plan documents given to employees for medical, dental, vision, flexible benefits, short & long term disability, life insurance, deferred compensation, employee assistance program and other benefit plans. Also includes the annual benefit renewals from the broker.	HR		S+2	GC 34090; 2 year minimum GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; 2 years after action

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-03-00	<u>Personnel Recruitment Records</u>					
05-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-03-02	Recruitment File	Files include applications, practical test and assessment centers, oral board, rejection letters and eligibility lists. Remaining documents managed in CalOPPS.	HR		AC+3	GC 12946; 2 years after completion/position filled 29 CFR 1602.14; 1 year after position filled 29 CFR 1627.3; 1 year after position filled State of California Guidelines; 3 years after completion/position filled
05-03-03	Background Check Information	Includes DOJ fingerprinting, pre-employment physicals (non-hired) and other background checks for hired and non-hired candidates. Hired non-safety employees Hired safety employees Not hired applicants	HR		AS+5 P AC+2	GC 34090; 2 year minimum PC 832.5; 5 years for officer complaints State of California Guidelines; 3 years after termination/separation for hired general employees, Permanent for hired Safety Personnel; 2 years after position closes for Safety Personnel not hired.
05-04-00	<u>Safety & Training Records</u>					
05-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-04-02	Injury & Illness Prevention Plan	Workers compensation policy and general safety information.	HR		S+5	GC 34090; 2 year minimum, 8 CCR 3204; 1 year for IIPP training records State of California Guideline: 5 years after superceded or expired
05-04-03	Safety & Employee Training Programs	Sign-in sheets, handouts, consultant training programs, tailgate meetings and other program information for general employee training and lunchtime workshops. Does not include Police or Fire training.	HR		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-04-04	Random Drug Pulls - DOT	<p>Records of inspection, maintenance, and calibration of EBTs</p> <p>Records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02</p> <p>Records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results); SAP reports; and all follow-up tests and schedules for follow-up tests.</p> <p>All filed by year completed.</p>	HR	C	<p>CY+2</p> <p>CY+1</p> <p>CY+5</p>	49 CFR 40.333; 1 to 5 years depending upon document type. All documents must be maintain in a secured area.
05-04-05	DMV Pull Notice Program		HR	C	S	VC 1808.1; must pull record at least every 12 months
05-04-06	Safety Inspections	Includes binders with photos and comments on construction and other safety inspections performed by a third party safety consultant. Required by OSHA.	HR		AC+5	<p>GC 34090; 2 year minimum requirement</p> <p>29 CFR 1904.33; maintain OSHA reports for 5 years from the end of the calendar year they relate to.</p> <p>8 CCR 14300.33; current year plus 5 years for OSHA 300 reports</p> <p>8 CCR 10102; whichever is longer of the following: 5 years from date of injury; 1 year from date compensation was last provided; upon payment of all compensation due; when audit findings are final.</p> <p>State of California Guideline: 5 years after completed</p>
05-04-07	Ergonomic Requests & Accommodations		HR		AC+5	<p>GC 34090; 2 year minimum</p> <p>State of California Guidelines; Current year plus 2 years for employee statistics, benefit activity and liability loss reports.</p>

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-05-00	<u>Safety Committee</u>					
05-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-05-02	Agenda Packets		HR		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
05-05-03	Minutes		HR		P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
05-06-00	<u>Worker's Compensation Records</u>					
05-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-06-02	Workers Compensation Claims	Includes copies of information from the TPA on the employee claim. Doctor's notes stored in the employee's medical file.	HR	C	P	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; Permanent for workers compensation working files (claim files, reports, incidents). Originals filed with third party administrator.
05-06-03	Third Pary Administrator & JPA - MPA	Weekly reports - temporary disability, 4850, claims (including benefit claims) reports.	HR		CY+2, AR P	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record 29 CFR 1602.30; State of California Guidelines: Permanent for benefit plan claims.
05-06-04	OSHA 300 Reports & Logs	Maintained electronically. Also includes quarterly audit reports.	HR		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1904.33; 5 years for OSHA reports 8 CCR 14300.33; 5 years for OSHA 300 reports 8 CCR 10102; 5 years from date of injury State of California Guideline: 5 years after completed
05-06-05	Workers Compensation Loss Run Reports	Monthly reports	HR		CY+5	8 CCR 15400; Maintain reports 8 CCR 15400.2; 5 years 8 CCR 10102; 5 years LC 129(a); 5 years for auditing State of California Guidelines; State recommends Permanent retention, but no relevant statues; Risk Management Reports (including Loss Analysis Reports) are 5 years after completion/closure.

05-00-00 HUMAN RESOURCES

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
05-07-00	<u>CalPERS & PARS Records</u>					
05-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-07-02	Plan Contracts & Plan Amendments	Accessible electronically on the myCalPERS website. Original hardcopy maintained by the City Clerk.	Clerk		P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents. General note: PERS employee deduction reports need only be retained for 4 years.
05-07-03	Rate Changes	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
05-07-04	Valuation Reports	Supplied by PERS for rate changes. Accessible electronically on the myCalPERS website.	HR		P	GC 34090; 2 year minimum requirement GC 12946; 2 years after submission or creation 29 CFR 1627.3(b)(2) EEOC/ADEA requires 1 year after benefit plan termination State of California Guidelines; Permanent for PERS documents
05-07-05	Correspondence		HR		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Administrative Record
05-08-00	<u>Labor Relations Records</u>					
05-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
05-08-02	Union Representatives / Organizations	Includes correspondence and reviews with labor organizations. Does not include negotiation information.	HR		CY+2, AR	GC 34090; 2 year minimum requirement Administrative Decision: Maintain correspondence and communications for the current year plus 2 years. Review annually for relevant content.
05-08-03	Negotiations		HR		P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent

05-00-00 HUMAN RESOURCES

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05-08-04	Memorandums of Understanding	Includes management / confidential resolution.	HR		P	29 USC 211c; Maintain, indefinite 29 CFR 516.5(b); 3 years State of California Guidelines; Recommend Permanent retention without relevant statutes or regulations cited.
05-08-05	Grievances	Hired employees, non-safety: Hired employees, safety:	HR		AS+2 AS+5	GC 12946; 2 years after completion 29 CFR 1602.14; 1 year after action/change 29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions PC 832.5 State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees
05-08-06	Interest Arbitrations Award	Awards and compensation given to units based on settled complaints.	HR		P	29 USC 211c; Maintain, indefinite 29 USC 203m; Definitions 29 USC 207g; Definitions State of California Guidelines; Permanent
05-08-07	Appeals	Appeals based on grievances, disciplinary actions or other labor relations issues.	HR		AS+5	GC 12946; Until resolved 29 CFR 1602.14; 1 year after action/change PC 832.5; 5 years for peace officers State of California Guidelines; 2 years after termination for general employees, 5 years after termination for safety employees

06-00-00 PLANNING & BUILDING

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
06-01-00	<u>Planning Administration (All Divisions)</u>					
06-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-01-02	Consultant Agreements	Includes copies of agreements, contact information, correspondence	Planning		AC+4	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations
06-02-00	<u>Planning Records</u>					
06-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-02-02	General Plan & Plan Amendments	Includes all General Plan related material and items.	Planning		P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent
06-02-03	Planning Applications & Projects	Includes all planning project applications, associated maps, backup documentation and other real property related planning projects.	Planning		P	GC 34090(a); Real property records, maintain permanently GC 4003, 4004; Maintain H&S 19850; Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent
06-02-04	Planning Applications & Projects, Not Completed or Denied	Applications withdrawn by applicant.	Planning		CY+2	GC 34090; 2 year minimum requirement
06-03-00	<u>Building Records</u>					
06-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-03-02	Building Permits - Not Issued/Withdrawn		Building		CY+2	GC 34090; 2 year minimum requirement
06-03-03	Building Permits - Residential	Includes Structural Calculations, Soils Reports, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects. Residential Site Plan, Floor Plan, Structural Plans	Building		P AP+2	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent GC 34090; 2 year minimum requirement California Building Code 107.5; 180 days for approved final plans.
06-03-04	Building Permits - Commercial	Includes Site Plan, Floor Plan, Structural Plans, Structural Calculations, Soils Reports, Land Surveys, Pad Elevations, Special Inspection Reports, Plan Check Comments / Responses, Request for Waiver for Accessibility Requirements, Inspection Reports and Cards with wet signatures, and other documents for building projects.	Building		P	H&S 19850; Building plans - Life of Building, with exceptions CC 1351; definitions, community property State of California Guidelines; Permanent including commercial plans

06-00-00 PLANNING & BUILDING

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06-03-05	Certificates of Occupancy		Building		L	GC 34090(a); Real property records, maintain State of California Guidelines; Life of business
06-04-00	<u>Code Enforcement Records</u>					
06-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-04-02	Case Files	Includes warning letters, notice of correction and other code enforcement information.	Code		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-04-03	Administrative Appeals	Appeals for code enforcement violations.	Code		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after correction/completion.
06-04-04	Stormwater Compliance	Violations of Municipal Regional Stormwater Permit.	Code		AC+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years RCS Suggestion: Maintain stormwater compliance and NPDES violations for 5 years after correction.
06-04-05	Recorded Liens Against Property		Code		P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent for recorded liens.
06-05-01	<u>Planning Commission</u>					
06-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-05-02	Agenda Packet	Includes agendas and staff reports.	CD Admn		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-05-03	Minutes		CD Admn	V, H	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-05-04	Resolutions		CD Admn	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
06-05-05	Meeting Recordings		CD Admn		30 Days	GC 54953.5; 30 days after recording
06-05-06	Meeting Notices		CD Admn		CY+4	GC 34090; 2 year minimum requirement CCP 343; Statutes of limitations, 4 years
06-06-00	<u>Open Space Advisory Committee</u>					

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06-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-06-02	Agenda Packet	Includes agenda bills and staff reports.	CD Admn		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-06-03	Minutes		CD Admn	V, H	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-07-00	<u>Library Advisory Committee</u>					
06-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-07-02	Agenda Packet	Includes agenda bills and staff reports.	CD Admn		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-07-03	Minutes		CD Admn	V, H	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-08-00	<u>Zoning Administrator</u>					
06-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
06-08-02	Agenda Packet	Includes agenda bills and staff reports.	CD Admn		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
06-08-03	Minutes		CD Admn	V, H	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
06-08-04	Resolutions		CD Admn	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent

07-00-00 PUBLIC WORKS

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07-01-00	Public Works Administration					
07-01-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-01-02	Project Management System	Work order system and citizen requests.	All Divisions, except public safety		IND*	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system. Complaints involving peace officers must be retained for 5 yrs, per Penal Code section 832.5. May dispose all peace officer complaints upon expiration after 5 years
07-01-03	Outreach, Education & Notifications	For City-sponsored events. May include photos and other historical information.	All Divisions		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Public Works events.
07-01-04	Safety Programs & Procedures	Includes sign-in sheets, attendance rosters, training materials for safety training classes and events.	All Divisions		CY+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination State of California Guidelines; Current year plus 7 years for non-safety training records. Current year plus 2 years for certificates and designations training.
07-01-05	Daily Call Log	Record of incidents, events, damage and other activities called in to Public Works.	PW Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
07-02-00	Engineering					
07-02-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-02-02	Geotechnical & Soils Reports		PW Eng		P	GC 34090(a); Permanent for land related documents State of California Guidelines; Permanent for soils reports.
07-02-03	Surveys & Studies - General		PW Eng		ACT+10	GC 34090; 2 year minimum State of California Guidelines; 2 years after completion for general studies and surveys
07-02-04	GIS / Mapping	Includes truck routes and circulation maps. Hosted on the GIS web server.	PW Eng		S	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system. Administrative Decision: Maintain on the GIS system until superseded.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-02-05	Infrastructure Maps	Maps for storm drains, lighting, utilities and other infrastructure maps.	PW Eng		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
07-02-06	Plan Check Logs, Building	Logs of plan check services for Planning.	PW Eng		CY+2	GC 34090; 2 year minimum requirement
07-02-07	Plan Check Logs, Planning	Logs of plan check services for Building.	PW Eng		CY+2	GC 34090; 2 year minimum requirement
07-02-08	Coastal Commission	Includes annual reports for beach parking and other correspondence with the commission.	PW Eng		CY+2	GC 34090; 2 year minimum State of California Guidelines; Administrative Record
07-02-09	Traffic Change Requests	Includes public requests for street signs, red curbs, traffic calming and other traffic related changes.	PW Eng		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for service requests for maintenance.
07-02-10	Traffic Systems	Includes traffic calming and system implementation.	PW Eng		LOS+3	CCP 337; 3 year statute of limitations State of California Guidelines; Life of system plus 2 years
07-02-11	Traffic Studies & Surveys		PW Eng		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion of survey plus 2 years
07-02-12	Pavement Management System		PW Eng		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.
07-02-13	ADA Transition Plan		PW Eng		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for curb and sidewalk improvements
07-02-14	Maintenance Agreements	Agreements with contractors for maintenance of installations or other unusual construction.	PW Eng		ACT+10	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations 48 CFR 4.601; 5 years for procurements exceeding \$25,000 CCP 337.15; statutes of limitations - 10 years
07-02-15	Subdivision Working Files	Includes correspondence with surveyors, plan review information and other project related documents used to support Community Development projects.	PW Eng		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-02-16	Parcel Maps	Includes correspondence with applicant, plan review information and other project related documents used to support Community Development projects.	PW Eng		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent Administrative Decision: Correspondence with applicants do not need to be maintained permanently. May destroy after 10 years.
07-02-17	Lot Line Adjustments		PW Eng		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions State of California Guidelines; Permanent
07-02-18	Right-of-Way / Vacations		PW Eng		P	GC 34090(a); Real property records, maintain State of California Guidelines; Permanent

07-00-00 PUBLIC WORKS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-03-00	<u>Engineering Permits</u>					
07-03-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-03-02	Encroachment Permits - Construction	Permanent construction encroachment permits.	PW Eng		P	GC 34090(a) Real property records, maintain Permanently State of California Guidelines; Permanent for construction based encroachment permits.
07-03-03	Encroachment Permits - Paving/Street Cut	Includes street cuts and paving temporary encroachments.	PW Eng		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for maintenance projects, and for temporary use permits.
07-04-00	<u>Capital Improvement Program</u>					
07-04-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-04-02	CIP Core Documents	Construction of new facilities and FEMA related projects. CIP Construction Records including planning, design, construction, conversion or modification of local government- owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.)	PW Eng		P	GC 34090(a); Permanent for real property related documents GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements
07-04-03	CIP Construction Administration	CIP Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and correspondence.	PW Eng		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after completion for capital improvement projects.
07-04-04	CIP General Administration	General administration and correspondence.	PW Eng		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
07-05-00	<u>Floodplane Management</u>					
07-05-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-05-02	Storms & Flood History	History and documentation of flooding and storms for FEMA grants.	PW Eng		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for flood records
07-05-03	Creeks & Waterways	Includes erosion, capacity studies, sediment studies, operational dredging projects and permits, water quality testing and other compliance and reference information.	PW Eng		P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent for dams, lakes, basins and creeks.

07-00-00 PUBLIC WORKS

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07-05-04	Community Rating System	Information requested by FEMA for flood insurance ratings.	PW Eng		P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent flood zones.
07-06-00	<u>City Facilities</u>					
07-06-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-06-02	Maintenance Contracts	Maintenance and repair contracts including painting, roofing, janitorial and other contracted maintenance work.	PW Ops		AC+10	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations CCP 337.15; statutes of limitations - 10 years
07-06-03	Facility Permits	Includes permits and regulatory compliance documents for City buildings and facilities.	PW Ops		AE+4	GC 34090; 2 year minimum requirement CCP 337; statutes of limitations State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
07-07-00	<u>Parks</u>					
07-07-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-07-02	Park Inventory	Includes location, inventory, systems and other park information.	PW Ops		P	GC 34090(a); Real property records, maintain GC 4003, 4004; Maintain H&S 19850; Building Plans - Life of Building, with exceptions CCP 337.15; 10 years State of California Guidelines; Permanent
07-07-03	Parks Maintenance Projects	Includes landscape, irrigation and general maintenance project documents.	PW Ops		AC+2	GC 34090; 2 year minimum requirement GC 945.6(a)(2); (6m or 2 years) State of California Guidelines; 2 years after completion for maintenance projects.
07-07-04	Play Structure Inspection & Maintenance		PW Ops		AC+3	CCP 338; 3 years for action State of California Guidelines; Completion plus 2 years for inspection records in Parks, and 2 years after audit for equipment inventories.
07-07-05	Heritage Trees	Includes applications, permits and other information about heritage trees.	PW Ops		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current Year plus 2 years for temporary use permits.
07-07-06	Beach Parking Program	Includes listings of meters and total income from parking.	PW Ops		CY+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year.
07-07-07	Creek Preparation & Maintenance	Includes storm season preparation projects, outreach to the public, and maintenance of the trash on property.	PW Ops		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for maintenance projects.

07-00-00 PUBLIC WORKS

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
07-08-00	<u>Streets</u>					
07-08-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-08-02	Street Maintenance Projects	Maintained by supervisor to track street maintenance projects. Includes sidewalks, street lights, signs, striping/markings, maintenance projects and other street information.	PW Ops		AC+2	GC 34090; 2 year minimum requirement GC 945.6; 6 months or 2 years State of California Guidelines; 2 years after completion for maintenance projects.
07-08-03	Street Lighting	Includes the street light infrastructure and installation of new systems.	PW Ops		LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; Life of system plus 2 years
07-09-00	<u>Motor Pool</u>					
07-09-01	General Information & Administration	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-09-02	Vehicle & Equipment Maintenance Records	Paper history of equipment and vehicles. Includes registration, purchase, maintenance, maintenance reports and other specific vehicle and equipment related information. Also tracked in Hansen. After disposal at auction, responsible party is the auction house. Vehicles are sold as is.	PW Ops		LOV	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations. Administrative Decision: Maintain vehicle and equipment maintenance records while vehicle is owned by the City. Auction house assumes responsibility after receiving the vehicle or equipment.
07-09-03	Daily Inspection Forms		PW Ops		CM+2	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year. 13 CCR 1234; 3 months for daily vehicle inspection forms Administrative Decision: Maintain inspection forms for 3 months per CHP recommendations and CCR citation.
07-09-04	Biennial Inspection of Terminals (BIT) Records	Inspection of vehicles by the DOT.	PW Ops		CY+2	GC 34090; 2 year minimum requirement VC 34501.12; maintain inspection reports for at least 2 years. 25 month inspection period.
07-09-05	BAR Inspections	Combined with California Air Resources Board.	PW Ops		AA+3	GC 34090; 2 year minimum requirement. State of California Guidelines; 2 years plus the current year for permits; may depend upon the agency. Administrative Decision: Maintain inspection records for 3 years after completion to follow State retention for the CARB permit.

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07-09-06	Hazardous Waste Manifests (includes tire disposal records)	Used for disposal of oil filters, used oil, sweeping compound and other hazardous waste materials. Tire disposal records - release slips from the recycler.	PW Ops		CY+10	GC 34090; 2 year minimum requirement CCP 338.1; 5 years 40 CFR 122.21; 3 to 5 years 22 CCR 66262.40; 3 years 22 CCR 66263.22; 3 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
07-10-00	<u>Beautification Advisory Committee</u>					
07-10-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
07-10-02	Agendas/Agenda Packets		PW Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
07-10-03	Minutes		PW Admin		P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
07-10-03	Resolutions	Law, statute or regulation enacted by the City Council, Public Financing Authority and Redevelopment Agency.	PW Admin	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent

08-00-00 PARKS, BEACHES & RECREATION

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
08-01-00	Parks, Beaches & Recreation Administration					
08-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-01-02	ActiveNet		Recreation		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
08-01-03	Recreation Programs	Includes program rules, code of conduct, curriculum, City contact information filed by program.	Recreation		CY+3	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. GC 945.6(a)(2); 6 months or 2 years 22 CCR 101221; 3 years State of California Guidelines; 2 years plus the current year.
08-01-04	Evaluation Forms	Created through Survey Monkey.	Recreation		CY+2	GC 34090; 2 year minimum requirement
08-01-05	Attendance Records	Sign in sheets and rosters, and emergency contact information for programs.	Recreation	C	CY+4	GC 34090; 2 year minimum requirement 22 CCR 101221; 3 years After School Education & Safety Program requires a 4 year retention
08-01-06	Registration Packets	Includes waivers, schedule change forms, names, address, emergency contacts, IEPs, field trip forms and other registration related information. Maintained alphabetically by quarter.	Recreation	C	CY+4	GC 34090; 2 year minimum requirement 22 CCR 101221; 3 years CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year. After School Education & Safety Program requires a 4 year retention
08-01-07	Scholarships	May include sensitive personal information. Subsidized discount to eligible students.	Recreation	C	CY+2	GC 34090; 2 year minimum requirement
08-01-08	Cash Receipts & Deposit Breakdown	Written receipts for individuals.	Recreation		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
08-01-09	Volunteers	Includes the application, contact information, waivers, correspondence and any general information about the volunteer. Accepted applications: Denied applications:	Recreation	C	AS+2 AC+2	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after completion/position filled
08-01-10	Instructors	Includes contracts, Livescan and other instructor information.	Recreation		AS+4	CCP 337.2; Statutes of limitations of 4 years CCP 343; Statutes of limitations of 4 years Administrative Decision: Maintain instructor files for 4 years after the instructor separates from the City.
08-01-11	Co-sponsorship	J Teen After School Program.	Recreation		CY+4	GC 34090; 2 year minimum requirement After School Education & Safety Program requires a 4 year retention

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08-01-12	Play Brochures	Brochure listing events and schedules for programs.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-01-13	Program Fliers & Brochures	Final fliers and brochures printed to PDF for retention purposes.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-01-14	Accident / Incident Reports	Includes accidents, incidents, water rescue and other incident related reports.	Recreation		AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion GC 910 - 913; 6 months to 1 year after event occurs. GC 945.6; 6 months to 2 years State of California; 7 years after closure for accident/incident reports
08-01-15	Special Event Organization	Includes contact information, planning, supply acquisition, staffing, vendor applications and evaluations, outreach, copies of contracts and other event organization information.	Recreation		CY+2	GC 34090; 2 year minimum requirement CCP 335.1; 2 years for action on injuries caused by neglect. State of California Guidelines; 2 years plus the current year.
08-02-00	Facilities					
08-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-02-02	Rental Agreements	Includes applications, proof of insurance and other rental documents for picnic, clubhouses, room rentals and other facility rentals.	Recreation		AC +4	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations
08-02-03	Facility Permits	Includes health certificates, slides, pool lifts, and other permits for facility operations.	Recreation		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
08-03-00	Senior Services					
08-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-03-02	Seniors in Action (SAI) Membership Applications	Annual application for seniors to receive free parking and other benefits.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-03-03	Coordinator Journals	Includes receipts and other supporting documents. Support City Detail Summary reports.	Recreation		AA+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit
08-03-04	Site Inspections	Performed monthly by the County to check whether the City is following protocol for food service.	Recreation		CY+5	GC 34090; 2 year minimum State of California Guidelines; 2 years for management reports County; Current year plus 5 years

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08-03-05	APS Mandated Reporting	Required reporting for elder abuse to APS.	Recreation	C	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation Administrative Decision: Maintain senior/elder abuse reports for the same retention as child abuse reports.
08-03-06	Form C-1 Congregate Nutrition	County required form for Office of Aging & Adult Services funding. Monthly invoices, Contracts, Annual budgets, RFP's, Post-audits, Quarterly Monitoring reports, annual fiscal closeouts and client rosters.	Recreation		AP+5	County required retention based on approval/clearance for destruction from the State Dept of Aging.
08-03-07	Form C-2 Home Delivery Meals	County required form for OAA funding. Monthly invoices, Contracts, Annual budgets, RFP's, Post-audits, Quarterly Monitoring reports, annual fiscal closeouts, clients rosters, client assessment files and weekly master route list.	Recreation		AP+5	County required retention based on approval/clearance for destruction from the State Dept of Aging.
08-03-08	Senior Transportation	Includes weekly master route sheets and application for service.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-03-09	Connect-a-Ride (CaR) Program	Transportation within a specific range by an outside service for seniors. Invoices receive by the service.	Recreation		CY+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations, 4 years for action State of California Guidelines; 4 years after audit Administrative Decision: Maintain billing backup information for the current year plus 4 years to support invoices.
08-04-00	<u>Child Care Facility</u>					
08-04-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-04-02	State Licensing	Childcare license and associated documents to maintain the license.	Recreation		CY+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years
08-04-03	Caregivers	Includes permits, credentials, LiveScan fingerprinting, and other information regarding caregivers. Also for special needs aides.	Recreation	C	AS+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years California Social Services Recommendation: 3 years after termination for personnel records.
08-04-04	Childrens Files	Includes registration and licensing for child care.	Recreation	C	AS+5	5 CCR 18067; Maintain all child care accounting and reporting records for 5 years 22 CCR 101221; 3 years after termination
08-04-05	Attendance Sheets	Also includes emergency contact information.	Recreation	C	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years

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08-04-06	Incidents / Accidents	Required by the State licensing for serious medical incidents.	Recreation	C	AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion GC 910 - 913; 6 months to 1 year after event occurs. State of California; 7 years after closure for accident/incident reports
08-04-07	CPS Mandated Reporting	Required reporting for child abuse to CPS.	Recreation	C	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
08-04-08	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	Recreation		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
08-05-00	Aquatics					
08-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-05-02	Attendance Tally Sheet	Used to reconcile deposits.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years
08-05-03	Emergency Action Plans	For active shooter, disaster, fire and other emergency actions.	Recreation		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded
08-05-04	Daily Opening / Closing Checklist	Checklists by lifeguards for pool conditions. Includes daily chemical and water testing logs.	Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
08-05-05	Swim Center Staff Log	Tracks staff attendance and work schedules, daily issues and unusual activities, and other communications between lifeguards.	Recreation		CY+2	GC 34090; 2 year minimum requirement
08-05-06	Accident / Incident Reports		Recreation		AC+7	GC 34090; 2 year minimum requirement 42 USC 1983; Definitions GC 25105.5; 5 years after closure/completion GC 910 - 913; 6 months to 1 year after event occurs. GC 945.6; 6 months to 2 years State of California; 7 years after closure for accident/incident reports
08-05-07	Skill Sheets	Tracks individual's progress in classes.	Recreation		CY+2	GC 34090; 2 year minimum requirement
08-05-08	Daily Communication Log	Tracks communications between managers on all pool programs.	Recreation		CY+2	GC 34090; 2 year minimum requirement
08-06-00	Park, Beaches & Recreation Commission					

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08-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-06-02	Agendas/Agenda Packets		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-06-03	Minutes		Recreation	V, H	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent
08-06-04	Meeting Recordings		Recreation		30 Days	GC 54953.5; 30 days after recording
08-06-04	Resolutions	Law, statute or regulation enacted by the City Council, Public Financing Authority and Redevelopment Agency.	Recreation	V, H	P	GC 34090(e); Permanent for decisions of the City GC 40806; Maintain State of California Guidelines; Permanent
08-06-04						
08-07-00	Youth Advisory Board					
08-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
08-07-02	Agendas/Agenda Packets		Recreation		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
08-07-03	Minutes		Recreation	V, H	P	GC 34090(e); Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent

09-00-00 WASTEWATER TREATMENT PLANT

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09-01-00	Wastewater Administration	<u>Universal note for City Attorney regarding retention periods for public water systems:</u> <u>22 CCR §64470 [5 years for complaints, 10 years for chemical analysis]: 64433.7, 66483 [3 years for mandated consumer reports]: §64690.80 [12Years for records related to lead compliance for systems subject to lead action level exceedance requirements].</u>				
09-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-01-02	Master Plans		WWTP Admin		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after master plan is superseded.
09-01-03	Reports & Studies		WWTP Admin		CY+2, AR	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for general studies and reports. Administrative Decision: Current year plus 2 years, review annually for relevance to projects.
09-01-04	Service Contracts	Includes maintenance and services of the building.	WWTP Admin		AC+10	CCP 337.2; Statutes of limitations CCP 343; Statutes of limitations CCP 337.15; 10 years
09-01-05	Facilities Permits	SWRCB, Health Safety, EPA and other permits. Includes calculations and data sent to the agency. Does not include NPDES.	WWTP Admin		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for municipal facility rental / use permits
09-01-06	Building Maintenance	Includes elevator, fire and other building permits.	WWTP Admin		AE +4	GC 34090; 2 year minimum requirement CCP 337; 4 years NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-01-07	Hazardous Waste Manifests	Used for chemicals, used oil and other hazardous waste materials.	WWTP Admin		CY+10	GC 34090; 2 year minimum requirement CCP 338.1; 5 years 40 CFR 122.21; 3 to 5 years 22 CCR 66262.40; 3 years 22 CCR 66263.22; 3 years State of California Guidelines; Current year plus 10 years for hazardous waste disposal documents.
09-02-00	Safety & Training					
09-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.

09-00-00 WASTEWATER TREATMENT PLANT

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
09-02-02	Training Binders	Training for individuals. Includes general training and certificates in binders for each employee.	WWTP Admin		AS+5	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status GC 53235.2(b) and 53237(b); 5 years if training includes ethics and sexual harassment training. State of California Guidelines; Current year plus 2 years for certificates and designations training.
09-02-03	Training Sessions	Training history resides on Target Solutions website.	WWTP Admin		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status GC 53235.2(b) and 53237(b); 5 years if training includes ethics and sexual harassment training. State of California Guidelines; Current year plus 2 years for certificates and designations training.
09-02-04	Sign-in Sheets		WWTP Admin		CY+5	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status GC 53235.2(b) and 53237(b); 5 years if training includes ethics and sexual harassment training. State of California Guidelines; Current year plus 2 years for certificates and designations training.
09-03-00	Wastewater Treatment					
09-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-03-02	Process Maintenance	Includes biofilter, scrubbing system, odor control, and other process maintenance. Documents include purchase orders, work requests and other documents related to maintenance. Maintained in CMMS.	WW		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
09-03-03	SDS - Safety Data Sheets	Includes records and safety data sheets for chlorine, pherrous chloride, polymers, sodium bisulfite and other chemicals.	WW		S+2	GC 34090; 2 year minimum requirement 29 CFR 1910.1020(d)(1)(ii)(B) ; Retain SDS records for 30 years unless another record of what, where and when a chemical was used is maintained. Administrative Decision: Maintain SDS from manufacturer for 2 years after superseded to track all chemicals used.
09-03-04	Equipment Inventory	Purchase orders, purchase date and inventories.	WW		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after superseded for equipment inventory records

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
09-03-05	Operations & Maintenance Manuals	Reference documents for equipment maintenance.	WW		LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for several kinds of equipment manuals. Administrative Decision; Life of the equipment plus 2 years for equipment manuals & specifications.
09-03-06	SCADA System	Includes telemetry, as-builts, maintenance and work performed.	WW		IND	Transitory Record: Maintain indefinitely or until data is transferred to a new tracking system.
09-03-07	Tonnage Reports & Waste Hauling	Reported to the EPA on biosolids.	WW		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for tonnage reports.
09-03-08	Operator's Log	Daily activity log book tracking trends for general operations.	WW		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample. Administrative Decision: Maintain logs for the current year plus 3 years to follow compliance retention requirements.
09-03-09	Daily Operations Checklist	Checklist created by the operators on equipment readings and data.	WW		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample. Administrative Decision: Maintain logs for the current year plus 3 years to follow compliance retention requirements.
09-04-00	<u>Capital Improvement Projects</u>					
	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-04-01	CIP Core Documents	CIP Construction Records including planning, design, construction, conversion or modification of local government- owned facilities, structures & systems; environmental / CEQA reports and documents (ie. streets, curbs, gutters, sidewalks, storm drains, etc.)	WW		P	GC 4003, 4004, Maintain CCP 337.15; 10 years State of California Guidelines; Permanent for capital improvements

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
09-04-02	CIP Backup Documents	CIP Engineering Project Records. Supporting documents including appraisal reports, bidders lists, non-environmental reports, work orders, schedules, exhibits, construction staking documentation and construction correspondence.	WW		AC+10	CCP 337.15; 10 years State of California Guidelines; 10 years after project completion for capital improvement projects
09-04-03	General Administrative Documents	Includes e-mail, administrative correspondence and other general administrative documents related to the CIP.	WW		AC+2	GC 34090(d); 2 year minimum requirement Administrative Record, State of California Guidelines RCS Suggestion: Maintain general administrative documents associated with CIPs for 2 years after the project is completed.
09-04-04	CIP Replacement Equipment	Installation and maintenance of replacement equipment.			AC+10	GC 34090; 2 year minimum requirement CCP 337.15; 10 years State of California Guidelines; 2 years plus the current year for maintenance projects.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
09-05-00	<u>Wastewater Quality Laboratory</u>					
09-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-05-02	Bacteriological & Chemical Analysis, Raw Data and Testing	Includes BOD, COD, ELAP, ERA, FGL, BSK, pretreatment, lab and chlorine testing results, beach sampling, weekly, quarterly and annual sampling, and other testing results.	Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-05-03	Biosolids Analysis & Sludge Testing		Lab		CY+5	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records 40 CFR 503.7; 5 years for sewage sludge.
09-05-04	Lab Certification	Includes ELAP audits and accreditation, operator certificates, lab analyst records and other certification documents.	Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-05-05	Lab Equipment Inventory	Current equipment in use. Includes equipment log books.	Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-05-06	Chain of Custody	Includes chain of custody records and invoices for contract lab work.	Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-05-07	Daily Sample Logs		Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-05-08	SOP Manuals	For quality assurance, standards & methods, refrigerated samples, regulations, SOP, inventory and procedures.	Lab		S+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 for policies & procedures.
09-05-09	Pre-treatment Inspections	Annual inspection of business for pre-treatment program. Not required for the City.	Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-05-10	Calibration	Calibration and quality assurance log sheets and reports. Internal and external calibration.	Lab		CY+3	40 CFR 122.41; 3 years for calibration records

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09-05-11	Lab Reports	Includes annual, monthly and lab reports for SWRCB, sewer system overflows, and fats, oils & grease inspections.	Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-05-12	Contract Laboratories	Includes testing results from contract labs such as CalTest.	Lab		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-06-00	NPDES					
09-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-06-02	Permits & Applications	For stormwater, water and waste water.	WW		P	40 CFR 122.28; Maintain NPDES general permits State of California Guidelines; Permanent for NPDES permits
09-06-03	Agency Reporting	Includes reports to the State Water Resources Control Board.	WW		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.
09-06-04	Violation Notifications	Notifications from the SWRCB for violations by the City.	WW		AC+5	40 CFR 122.41; 5 years 40 CFR 503.17; 5 years RCS Suggestion: Maintain stormwater compliance and NPDES violations for 5 years after correction.
09-07-00	Collection System					
09-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	City-wide		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
09-07-02	Process Maintenance	Includes biofilter, scrubbing system, odor control, and other process maintenance. Documents include purchase orders, work requests and other documents related to maintenance. Maintained in CMMS.	Collections		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years plus the current year for maintenance projects.
09-07-03	Sewer Spills		Collections		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.

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09-07-04	SDS	Includes records and safety data sheets for chlorine, pherrous chloride, polymers, sodium bisulfite and other chemicals.	Collections		S+2	GC 34090; 2 year minimum requirement 29 CFR 1910.1020; Retain SDS records for 30 years unless another record of what, where and when a chemical was used is maintained. Administrative Decision: Maintain SDS from manufacturer for 2 years after superseded to track all chemicals used.
09-07-05	Equipment Inventory	Purchase orders, purchase date and inventories.	Collections		CY+3	40 CFR 122.41; 5 years after completion for sewage sludge use & disposal, 3 years after completion for other discharge records, including calibration records NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample. Administrative Decision: Maintain equipment inventories for the current year plus 3 years to follow NPDES guidelines.
09-07-06	Operations & Maintenance Manuals	Reference documents for equipment maintenance.	Collections		LOS+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for several kinds of equipment manuals. Administrative Decisions; Life of the equipment plus 2 years for equipment manuals & specifications.
09-07-07	Source Control Inspections	Records of restaurant and brewery inspections and violations for waste water and fats, oils and grease.	Collections		CY+3	NPDES Permit No. CA0038776 IV. Standard Provisions, Records; 3 years from date of sample.

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10-01-00	<u>Administration / Chief of Police</u>					
10-01-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-01-02	Sunridge Systems RMS	Started in 2011. Case files from 2003 to November 2011 are stored in Laserfiche.	COP/Admin		IND	Transitory Record; Maintain indefinitely or until data is transferred to a new tracking system.
10-01-03	General Orders	Maintained in Lexipol.	COP/Admin	C	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
10-01-04	Rules & Regulations		COP/Admin	C	P	GC 34090; 2 year minimum requirement State of California Guidelines; Permanent, no citation given.
10-01-05	Special Orders	Includes vacation sign ups and special details. Moves the bulk of staff all at once based on the event / order.	COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
10-01-06	Personnel Orders		COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
10-01-07	Administrative Staff Memos	General status updates on current projects and items of interest.	COP/Admin		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
10-01-08	Supervisor Staff Memos	General status updates on current projects and items of interest. Pertains mainly to operational issues.	COP/Admin		CY+2	GC 34090; 2 year minimum Administrative Record, State of California Guidelines
10-01-09	Work & Duty Schedules		COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for watch assignments, daily schedules and timekeeping records.
10-01-10	Internal Affairs / Investigations	Also includes officer involved deaths.	COP/Admin	C	AC+5	PC 832.5(b) Statutory minimum is 5 years. EVC 1045; 5 years for conduct PC 801.5; SOL of 4 years after event PC 803(c); public officer, crime descriptions VC 2547; SOL of 3 years for officer fraud GC 12946; 2 years after completion/position filled
10-01-11	Use of Force Reports		COP/Admin		CY+5	GC 34090; 2 year minimum requirement. PC 832.5; 5 year minimum requirement. State of California Guidelines; Current year plus 5 years for use of force files
10-01-12	Unusual Incident Reports	Completed with Use of Force, CHP 187, injuries to employees and other unusual events.	COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for use of force files
10-01-13	Locker & Riot Locker Logs	Includes combinations and assigned lockers	COP/Admin	C	S+2	GC 34090; 2 year minimum requirement State of California Guidelines; After superseded
10-01-14	Equipment Inventory	Equipment issued to officers and other department equipment.	COP/Admin		S+2	GC 34090; 2 year minimum requirement State Recommendation; 2 years after superseded for listings of equipment assigned to divisions and officers.

10-00-00 POLICE SERVICES

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10-01-15	Pitchess Motions	Copy maintained with the officer's file.	COP/Admin		CY+2	GC 34090; 2 year minimum requirement
10-01-16	Concealed Weapons Permits	Includes application, background and records checks reviewed by the Chief of Police for the issuance of the permit. Also includes notification from the Sheriff's Department of the County of Alameda advising they have issued a Concealed Weapons Permit for a subject residing, employed in or owing a business in the City of City Denied permit applications	COP/Admin		AE+2 CY+2	GC 34090; 2 year minimum requirement State Recommendation, 2 years after the license expires.
10-01-17	Litigation	Duplicate of originals on file with the County. General cases High profile cases	Attorney		AC+7 P	GC 34090; 2 year minimum requirement State of California Guidelines; 7 years after closure for case records; maintain high profile cases permanently.
10-01-18	Employee Identification	Identification for police employees and retirees for carrying firearms. Retirees need to qualify for carrying.	COP/Admin		AE+2	GC 34090; 2 year minimum requirement State Recommendation, 2 years after the license expires.
10-01-19	Building Security Door Passes & Logs	Tracks key cards and access to the police facility.	COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for daily logs.
10-01-20	Surveillance Recordings - Police Facilities	Includes in-building and parking lot surveillance.	COP/Admin		AC+1	GC 34090.6; one year. If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 100 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6 Administrative Decision: Video surveillance is maintained for 7 days due to system storage limitations.
10-01-21	Grant Applications and Programs	Incoming grants for the PD.	COP/Admin		AFP+7 *	24 CFR 85.42; Grants & co-operative agreements, 3 years after submission of last expenditure report 29 CFR 97.42; grants must be kept for 3 years. State of California Guidelines; 7 years after grant closure. * State recommends referring to grant application close-out procedures, if any.
10-01-22	Volunteer Program	Includes application, ride-along waiver, background authorization, supplemental background information form, criminal history and records checks, LiveScan fingerprinting, training, community service records, background letters to neighboring agencies, and ID cards. Denied volunteer applications	COP/Admin		AT+3 AC+3	GC 12946; 2 years after completion/position filled State of California Guidelines; 2 years after termination Administrative Decision: Maintain volunteer files for 3 years after termination for hired, 3 years after position filled for denied applications to follow recruitment retention.
10-01-23	Ride Along Requests		COP/Admin		CY+2	GC 34090; 2 year minimum requirement retention State of California Guidelines; 2 years plus the current year

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10-01-24	Livescan Fingerprinting	Includes fingerprinting for Oaks Card Club, massage, medical marijuana and taxi permits.	COP/Admin	C	CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.
10-01-25	Applicant Fingerprint Requests	Fingerprint requests of public applicants. Does not include the fingerprint.	COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain fingerprint information for city employment for 2 years after termination.
10-02-00	Records	*** Maintain all case files confidential while active. California Public Records Act to be consulted.				
10-02-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-02-02	RMS/CAD System	Electronic case management system.	Records	C	IND	Transitory Record; Maintain indefinitely or until data is transferred to a new tracking system.
10-02-03	Case Reports - All Other	Crime reports, DUI's, incidents, mandatory registrants, bookings/arrests, missing persons, restraining orders, criminal protective orders, NCIC entries. May include property, photos, field interview cards, additional documents and any other elements for the case. All files scanned and stored in the RMS system.	Records	V	Varies	See specific case retention periods and citations listed below this heading:
	187 - Murders		Records	V, C ***	P	PC 187; Definitions PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc.
	Officer Involved Shootings	Includes shootings	Records	V, C ***	AC+25	EVC 1045; Discovery of officer information on Internal Affairs cases. 5 year access limit. PC 832.5; 5 years after case closure, confidential document not for public exposure. VC 2542 & 2547; Officer fraud or misrepresentation. 3 years after act or omission. State Recommendation; Closure of case plus 25 years. DOJ regulates, if not involving felonies, the report can be destroyed after 3 years, provided that accounting of incident has been placed with the case file.
	Drug / Sex Crime Registration	Sex offenders - Adult Sex offenders - Juvenile	Records	V, C ***	L+2 * Varies	GC 34090; 2 year minimum requirement * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
	City Employee Cases		Records	V, C ***	AC+7	29 CFR 1904.33; OSHA reports maintained for the current year plus 5 years. State of California Guidelines; 7 years after closure
	Sex Crimes	Includes child molestation, rape and other sex crimes.	Records	V, C ***	L+2	PC 261; Definitions PC 220; Definitions & punishments PC 286; Definitions & punishments PC 288; Definitions & punishments PC 289; Definitions & punishments W&I 781; Juvenile records, when offender reaches age 38, or 5 years after records are sealed. Department of Justice recommends 25 years. Administrative Decision: Maintain sex crime cases for 2 years after proof of offender's death.
	Weapon Crimes	Possession of illegal weapons, carrying concealed weapons, and other crimes relating to the possession or use of illegal weapons where no other crime has occurred.	Records	V, C ***	AC+5	GC 34090; 2 year minimum requirement Administrative Decision: Retain weapon crime information for 5 years to track potentially violent individuals.
	Felony Cases, Permanent	Includes murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, sexual assault, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death.	Records	V, H, C ***	P	PC 799, 801.1, 803; No statutes of limitations on actions CCP 335.1; Must commence action within 2 years Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
	Felony Cases, Non-permanent	<u>Does not</u> include murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death	Records	V, H, C ***	AC+6	GC 34090, 2 year minimum requirement CCP 338 et al.; up to 3 years after commission of offense or after realization of offense, 6 years for notory public offenses. State of California; Prosecution of cases involving 8 or more years in prison must commence within 6 years.
	Child Abuse		Records	V, C ***	AC+10	PC 11169; Maintain PC 11170; 10 years from date of reporting , DOJ Recommendation PC 288, 647; Definitions
	Missing Persons		Records	V, C ***	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for non-criminal occurrences, including missing persons where person has been returned/found. DOJ recommends permanent for unsolved missing persons.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
	Unattended Death / Suicide	Suspicious	Records	V, H, C ***	P	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent
		No suspicious circumstances		V, C ***	AC+2	GC 34090; 2 year minimum requirement
	Robberies / Burglary	Includes grand theft and other robberies and burglaries.	Records	V, C ***	AC+3	CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.
	Stolen Vehicles		Records	V, C ***	AC+3	CCP 338 et al.; up to 3 years after commission of offense or after realization of offense. State Recommendation; Closure of case plus 3 years.
	Misdemeanors / Infractions, Filed		Records	V, C ***	AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
	Misdemeanors / Infractions, Not Filed	Misdemeanors with no leads, no convictions or arrests not filed.	Records	V, C ***	AC+2	GC 34090; 2 year minimum requirement CCP 338; up to 3 years after commission of offense or after realization of offense. State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons.
	Marijuana Related Crimes		Records	V, C ***	AC+2 *	HS 11361.5, 11361.7, 11357 B, C, D, or E; 2 years after case closure, * or until offender reaches the age of 18 years provided there are no active warrants associated with the case. Destroy Juvenile marijuana cases after age 18. H&S 11362.1, Legal adult use of cannabis products Combined cases may be retained for the longest applicable retention period. The District Attorney may vacate the conviction and the City may destroy the case file sooner than the retention period listed.
	Accident Reports, General & Misdemeanor Infractions		Records		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for misdemeanors/infractions with no arrests, identifiable property or missing persons. Administrative Decision: Maintain for 2 years after closure of the case.

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
	Accident Reports, Felony & Fatality Collisions		Records		AC+25	PC 799; No statutes of limitations on actions Indefinite retention is recommended by DOJ and CA Law Enforcement Officers Assoc. State of California Guidelines; Permanent Administrative Decision: Maintain felony and fatality accident reports for 25 year after closure to follow other agency practices.
10-02-04	Subpoenas Duces Tecum	Subpoenas for records or property.	Records		CY+2	GC 34090.7; Duplicate records may be destroyed at any point before the total retention period State of California Guidelines; Current year plus 2 years. Courts/County maintain the original record.
10-02-05	Medical Screening Forms	Used to evaluate prisoner's medical status prior to incarceration. Information is not confidential since it is used for classification and for making custody personnel aware of conditions of the prisoner.	Records		AC+7 *	H&S 123145; * Under 18 - 1 year after 18th birthday or 7 years, whichever is longer. Over 18 - 7 years after discharge. 15 CCR 1205; Maintain separately from inmate files, no retention listed 15 CCR 1207; Maintain, no retention listed California "Minimum Guidelines for Local Detention Facilities" state "There is no Title 15 regulation related to records retention" for these records.
10-02-06	Record Sealings	Adults	Records	V, C ***	AC+3 *	PC 851.8(a); Factually innocent records, 3 years after arrest, * with district attorney approval.
10-02-07	Record Sealings	Juveniles	Records	V, C ***	AC+5 **	Date of court ordered destruction W&IC 781; 5 years after sealed by court order for at-risk youth; ** W&IC 781; When juvenile reaches the age of 38 for murder and/or sex crimes occurring before the child is 14 years of age ** W&IC 781; For murder and/or sex crimes occurring on or after the child reaches age 14, DO NOT DESTROY.
10-02-08	Criminal Subpoenas	Any subpoenas having to do with a criminal case.	Records		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain subpoena logs and subpoena duplicates for the current year plus 2 years.
10-02-09	Statistical Report Requests	Reports and data generated monthly from Alliance and distributed to requesting divisions/units, departments, agencies or the public.	Records		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
10-02-10	Monthly DOJ/UCR/BACS (MACR) Report	Electronic statistical report maintained on a flash drive for future analysis. MACR - Monthly Arrest & Citations Register - DOJ form JUS 750.	Records		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly and annual statistical reports.
10-02-11	DOJ Audit Reports / NCIC Entries	National Crime Information Computer. DOJ requires reporting monthly for stolen vehicles/license plates, stolen weapons, warrants, missing persons and restraining orders. Inhouse audit performed and results faxed to DOJ.	Records		AA+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for weekly, monthly, quarterly, and annual activity/statistical reports.

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10-02-12	District Attorney Requests	Information requested by the DA for audio recordings, evidence or copies of evidence. Fulfilled by Records, Communications, Property or officers, depending upon information requested.	Records		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion
10-02-13	Citation Logs	Maintain electronically in case management system.	Records		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking & traffic citation duplicates.
10-02-14	Cash Receipt Books	Log of monies receive at the PD counter.	Records		CY+4	GC 34090; 2 year minimum requirement CCP 337; Statute of limitations of 4 years State of California Guidelines; 4 years after annual audit
10-02-15	Criminal Background Checks	Requests for criminal history from an outside agency.	Records		CY+3	GC 34090; 2 year minimum requirement CCP 340; 1 year statute of limitations 11 CCR 707(c); 3 years after release of record
10-02-16	Clearance Letters	Includes requests from persons residing in the City of City asking for a cursory records check through our RMS system to ascertain if the person has any negative information on file in our RMS system. This request results in a letter stating the results of the records check.	Records		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion for requests for criminal history
10-02-17	False Alarm Claims		Records		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for false alarm duplicates.
10-02-18	Audio Recordings - Litigation/Case Related	Includes telephone and radio communications for criminal cases only. Recordings determined by the City Attorney for litigation or the District Attorney for crime prosecution.	Records		180 Days *	GC 34090.6; 100 days. If a claim is filed or pending litigation, retain until pending litigation is resolved and * destroy with consent of the City Attorney. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6
10-03-00	<u>Patrol Records</u>					
10-03-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-03-02	Traffic & Parking Citations		Patrol		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for parking and traffic citations.
10-03-03	Explorer & Reserves Program		Patrol			
10-03-04	Equipment Calibrations	Preliminary Alcohol Screening Device and radar calibration.	Patrol		AT+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after termination for radar calibration records
10-03-05	DUI Billing	Cost recovery for DUI actions.	Patrol		AC+2	GC 34090; 2 year minimum requirement Administrative Decision: Maintain billing records for 2 years after closure of case.

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10-03-06	Body Worn Camera Video	Recordings by officers using recording devices controlled by the officer. Used for criminal cases only.	Patrol		60 days (nonevidentiary); 2 years (evidentiary)	PC 832.18 (b)(5)(A) - nonevidentiary body worn camera footage; 60 days PC 832.18(b)(5)(B) - evidentiary body worn camera footage; 2 years if (1) the recording is of an incident involving use of force by a peace officer; (2) the recording is of an incident that leads to detention or arrest; or (3) the recording is relevant to a formal or informal complaint against a law enforcement officer/agency.
10-03-07	Parking Permit Logs	Ongoing log of permits.	Patrol		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after completion/closure for residential parking permits
10-03-08	Vehicle Maintenance Logs		Patrol		L+4	GC 34090; 2 year minimum requirement CCP 343; 4 years for action State of California Guidelines state life of the vehicle plus 2 years for fuel, maintenance and repair records of vehicles. State does not reference any citations.
10-03-09	License Plate Reader, LPR	Includes recordings of license plates by officers.	Patrol		180 Days *	GC 34090.6; 100 days. * If a claim is filed or pending litigation, retain with the case file. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6. PC 832.7(b)(7)(c); 180 days after discovery, or 30 days after closure of case, to release records as part of a PRA, use of force.
10-05-00	<u>Personnel & Training Records</u>					
10-05-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-05-02	Personnel Records	Includes equipment released, employee transaction forms, step increases, corrective evaluations and other materials related to the employee. Similar to the files maintained by HR but contains other confidential information on officers.	Personnel	C	AT+6	29 CFR 1627.3 - 4; 3 years after termination 29 CFR 1602.30 - 32; 2 - 3 years after termination 29 CFR 516.5 - 6; 3 years after action 29 USC 1113; 6 years after date of last action GC 12946; 2 years after termination or action State of California Guidelines; 3 years after termination for non-safety employees; 5 years after termination for safety employees.
10-05-03	Background Checks - Hired Personnel		Personnel	C	P	PC 832.5; 5 years for officer complaints State of California Guidelines; Permanent for hired Safety Personnel

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Special Attributes	Total Retention	© Citations & Legal Basis
10-05-04	Background Checks - Unsuccessful Candidates		Personnel	C	AC+3	PC 832.5; 5 years for officer complaints State of California Guidelines; 2 years after position closes for Safety Personnel not hired. Administrative Decision: Maintain background checks for 3 years after the position is filled to meet recruitment retention requirements.
10-05-05	Employee Training Files	Includes certificates of training, training packets. Training tracked in the training management database.	Personnel		AS+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
10-05-06	Training Reimbursement Forms	Used for officer training reimbursements. Duplicated information that is sent to Finance for processing. Maintained for 1 year in PD.	Personnel		AC+1	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period
10-05-07	Instructor Files, Range	Includes class outline, tests, precentages, roster, handouts, instructor's qualifications and resumes, qualification criteria and training scenarios, range lesson plans, firearms safety plan, weapon maintenance, firearm training manuals, simulation training, range master and safety officer for firearms and less-lethal weapons.	Personnel		AC+15	GC 34090; 2 year minimum requirement State of California Guidelines; 15 years after completion for range lesson plans. No citation given.
10-05-08	Instructor Files, General	Includes class outline, tests, precentages, roster, handouts, instructor's qualifications and resumes, qualification criteria and training scenarios.	Personnel		AC+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years for general lesson plans.
10-05-09	Citizen Inquires	Form completed by a citizen. Complaints become formal investigations. Non-complaints are forwarded to other divisions or departments, as needed. Limited to non-complaints.	Personnel		S	Transitory Record: Maintain indefinitely or until data is transferred to record series.
10-05-10	Professional Improvement Plan	6 month plan to improve performance. May include training sessions.	Personnel		AS+7	GC 34090; 2 year minimum requirement 29 CFR 1627.3(b); 1 year for training records GC 12946; 2 years after termination GC 6250; PRA, confidential record status State of California Guidelines; 7 years after termination, no specific citation given. 2 years after termination for certificates and designations training.
10-06-00	Investigations					
10-06-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-06-02	Informant Files	Maintained in paper form and reviewed annually for activity. Includes vice crimes (gang, narcotics, prostitution, robbery).	CIS	C	AT+10	GC 34090; 2 year minimum requirement State of California Guidelines; 10 years after termination for informant files, no citation stated

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10-06-03	Registration Files - 290, Adults	For sex offenders. Activity based on ORI status.	CIS		L+2	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
10-06-04	Registration Files - 290, Juveniles	For sex offenders. Activity based on ORI status.	CIS		* Varies	GC 34090; 2 years minimum * PC 290; definitions and references W&IC 781; 5 years after record sealed or when juvenile reaches 38 years. Permanent if tried as an adult. State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
10-06-05	Registration Files - 457.1, Adults	Arson	CIS		L+2	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement * PC 457; Arson registration for juveniles, 25 years of age or when records are sealed per W&IC 781 State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
10-06-06	Registration Files - 457.1, Juveniles	Arson	CIS		* Varies	GC 34090; 2 years minimum H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement * PC 457; Arson registration for juveniles, 25 years of age or when records are sealed per W&IC 781 State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
10-06-07	Registration Files - 11590 HS	Drug registrants	CIS		L+2	GC 34090; 2 year minimum requirement H&S 11594; 5 years after termination of parole or probation PC 186.32; 5 years after last registration requirement State of California Guidelines; Life of registrant within jurisdiction for arson, sex and narcotics.
10-06-08	Track Fliers	Includes BOLOs from the City to other agencies.	CIS		CY+2	GC 34090; 2 year minimum requirement
10-06-09	Evidence Purge/Disposition	Includes weapons destruction logs, drug destruction logs, deposit receipts, property disposition memorandums and returns to owners.	CIS		P	State of California Guidelines; Permanent for gun destruction. No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
10-06-10	Auction Reports		CIS		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; 2 years after financial audit for surplus property auctions including listings of property.

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10-06-11	Criminal Case Disposition Notification/Reports	Case disposition confirmation from the District Attorney or court system. DOJ form 8715.	CIS		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for case tracking records
10-06-12	Asset Seizure/Forfeiture Form	For monies seized over a certain amount. Requested from a major crimes task force, and ultimately scanned to Records with the case file. Originals are maintained by the DA, a copy is maintained by the City.	CIS		CY+1	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum retention period
10-06-13	Property Receipts	Tracks property releases and dispositions. Used to permanently track history of evidence. Not destroyed with the case file.	CIS		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; No citation given. Current year plus 2 years for property control logs recording items coming into and going out of property rooms.
10-06-14	Second Hand Dealer Licenses	Includes licenses for antique dealers and other second hand sellers.	CIS		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
10-06-15	Unclaimed Property	Retrieval of property.	CIS		10M *	CCP 2080.10; 60 days to 10 months for retrieval of property. 60 days up to 10 months for safekeeping, 90 days for found property.
10-06-16	Pawn Slips		CIS		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for Secondhand Dealers and Pawn Brokers.
10-06-17	Alcohol Licensing - Temporary Use	Includes one day events. ABC form 221.	CIS		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
10-06-18	Annual Card Room Permits		CIS		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for bingo licenses. Administrative Decision: Maintain annual card room permits for the current year plus 2 years to follow bingo retention requirements by the State.
10-06-19	Cabaret Permits - Temporary		CIS		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for temporary use permits
10-06-20	Cabaret Permits - Annual		CIS		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Current year plus 2 years for certain licenses. Administrative Decision: Maintain cabaret permits for the current year plus 2 years to follow similar retention required by the State.
10-06-21	Massage Parlor Establishments		CIS		AE+2	GC 34090; 2 year minimum requirement State of California Guidelines; Completion plus 2 years for massage parlor permits.
10-06-22	Taxi Cab Permits		CIS		AT+4	GC 34090; 2 year minimum requirement State of California Guidelines; 4 years after termination for taxi licenses and permits

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10-07-00	<u>Communications</u>					
10-07-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-07-02	Emergency Contact Cards	Separate from employee personnel files. Accessed by supervisors when needed.	Comm	V,C	ACT	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period
10-07-03	911 Logs	Hardcopy log created from dispatch for 911 data.	Comm		ACT	GC 34090.7; Duplicate records may be destroyed within the 2 year minimum period
10-07-04	Audio Recordings - Routine	Includes telephone and radio communications. If crime related, the District Attorney must request audio within 100 days of the date. The City Attorney will inform the PD about pending litigation, and will approve destruction of recordings on a monthly basis.	Comm		180 Days *	GC 34090.6; 100 days. If a claim is filed or pending litigation, retain until pending litigation is resolved and * destroy with consent of the City Attorney. State of California Guidelines; 180 days for audio, telephone and radio communication tapes, with exceptions of recordings pertaining to GC 34090.6
10-07-05	Tow Logs - Private Property/Repos	Maintained in a binder and sent to Records for archives when binders are full.	Comm		CY+2	GC 34090; 2 year minimum requirement
10-07-06	CAD Event Logs	Electronic documents created when a reporting party calls in to the police department to request assistance.	Comm		CY+2	GC 34090; 2 year minimum requirement
10-08-00	<u>Crime Prevention Committee</u>					
10-08-01	General Information	Includes general subject information, reports and reference documents relating to the record group, but not associated with a specific record series already in the group.	All Depts		AR	Administrative Record; Review annually for relevance to current subject matter or projects, inclusion in an associated record series, or creation of a new record series.
10-08-02	Agendas & Agenda Packets		COP/Admin		CY+2	GC 34090; 2 year minimum requirement State of California Guidelines; Maintain for the Current Year plus 2 years
10-08-03	Minutes		COP/Admin		P	GC 34090e; Minutes of governing bodies, Permanent GC 36814; Maintain record of proceedings GC 40801; Maintain record of proceedings State of California Guidelines; Permanent