



**Records Retention Schedule**

Dept.: **ADMINISTRATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
A1	General Correspondence - Letters (Outgoing / Incoming) - Memoranda (Internal) - Departmental	Admin	N	N	O	N	GC34090	2Y	2Y	
A2	Subject Files - General - Orange County Agencies & City Council represented Committees	Admin	N	N	O	N	GC34090	2Y	2Y	Review before purging.
A3.1	Warrant Requests	Fin	N	N	D	N	GC34090	2Y	2Y	
A4	Confidential Material - City Manager's Newsletter - Correspondence (Letters & memoranda; Interoffice or outside agencies)	Admin	Y	N	O	N	GC34090	2Y	2Y	
A5	Video, DVD, electronic programs	Admin	N	N	O	N	GC34090.7	90 days	1Y	
A6	Press Releases	Admin	N	N	O	N	GC34090	2Y	2Y	
A7	Social Media - Facebook - Twitter - Other	Admin	N	N	Y	N	GC34090	2Y	2Y	When no longer required - transitory

Approved:

Date:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Retention Legend:  
Y = Years A = Active P = Permanent AA = After Audit  
R = Reference S = Superseded T = Term L = Life

RETENTION PERIOD IS TIME PERIOD NOTED PLUS CURRENT YEAR.



**Records Retention Schedule**

**Dept.: CITY CLERK**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CC1	Affidavits - Posted notices/agendas	CC	N	N	O	N	GC34090 GC54960.1(c)	2Y	2Y	Notices of Vacancy; Notice of Adjournment
CC2	Affidavits - Legal publications	CC	N	N	O	Y	GC34090 CCP343 CCP349	4Y	4Y	Public hearings; Ordinance readings Notice Inviting Bids
CC3	Agenda Subject Files Exception of: - Agreement files - Annexations - Commissions - Deeds - Elections - Proclamations / Commendations	CC	N	N	O	Y	GC34090 GC34090.5	2Y	10Y	
CC4	Agreements - Public / Private agency	CC	N	Y	O	Y	GC34090 CCP343 29CFR97.42 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	AA + 5Y	A + 10Y	Funded/Grant agreements retain indefinitely until audited. i.e. JTPA, Child Dev. HS etc. *Funding Terms & Conditions, *Orange County Head Start, *Job Training Partnership Act.
CC5	Agreements - Franchises	CC	N	Y	O	Y	GC34090	2Y	P	Retain for historical value.
CC6	Agreements - Capital Projects - Agreements - Successful bids - Other supporting documents	CC	N	Y	O	Y	GC34090 24CFR570.502(b) OMB Cir.A-102 OMB Cir.A-110 OMB Cir.A-133	2Y	A + 10Y**	**Funded project files retain indefinitely until audited. i.e.. FAU, BSAP, etc.
CC7	- Recorded Notice of Completion - Insurance Certificates	CC	N	Y	O	Y	GC34090.5		P	

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Dept.: **CITY CLERK**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CC8	Agreements - Standard Improvement - Full Release of Lien - Hold Harmless	CC	N	Y	O	Y	GC34090(a)	2Y	P	Recorded documents; filed by name of property owner.
CC9	Annexations	CC	N	Y	O	Y	GC34090(a)	P	P	Recorded documents
CC10	Annual Financial/Audit Reports	Fin	N	Y	O	Y	GC34090 GC40805.5	2Y	P	
CC11	Annual Departmental Reports	CC	N	N	D	Y	GC34090	2Y	P	Retain for historical value.
CC12	Assessment Districts - Pre 1972	CC	N	Y	O	N	GC34090	P	P	
CC13	Audio/Visual Recordings saved on DVD - City Council Meetings - Agency & Authorities	CC	N	N	O	N	GC34090.7	90 days	6 mos.	
CC13.1	Audio/Visual Recordings saved electronically - City Council Meetings - Agency & Authority Meetings	CC	N	N	O	N	GC34090.7	90 days	A+2Y	
CC14	Authorities - Dissolved - Civic Center Authority - Administrative Building Authority - Sanitary Board - Library Corporation - Water Works Corp. - Civic Improvement Corp. - Industrial Development Authority - Parking Authority	CC	N	Y	O	N	GC34090	P	P	Articles of Incorporation/ dissolution; Minutes; Resolutions; Annexations; Financial Reports
CC15	Bids - Successful (Refer to: Agreement-Capital Proj.)	-	-	-	-	Y	-	-	-	

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CC16	Bids - Unsuccessful / Rejected	CC	N	N	O	N	GC34090	2Y	4Y	Completion of project or award of bid plus 4 years.
CC17	Bond - Public Officers	CC	N	Y	O	N	GC34090	2Y	T + 4Y	City Manager, City Clerk City Treasurer; per LHMC 2.16, 2.20
CC18	Budget - Annual	CC	N	Y	O	Y	GC34090	2Y	P	
CC19	Certificates of Insurance	RM	N	Y	D	N	GC34090	2Y	S	
CC20	City Attorney - Opinions, memos City specific	CC	Y	Y	O	N	GC34090 GC6254	2Y	10Y	
CC20.1	City Attorney - Opinions, memos, general	CC	Y	Y	O	N	GC34090 GC6254	2Y	2Y	
CC21	City Attorney - Closed Session - Correspondence	CC	Y	Y	O	N	GC34090 GC6254	2Y	10Y	
CC22	City Council Handbook	CC	N	N	O	N	GC34090	2Y	S	Prepared/revised by City Clerk. Historical
CC23	City Council Election History - Log of elected / appointed officials	CC	N	N	O	N	GC34090	2Y	P	
CC24	City History Files - Newspaper clippings, - Photographs - Scrapbooks - Memorabilia - Sister City	CC	N	N	O	N	GC34090	2Y	P	Keep only those of historical significance to the City.
CC25	Correspondence - General - Interoffice - Public Records Requests	CC	N	N	O	N	GC34090	2Y	2Y	
CC26	Claims - Liability	RM	Y	N	D	N	GC34090.7	2Y	2Y	

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CC27	Commissions - Appointments, General Correspondence	CC	N	N	O	N	GC34090	2Y	T + 2Y	
CC28	Commissions - Rosters - Local Appointment list - Handbook	CC	N	N	O	N	GC34090	2Y	P	Historical
CC29	Deeds - Easement, Grant, Quitclaim	CC	N	Y	O	Y	GC34090(a)	P	P	Recorded documents
CC30	<u>ELECTIONS:</u> General Files - Nomination papers - Candidate Statements - Correspondence	CC	N	Y	O	N	EC17100	T + 4Y	T + 4Y	Review prior to destruction and retain records of historical significance, i.e.. sample ballot, newspaper clippings.
CC60	Sample Ballots	CC	N	Y	O	N	EC17100	T + 4Y	P	Retain one copy for historical purposes.
CC31	Petitions: Initiative & Referendum Recall	CC	Y	Y	O	N	EC17200 EC17400 GC6253.50	8 mos.*	1Y*	*After certification of election results or 8 mos. after Clerk's final exam of petition if no election is held. Do not destroy if pending or on-going investigation of election irregularities or Political Reform Act violation. Not open to inspection except by Officers/Proponents as noted in GC6253.5
CC32	Code of Fair Campaign Practices - for Terminated & non-elected candidates	CC	N	N	O	N	EC20442	30 days*	30 days*	*After election

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	<b>FAIR POLITICAL PRACTICES COMMISSION (FPPC) FILES:</b>									
CC34	Filing Logs	CC	N	Y	O	Y	GC34090	P	P	
CC35	Statements of Organization Form 410	CC	N	Y	D*	Y	GC81009(f)	4Y	T + 4Y	Gov't Code requires 4 yr. retention; originals filed with Sec. of State; *duplicates retained by City.
CC35.1	AB1234 Ethics Training and Certificates	CC	N	Y	O	N	GC53235.2(b)	5Y	5Y	
CC38	<b>CAMPAIGN STATEMENTS:</b> - SUCCESSFUL candidates, Councilmembers and their supporting committees	CC	N	Y	O	Y	GC81009(b) GC81009(g)	P	P	Retain indefinitely; GC81009.g allows original statements to be scanned as a .tiff or a .pdf and paper copy can be destroyed after 2 years.
CC39	- UNSUCCESSFUL candidates and their supporting committees	CC	N	Y	O	Y	GC81009(b) GC81009(g)	5Y	5Y	Gov't Code requires 5 yr. retention. GC81009(g) allows original statements to be scanned as a .tiff or a .pdf and destroyed after 2 years.
CC40	- All other campaign statements (committees)	CC	N	Y	O	Y	GC81009(c) GC81009(g)	7Y	7Y	Gov't Code requires 7 yr. retention. GC81009(g) allows original statements to be scanned as a .tiff or a .pdf and destroyed after 2 years.
CC41	- Public copies of statements	CC	N	N	D*	N	GC81009(f)	4Y	4Y	Gov't Code requires 4 yr. * retention, but only requires 1 copy to be on file.

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CC42	STATEMENT OF ECONOMIC INTEREST FORM 700: - Candidates / Council members - City Manager - City Attorney - Planning Commissioners - City Treasurer	CC	N	Y	D*	Y	GC81009(f) GC81009(g)	4Y	4Y	Gov't Code requires 4 yr. retention; original filings forwarded to FPPC, * duplicates retained by City. GC81009(g) allows statements to be scanned as a .tiff or a .pdf and destroyed after 2 years.
CC43	- Designated Employees - Consultants	CC	N	Y	O	Y	GC81009(e) GC81009(g)	7Y	7Y	Gov't Code requires 7 yr retention; original statements retained by City. GC81009(g) allows original statements to be scanned as a .tiff or a .pdf and destroyed after 2 years.
CC44	- Public copies of statements	CC	N	N	D*	N	GC81009(f)	4Y	4Y	*Gov't Code requires 4 yr. retention.
CC44.1	FPPC Agency Forms: - 801 - 802 - 803 - 804 - 805 - 806	CC	N	Y	O	Y	GC81009 GC81009(g) GC84615 FPPC Reg 18944 FPPC Reg 18944.1	7Y	7Y	GC81009(g) allows original statements to be scanned as a .tiff or a .pdf and destroyed after 2 years.
CC45	Fee Schedule, Master	CC	N	Y	O	Y	GC34090	2Y	P	Scanned as part of adopted City Council Resolution.
CC46	General Subject Files - Non-agenda items	CC	N	N	O	N	GC34090	2Y	2Y	Review before purging.
CC47	Indexes - Legislative, vital records	CC	N	Y	O	Y	GC34090	2Y	P	Council actions, resolutions and ordinances. No longer created in Rbase format.

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CC47.1	Memorandum of Understanding - Employee Bargaining Units	CC	N	Y	O	Y	GC34090 29CFR16.5	3Y	P	
CC48	Minutes: - City Council - Redevelopment Agency - Industrial Development Authority - Civic Improvement Authority - Parking Authority - Housing Authority - Successor Agency to the La Habra Redevelopment Agency	CC	N	Y	O	Y	GC34090(e)	P	P	*Industrial Dev. Auth & Parking Auth. Dissolved 2/19/03
CC49	Municipal Code Book	CC	N	Y	O	N	GC34090(e)	P	P	Updated biannually. Complete annual book not kept on file
CC50	Oaths of Office - Commissioners - Council members - Sworn Police Officers	CC	N	Y	O	Y	GC34090 29USC1113	T + 6Y	T + 6Y	
CC51	Ordinances: - City Council - Redevelopment Agency	CC	N	Y	O	Y	GC34090(e)	P	P	
CC53	Resolutions: - City Council - Redevelopment Agency - Industrial Development Authority - Civic Improvement Authority - Parking Authority - Housing Authority - Successor Agency to the La Habra Redevelopment Agency	CC	N	Y	O	Y	GC34090(e)	P	P	*Industrial Dev. Auth & Parking Auth. Dissolved 2/19/03
CC54	Records Management - Disposition Certification	CC	N	Y	O	N	GC34090	P	P	

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CC55	Revenue Bonds Tax Revenue & Notes - Official Transcript Documents	CC	N	Y	O	N	GC34090	P	P	
CC56	Subpoenas/Summons - City is not a party	CC	N	Y	O	N	GC34090	2Y	2Y	
CC57	Subpoenas/Summons - City is a party	CC	N	Y	O	N	GC34090	2Y	*5Y	* 5Y After settled
CC58	Uniform Code Books	CC	N	Y	O	N	GC34090(e)	P	P	Building; Mechanical; Plumbing; Electrical, Fire
CC59	Warrants/P.O./Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT - BUILDING & SAFETY**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
B1	<u>Building History Files</u> Abatement / Violations and Substandard Buildings	Bldg	N	N	O	Y	GC34090	2Y	P	
B2	Address Change	Bldg	N	Y	O	Y	GC34090(a)	P	P	
B3	Building / Construction Plans for commercial - Calculations	Bldg	N	Y	O	Y	GC34090 H&S19850 H&S19853	L	L	During the life of the building - Destroy after building no longer exists
B4	Building / Construction Plans for residential - Drawings & Calculations - Non- H&S19850	Bldg	N	Y	O	Y	GC34090 H&S19850 H&S19853	A+90 days	A+90 days	90 days from date of completion
B5	Certificate of Occupancy	Bldg	N	N	O	Y	GC34090(a)	P	P	
B5.1	Fire Sprinkler Plans	Bldg	N	Y	O	Y	GC34090 UFC103.3.4	3Y	7Y	Previously FD Record; Transferred to Bldg & Safety Division as of 7/1/2005 when Los Angeles County Fire Dept. was contracted for services
B6	Inspection Records	Bldg	N	N	O	Y	GC34090	2Y	P	
B7	Permits - Building - Plumbing - Electrical - Mechanical	Bldg	N	Y	O	Y	GC34090(a) H&S19850 GC4003 GC4004	P	P	

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**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT - BUILDING & SAFETY**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
B8	Photographs	Bldg	N	N	O	Y	GC34090	2Y	P	
B9	Planning Files - Applications: ei, PUD, CUP, Zone Changes, Zone Variances, Plan Approvals - Site Plan - staff reports / comments - notices / mailings	Pln	N	Y	O	Y	GC34090(a) H&S19850 GC4003 GC4004	P	*P	*After 2 years in Planning Dept., purge permanent records from Building History files. Working documents destroyed.
B10	Reports & Specifications	Bldg	N	N	O	Y	GC34090	P	P	Includes soil report & asbestos (AQMD)
B11	Uniform Fire Code	Bldg	N	Y	O	N	GC34090	2Y	P	Previously FD Record; Transferred to Bldg & Safety Division as of 7/1/2005 when Los Angeles County Fire Dept. was contracted for services
B12	Warrants/P.O./Invoices	Bldg	N	N	D	Y	GC34090.7	2Y	2Y	

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT - COMMUNITY PRESERVATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CP1	Administrative Citations	CD	N	N	D	N	GC34090	2Y	2Y	Stored on Comcate
CP2	Closed Case Files - Resolved	CD	N	N	O	Y	GC34090	2Y	A+2Y	Stored on Comcate
CP3	Correspondence - "Chron" file - General - Interoffice	CD	Y	Y	O	Y	GC34090	2Y	2Y	
CP5	Home Occupant Permits	CD	N	Y	O	Y	GC34090	2Y	5Y	Stored on Comcate
CP7	Warrants/P.O./Invoices	CD	N	Y	O	N	GC34090	2Y	2Y	

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**Records Retention Schedule**

**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT- HOUSING & ECONOMIC DEVELOPMENT**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
HE1	Comm Dev Block Grant (CDBG) CDBG Agreements - Sub-recipient agreements* - City/Government agreements - Inter-department agreements	CC	N	Y	D	Y	24CFR85.42 24CFR570.490 24CFR570.502 OMB Cir. A-102 OMB Cir. A-110 OMB Cir. A-133	4Y	5Y**	Retain indefinitely until audited.
HE2	CDBG Files - Program expenses	Fin	N	Y	D	N	GC34090.7	2Y	5Y**	**Retain indefinitely until audited.
HE3	CDBG Files - Staff reports - Request for Proposal - Projects / Programs	HE	N	N	O	Y	24CFR85.42 24CFR570.490 24CFR570.502 OMB Cir. A-110 OMB Cir. A-133	4Y	5Y**	**Retain indefinitely until audited.
HE4	CDBG Plans / Reports - CAPER -Consolidated Annual Performance & Evaluation Report* - Environmental Review Record - Sub-recipient quarterly report - Semiannual Labor Standards Enforcement Report - Consolidated Plan and Action Plan - Integrated Disbursement & Information System (IDIS)	CC	N	Y	D	Y	24CFR85.42 24CFR570.302 24CFR570.490 24CFR570.502 24CFR570.503 24CFR570.506 OMB Cir. A-110 OMB Cir. A-133 OMB Cir. 2501-0019	4Y	5Y**	**Retain indefinitely until audited.
HE5	HOME Program - Client Loan Documents	HE	Y	Y	O	Y	24CFR85 OMB Cir. A-87	5Y	T+5Y	**Retain indefinitely until audited.
HE6	CDBG - Citizen Committee - Minutes	HE	N	Y	O	Y	GC34090	4Y	T+5Y	Retain Minutes permanent until committee is dissolved then retain 5 more years.
HE8	Correspondence - General - Interoffice	HE	N	N	O	N	GC34090	2Y	2Y	

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**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT- HOUSING & ECONOMIC DEVELOPMENT**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
HE9	General Subject files	HE	N	N	O	N	GC34090	2Y	2Y	
HE10	Reference Material - Outside agencies & Duplicate City records: - i.e., Minutes, ordinances	HE	N	N	D	N	Non-Record	-	R	
HE11	Warrants/P.O./Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	

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**Records Retention Schedule**

**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT - PLANNING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PL1	Agenda Face Sheets - Planning Commission	Pin	N	N	D	Y	GC34090.7	2Y	2Y	
PL2	Agenda Packets - Planning Commission	Pin	N	N	O	Y	GC34090	2Y	10Y	
PL3	Annexations Prep. Files	Pin	N	N	O	Y	GC34090(a)	P	P	
PL4	Audio/Visual Recordings saved on DVD or Tapes - Planning Commission Meetings	Pin	N	N	O	N	GC34090.7	90 days	6 months	
PL4.1	Audio/Visual Recordings saved electronically - Planning Commission	CC	N	N	O	N	GC34090.7	90 days	A + 2Y	
PL9	Correspondence - "Chron Files" - General - Interoffice	Pin	N	N	O	Y	GC34090	2Y	2Y	
PL10	Environmental Records: - Environmental Impact Reports - Initial Studies * - Negative Declaration - Notice of Exemptions	Pin	N	N	O	Y	GC34090(a) CCR15095	P	P	CEQA (California Environmental Quality Act) Guidelines. *Records used to create other permanent records retain 2Y
PL11	General Plans / Amendments - Housing Element - Specific Plan	Pin	N	N	O	Y	GC34090	P	P	
PL12	General Subject Files	Pin	N	N	O	Y	GC34090	2Y	2Y	
PL14	Landscape Files	Pin	N	N	O	Y	GC34090(a) GC4003 GC4004	P	P	Landscape Standards for each business. Filed by address.

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PL15	Lot Line Adjustments	Pln	N	N	O	Y	GC34090 GC4003 GC4004	2Y	10Y	Final through Engineering.
PL16	Legal Notices	Pln	N	N	O	Y	GC34090 CCP343 CCP349	4Y	5Y	Public Notices Legal Publications
PL17	Logs - Applications - Conditional Use Permit - Zone Changes - Zone Variances	Pln	N	Y	O	Y	GC34090	2Y	*P	*Retain for historical purposes.
PL18	Planning Commission - Minutes - Resolutions	Pln	N	Y	O	Y	GC34090(e)	P	P	
PL19	Planning Files - Active - Applications: ie. PUD, CUP, Zone Changes, Zone Variances, Plan Approvals - Site Plan - Reports - Notices	Pln	N	Y	O	Y	GC34090(a) H&S19850 GC4003 GC4004	P	*P	*Purge permanent records to Building History files. Working documents destroyed.
PL20	Reference Material - outside agencies & <b>Duplicate</b> City Records: - i.e. minutes, ordinances - CEQA, APN book, OC MCC quarterly reports, etc.	-	N	N	D	N	Non-Record	-	R	
PL21	Sign Program Files	Pln	N	N	O	Y	GC34090(a) GC4003 GC4004 H&S19850	P	P	Sign Standards for each business. Filed by address.

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**Records Retention Schedule**

**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT - PLANNING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PL22	Studies: - Economic Studies - Plan Studies	Pln	N	N	O	Y	GC34090	2Y	5Y	Records used in the creation of other permanent records.
PL23	Tentative Parcel Map	Pln	N	N	O	Y	GC34090 H&S19850 GC4003 GC4004	2Y	10Y	Final through Engineering.
PL24	Tentative Tract Map	Pln	N	N	O	Y	GC34090 H&S19850 GC4003 GC4004	2Y	10Y	Final through Engineering.
PL25	Uniform Code Books	CC	N	Y	O	N	GC34090(e)	P	P	Building; Mechanical; Plumbing; Electrical, Fire
PL26	Warrants/P.O./Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	
PL27	<u>Air Quality Management Dept.:</u> AQMD Program - Annual progress reports - Surveys - Sub-recipient agreements	Pln	N	N	O	Y	GC34090 H&S44242 H&S44244.1 CCP338(k)	3Y	7Y**	**AB2766 funded project files retain indefinitely until audited.
PL28	AQMD Program - Receipt & Expenditures	Fin	N	N	D	Y	GC34090 H&S44242 H&S44244.1 CCP338(k)	3Y	7Y**	**AB2766 funded project files retain indefinitely until audited.
PL37	<u>Geographic Information System</u> Maps	Pln	N	N	O	Y	CG34090a	P	P	
PL38	La Habra City Atlas	Pln	N	N	O	Y	GC34090(a)	P	P	

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**RETENTION PERIOD IS TIME PERIOD NOTED PLUS CURRENT YEAR.**



**Records Retention Schedule**

**Dept.: COMMUNITY & ECONOMIC DEVELOPMENT - PLANNING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
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Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - ADMINISTRATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CS1	Agreements / Contracts - Private	CS	N	Y	O	N	GC34090 CCP337 CCP337.2 CCP343	4Y	A + 10Y	Copies to Social Svcs Mgr. Gov't Bldg. Supervisor Prog. Coordinator Finance
CS2	Agreements / Contracts - Public	CC	N	Y	D	N	GC34090.7	2Y	A + 2Y	
CS2.1	Audio tapes & DVD	CS	N	N	O	N	GC34090.6 GC34090.7	1Y	1Y	
CS2.2	Banner Applications - Installations	PW	N	N	O	N	GC34090	2Y	2Y	
CS4	Community Services Commission - Agenda packets - Agenda Subject files	CS	N	N	O	N	GC34090	2Y	10Y	
CS5	Community Services Commission - Minutes - By-laws - Resolutions	CS	N	Y	O	N	GC34090e	P	P	
CS6	Correspondence - General - Interoffice	CS	N	N	O	N	GC34090	2Y	2Y	
CS7	(Merged into CS8 Record Series)									
CS8	Facility Rental - Applications - Payment Verification - Certificate of Insurance	CS	N	N	O	N	GC34090	2Y	7Y	Retain 7Y for auditing purposes.
CS9	General Subject Files - Non-agenda items	CS	N	N	O	N	GC34090	2Y	2Y	May need to review before purging.
CS9.1	Graffiti Logs	CS	N	N	O	N	GC34090	2Y	2Y	

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - ADMINISTRATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CS10	Instructors Payments - Rosters - Back-up information (Merged into CS13 Record Series)	CS	Y	Y	O	N	GC34090	2Y	7Y	Retain 7Y for auditing purposes.
CS11										
CS12	Reference Material - outside agencies & <b>Duplicate</b> City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
CS13	Recreation Classes & Trips - Receipts (duplicates) - Daily Reports (duplicates) - Trips - Programs	CS	N	N	O	N	GC34090	2Y	7Y	Finance Office of Record for duplicate records.
CS14	Waivers - Travel & Class	CS	N	Y	O	N	GC34090 CCP337 CCP338 CCP343	4Y	7Y	

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - CHILD DEVELOPMENT**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CD2	Agreements files - public/private - Funding Terms and Conditions - Grant Contracts - CHS/OCDE/Regional Center (reimbursements) - 801A & 801B reports on NOA	CC	N	N	D	N	GC34090.7	2Y	R	
CD3	Child Care Food Program "Center" - Food forms - Reimbursement Claims - Site Menus - Menu Planning Sheets - Shopping Lists - Food Payables	CD	Y	Y	O	N	GC34090 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133 *FT&C	AA+3Y	AA+3Y	*Child Dev. Prog. Funding Terms & Conditions. Records subject to audit
CD4	Children's Portfolio: School-Age-DRDPR's (Desired Results Developmental Profile - Revised)	CD	Y	Y	O	N	GC34090 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133 *FT&C	AA+3Y	AA+3Y	*Child Dev. Prog. Funding Terms & Conditions. Records subject to audit
CD5	9400'S (copy) Attached to: - Sign-in/out sheets (original)	Fin CD	Y	Y	D O	N	GC34090 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133 *FT&C	AA+3Y	AA+3Y	*Child Dev. Prog. Funding Terms & Conditions. Records subject to audit. 9400's are summary sheets
CD6	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
CD7	Warrants / P.O./ Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - CHILD DEVELOPMENT**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CD8	General Subject Files	CD	N	N	O	N	GC34090	2Y	2Y	
CD9	Child Care Billing - Billing records - Payment receipts - Verification	CD	N	Y	O	N	GC34090 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133 *FT&C	AA+3Y	AA+3Y	
CD11	Family Child Care Food Program (CCFP) "In Home" - Provider Reimbursements - Home Reimbursements - Enrollment Rosters - Monitoring Reports - Enrollments - Provider Files	CD	Y	Y	O	N	GC34090 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133 *FT&C	AA+3Y	AA+3Y	
CD12	Family Child Care (FCC) "In Home" - Provider Files - Monthly Rosters - Best Interest Days - Sign-in Sheets/9400's	CD	Y	Y	O	N	GC34090 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133 *FT&C	AA+3Y	AA+3Y	

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

Retention Schedule 2016 - FINAL.xlsx

**Dept.: COMMUNITY SERVICES - CHILD DEVELOPMENT/HEAD START**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
HS1	Agreements - Grant funding	CC	N	N	D	N	GC34090.7	2Y	R	
HS2	Children Files - Health history - Enrollment - Birth certificate (copy)	HS	Y	Y	O	N	GC34090 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	AA + 3Y	AA + 3Y	*Orange County Head Start Agreement
HS3	General Subject Files - Parent directory - Parent roster - Workshops / crafts	HS	N	N	O	N	GC34090 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	AA + 3Y	AA + 3Y	*Orange County Head Start Agreement
HS4	In-Kinds - Parent workshop sign-in sheets	Fin	Y	N	D	N	GC34090 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	AA + 3Y	AA + 3Y	*Orange County Head Start Agreement
HS5	Reference Material - outside agencies & Duplicate City Records: - i.e. Minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
HS6	Sign-In-Out Sheets - Children's	HS	Y	Y	O	N	GC34090 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	AA + 3Y	AA + 3Y	*Orange County Head Start Agreement

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**Records Retention Schedule**

Retention Schedule 2016 - FINAL.xlsx

**Dept.: COMMUNITY SERVICES - CHILD DEVELOPMENT/HEAD START**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
HS7	Monthly Records for Reimbursement from OC Head Start - Cash Advance Projection & Reimbursement Requests - Cost Report - Non-Fed Share Report - Purchase & Disposal of Property & Equipment - Food Program Expenditures - Vacancy Report - Supplemental Expenditure Summary Page - Line Item Detail	CS	N	Y	D	N	GC34090 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	AA + 3Y	AA + 3Y	* Orange County Head Start Agreement

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - CHILDREN'S MUSEUM**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CM1	Accident Reports	RM	Y	N	D	N	GC34090.7	2Y	2Y	
CM2	Admission - Daily Attendance Logs - Yearly Membership - Family Pass files - Tours / Field Trip Reservations - Birthday Party Bookings - VIP file	CM	N	N	O	N	GC34090	2Y	2Y	
CM3	Agreements / Contracts - Public / private agency	CM	N	Y	O	N	GC34090 CCP337 CCP343	4Y	A + 10Y	
CM4	Awards	CM	N	N	O	N	GC34090	2Y	2Y	Various awards given to volunteers and others
CM5	Collection Management - Inventory records	CM	N	N	O	N	GC34090	2Y	P	
CM6	Collection Management - Collection reports	CM	N	N	O	N	GC34090	2Y	2Y	
CM7	Donation disputes	CM	N	N	O	N	GC34090	2Y	T + 2Y*	*Maintain for 2 years from date of resolution of dispute.
CM8	Correspondence - General - Interoffice	CM	N	N	O	N	GC34090	2Y	2Y	
CM9	Events & Programs - General information - Brochures / Bulletins - Performer Contacts	CM	N	N	O	N	GC34090	2Y	2Y	
CM10	Exhibit Information - Manuals - Handouts	CM	N	N	O	N	Non-record	-	L	

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - CHILDREN'S MUSEUM**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CM11	Exhibits - Changing Exhibits	CM	N	N	O	N	GC34090	2Y	7Y	
CM12	Federal Fish & Wildlife Permit	CM	N	N	O	N	GC34090 50CFR13.46 50CFR13.47 50CFR21.27	T + 5Y	T + 5Y	
CM13	Federal Fish & Wildlife Permit - Inventory records	CM	N	N	O	N	GC34090 50CFR13.46 50CFR13.47 50CFR21.27	*T + 5Y	*T + 5Y	*Maintained for 5 yrs from the date of expiration of the permit.
CM14	Fund Raising Files - Projects - Proposals	CM	N	N	O	N	GC34090	2Y	2Y	
CM15	General Subject Files - Children information - Educational Information - News letters	CM	N	N	O	N	GC34090	2Y	2Y	
CM16	Gift Certificates	CM	N	N	O	N	Non-record	-	S	
CM17	Grant Files	CM	N	N	O	N	GC34090 29CFR97.42 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	A + 3Y	*AA + 3Y	*Records subject to audit.
CM18	Maintenance - Building - Exhibits - Renovations - Alarms	CM	N	N	O	N	GC34090	2Y	2Y	

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - CHILDREN'S MUSEUM**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CM19	Marketing - Press ideas - Surveys - Magazine ads - Expenses	CM	N	N	O	N	GC34090	2Y	2Y	
CM20	Museum Historical Files - Press Clippings	CM	N	N	O	N	GC34090	P	P	
CM21	Museum Rental Documents - Trunks - Exhibits	CM	N	N	O	N	GC34090	2Y	7Y	
CM22	Petty Cash Records	Fin	N	N	D	N	GC34090.7	2Y	2Y	
CM23	Policies/Procedures & Manuals - Disaster Plan - Cash Register Procedure - Safety Procedures - Volunteer Manuals	CM	N	Y	O	N	GC34090	2Y	S	
CM24	Receipts - daily list	Fin	N	N	D	N	GC34090.7	2Y	2Y	
CM25	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
CM26	Revolving Fund	Fin	N	N	D	N	GC34090.7	2Y	2Y	
CM27	Supply List - Supplies received from School District	CM	N	N	O	N	GC34090	2Y	2Y	

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - CHILDREN'S MUSEUM**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
CM28	Volunteer Files - General Information - Manuals	CM	N	N	O	N	GC34090	2Y	2Y	
CM29	Volunteer Files - Sign-in Sheets	CM	N	N	O	N	GC34090	2Y	4Y	
CM30	Warrants/P.O./Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	

Approved:

Date:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - EMPLOYMENT & TRAINING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
ET1	Agreements - OJT (On-the-Job-Training)	ET	N	Y	O	N	GC34090 29CFR97.42 WIOA / WIA	AA + 3Y	7Y	Workforce Innovation & Opportunity Act (WIOA) & Workforce Investment Act (WIA). Records subject to audit.
ET2	Office Papers / Sign-In Sheets - Employee sign-in sheets - Client sign-in sheets - Orientation sign sheets - Routed memos	ET	N	N	O	N	GC34090 29CFR97.42 WIOA / WIA	AA + 3Y	AA+3Y	Workforce Innovation & Opportunity Act (WIOA) & Workforce Investment Act (WIA). Records subject to audit.
ET3	Participants Hard Files - Eligibility documents and services provided - Training vouchers	ET	Y	Y	O	N	GC34090 29CFR97.42 WIOA / WIA	AA + 3Y	7Y	Workforce Innovation & Opportunity Act (WIOA) & Workforce Investment Act (WIA). Records subject to audit.
ET4	Reference Material - outside agencies & <b>Duplicate</b> City Records: - i.e. Minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
ET5	Supportive Services - Receipts and expenditures for customer's reimbursements	Fin	N	N	D	N	GC34090.7	2Y	2Y	
ET6	Warrants/P.O./Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	
ET7	Accounting Documents - Payment requests - Contracts - General services	Fin CC	N	N	D	N	GC34090.7	2Y	3Y	
ET8	Confidential Working Files	ET	Y	N	O	N	GC34090	2Y	2Y	

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - EMPLOYMENT & TRAINING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
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Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: COMMUNITY SERVICES - FACILITY MAINTENANCE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
GB1	Agreements / Contracts - Private	CS	N	Y	D	N	GC34090.7	2Y	A + 2Y	
GB2	Reference Material - Outside agencies & Duplicate City Records: i.e., Minutes, Ordinances	-	N	N	D	N	Non-Record	-	R	
GB3	Reports - Departmental - Facility maintenance	CS	N	N	O	N	GC34090	2Y	2Y	
GB4	Facility Maintenance - Work Orders	CS	N	N	O	N	GC34090	2Y	2Y	
GB5	Warrants/P.O./Invoices	CS	N	N	D	N	GC34090.7	2Y	2Y	
GB6	Court Case Time Sheets	CS	Y	Y	D	N	GC34090	2Y	2Y	
GB7	Elevator - Yearly licensing - Quarterly maintenance	CS	N	Y	O	N	GC34090	2Y	5Y	
GB8	Fire Extinguishers - Yearly maintenance	CS	N	Y	O	N	GC34090	2Y	5Y	
GB9	Material Safety Data Sheets (MSDS)	CS	N	Y	O	N	LC6390	S	P	
GB10	Pest Control - Monthly Service	CS	N	Y	O	N	GC34090 F&A12004	2Y	4Y	
GB11	Sprinkler System services - 5 Year maintenance	CS	N	Y	O	N	GC34090	2Y	10Y	

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: FINANCE - ADMINISTRATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
F1	1099 Forms and W9 Forms	Fin	Y	N	O	N	GC34090 29USC436 26CFR31.6001-1 29CFR516.5	5Y	5Y	As of Calendar Year 2014 1099 forms saved as .pdf file
F3	Audits - CAFR - Compliance Reports	Fin	N	Y	O	Y	GC34090 GC40802	2Y	P	
F4	Backup Tapes - Network Hard Drive files - IFAS Database	Fin	N	Y	O	N	GC34090	2Y	S*	*System/Vital records are backed-up onto tapes and kept at local off site storage for disaster recovery purposes for a period of one year.
F5	Bank Reconciliations	Fin	N	Y	O	N	GC34090 26CFR1.6001-1	2Y	2Y	
F6	Bank Statements	Fin	N	N	O	N	GC34090 26CFR1.6001-1	2Y	2Y	
F7	Budget - Adopted	CC	N	N	D	Y	GC34090.7	2Y	R	
F9	Business License Applications - Profit / Non-profit	Fin	*	N	O	N	GC34090 CCP 337	4Y	4Y	*Redact confidential information.
F10	Business License Certificates	Fin	N	N	O	Y	GC34090 CCP 337	4Y	4Y	Each year's business license certificates to be saved as PDF file
F11	Business License Inspection Forms	Fin	N	N	O	N	GC34090 CCP 337	4Y	4Y	
F13	Cancelled Checks	Fin	N	N	O	Y	GC34090 CCP337	4Y	4Y	Cancelled check image stored on CD.
F14	Cash Receipts Daily Detail Runs	Fin	N	Y	O	N	GC34090 CCP337	4Y	4Y	
F15	Correspondence - General - Interoffice	CC	N	N	O	N	GC34090	2Y	2Y	

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**Records Retention Schedule**

**Dept.: FINANCE - ADMINISTRATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
F17.1	Federal & State Wage Reporting - Quarterly & Annually (W2) - Affordable Care Act forms	Fin	Y	Y	O	N	GC34090 29CFR516.6	4Y	4Y	
F18	Fixed Asset Records	Fin	N	Y	O	N	GC34090 26CFR1.6001-1	7Y	L+2Y	
F19	Grant Files - Local, County, State, Federal, and external organizations	Fin	N	Y	O	N	GC34090 24CFR570.502 28CFR66.42 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133	4Y	7Y	Records Subject to Audit- *Jobs Training Partnership- Act **Child Dev. Prog. Funding- Terms & Conditions
F20	General Ledgers - Monthly transactions between each account.	Fin	N	Y	O	N	GC34090 CCP337	4Y	4Y	
F21	General Subject Files	Fin	N	N	O	N	GC34090	2Y	2Y	May need to review before purging
F22	Investment Bond Statements (Debt Service) - Certificates of Participation - Loans	Fin	N	Y	O	N	GC34090 GC53921 CCP337	4Y	4Y	Bonds or Coupons destroy upon defeasance or payment in full.
F23	Investment Transactions - Security purchase forms - Bank slips of purchase maturities - Various Investment Bank Statements	Fin	N	Y	O	N	GC34090 CCP337 26CFR1.6001-1	4Y	4Y	
F25	Journal entries - Closing - Adjusting	Fin	N	Y	O	N	GC34090	2Y	2Y	
F26	La Habra Inn Financials	Fin	N	Y	O	N	GC34090	2Y	2Y	Financial statements received from management company

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**Records Retention Schedule**

**Dept.: FINANCE - ADMINISTRATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
F27	Mobile Home Park Financials	Fin	N	Y	O	N	GC34090	2Y	2Y	Financial statements received from management company
F28	Payroll Imprest Backup - P/R taxes & withholding payments (pink warrant slip)	Fin	N	N	O	N	GC34090 26CFR31.6001-1 29CFR516.5 29CFR516.6	4Y	4Y	
F29	Payroll Registers / W-2s	Fin	Y	N	O	N	GC34090 26CFR31.6001-1 29CFR516.5 29CFR516.6 29CFR1627.3	4Y	4Y	
F30	Payroll Time Cards	Fin	Y	N	O	N	GC34090 29CFR516.6 26CFR31.6001-1	4Y	4Y	
F31	PERS Files	Fin	Y	Y	O	N	GC34090 29USC1027 29CFR1627.3	6Y	6Y	
F32	Revenue Receipts by Account - Daily cash receipts - Daily check stubs	Fin	N	Y	O	N	CG34090 CCP337	4Y	4Y	
F34	Treasurer's Reports - YTD & quarterly of cash holdings	Fin	N	Y	O	N	GC34090 CCP337	4Y	4Y	
F35	Trial Balances - YTD & monthly financial reports of balances for each fund	Fin	N	Y	O	N	GC34090 CCP337	4Y	*P	*YTD permanent; Others optional
F37	Warrants	Fin	N	Y	O	Y	GC34090 CCP337	4Y	4Y	

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**Records Retention Schedule**

**Dept.: FINANCE - ADMINISTRATION**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
F38	Warrant Registers	Fin	N	Y	O	N	GC34090 CCP337	4Y	4Y	Included in City Council agenda packet
F39	Water Print Outs - Customer detail	Fin	N	Y	O	N	GC34090	2Y	2Y	Starting 2008, records are saved as .pdf file in Springbrook software
F40	Water Billings/Work Orders	Fin	N	N	O	Y	GC34090	2Y	2Y	Starting 2008, records are saved as .pdf file in Springbrook software
F42	W-4's	Fin	Y	N	O	N	GC34090 29CFR516.6	2Y	2Y	
F43	Water Payment Stubs	Fin	N	N	O	N	GC34090	2Y	2Y	
F44	Water Applications	Fin	N	N	O	N	GC34090	2Y	2Y	Starting 2008, records are saved as .pdf file in Springbrook software
F45	Water Lockbox Payments	Fin	N	N	O	Y	GC34090	2Y	2Y	Files saved on CD

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Dept.: HUMAN RESOURCES - PERSONNEL**

**Records Retention Schedule**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
P1	Agreements/Contracts - Employees Assistance prog. - AQMD - Deferred Compensation - Others	Per	Y	Y	O	N	GC34090 CCP337	4Y	A + 10Y	
P2	Correspondence - General - Interoffice	Per	N	N	O	N	GC34090	2Y	2Y	
P3	Death Benefits	Per	Y	Y	O	N	GC34090 29CFR1627.3 29USC1027	6Y	P	
P4	Deferred Compensation Changes	RM	Y	Y	O	Y	GC34090 29CFR1627.3 26CFR31.6001-1 29USC1027	6Y	T + 15Y	
P5	Deferred Compensation Finance Runs	RM	Y	Y	D	Y	GC34090.7 29CFR1627.3 26CFR31.6001-1 29USC1027	6Y	7Y	Filed chronologically, biweekly reports from Finance listing withholding from employees
P6	Department of Transportation Reports (Motor Vehicle Pulls)	Per	Y	Y	O	Y	GC34090 GC12946	2Y	7Y	
P7	Employee Exams - Hepatitis "B" - Flu	Per	Y	N	O	Y	GC34090 GC12946 29CFR1627.3	3Y	30Y	
P8	Employee Files - Full-time - Part-time	Per	Y	Y	O	Y	GC34090 GC12946 29CFR1627.3 29CFR1602.31 29USC1027	6Y	T + 15Y	

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**Records Retention Schedule**

**Dept.: HUMAN RESOURCES - PERSONNEL**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
P9	Employee Statistical Reports - Excess vacation reports - Sick leave summary	Per	Y	N	O	N	GC34090	2Y	15Y	
P10	General Subject Files	Per	N	N	O	N	GC304090	2Y	5Y	
P11	Insurance - Health & Dental - Policies - Contracts - Rates - Open enrollment - COBRA	Per	Y	Y	O	N	GC34090 GC12946 29CFR1627.3 29USC1027	6Y	*P	*Per Secretary of State Local Gov't Records Mgt Guidelines
P12	Memorandum of Understanding - Employee Bargaining Units	CC	N	Y	D	Y	GC34090 29CFR516.5	3Y	3Y	Retain one copy for historical purposes
P13	Personnel Policies/Practices - ADA - EOP - Death Benefits - Etc.	Per	N	Y	O	N	GC34090 29CFR1602.12 29CFR1627.3	3Y	P	EOP= Equal Opportunity Program ADA = Americans with Disabilities Act
P14	Program files: Rideshare & Employee Assistance - Participants list - Reports	Per	Y	N	O	N	GC34090 GC12946 USC1027	6Y	10Y	Filed chronologically
P15	Recruitment	Per	Y	N	O	N	GC34090 GC12946 GC6250 29CFR1602 et seq 29CFR1627.3	3Y	5Y	Eligibility Lists are 1 year
P16	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
P17	Seminars, Educational Courses	Per	N	N	O	N	Non-Record	-	R	Optional classes, not placed in employee's file

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**Records Retention Schedule**

Dept.: **HUMAN RESOURCES - PERSONNEL**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
P18	Studies / Surveys	Per	Y	N	O	N	GC34090 GC12946 29CFR1602.14	2Y	A + 5Y	
P19	Summer Youth / Student Files	ET	Y	N	D	N	GC34090.7	2Y	7Y	One folder per yr., 1 sht per student with W-4, filed alphabetically
P20	Warrants/P.O./Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: HUMAN RESOURCES -  
RISK MANAGEMENT**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
R1	Accident Reports - Liability - Property - Vehicle	PW	Y	N	D	N	GC34090 29CFR1904.6 VC2547	5Y	5Y	
R2	Certificates of Insurance - Liability	RM	N	Y	O	N	GC34090	2Y	*P	*Per Secretary of State Local Gov't Records Mgt Guidelines
R3	Claims - Liability	RM	Y	Y	O	N	GC34090 GC25105.5	A + 5Y	10Y	
R4	Insurance Policies - Liability	RM	Y	Y	O	N	GC34090	2Y	*P	*Per Secretary of State Local Gov't Records Mgt Guidelines
R5	Certificates of Consent - License to insure and administer	RM	N	Y	O	N	GC34090	2Y	*P	*Per Secretary of State Local Gov't Records Mgt Guidelines
R6	Contracts - Various Venders - excluding insurance carriers	RM	N	Y	O	N	GC34090	2Y	10Y	
R7	Correspondence - General	RM	N	N	O	N	GC34090	2Y	2Y	
R8	General Subject Files	RM	N	N	O	N	GC34090	2Y	2Y	
R9	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	RM	N	N	D	N	Non-Record	-	R	
R10	Reports / Logs - State Reports - OSHA Reports - Public Self Insured (*Carl Warren - not including OSHA reports) - Liability Loss Runs (Carl Warren)	RM	Y	Y	O	N	GC34090 29CFR1904.6 CCR14307 Labor 5405	C + 5Y	C + 5Y	Wk. Comp. State annual report, Public Self Insured annual report, OSHA reports

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**Records Retention Schedule**

Dept.: **HUMAN RESOURCES -  
RISK MANAGEMENT**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
R11	Warrants/P.O./Invoices	Fin	N	N	D	N	GCS34090.7	2Y	2Y	
R12	Workers Compensation - Medical Only Claims - Indemnity Claims	RM	Y	Y	O	Y	29CFR1904.6 CCR15400.2 Labor 5405	A + 5Y	P	Claim files, reports, incidents, medical, loss of time, legal, disability, future medical care

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

Dept.: **POLICE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PD1	Alarm Records - Billing Letters	PD	N	N	O	N	GC34090	2Y	3Y	
PD2	Animal Control - Animal Licensing  <b>Arrest Files</b>	PD	N	N		N	GC34090	2Y	2Y	
PD3	Monthly Citation & Arrest Register - Department of Justice	PD	Y	N	O	N	GC34090 GC6254	2Y	5Y	re. PC13010, PC13011, PC13012, PC13020, PC13021, PC13022
PD4	Arrest / Booking Files: Homicide, Child Abuse, Unsolved missing person, & Sexual Assault (Crimes subject to death penalty, life imprisonment) Traffic Collision resulting in fatality; Including juveniles (Refer to applicable DR file)	PD	Y	Y	O	Y	GC34090 GC6254 PC802	P	P	
PD4.1	Arrest / Booking Files: Felonies (All other felonies not described in PD4); including juveniles (Refer to applicable DR file)	PD	Y	Y	O	Y	GC34090 GC6254 PC802	6Y	10Y	
PD5	Arrest / Booking Files: Misdemeanors, Infractions, Non-Criminal Occurrences, i.e. Information reports, Towed vehicles, Restraining orders, Traffic Collisions, etc.; Including juveniles (Refer to applicable DR file)	PD	Y	Y	O	Y	GC34090 GC6254 PC802	2Y	5Y	
PD6	Arrest Files: H&S 11357(b), (c), (d), (e) or H&S 11360(b) violation, Marijuana less than 28.5 grams, (occurring after January 1, 1976.) (Refer to applicable DR file)	PD	Y	Y	O	Y	GC34090 GC6254 H&S11361.5	2Y*	2Y*	*Mandatory destruction 2Y from date of conviction or date of arrest with no conviction, juveniles destroy after age 18

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**Records Retention Schedule**

Dept.: **POLICE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PD8	Bail Receipts (Refer to applicable DR file)	PD	Y	N	O	Y	-	-	-	
PD9	Background files - Non-hired	PD	Y	N	O	N	GC34090 GC6254	2Y	3Y	
PD10	Background files - Hired	PD	Y	N	O	N	GC34090 GC6254 29USC1113	T+6Y	T + 7Y	
PD11	Bicycle Registrations	PD	N	N	O	N	GC34090	2Y	2Y	
PD12	CAD Transaction Logs									
PD13	Child Abuse Registry - As required by agencies i.e. Orange County Social Svcs, Dept of Justice, etc.	PD	Y	N	O	Y	GC34090 GC6254 PC11169 PC11170	10Y*	10Y*	Log of Police Officer disposition. After 1997, no longer producing this log. Record Series Deleted *Information from any prior report and subsequent report shall be maintained for a period of 10 years from time the most recent report is received. Original sent to Court
PD14	Citations - Moving / Traffic violations - Transmittals to Court	PD	N	N	O	N	GC34090	2Y	2Y	
PD15	Citations - Parking - Transmittals to billing company for processing	PD	N	N	O	N	GC34090	2Y	2Y	
PD16	Communication Tapes - Telephone and radio	PD	N	N	O	N	GC34090.6	100 days	1Y	Kept on server for 1Y
PD17	Correspondence - General - Interoffice	PD	N	N	O	N	GC34090	2Y	2Y	

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**Records Retention Schedule**

**Dept.: POLICE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PD18	Court Transmittals - Listing in custody paperwork being filed with DA's office - "On-Call Logs" <u>DOCUMENTED REPORT (DR)</u> <u>FILES</u>	PD	N	N	O	N	GC34090	2Y	2Y	
PD20	DR Logs									
PD21	(DR) Police Reports: Homicide, Child Abuse, unsolved missing person, & Sexual Assault (Crimes subject to death penalty, life imprisonment) Traffic Collision resulting in fatality <u>DOCUMENTED REPORT (DR)</u> <u>FILES</u>	PD	Y	Y	O	Y	GC34090 GC6254 PC799 CCP340.1	P	P	Record no longer generated as of 1997 Record Series Deleted
PD22	(DR) Police Reports: Felonies except Homicide, Juvenile, Child Abuse, & Sexual Assault	PD	Y	Y	O	Y	GC34090 GC6254 PC800 PC801	6Y	10Y	
PD23	(DR) Police Reports: H&S 11357(b), (c), (d), (e) or H&S 11360(b) violation, Marijuana less than 28.5 grams, (occurring after January 1, 1976.)	PD	Y	Y	O	Y	GC34090 GC6254 H&S11361.5	2Y*	-	*Mandatory destruction 2Y from date of conviction or date of arrest with no conviction, juveniles destroy after age 18
PD25	(DR) Police Reports: Misdemeanors, Infractions, Non-Criminal Occurrences, Information reports, Towed vehicles, Restraining orders, Traffic Collisions, etc.	PD	Y	Y	O	Y	GC34090 GC6254 PC802	2Y	5Y	

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**Dept.: POLICE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PD26	(DR) Police Reports: Sealed records - Petitions for Records Destruction; Including juveniles	PD	Y	Y	O	Y	GC34090 GC6254 PC851.8 WIC781 WIC826	* sealing date + 5y	* sealing date + 5y	*Court ordered destruction date or sealing date + 5 yrs Upon petition, records of agency must be sealed / destroyed in accordance with the provisions set by court record.
PD27	Field Interview Cards - Non-gang*	PD	N	N	O	N	GC34090	2Y	2Y	*FI cards (gang) entered into CalGang system shall be retained until purged from that system.
PD28	General Subject Files	PD	N	N	O	N	GC34090	2Y	2Y	
PD29	Grant Files - from local, county, state, federal, and external organizations. - Application & supporting data - contracts (copies; orig. City Clerk)	PD CC Fin	N N N	N N N	D O O	N N N	GC34090 28CFR66.42 29CFR97.42 OMB Cir. A-110 OMB Cir. A-133	3Y	AA + 5Y	**Funded project files retain indefinitely until audited. ei. OCJP, etc.
PD29.1	Incident Reports - Adult	PD FD	Y	N	O	N	GC34090 UFC104.3.2 CCP338	3Y	3Y	From 1/1/2003 through 6/30/2005 records to P.D Effective 7/1/2005, records transferred to Los Angeles County Fire Department (LACFD).
PD29.2	Incident Reports - Child	PD FD	Y	N	O	N	CCP340.5	3Y	3Y	From 1/1/2003 through 6/30/2005 records to P.D Effective 7/1/2005, records transferred to Los Angeles County Fire Department (LACFD).
PD30	Internal Affairs files - Complaints, reports, findings initiated by citizens complaints or internally initiated	PD	Y	N	O	N	GC34090 GC6254 EVC1045 PC832.5	A + 5Y	6Y	

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**Records Retention Schedule**

**Dept.: POLICE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PD31	Jail Register - Daily activity records i.e., Bookings, Releases, Transfers - Jail checks (Detox wand report) - Sobering cell log - Safety log	PD	Y	N	O	N	GC34090 GC6254	4Y	5Y	
PD32	Jail Inspection/Survey files - By various agencies: CA Board of Corrections OC Health Department	PD	Y	N	O	N	GC34090 GC6254	2Y	4Y	Agency has originals
PD33	Juvenile Contact reports - Processing of juveniles per California Dept of Youth Authority (refer to applicable DR files or Arrest files)	PD	Y	N	O	Y	-	-	-	Reports sent to the Juvenile Court.
PD34	Overtime slips - Backup information for Finance	Fin	Y	N	O	N	GC34090 GC6254 29CFR516.6	2Y	2Y	
PD35	Parking Permission / Application	PD	N	N	O	N	GC34090	2Y	2Y	
PD36	Parking, 72-hour cards	PD	N	N	O	N	GC34090	2Y	2Y	
PD37	Pawn Slips	PD	N	N	O	N	GC34090 B&P21628	2Y	2Y	
PD38	Payroll work sheets - Department summary time sheets - Backup information	PD	Y	N	O	N	GC34090 GC6254 29CFR516.6	2Y	2Y	
PD39	Policy, Procedures, Rules, & Regulations - Produced by Police Department	PD	N	N	O	N	GC34090	2Y	P	

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**Records Retention Schedule**

**Dept.: POLICE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PD40	Press Log	PD	N	N	O	N	GC34090 GC6254(f)(1)(2)	2Y	2Y	Maintained electronically and not in hard copy.
PD42	Property Reports (Refer to applicable DR file or Arrest file)	PD	Y	N	O	Y	-	-	-	
PD43	Radio Repair Receipts/ Log - OCC	PD	N	N	O	N	GC34090	2Y	3Y	
PD45	Receipts books - Cash receipt backup info	Fin	N	N	O	N	GC34090	2Y	2Y	
PD46	Reference Material - outside agencies & <b>Duplicate</b> City Records: - i.e. minutes, ordinances - Teletype Bulletins, etc.	-	N	N	O	N	Non-Record	-	R	
PD47	Reports - Activity (Internally generated) - Weekly / Monthly / Quarterly / Annual activity / Statistical reports by division; i.e., Response time, curfew, tobacco	PD	N	N	O	N	GC34090	2Y	5Y	
PD48	Reports - Required by FBI, DOJ - Uniform Crime Reports; Crimes against Senior Citizens; Domestic Violence; Return A/Supp.; Hate Crimes, Supplementary Homicide Report, etc.	PD	N	N	O	N	GC34090	2Y	5Y	Required statistical reports re. PC13010, PC13011, PC13012, PC13020, PC13021, PC13022
PD49	Solicitor's applications	PD	N	N	O	N	GC34090	2Y	3Y	

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City of La Habra  
City Clerk Department  
**Records Retention Schedule**

**Dept.: POLICE**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PD50	Subpoenas	PD	N	N	O	N	GC34090 CCP583.21	3Y	3Y	Officer subpoenas received and saved electronically. Original retained at DA's office. Subpoenas for records or evidenced kept in DR file.
PD52	Warrants - Still working	PD	N	N	O	N	GC34090	A	A	Retain active warrants until served, recalled or purged.
PD53	Watch Commander Logs	PD	N	N	O	N	GC34090	2Y	2Y	Created and stored electronically
PD54	Work Schedules	PD	N	N	O	N	GC34090 29CFR516.6	2Y	3Y	Kept on Intime Scheduling (ISE) - shift time mgt software
PD56	9-1-1 Log - Automatic printouts	PD	N	N	O	N	GC34090	2Y	3Y	Created and stored electronically
PD57	Billing - Ambulance and Paramedic - Accounting	PD	Y	N	D	N	GC34090.7	2Y	2Y	Effective 7/1/2005, transferred from LHFD to Police Dept

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW1	<u>ADMINISTRATION</u> Agreements - Public / Private agency	CC	N	Y	D	N	GC34090.7	2Y	R	
PW2	Agreements - Public / Private agency	CC	N	Y	O	N	GC34090 CCP343 29CFR97.42 45CFR74.53 OMB Cir. A-110 OMB Cir. A-133	AA + 5Y	A + 10Y	**Funded/Grant agreements retain indefinitely until audited.
PW3	Claims - Information & backup	RM	Y	N	D	N	GC34090.7	2Y	R	When claim is settled, department should be advised.
PW4	Correspondence - General - Interoffice	PW	N	N	O	N	GC34090	2Y	2Y	
PW5	Policy, Procedures, Rules, & Regulations - Internal - Other agencies	PW	N	N	O	N	GC34090	2Y	S	
PW6	Reference Material - Outside agencies & Duplicate City Records: - i.e. Minutes, ordinances, Household Hazardous Waste Element, Source Reduction & Recycling Element	-	N	N	D	N	Non-Record	-	R	
PW7	Warrants / P.O. / Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	
	<b><u>SOLID WASTE DIVISION</u></b>									

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**Records Retention Schedule**

**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW8	Disposal Receipts	PW	N	N	O	N	GC34090 14CCR18808.4	3Y	10Y	
PW9	Recycling Programs - City initiated programs - Workshops	PW	N	N	O	N	GC34090 14CCR18808.4 14CCR18813	3Y	3Y	
PW10	Recycling - Tires files - CIWMB Waste Tire Hauler Manifest	PW	N	N	O	N	GC34090 14CCR18447	5Y	5Y	
PW11	Recycling - Used Oil files - CIWMB Certified Center Site Visit Checklist	PW	N	N	O	N	GC34090 14CCR18659.5	A + 3Y	A + 3Y	
PW12	Disposal Reports on City of La Habra from outside agencies - Solid Waste Disposal Orange County, Kern County, Los Angeles County - Detailed Hauler Data Orange County - Exempt Green Material Orange County - Waste & Recycling Statistics Orange County	PW	N	N	O	N	GC34090 14CCF18812.4 14CCR18808.4	3Y	10Y	
PW13	Reports - Required by California Integrated Waste Management Board (CIWMB) - Diversion Goal Annual Report - Used Oil Recycling Annual Report - Household Hazardous Waste Collection	PW	N	N	O	N	GC34090 14CCR18813.4 14CCR18808.4 14CCR18659.5	3Y	10Y	
	<b>SOLID WASTE DIVISION</b>									



**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW15.1	Green Waste Recycling - Quarterly Reports received from Orange County	PW	N	N	O	N	GC34090	2Y	2Y	
	<b>FLEET DIVISION</b>									
PW16	Fuel Permits	PW	N	N	O	N	GC34090	2Y	P	
PW17	Fuel Purchase	PW	N	N	O	N	GC34090 CCP337	4Y	7Y	Departments preference
PW18	Hazardous / Non-Hazardous Waste - Disposal records, shipping & data forms	PW	N	N	O	N	GC34090 40CFR122.21	3Y	10Y	Orange County Health, records may be subject to audit.
PW19	Vehicle & Equipment Work Orders - Equipment Maintenance	PW	N	N	O	N	GC34090	2Y	L+2Y	
PW20	Permits - Air tanks - Propane tanks - Emergency generators	PW	N	N	O	N	GC34090	2Y	P	
PW21	Underground Fuel Tank Test	PW	N	N	O	N	GC34090 23CCCR2712	6.5Y	L	Orange County Health, records may be subject to audit. (*Lining upgrades retain for life of tank)
PW22	Underground Fuel Tax - Quarterly State reports	PW	N	N	D	N	GC34090.7	2Y	2Y	Required by State, may be subject to audit.
PW23	Vehicle & Equipment Safety Tests - NFPA, aerial inspection	PW	N	N	O	N	GC34090 8CCCR3203(b)(1)	2Y	L+2Y	
	<b>FLEET DIVISION</b>									

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RETENTION PERIOD IS TIME PERIOD NOTED PLUS CURRENT YEAR.



**Records Retention Schedule**

**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW24	Vehicle Accident - Accident forms - Repair bills	PW	N	N	O	N	GC34090.7 VC2547	3Y	7Y	
PW25	Vehicle Inspection - C.H.P.	PW	N	N	O	N	GC34090	2Y	5Y	
PW26	Vehicle files - Purchase - Registration - Titles, etc.	PW	N	N	O	N	GC34090.7 VC9900 et.seq.	L	L + 2Y	
PW27	Vehicle Smog Test - Annual State reports - AQMD - EPA	PW	N	N	O	N	GC34090	2Y	L	Required by State, may be subject to audit.
PW28	Warrants / P.O. / Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	
<b><u>PARK &amp; LANDSCAPE DIVISION</u></b>										
PW29	Accident / Damage Reports	RM	N	N	D	N	GC34090.7	2Y	2Y	
PW30	Agreements - Public / private agency	PW	N	Y	O	N	GC34090 CCP337 CCP343	4Y	A + 10Y	**Funded/Grant agrmts retain indefinitely until audited.
PW31	Agreements - Public / private agency	CC	N	Y	D	N	GC34090.7	2Y	A	
PW33	California Conservation Corp. - Cleanup assignments	PW	N	N	O	N	GC34090	2Y	2Y	
PW34	Certificates of Insurance	RM	N	N	D	N	GC34090.7	2Y	R	
<b><u>PARK &amp; LANDSCAPE DIVISION</u></b>										

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**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW35	City Property - Maintenance / operations i.e.. Irrigation, tree trimming, landscape improvements	PW	N	N	O	N	GC34090	2Y	5Y	
PW36	Claims - Information & backup	RM	Y	N	D	N	GC34090.7	2Y	R	When claim is settled, department should be advised.
PW37	Complaints / Requests - Trees planting, removal, cement damage etc.	PW	N	N	O	N	GC34090	2Y	2Y	
PW38	Correspondence - General - interoffice	PW	N	N	O	N	GC34090	2Y	2Y	
PW39	Employee Training - Pesticide, Dept. of Agriculture - Safety training	PW	N	N	O	N	GC34090 8CCR3203(b)(2)	2Y	*T	*Once employee no longer with the City, destroy through "Legal Retention."
PW41	Equipment - Inventory - Manuals	PW	N	N	O	N	GC34090	2Y	S	
PW43	Events: Holiday / Special - Preparation - General information	PW	N	N	O	N	GC34090	2Y	R	
PW45	Grant Project Files	CC	N	N	D	N	GC34090.7	2Y	A + 5Y	**Funded/Grant retain indefinitely until audited.
<b>PARK &amp; LANDSCAPE DIVISION</b>										

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**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW47	Maps - Irrigation - Plot plans	Eng	N	N	D	N	GC34090.7	2Y	S	
PW48	Inspection Records - General information	PW	N	N	O	N	GC34090	2Y	*2Y	*Historical files should be retained permanently.
PW49	Parks - Maintenance / operations i.e. Irrigation, tree trimming, landscape improvements, backflow testing,	PW	N	N	O	N	GC34090	2Y	2Y	
PW50	Pesticides - PAPA forms - Medfly spraying, etc. - Monthly Use Report & Recommendations (State)	PW	N	N	O	N	GC34090 Food & Agric. 12004	2Y	3Y	
PW51	Policy, Procedures, Rules, & Regulations - Internal - Other agencies	PW	N	N	O	N	GC34090	2Y	P	
PW52	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
PW53	Reports - Departmental - Cost summary, mowing crew, etc.	PW	N	N	O	N	GC34090	2Y	2Y	
	<b>PARK &amp; LANDSCAPE DIVISION</b>									

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**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW56	Safety Board Committee - Minutes	PW	N	Y	O	N	GC34090	P	P	
PW57	Schedules - Maintenance operations	PW	N	N	O	N	GC34090	2Y	2Y	
PW59	Schools - Athletic Fields - Maintenance / operations i.e. Irrigation, tree trimming, landscape improvements - General Information	PW	N	N	O	N	GC34090	2Y	2Y	
PW60	Street Medians - Maintenance / operations i.e. Irrigation, tree trimming, landscape improvements, street light repair requests, etc.	PW	N	N	O	N	GC34090	2Y	2Y	
PW61	Studies, Surveys	PW	N	N	O	N	GC34090	2Y	2Y	
PW62	Utilities - Water Bills	PW	N	N	O	N	GC34090	2Y	2Y	
PW63	Warrants / P.O. / Invoices	Fin	N	N	D	N	GCS34090.7	2Y	2Y	
PW64	Youth / Work Programs - JTPA Employment - Juvenile Court	PW	N	N	O	N	GC34090	2Y	2Y	
PW65	Annexations - Plot maps	Eng	N	N	D	N	GC34090.7	2Y	R	
<b>STREETS DIVISION</b>										

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**Records Retention Schedule**

**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW66	Bike Routes - Maps	Eng	N	N	D	N	GC34090.7	2Y	R	
PW67	Claims: - Information & backup	RM	Y	N	D	N	GC34090.7	2Y	R	When claim is settled, department should be advised.
PW69	Employee Training - Pesticide, Dept. of Agriculture	PW	N	N	O	N	GC34090 8CCR3203(b)(2)	2Y	*T	*Once employee no longer with the City, destroy through "Legal Retention."
PW70	Equipment - Inventory - Manuals	PW	N	N	O	N	GC34090	2Y	S	
PW71	Events: Holidays / Special - Placement traffic control and signs, etc.	Eng	N	N	D	N	GC34090.7	2Y	R	
PW72	General Subject Files	PW	N	N	O	N	GC34090	2Y	2Y	
PW73	Inspection Records - Storm channel	PW	N	N	O	N	GC34090	2Y	2Y	
PW74	Logs: - Shopping Cart Retrieval Vendors - Flag Day Holidays - Weed Abatement Jurisdiction Location	PW	N	N	O	N	GC34090	2Y	S	
	<b><u>STREETS DIVISION</u></b>									

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**Records Retention Schedule**

**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW77	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
PW78	Paint Records - AQMD requirements	PW	N	N	O	N	GC34090 CCP338	3Y	7Y	*Retain until audited
PW79	Policy, Procedures, Rules, & Regulations - Internal - Other agencies	PW	N	N	O	N	GC34090	2Y	P	
PW80	Safety Meeting Sign-In Sheets	PW	N	N	O	N	GC34090 8CCR3203(b)(2)	2Y	*T	Once employee no longer with the City, destroy through "Legal Retention."
PW81	Standard Details: - Traffic control - Street construction - Sidewalk construction	Eng	N	N	D	N	GC34090.7	-	R	
PW82	Streets - Maintenance / operations i.e. monthly work reports, street sweeping records, damaged sidewalk recommendations, etc.	PW	N	N	O	N	GC34090	2Y	2Y	
PW83	Studies / Surveys	PW	N	N	O	N	GC34090	2Y	2Y	
PW84	Warrants / P.O. / Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	
PW85	Agreements - Private agency	PW	N	Y	O	N	GC34090 CCP337 CCP343	4Y	A + 10Y	
<b>WATER DIVISION</b>										

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**Records Retention Schedule**

**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW86	Claims: - Information & backup	RM	Y	N	D	N	GC34090.7	2Y	R	When claim is settled, department should be advised
PW87	Connection Records - Maps - Water Line Connections	PW	N	Y	O	N	GC34090	P	P	
PW88	Correspondence - General - Interoffice	PW	N	N	O	Y	GC34090	2Y	2Y	
PW89	Cross Connection Files - Tests, Reports, Repairs, Surveys, Maintenance, etc.	PW	N	N	O	Y	GC34090 17CCR7605	3Y	12Y	Information used to generate State reports and surveys.
PW90	- Locations	PW	N	Y	O	N	GC34090	P	P	
PW91	Daily Log Books - Personnel maintenance assignments	PW	N	N	O	Y	GC34090 CCP337 CCP343	4Y	4Y	
PW92	Disaster Preparedness Plan - Emergency response	PW	N	Y	O	N	GC34090 GC8607.2 H&S116460	2Y	S + 2Y	Information used to generate State reports and surveys.
PW93	Drinking Water Prog. - Annual report to State Dept. of Health Services	PW	N	N	O	N	GC34090 40CFR141.91	12Y	12Y	
PW94	Flushing Report	PW	N	N	O	Y	GC34090 40CFR141.91	12Y	12Y	Information used to generate State reports and surveys.
<b>WATER DIVISION</b>										

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**Records Retention Schedule**

**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW96	Mainline Meter Books - Daily meter readings of water purchased from suppliers	PW	N	N	O	Y	GC34090	2Y	2Y	
PW97	Meter - Readings - Customer consumption	PW	N	N	O	Y	GC34090	2Y	2Y	
PW98	Meter - Replacement	PW	N	N	O	N	GC34090	2Y	P	
PW99	Meter - Verification Report - Customer consumption / Meter reading printouts	Fin	N	N	D	Y	GC34090.7	2Y	2Y	
PW100	Pressure Charts - Water system pressure monitoring	PW	N	N	O	N	GC34090	2Y	2Y	
PW101	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-Record	-	R	
PW102	Taped Videos - well and reservoir - Taped every 3 & 5 years for water quality, level, structure, etc.	PW	N	N	O	N	GC34090	2Y	5Y	
PW103	Telemetry Daily Reports - Monitoring system	PW	N	N	O	N	GC34090	2Y	2Y	Stored electronically on the (Supervisory Control and Data Acquisition SCADA) system
PW105	Bacteriological Analysis Tests	PW	N	N	O	N	GC34090	5Y	5Y	
<b><u>WATER DIVISION</u></b>										

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**Records Retention Schedule**

**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW106	Chemical Analysis Tests	PW	N	N	O	N	40CFR141.33	10Y	10Y	
PW107	Water Quality Tests	PW	N	N	O	N	40CFR141.91	12Y	12Y	
PW108	Valve Main Records	PW	N	Y	O	N	GC34090	P	P	
PW109	Warrants / P.O. / Invoices	Fin	N	N	D	Y	GC34090.7	2Y	2Y	
PW110	Water Main Leak Repairs - Breaks, leaks, outages	PW	N	N	O	Y	GC34090 40CFR141.91	12Y	12Y	Information used to generate State reports and surveys.
PW111	Water Quality Report - Annual water quality brochure mailings	PW	N	N	O	N	GC34090 40CFR141.91	12Y	12Y	Information used to generate State reports and surveys.
PW112	Water System - Maintenance / operations i.e. work orders, inspections, repairs, complaints, cost sheets finals & quotes, photos, etc.	PW	N	N	O	N	GC34090	2Y	2Y	
PW113	Water Usage Report - Conversion of daily Main line Meter readings into monthly spreadsheet, usage per connection.	PW	N	N	O	Y	GC34090 40CFR141.91	12Y	12Y	Information used to generate State reports and surveys.
<b>WATER DIVISION</b>										

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**Dept.: PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW114	Well Log - Daily samples, daily consumptions produced, maintenance, etc.	PW	N	N	O	N	GC34090	2Y	2Y	
	<b>SEWER DIVISION</b>									
PW115	Sewer - Maintenance / operations i.e. work orders, inspections, repairs, reports, complaints	PW	N	N	O	N	GC34090	2Y	3Y	
PW116	Sewer - Video tapes - Logs	PW	N	N	O	N	GC34090	2Y	3Y	
PW117	Agreements - Private agency	PW	N	Y	O	N	GC34090 CCP337 CCP343	4Y	A + 10Y	
PW118	Claims: - Information & backup	RM	Y	N	D	N	GC34090.7	2Y	R	When claim is settled, department should be advised
PW119	Connection Records - Maps	PW	N	Y	O	N	GC34090	P	P	
PW120	Correspondence - General - Inter-office	PW	N	N	O	N	GC34090	2Y	2Y	
PW121	Daily Log Books - Personnel maintenance assignments	PW	N	N	O	N	GC34090 CCP337 CCP343	4Y	4Y	
PW122	Warrants / P.O. / Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	
PW123	Waste Discharge Requirements - Sewer System Mgmt Plan	PW	N	Y	O	N	GC34090	2Y	7Y	
	<b>SEWER DIVISION</b>									

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Dept.: **PUBLIC WORKS**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
PW124	Reports - State - Close Site Inspection Report CIWMB	PW	N	N	O	N	GC34090	2Y	5Y	Close Site maintenance Standards reference 27CCR21100 in reference to Vista Grande Park

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

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**Records Retention Schedule**

**Dept.: PUBLIC WORKS - ENGINEERING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
E1	Accident Reports - La Habra Police	PD	Y	N	D	Y	GC34090.7	2Y	5Y	Department's reference
E2	Agreements / Contracts - Public / private agency	Eng	N	Y	O	Y	GC34090 CCP337 CCP337.1 CCP337.15	4Y	A + 10Y	
E3	Annexation Case Files	Eng	N	Y	O	Y	GC34090(a)	P	P	Historical
E4	Certificates of Insurance	RM	N	N	D	Y	GC34090.7	2Y	R	Original COI retain permanently. Same as E7
E5	Chron Files - Monthly correspondence	Eng	N	N	O	N	GC34090	2Y	2Y	
E6	Claims: - Information & backup	RM	Y	N	D	Y	GC34090.7	2Y	R	When claim is settled, department should be advised.
E8	Deeds - Easement - Grant - Right-of-way	CC	N	Y	D	N	GC34090(a)	P	R	
E9	Development Project Plan Checks - Comments to Building and Safety and Planning	Bldg Pln	N	N	D	Y	GC34090.7	2Y	A + 2Y	
E10	General Subject Files	Eng	N	N	O	N	GC34090	2Y	2Y	Review before purging. Selective historical value.
E11	Lot Line Adjustments	Eng	N	Y	O	Y	GC34090(a)	P	P	
E12	Mapping Routes - Bike Trails	Eng	N	N	O	Y	GC34090	2Y	P	

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**Dept.: PUBLIC WORKS - ENGINEERING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
E12.1	Mapping Routes - Bus Stops	Eng	N	N	O	Y	GC34090	2Y	P	
E13	Maps, City boundaries - Annexations, parcel, tract, utility, etc.	Eng	N	Y	O	Y	GC34090(a)	P	P	
E14	Master Plans - Water - Sewer - Storm drain	Eng	N	Y	O	Y	GC34090	2Y	P	
E15	National Flood Insurance Program	Eng	N	N	O	Y	GC34090	2Y	A + 5Y	
E15.1	National Pollutant Discharge Elimination System (NPDES) - Permit	Eng	N	N	O	Y	GC34090 40CFR122.28	2Y	P	Formerly Public Works; Files transferred to Engineering Dept.
E15.2	National Pollutant Discharge Elimination System (NPDES) - Violators Warning Notices - Annual Stormwater Report	Eng	N	N	O	Y	GC34090 40CFR122.28	2Y	7Y	Formerly Public Works; Files transferred to Engineering Dept.
E16	Permits - Oversized transportation - Load / housing - Street - Water	Eng	N	N	O	Y	GC34090	2Y	2Y	
E17	Permits - Sewer connections - News racks	Eng	N	N	O	Y	GC34090	2Y	P	

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**Dept.: PUBLIC WORKS - ENGINEERING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
E18	Policy, Procedures, Rules, & Regulations - County, State, Federal funding program - Internal	Eng	N	N	O	N	GC34090	2Y	S	
E19	Projects - Capitol Improvement (CIP) Municipal Facilities - Planning, design, construction of local government-owned facilities, structures, & systems	Eng	N	Y	O	Y	GC34090(a) GC4003 GC4004 H&S19850	P	P	
E20	Projects - Capitol Improvement (CIP) - Supporting documents i.e. specifications, reports, etc. - Plans	Eng	N	Y	O	Y	GC34090 GC4003 GC4004 CCP337.1 CCP337.15	A + 10Y	A + 10Y**	***funded project files retain indefinitely until audited. OMB Cir.A-102 OMB Cir.A-110 OMB Cir.A-133
E21	Projects - not CIP - Supporting documents i.e. specifications, reports, etc.	Eng	N	Y	O	Y	GC34090 GC4003 GC4004 CCP337.1 CCP337.15	A + 10Y	A + 10Y	
E22	Property, City - Acquisition / disposition	Eng	Y	Y	O	Y	GC34090(a) GC6254	P	P	
E23	Reference Material - outside agencies & Duplicate City Records: - i.e. minutes, ordinances	-	N	N	D	N	Non-record	-	R	
E24	Speed Studies	Eng	N	N	O	Y	GC34090	2Y	S + 2Y	
E25	Street Light Inventory - S.C.E. Pole I.D. number	Eng	N	N	O	Y	GC34090	2Y	P	

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**Dept.: PUBLIC WORKS - ENGINEERING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
E26	Studies / Reports: periodic studies and recommendations - Pavement Management Inventory - Street - Drainage Study - Sewer Study - Storm Drain - Ground Water - Hydrology	Eng	N	N	O	Y	GC34090	2Y	S + 5Y	
E27	Traffic Commission - Agenda Packets	Eng	N	N	O	N	GC34090	2Y	10Y	Commission dissolved 4/22/1999
E27.1	Traffic Committee - Agenda Packets	Eng	N	N	O	Y	GC34090	2Y	10Y	Formed after Traffic Commission was dissolved on 4/22/1999
E28	Traffic Commission - Minutes - Resolutions	CC	N	Y	O	Y	GC34090(e)	P	P	
E29	Traffic Counts	Eng	N	N	O	Y	GC34090	2Y	7Y	
E30	Traffic Fee Assessments	Eng	N	N	O	Y	GC34090	2Y	P	
E31	Traffic Signals - I.e. Locations, inventory, timing, operations, etc.	Eng	N	N	O	Y	GC34090	P	P	
E32	Underground Utility Districts	Eng	N	Y	O	Y	GC34090 GC4003 GC4004 HS19850	P	P	

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**Dept.: PUBLIC WORKS - ENGINEERING**

SERIES #	Series Title	Office of Record	Confidential	Vital	Orig. Dup.	Scanned	Legal Citation	Legal Retention	Total Retention	Comments
E33	Utility Problem Locations: - Complaints - Correspondence - Inspections	Eng	N	N	O	Y	GC34090	2Y	2Y	
E34	Warrants / P.O. / Invoices	Fin	N	N	D	N	GC34090.7	2Y	2Y	
E35	Waste Permits - Commercial	Eng	N	N	O	Y	GC34090 40CFR122.28	P	P	
E36	Water Quality Control	Eng	N	N	O	Y	GC34090 40CFR141.33 40CFR141.91	12Y	C + 15Y	
E37	Water Wells	Eng	N	Y	O	Y	GC34090(a)	P	P	

Approved:

Records Mgr.  
City Clerk  
Department Head  
City Attorney

Date:

Retention Legend:  
Y = Years A = Active P = Permanent AA = After Audit  
R = Reference S = Superseded T = Term of Office L = Life

**RETENTION PERIOD IS TIME PERIOD NOTED PLUS CURRENT YEAR.**