



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**SEPTEMBER 3, 2024, 7:00 PM
REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790**

**Mayor Brian Calderón Tabatabai
Mayor Pro Tem Tony Wu
Councilwoman Letty Lopez-Viado
Councilman Ollie Cantos
Councilwoman Rosario Diaz**

Please turn off all cell phones and other electronic devices prior to entering the Council Chambers

AMERICANS WITH DISABILITIES ACT

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

AGENDA MATERIAL

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at www.westcovina.org. Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the City Council that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

NOTICE

The City Council will regularly convene on the first and third Tuesday of the month. The West Covina Community Development Commission, West Covina Public Financing Authority and the West Covina Community Services Foundation are agencies on which the City Council serves as members. Agendas may contain items for these boards, as necessary.

**PUBLIC COMMENTS
ADDRESSING THE CITY COUNCIL
(Per WCMC 2-48, Ordinance No. 2150)**

Any person wishing to address the City Council on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to five (5) minutes per speaker.

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

Any testimony or comments regarding a matter set for a Public Hearing will be heard during the hearing.

RULES OF DECORUM

Excerpts from the West Covina Municipal Code and Penal Code pertaining to the Rules of Decorum will be found at the end of agenda.

AGENDA

CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY SEPTEMBER 3, 2024, 7:00 PM
REGULAR MEETING**

INVOCATION

Moment of Silent Prayer/Meditation

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate of Recognition Congratulating Jacob Van Gido for Winning the National USA Boxing Competition
- Certificate of Recognition Recognizing David Wallach, Historical Society Citizen of the Year
- Certificate of Recognition Honoring Emily De La Torre for Organizing the 2024 Film It West Covina Film Festival
- Certificate of Recognition Congratulating the West Covina Senior Softball Team for Winning the Tournament

CITY MANAGER'S REPORT

City Manager's report on current City projects.

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council/Community Development Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE AUGUST 20, 2024, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE AUGUST 20, 2024, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.**

That the Council approve the August 20, 2024, City Council/Successor Agency Regular Session Meeting Minutes and the August 20, 2024, City Council/Successor Agency Regular Closed Session Meeting Minutes.

CITY CLERK'S OFFICE

2) CONSIDERATION OF UPDATED RECORDS RETENTION SCHEDULE

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2024-58 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING A REVISED RECORDS RETENTION SCHEDULE AND AUTHORIZING THE DESTRUCTION OF RECORDS IN ACCORDANCE WITH THE RECORDS RETENTION SCHEDULE

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF AN AMENDMENT TO EXTEND THE TERM OF THE PROFESSIONAL SERVICES AGREEMENT WITH TRANSTECH ENGINEERS, INC. FOR CITY ENGINEERING SERVICES

It is recommended that the City Council authorize the City Manager to execute the Fifth Amendment to the Professional Services Agreement with Transtech Engineers, Inc., to extend the term of the agreement on a month-to-month basis while the City conducts the Request for Proposal (RFP) and consultant selection process.

FINANCE DEPARTMENT

4) CONSIDERATION OF JOB DESCRIPTION FOR PURCHASING MANAGER

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2024-60 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE PURCHASING MANAGER CLASSIFICATION SPECIFICATIONS

PUBLIC WORKS

5) CONSIDERATION OF AMENDMENT NUMBER FOUR TO PROFESSIONAL SERVICES AGREEMENT WITH JOE GHOUGASSIAN DBA J & L AUTO BODY REPAIR

It is recommended that the City Council authorize the City Manager to execute Amendment Number Four to the Professional Services Agreement with Joe Ghougassian, an individual dba J & L Auto Body Repair to provide for a month-to-month extension of the agreement.

6) CONSIDERATION OF PURCHASE ORDER FOR WAXIE'S ENTERPRISES, INC. DBA WAXIE SANITARY SUPPLY FOR FISCAL YEAR 2024-2025

It is recommended that the City Council approve the following:

1. Authorize the City Manager to approve a purchase order for Waxie's Enterprises, Inc. dba Waxie Sanitary Supply (Waxie) in the amount of \$70,000 for Fiscal Year (FY) 2024-25.
2. Authorize the City Manager to execute any change orders and/or future purchase orders under NCPA Master Agreement #02-27, should the term be extended beyond April 2025.

END OF CONSENT CALENDAR

MAYOR/COUNCILMEMBERS REPORTS

AB 1234 Conference and Meeting Report (verbal, if any)

(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

(Per City of West Covina Standing Rules 4.f - Requests for reports, studies, or investigations that are not readily available must be placed on the City Council/Successor Agency agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

September 17, 2024

7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

Sec. 2-48. Manner of addressing council; time limit; persons addressing may be sworn.

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.
- c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.
- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
 - a. Addressing the Mayor and City Council without first being recognized.
 - b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
 - c. Repetitiously addressing the same subject.
 - d. Failing to relinquish the podium when directed to do so.
 - e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
 - f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

If any subsection, sentence, clause, or phrase or word of this Section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Section. The City Council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

Sec. 2-52. Persons authorized to be within council area.

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

The following are excerpts from the Penal Code

148(a) (1) Every Person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

403 Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 303 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: September 3, 2024

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE AUGUST 20, 2024, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE AUGUST 20, 2024, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.

RECOMMENDATION:

That the Council approve the August 20, 2024, City Council/Successor Agency Regular Session Meeting Minutes and the August 20, 2024, City Council/Successor Agency Regular Closed Session Meeting Minutes.

BACKGROUND:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - 8/20/2024 Closed Session Minutes Draft

Attachment No. 2 - 8/20/2024 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**AUGUST 20, 2024, 6:00 PM
REGULAR MEETING - CLOSED SESSION**

**MANAGEMENT RESOURCE CENTER 3RD FLOOR
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790**

**Mayor Brian Calderón Tabatabai
Mayor Pro Tem Tony Wu
Councilwoman Letty Lopez-Viado
Councilman Ollie Cantos
Councilwoman Rosario Diaz**

MINUTES

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Pro Tem Wu on Tuesday, August 20, 2024, at 6:00 p.m., in the Management Resource Center, 1444 West Garvey Avenue South, West Covina, California.

ROLL CALL

Council Members

Present: Council Members Rosario Diaz, Ollie Cantos, Letty Lopez-Viado, Mayor Pro Tem Wu,

Absent: Mayor Brian Calderón Tabatabai

City Staff: Paulina Morales, Acting City Manager, Thomas Duarte, City Attorney, Stephanie Sikkema, Finance Director, Melissa Ballard from Jones & Mayer, Gerry Lopez, Deputy Director Public Works.

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

None

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1)

1. Ronnie Parham vs. City of West Covina, et al. (United States District Court, Case No. 2:21-cv-09114-FLA-GJS)

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code § 54956.9(d)(4)

Number of Cases: Two (2)

3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)

Number of Cases: One (1)

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code § 54956.8

Property: Plaza West Covina City Property (APN: 8474-007-940)

Agency Negotiator: Morales, Duarte, Hildebrand

Negotiating Parties: TXRH West Covina

Under Negotiation: Price and Terms

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code § 54956.8

Property: 2100 S. Azusa Ave. West Covina, CA 91792 (APN: 8735-001-913)

Agency Negotiator: Morales, Duarte, Lerma, Lopez

Negotiating Parties: Victor Vargas, Owner

Under Negotiation: Price and Terms

-THIS SPACE HAS BEEN INTENTIONALLY LEFT BLANK-

6. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code § 54957.6

City Negotiators: Morales, Duarte
Employee Organizations

- Confidential Employees
- Maintenance & Crafts Employees
- Non-Sworn
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

REPORTING OUT

City Attorney Thomas Duarte reported that no action was taken during the Closed Session Meeting.

ADJOURNMENT

A motion to adjourn the Regular Closed Meeting was made by Mayor Pro Tem Wu, and the meeting was adjourned at 7:05 p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, September 3, 2024, at 6:00 p.m. in the Management Resource Center 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

Lisa Sherrick
Assistant City Clerk

Tony Wu
Mayor Pro Tem



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**AUGUST 20, 2024, 7:00 PM
REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790**

**Mayor Brian Calderón Tabatabai
Mayor Pro Tem Tony Wu
Councilwoman Letty Lopez-Viado
Councilman Ollie Cantos
Councilwoman Rosario Diaz**

MINUTES

INVOCATION

Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE

Led by Councilwoman Diaz

ROLL CALL

Council Members

Present: Council Members Rosario Diaz, Ollie Cantos, Letty Lopez-Viado, Mayor Pro Tem Wu

Absent: Mayor Brian Calderón Tabatabai

REPORTING OUT FROM CLOSED SESSION

City Attorney Thomas Duarte reported that no action was taken during the Closed Session Meeting.

PRESENTATIONS

- Certificate of Recognition Honoring West Covina American Little League 2024 District 19 Champions

CITY MANAGER'S REPORT

City Manager's report on current City projects.

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Dan Miller

Audrey Miller

Dr. Peter Davis

Stephen C.

Jimmy Lima

Jim Grivich

Patricia Powert

Mario Sobalvarro

Shannon Volk

Lance Volk

Christine Volk

Robert Torres

Arlene Shutt

J.D.

John Shewmaker

Jerri Potras

Shiratz Dafai

R. Robinson

Dan Tran

CONSENT CALENDAR

ACTION: Motion by Councilwoman Lopez-Viado and Second by Councilwoman Diaz, 4-0 (Absent: Calderón Tabatabai) to: Approve Consent Calendar Items 1,2 and 4 - 10. Item No. 3 pulled by Councilman Cantos for further discussion.

ACTION: Motion by Councilman Cantos and Second by Councilwoman Lopez-Viado, 4-0(Absent: Calderón Tabatabai) to: Approve Consent Calendar Item No. 3.

APPROVAL OF MEETING MINUTES

1) CONSIDERATION OF APPROVAL OF THE JULY 16, 2024, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND

THE JULY 16, 2024, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.

Carried 4-0 (Absent: Calderón Tabatabai) to: That the Council approve the July 16, 2024, City Council/Successor Agency Regular Session Meeting Minutes and the July 16, 2024, City Council/Successor Agency Regular Closed Session Meeting Minutes.

COMMISSION SUMMARY OF ACTIONS

2) CONSIDERATION OF MINUTES FROM THE COMMUNITY AND SENIOR SERVICES COMMISSION MEETING HELD ON MAY 14, 2024

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council receive and file the Community and Senior Services Commission meeting minutes from its regular meeting on May 14, 2024.

CITY MANAGER'S OFFICE

3) CONSIDERATION OF ACCEPTANCE OF FUNDING FROM CALIFORNIA OFFICE OF EMERGENCY SERVICES HAZARD MITIGATION GRANT PROGRAM

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council take the following actions:

*City Manager noted that there was a change in dollar amount from cost of technology \$16,162 to \$25,369.

1. Accept grant funding from the California Governor's Office of Emergency Service (Cal OES) Hazard Mitigation Grant Program in the amount of \$209,950;
2. Authorize the City Manager to negotiate and execute grant agreements with Cal OES and the Federal Emergency Management Agency (FEMA), in such form as approved by the City Attorney;
3. Authorize the City Manager to negotiate any amendments to the agreements in such form approved by the City Attorney; and
4. Approve the following resolution:

RESOLUTION NO. 2024-57 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR, COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (CAL OES AND FEMA HAZARD MITIGATION GRANT)

4) CONSIDERATION OF MEASURE A ANNUAL ALLOCATION GRANT AGREEMENT WITH LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council take the following actions:

1. Authorize the City Manager to negotiate and execute the Measure A Annual Allocation Grant Agreement with the Los Angeles County Regional Park and Open Space District and any other documents required in connection with the City's Annual Allocations, in such final form as approved by the City Attorney; and
2. Authorize the City Manager to negotiate any amendments to the agreement in such form as approved by the City Attorney.

5) CONSIDERATION OF LETTER AGREEMENT WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council authorize the City Manager to sign the Letter Agreement with the San Gabriel Valley Council of Governments for participation in the San Gabriel Valley Regional Food Recovery Program ("Program").

6) CONSIDERATION OF EXTENSIONS TO TRANSPORTATION AND LEASE AGREEMENTS WITH MV TRANSPORTATION, INC.

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council take the following actions:

1. Approve a one (1) year extension to both the Transportation Services Agreement and the Lease Agreement with MV Transportation, Inc., extending the terms of both agreements through September 2, 2025; and
2. Approve MV Transportation, Inc.'s cost proposal for the one-year extension to the Transportation Services Agreement, including the option for in-vehicle technology tracking; and
3. Authorize the City Manager to negotiate and execute amendments memorializing the extensions and the maximum annual cost for the transportation services as outlined in MV Transportation Inc.'s cost proposal, in such final form as approved by the City Attorney.

COMMUNITY DEVELOPMENT

7) GRANT OF EASEMENT FOR UTILITY PURPOSES IN FAVOR OF SOUTHERN CALIFORNIA EDISON FOR 1611 WEST MERCED AVENUE

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2024-9 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, GRANTING AN EASEMENT TO SOUTHERN CALIFORNIA EDISON AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE GRANT OF EASEMENT

COMMUNITY SERVICES

8) CONSIDERATION OF RATIFICATION OF PROCUREMENT AND AGREEMENT FOR THE 2024 WEST COVINA 4TH OF JULY FIREWORK SPECTACULAR

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council find that compliance with the City's bidding requirements and procedures was impractical in connection with the procurement of the fireworks display for the 2024 4th of July Celebration and ratify the agreement with Pyro Spectaculars, Inc. in the amount of \$36,750.

POLICE DEPARTMENT

9) CONSIDERATION OF MEMORANDUM OF UNDERSTANDING (MOU) WITH WEST COVINA UNIFIED SCHOOL DISTRICT (WCUSD) FOR SCHOOL RESOURCE OFFICERS AT WEST COVINA AND EDGEWOOD HIGH SCHOOLS

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council authorize the City Manager to execute a new five-year Memorandum of Understanding with the West Covina Unified School District (WCUSD) for the School Resource Officer Program at West Covina and Edgewood High Schools.

PUBLIC WORKS

10) CONSIDERATION OF A RESOLUTION AUTHORIZING THE SUBMITTAL OF APPLICATIONS AND RELATED AUTHORIZATIONS FOR ALL CALIFORNIA DEPARTMENT OF RESOURCES, RECYCLING, AND RECOVERY (CALRECYCLE) PAYMENT PROGRAMS

Carried 4-0 (Absent: Calderón Tabatabai) to: It is recommended that the City Council adopt the following resolution:

RESOLUTION 2024-59 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING SUBMITTAL OF INDIVIDUAL PAYMENT PROGRAM APPLICATIONS AND RELATED AUTHORIZATIONS FOR ALL DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY (CALRECYCLE) PAYMENT PROGRAMS

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

COMMUNITY DEVELOPMENT

11) ENGINEERING REVIEW OF THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE

ACTION: Motion by Councilman Cantos and Second by Councilwoman Lopez-Viado, (Absent: Calderón Tabatabai; Abstain: Lopez-Viado) 3-1-1 to: Approve the installation of a Traffic Signal at the location of Citrus Street and Cameron Avenue.

MAYOR/COUNCILMEMBERS REPORTS

None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

- Motion by Mayor Pro Tem Wu to send a letter in support of City of Glendora regarding by the League of Cities “local Control” – No objection.
- Motion by Councilman Cantos to conduct a speed survey on Cameron and Citrus. Second by Councilman Wu – No objection.

CITY COUNCIL COMMENTS

- Councilwoman Lopez Viado acknowledged the Film Festival that took place over the weekend and requested recognition at an upcoming City Council Meeting.
- Mayor Pro Tem Wu acknowledged the Exchange Student program developed by the Japanese Community Center.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made at 9:01 PM The next regularly scheduled Regular City Council Meeting will be held on Tuesday, September 3, 2024, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Lisa Sherrick
Assistant City Clerk

Tony Wu
Mayor Pro Tem



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: September 3, 2024

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF UPDATED RECORDS RETENTION SCHEDULE

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2024-58 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING A REVISED RECORDS RETENTION SCHEDULE AND AUTHORIZING THE DESTRUCTION OF RECORDS IN ACCORDANCE WITH THE RECORDS RETENTION SCHEDULE

BACKGROUND:

The City's Records Retention Schedule is a written policy that governs the period records are retained in the City. It provides the authority for the disposition of City records and demonstrates compliance with governmental regulations. Regular review and update of the City's Records Retention Schedule is necessary to ensure the City is in compliance with changes in State law and guidelines issued by the Secretary of State.

The City worked with Gladwell Governmental Services, Inc. (GGS), an expert in special City records, to provide a comprehensive update to the City's Records Retention Schedule, last adopted in March 2018 through the adoption of Resolution No. 2018-22. This update was necessary to ensure retention periods reflected changes in law, to reduce current and future record storage costs, eliminate duplication of effort, increase efficiency, take advantage of current technology, and keep pace with "Best Practices" of public agencies.

DISCUSSION:

The development of records retention schedules is driven by many factors, including:

- Changes in law, pertaining to special City records
- The City produces and manages many permanent records
- Escalating records storage and production expenses
- Technology advancements

In December 2020, the City Council adopted Resolution No. 2020-114, authorizing the destruction of records no longer required, provided that the destruction is in accordance with the City's Records Retention Schedule and the requirements of Section 34090.5 of the California Government Code, without further approval by the City Council, upon written approval by the City Attorney. Since the adoption of Resolution No. 2020-114, staff has provided to the City Council a list of records to be destroyed.

The proposed Resolution No. 2024-58 provides for the approval and adoption of a revised Records Retention Schedule. It also provides authorization for staff to destroy records no longer needed for the efficient operation of City business in accordance with the provisions of Section 34090 et seq. of the California Government Code and the Records Retention Schedule with the written approval of the Department Head, the City Clerk or Assistant City Clerk, and the City Attorney without further action by the City Council. This process is consistent with the City's practice since the adoption of Resolution No. 2020-114 and is standard business practice for California local governments.

The proposed resolution also authorizes future amendments and updates to the Records Retention Schedule to meet the City's needs and to ensure compliance with legal requirements, upon the written consent of the Department Head, City Clerk or Assistant City Clerk, City Manager, and the City Attorney, without further action by the City Council.

The proposed resolution requires the City Manager and/or the City Clerk to provide to the City Council a written list of all records that were destroyed within 30 days of the destruction of any records.

The revised Records Retention Schedule is included as Exhibit A to the proposed resolution. The changes are shown in redline format in Attachment No. 2.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and Records Retention Schedule and approved them as to form.

OPTIONS:

The City Council has the following options:

1. Approve the Staff Recommendation; or
2. Provide alternative direction.

Prepared by: Lisa Sherrick, Assistant City Clerk

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Resolution No. 2024-58 Adopting a Records Retention Schedule

Attachment No. 2 - Retention Schedule Redline Version

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

RESOLUTION NO. 2024-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING A REVISED RECORDS RETENTION SCHEDULE AND AUTHORIZING THE DESTRUCTION OF RECORDS IN ACCORDANCE WITH THE RECORDS RETENTION SCHEDULE

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the State of California has adopted guidelines for retention periods for various government records; and

WHEREAS, Section 34090 of the California Government Code provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the maintenance of numerous records which are no longer needed for administrative, legal, fiscal, historical, or research purposes is expensive, slows document retrieval, and is contrary to the effective and efficient operation of the government of the City; and

WHEREAS, a system whereby necessary records are properly retained and whereby those records no longer needed for the operation of government are destroyed pursuant to a schedule is appropriate; and

WHEREAS, the City Clerk's Office has developed a system by which City records are maintained and destroyed, and is responsible for the management of the City's records; and

WHEREAS, on March 20, 2018, City Council adopted Resolution No. 2018-22 adopting a revised Records Retention Schedule for the City; and

WHEREAS, the City Council finds it necessary and desirable to adopt a revised records retention schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the revised Records Retention Schedule attached hereto as Exhibit A.

SECTION 2. The City Council hereby authorizes the records of the City of West Covina, as set forth in the Records Retention Schedule attached hereto as Exhibit A, to

be maintained and, when no longer needed for the efficient operation of City business, destroyed as provided by Section 34090 *et seq.* of the California Government Code and in accordance with the provisions of said schedule with the written approval of the Department Head, the City Clerk or Assistant City Clerk, and the City Attorney without further action by the City Council.

SECTION 3. The City Council hereby authorizes future amendments and updates to the Records Retention Schedule to meet the needs of the City and to ensure compliance with legal requirements, as amended, to be made administratively upon the written consent of the Department Head, City Clerk or Assistant City Clerk, City Manager, and the City Attorney without further action by the City Council.

SECTION 4. Within thirty (30) days of the destruction of any records, the City Manager and/or the City Clerk shall provide to the City Council a written list of all records that were destroyed.

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

SECTION 6. The Records Retention Schedule attached hereto as Exhibit A shall supersede and replace the Records Retention Schedule adopted through Resolution No. 2018-22. Upon adoption of this resolution, all provisions of any previously adopted City Council resolution or Records Retention Schedule that conflicts with this resolution or the Records Retention Schedule attached as Exhibit A is superseded and shall be of no further force or effect.

SECTION 7. The City Council finds that the adoption of this resolution does not constitute a project for purposes of the California Environmental Quality Act, and therefore, no environmental assessment is required.

SECTION 8. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 3rd day of September, 2024.

Brian Calderón Tabatabai
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2024-58 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 3rd day of September, 2024, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A
RECORDS RETENTION SCHEDULE

HOW TO USE RETENTION SCHEDULES

©1995-2024 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

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

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2024 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

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

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

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

Retention/Disposition:

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

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

P = Permanent

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

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

Media Options (*guideline*) – the form of the record:

- Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
- Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
- Ppr = Paper
- OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*):

- “S” indicates the record should be scanned into the document imaging system;
- “I” indicates the record should be electronically imported into the document imaging system;
- “M” indicates the record was microfilmed

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

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i><u>HOLDS:</u> Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY-WIDE (Used by All Departments)										
Human Resources / Risk Management	CW-001	Accident, Incident, Injury reports: PUBLIC & EMPLOYEES , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, Travel Reimbursement, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
City Clerk	CW-005	Agreements & Contracts ALL ORIGINALS	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Ensure the City Clerk receives all original agreements, GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-006	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; 2 CFR 200.334; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR-91.105(h), 92.505, & 570.502(a), 29 CFR 97.42 OMB Circular A-133GC §34090; GC §8546.7_

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-007	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-008	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Finance	CW-009	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-011	Boards, Commissions, & Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
Staffing Dept.	CW-012	Boards, Commissions, & Committees: Employees Staff Meetings / Department Staff Meetings	2 years		2 years		Mag, Ppr			GC §34090 et seq.
	CW-013	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL MINUTES & BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Staffing Dept.	CW-017	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-018	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Finance	CW-019	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-020	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources / Risk Management	CW-021	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead (Responding) Dept.	CW-022	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Human Resources	CW-023	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
	CW-024	Contracts: See Agreements								
Lead Dept.	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Administrative, Chronological, e-mail, General Files, Letters, Memorandums, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media posting, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705.64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations, Liens, Recorded Documents, Rights of Ways (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-029	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department preference; meets auditing standards; GC §34090
Lead Dept.	CW-030	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-031	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-032	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-033	Grants (UNSUCCESSFUL) Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-034	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims (SUCCESSFUL) Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Human Resources	CW-035	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-036	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Lead Dept.	CW-037	Leave Slips / Time Off Requests	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Lead Dept.	CW-038	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
City Clerk	CW-039	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-040	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-041	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-042	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §34090
City Clerk	CW-043	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources / Risk Management	CW-044	OSHA Inspections or Citations	Send to Human Resources		Send to Human Resources		Ppr			GC §34090.7
Human Resources	CW-045	Personnel Files (Department-level Files) Except for Fire & Police Department	Shed Upon Separation or Transfer		Shred Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-046	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline		Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-047	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §34090
Lead Dept.	CW-048	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-049	Purchase Orders / Requisitions	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-051	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; GC §§34090, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-052	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-054	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by YOUR Department	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Lead Dept.	CW-055	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-056	Reference or Working Files: See Correspondence								
Lead Dept.	CW-057	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-058	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-059	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-060	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-061	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-062	Time Cards / Time Sheets - BEFORE 2016 (Departments kept the originals with employee signatures)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	CW-063	Time Cards / Time Sheets - AFTER 2016 (Finance keeps the originals with employee signatures)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-064	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention & Safety Training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4-years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY ATTORNEY										
City Attorney	CA-001	Advice Files / Department Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Attorney	CA-002	City Attorney Opinions and Opinion Index	Minimum 10 years		Minimum 10 years	Yes	Mag, Ppr			Department Preference; GC §34090
City Attorney	CA-003	Closed Session Material	Minimum 10 years		Minimum 10 years	Yes	Mag, Ppr			Department Preference; GC §34090
Lead Dept.	CA-004	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + at least 5 years		Final Resolution + at least 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
CITY CLERK										
City Clerk	CC-001	Agenda Packets: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC \$34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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

If the record is not listed here, refer to the Retention for City-Wide Standards

Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.

HOLDS: *Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-008	Certificates of Life / Verifications for Foreign Retirement Benefits, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-009	City Council, Board & Commission Historical List of Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Claim Forms	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-011	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-012	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-013	Economic Interest Filings (FPPC Form 602/635) - Lobbyist Authorization Reporting	2 years	3 years	5 years		Mag, Ppr	S / I	Yes: After 2 years	2 CCR 18615(d), GC §34090
City Clerk	CC-014	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; FPPC Opinion; GC §81009(e)
City Clerk	CC-015	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-016	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009e

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
City Clerk	CC-017	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-018	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-019	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18702.5; GC §34090; GC §81009(e)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ELECTIONS - CONSOLIDATED										
City Clerk	CC-020	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i><u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-025	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Ppr			CA law states term of office and 4 years after the expiration of term for Nomination Papers ; EC §17100
City Clerk	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers ; EC §17100
City Clerk	CC-027	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-028	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results; Certificate of Election, Oath of Office)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-029	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)										
City Clerk	CC-047	Enterprise System Catalogue (posted on line)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-030	Ethics Training Certificates	5 years		5 years		Mag, Ppr			GC §53235.2(b)
City Clerk	CC-031	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
City Clerk	CC-032	Minutes: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		1000 2500 3500 4500 5500 6500 7500 8500 9500 10500 11500 12500 13500 14500 15500 16500 17500 18500 19500 20500 21500 22500 23500 24500 25500 26500 27500 28500 29500 30500 31500 32500 33500 34500 35500 36500 37500 38500 39500 40500 41500 42500 43500 44500 45500 46500 47500 48500 49500 50500 51500 52500 53500 54500 55500 56500 57500 58500 59500 60500 61500 62500 63500 64500 65500 66500 67500 68500 69500 70500 71500 72500 73500 74500 75500 76500 77500 78500 79500 80500 81500 82500 83500 84500 85500 86500 87500 88500 89500 90500 91500 92500 93500 94500 95500 96500 97500 98500 99500 100000 101000 102000 103000 104000 105000 106000 107000 108000 109000 110000 111000 112000 113000 114000 115000 116000 117000 118000 119000 120000 121000 122000 123000 124000 125000 126000 127000 128000 129000 130000 131000 132000 133000 134000 135000 136000 137000 138000 139000 140000 141000 142000 143000 144000 145000 146000 147000 148000 149000 150000 151000 152000 153000 154000 155000 156000 157000 158000 159000 160000 161000 162000 163000 164000 165000 166000 167000 168000 169000 170000 171000 172000 173000 174000 175000 176000 177000 178000 179000 180000 181000 182000 183000 184000 185000 186000 187000 188000 189000 190000 191000 192000 193000 194000 195000 196000 197000 198000 199000 200000 201000 202000 203000 204000 205000 206000 207000 208000 209000 210000 211000 212000 213000 214000 215000 216000 217000 218000 219000 220000 221000 222000 223000 224000 225000 226000 227000 228000 229000 230000 231000 232000 233000 234000 235000 236000 237000 238000 239000 240000 241000 242000 243000 244000 245000 246000 247000 248000 249000 250000 251000 252000 253000 254000 255000 256000 257000 258000 259000 260000 261000 262000 263000 264000 265000 266000 267000 268000 269000 270000 271000 272000 273000 274000 275000 276000 277000 278000 279000 280000 281000 282000 283000 284000 285000 286000 287000 288000 289000 290000 291000 292000 293000 294000 295000 296000 297000 298000 299000 300000 301000 302000 303000 304000 305000 306000 307000 308000 309000 310000 311000 312000 313000 314000 315000 316000 317000 318000 319000 320000 321000 322000 323000 324000 325000 326000 327000 328000 329000 330000 331000 332000 333000 334000 335000 336000 337000 338000 339000 340000 341000 342000 343000 344000 345000 346000 347000 348000 349000 350000 351000 352000 353000 354000 355000 356000 357000 358000 359000 360000 361000 362000 363000 364000 365000 366000 367000 368000 369000 370000 371000 372000 373000 374000 375000 376000 377000 378000 379000 380000 381000 382000 383000 384000 385000 386000 387000 388000 389000 390000 391000 392000 393000 394000 395000 396000 397000 398000 399000 400000 401000 402000 403000 404000 405000 406000 407000 408000 409000 410000 411000 412000 413000 414000 415000 416000 417000 418000 419000 420000 421000 422000 423000 424000 425000 426000 427000 428000 429000 430000 431000 432000 433000 434000 435000 436000 437000 438000 439000 440000 441000 442000 443000 444000 445000 446000 447000 448000 449000 450000 451000 452000 453000 454000 455000 456000 457000 458000 459000 460000 461000 462000 463000 464000 465000 466000 467000 468000 469000 470000 471000 472000 473000 474000 475000 476000 477000 478000 479000 480000 481000 482000 483000 484000 485000 486000 487000 488000 489000 490000 491000 492000 493000 494000 495000 496000 497000 498000 499000 500000 501000 502000 503000 504000 505000 506000 507000 508000 509000 510000 511000 512000 513000 514000 515000 516000 517000 518000 519000 520000 521000 522000 523000 524000 525000 526000 527000 528000 529000 530000 531000 532000 533000 534000 535000 536000 537000 538000 539000 540000 541000 542000 543000 544000 545000 546000 547000 548000 549000 550000 551000 552000 553000 554000 555000 556000 557000 558000 559000 560000 561000 562000 563000 564000 565000 566000 567000 568000 569000 570000 571000 572000 573000 574000 575000 576000 577000 578000 579000 580000 581000 582000 583000 584000 585000 586000 587000 588000 589000 590000 591000 592000 593000 594000 595000 596000 597000 598000 599000 600000 601000 602000 603000 604000 605000 606000 607000 608000 609000 610000 611000 612000 613000 614000 615000 616000 617000 618000 619000 620000 621000 622000 623000 624000 625000 626000 627000 628000 629000 630000 631000 632000 633000 634000 635000 636000 637000 638000 639000 640000 641000 642000 643000 644000 645000 646000 647000 648000 649000 650000 651000 652000 653000 654000 655000 656000 657000 658000 659000 660000 661000 662000 663000 664000 665000 666000 667000 668000 669000 670000 671000 672000 673000 674000 675000 676000 677000 678000 679000 680000 681000 682000 683000 684000 685000 686000 687000 688000 689000 690000 691000 692000 693000 694000 695000 696000 697000 698000 699000 700000 701000 702000 703000 704000 705000 706000 707000 708000 709000 710000 711000 712000 713000 714000 715000 716000 717000 718000 719000 720000 721000 722000 723000 724000 725000 726000 727000 728000 729000 730000 731000 732000 733000 734000 735000 736000 737000 738000 739000 740000 741000 742000 743000 744000 745000 746000 747000 748000 749000 750000 751000 752000 753000 754000 755000 756000 757000 758000 759000 760000 761000 762000 763000 764000 765000 766000 767000 768000 769000 770000 771000 772000 773000 774000 775000 776000 777000 778000 779000 780000 781000 782000 783000 784000 785000 786000 787000 788000 789000 790000 791000 792000 793000 794000 795000 796000 797000 798000 799000 800000 801000 802000 803000 804000 805000 806000 807000 808000 809000 810000 811000 812000 813000 814000 815000 816000 817000 818000 819000 820000 821000 822000 823000 824000 825000 826000 827000 828000 829000 830000 831000 832000 833000 834000 835000 836000 837000 838000 839000 840000 841000 842000 843000 844000 845000 846000 847000 848000 849000 850000 851000 852000 853000 854000 855000 856000 857000 858000 859000 860000 861000 862000 863000 864000 865000 866000 867000 868000 869000 870000 871000 872000 873000 874000 875000 876000 877000 878000 879000 880000 881000 882000 883000 884000 885000 886000 887000 888000 889000 890000 891000 892000 893000 894000 895000 896000 897000 898000 899000 900000 901000 902000 903000 904000 905000 906000 907000 908000 909000 910000 911000 912000 913000 914000 915000 916000 917000 918000 919000 920000 921000 922000 923000 924000 925000 926000 927000 928000 929000 930000 931000 932000 933000 934000 935000 936000 937000 938000 939000 940000 941000 942000 943000 944000 945000 946000 947000 948000 949000 950000 951000 952000 953000 954000 955000 956000 957000 958000 959000 960000 961000 962000 963000 964000 965000 966000 967000 968000 969000 970000 971000 972000 973000 974000 975000 976000 977000 978000 979000 980000 981000 982000 983000 984000 985000 986000 987000 988000 989000 990000 991000 992000 993000 994000 995000 996000 997000 998000 999000 1000000 1001000 1002000 1003000 1004000 1005000 1006000 1007000 1008000 1009000 1010000 1011000 1012000 1013000 1014000 1015000 1016000 1017000 1018000 1019000 1020000 1021000 1022000 1023000 1024000 1025000 1026000 1027000 1028000 1029000 1030000 1031000 1032000 1033000 1034000 1035000 1036000 1037000 1038000 1039000 1040000 1041000 1042000 1043000 1044000 1045000 1046000 1047000 1048000 1049000 1050000 1051000 1052000 1053000 1054000 1055000 1056000 1057000 1058000 1059000 1060000 1061000 1062000 1063000 1064000 1065000 1066000 1067000 1068000 1069000 1070000 1071000 1072000 1073000 1074000 1075000 1076000 1077000 1078000 1079000 1080000 1081000 1082000 1083000 1084000 1085000 1086000 1087000 1088000 1089000 1090000 1091000 1092000 1093000 1094000 1095000 1096000 1097000 1098000 1099000 1100000 1101000 1102000 1103000 1104000 1105000 1106000 1107000 1108000 1109000 1110000 1111000 1112000 1113000 1114000 1115000 1116000 1117000 1118000 1119000 1120000 1121000 1122000 1123000 1124000 1125000 1126000 1127000 1128000 1129000 1130000 1131000 1132000 1133000 1134000 1135000 1136000 1137000 1138000 1139000 1140000 1141000 1142000 1143000 1144000 1145000 1146000 1147000 1148000 1149000 1150000 1151000 1152000 1153000 1154000 1155000 1156000 1157000 1158000 1159000 1160000 1161000 1162000 1163000 1164000 1165000 1166000 1167000 1168000 1169000 1170000 1171000 1172000 1173000 1174000 1175000 1176000 1177000 1178000 1179000 1180000 1181000 1182000 1183000 1184000 1185000 1186000 1187000 1188000 1189000 1190000 1191000 1192000 1193000 1194000 1195000 1196000 1197000 1198000 1199000 1200000 1201000 1202000 1203000 1204000 1205000 1206000 1207000 1208000 1209000 1210000 1211000 1212000 1213000 1214000 1215000 1216000 1217000 1218000 1219000 1220000 1221000 1222000 1223000 1224000 1225000 1226000 1227000 1228000 1229000 1230000 1231000 1232000 1233000 1234000 1235000 1236000 1237000 1238000 1239000					

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-038	PowerPoint presentations submitted by members of the public (submitted during public comment not related to an agenda item)	When No Longer Required		When No Longer Required		Ppr			Preliminary drafts; GC §34090
City Clerk	CC-039	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum) / Summons	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-040	Recordings - AUDIO of City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-041	Recordings - VIDEO of City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	Minimum 10 years		Minimum 10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-042	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-043	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
City Clerk	CC-044	Resolutions: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
City Clerk	CC-048	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, Ppr			EC §21608(g); GC §34090
City Clerk	CC-049	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-045	Speaker Cards	When No Longer Required		When No Longer Required		Ppr			Preliminary drafts used to produce minutes; GC §34090
City Clerk	CC-046	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY MANAGER										
City Manager	CM-001	Administrative Policies	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	City Council Correspondence	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-003	Closed Session Memoranda	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Grand Jury Reports and Responses (Regarding City Operations)	5 years		5 years		Mag, Ppr			Department Preference (the Grand Jury keeps their reports 5 years); GC §34090
City Manager	CM-005	Newsletters - Community ("Discover West Covina")	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-006	Newsletters - Employees	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	PowerPoint Presentations	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-007	Proclamations / Commendations	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Manager	CM-008	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	Speech Notes	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CM-010	Travel / Conferences	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Invoices are maintained by Finance; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-011	Weekly Reports	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ECONOMIC DEVELOPMENT / REDEVELOPMENT / SUCCESSOR AGENCY										
Community & Economic Develop.	ED-001	Economic Development Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community & Economic Develop.	ED-002	Real Estate Appraisals	5 years		5 years		Mag, Ppr			Department preference, meets municipal auditing standards; GC §34090
Community & Economic Develop.	ED-003	Redevelopment Long Range Property Management Plans, Oversight Plans	Completion + 10 years		Completion + 10 years		Mag, Ppr			Department preference; GC §34090
Community & Economic Develop.	ED-004	Redevelopment Plans	P		P		Mag, Ppr			Department Preference for Historical Purposes; GC §34090
Community & Economic Develop.	ED-005	Redevelopment Projects & Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Completion + 10 years		Mag, Ppr			Planning, Building and Engineering retains final documents of construction projects (transfer any CIP project files to Engineering); Covers various Statute of Limitations; CCP §337 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Community & Economic Develop.	ED-006	Relocations	Completion + 5 years		Completion + 5 years		Mag, Ppr			Department preference, meets municipal auditing standards; CCP §337 et seq.; GC §34090
HOUSING										
Community & Economic Develop. / Housing	ED-007	Foreclosure Notices / Notices of Defaults (NOD) - for Private Property	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records (courtesy notice from Mortgage companies)
Community & Economic Develop. / Housing	ED-008	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.333; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Economic Develop. / Housing	ED-009	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Community & Economic Develop. / Housing	ED-010	Loan Applications / Potential Buyers Denied, Cancelled or Withdrawn (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Community & Economic Develop. / Housing	ED-011	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development	5 years		5 years		Mag, Ppr			Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090,

RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
COMMUNITY & RECREATION SERVICES										
Community & Recreation Services	C&RS-001	Registration Database (Active Net)	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag			Department Preference; data is interrelated; GC §34090
Community & Recreation Services	C&RS-002	Activity / Special Programs / Special Event / Trips Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Community & Recreation Services	C&RS-003	Childcare - Licensed Participant Files: Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions Licensed Childcare only	While Participant is in Program	7 years	End of Participation + 7 years	Yes: During Class or Program	Mag, Ppr			Meets State Licensing requirements; May have grant funding; GC §34090
Community & Recreation Services	C&RS-004	Class Instructor Agreements / Contracts	Completion	5 years	Completion + 5 years		Mag, Ppr			Department preference (covers Statute of Limitations); CCP §337 et. seq., GC §34090
Community & Recreation Services	C&RS-005	Client Referrals (Home Visits, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-006	Community and Senior Services Commission AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-007	Community and Senior Services Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Community & Recreation Services	C&RS-008	Community and Senior Services Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Community & Recreation Services	C&RS-009	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Community & Recreation Services	C&RS-010	Facility Use Permits / Field Use Permits	Expiration + 2 years		Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-011	First Aid Reports / Minor Incident Reports	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-012	Lifeguard Certifications	Separation + 2 years		Separation + 2 years		Mag, Ppr			Department Preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113
Community & Recreation Services	C&RS-013	Master Plans: Parks Master Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community & Recreation Services	C&RS-014	Park History Files	P		P		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-015	Registration Forms / Reservation Forms / Classes / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years		Ppr			GC §34090
Community & Recreation Services	C&RS-016	Season Brochures / Recreation Brochures	P		P		Mag, Ppr			Department Preference; GC §34090
Community & Recreation Services	C&RS-017	Special Event Permits	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-018	Sports Council Agendas, Agenda Packets, Minutes (Not a City Council Advisory Board)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-019	Transportation Applications for Service (Dial-a-Ride, etc.)	Inactive + 2 years		Inactive + 2 years		Mag, Ppr			GC § 34090
Community & Recreation Services	C&RS-020	Transportation Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC § 34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-021	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Community & Recreation Services	C&RS-022	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 34090; 29 USC 1113
Community & Recreation Services	C&RS-023	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-024	Youth Council Agendas, Agenda Packets, Minutes (Not a City Council Advisory Board)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-025	Youth Council Applications	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
FINANCE / ACCOUNTING										
Finance / Accounting	FIN-001	1099's / 1096's / DE542 (California Report of Independent Contractors)	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FIN-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Check Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting	FIN-003	Assessment Rolls / Lighting and Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounting	FIN-004	Audit Commission AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Finance / Accounting	FIN-005	Audit Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounting	FIN-006	Audit Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Finance / Accounting	FIN-007	Audit Reports / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (copies); GC §34090.7
Finance / Accounting	FIN-008	Audit Work Papers	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets municipal government auditing standards; GC §34090
Finance / Accounting	FIN-009	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets municipal government auditing standards; GC §34090
Finance / Accounting	FIN-010	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounting	FIN-011	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr		Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.	
Finance / Accounting	FIN-012	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.
Finance / Accounting	FIN-013	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / Accounting	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / Accounting	FIN-015	FEMA Reimbursement / OES Reimbursements	1 year	9 years	10 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounting	FIN-016	Financial Services Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090		
Finance / Accounting	FIN-017	Fixed Assets	2 years	3 years	5 years		Mag, Ppr	Department Preference (bond auditing purposes; IRS regulations state, "... <u>material records should generally</u> be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090		
Finance / Accounting	FIN-018	Investment Reports & Backup	2 years	3 years	5 years		Mag, Ppr	Department Preference; GC §34090		
Finance / Accounting	FIN-019	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr	Department Preference; Meets auditing standards;; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900		

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounting	FIN-020	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years GC §34090, CCP § 337
Finance / Accounting	FIN-021	Reports, Finance Reports created from Database: Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / Accounting	FIN-022	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Accounting	FIN-023	W-9s	Minimum 5 years		Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090
BUSINESS LICENSE & REVENUE										

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Business License & Revenue	FIN-024	Accounts Receivable - Miscellaneous - Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-025	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Business License & Revenue	FIN-026	Bankruptcies - Where a claim is filed	10 years		10 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Business License & Revenue	FIN-027	Billing Registers, Payment Registers, Adjustment Registers	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Business License & Permit Database is the original; reports are considered drafts or copies); GC §34090
Finance / Business License & Revenue	FIN-028	Business License & Permit Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Finance / Business License & Revenue	FIN-029	Business License Applications and Changes	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing requirements); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Business License & Revenue	FIN-030	Business License Renewals	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing requirements); GC §34090 et seq.
Finance / Business License & Revenue	FIN-031	Cash Receipts / MCRs (Miscellaneous Cash Receipts) / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	1 year	4 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-032	Checks / Warrants (Cashed / Paid) / Wires / Wire Transfer	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / Business License & Revenue	FIN-033	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Business License & Revenue	FIN-034	Returned Checks / NSF Checks	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
PAYROLL										
Finance / Payroll	FIN-035	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Payroll	FIN-036	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-037	Deferred Compensation (457) Reports, Registers	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FIN-038	Employment Verifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Finance / Payroll	FIN-039	Payroll Benefit Files / Administration Forms (1095-C, W 4s, Auto Pay Authorization Forms / Direct Deposit Authorizations, Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	Separation + 5 years		Separation + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS Regulation for W-4s is four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; GC §34090
Finance / Payroll	FIN-040	Payroll Journals / Payroll Registers / Pay Day Registers	2 years	48 years	50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for CalPERS buy-back purposes; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Payroll	FIN-041	Time Cards / Time Sheets - AFTER August, 2016 (Finance keeps the originals with employee signatures)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	FIN-042	W-2's	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001- 1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
PURCHASING										
Finance / Purchasing	FIN-043	Lease / Purchase Agreements (for equipment, maintenance or services where Purchasing is the lead)	Completion + 2 years	3 years	Completion + 5 years		Mag, Ppr			Department Preference to cover statute of limitations; GC §34090; CCP§ 337 et seq.
Finance / Purchasing	FIN-044	Purchase Orders / Requisitions	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Purchasing	FIN-045	Request for Proposals / Successful & Unsuccessful Bids / Evaluations	2 years	3 years	5 years		Mag, Ppr		Department Preference; GC §34090	
Finance / Purchasing	FIN-046	Surplused Equipment / Disposal	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).										
FIRE ADMINISTRATION										
Fire / Admin.	FR-001	DMV Pull Notices - Fire Personnel Only	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Fire / Admin.	FR-002	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	GC §34090
Fire / Admin.	FR-003	Employee Training - Rookie Tests	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC §34090
Fire / Admin.	FR-004	Training Course Records (Attendance Rosters, Outlines and Materials)	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4-years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).										
Fire / Admin.	FR-005	Employee Training File / DMV File (by employee) Individual Training Certificates, etc.	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; LC §6429(c); GC §§12946, <u>12960</u> , 34090
Fire / Admin. & Police / Admin.	FR-006	EOC Activations & Drills	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Fire / Admin.	FR-007	FEMA / OES Reimbursement Claims / Strike Team Reimbursements	10 years		10 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	Department Preference; GC §34090
Fire / Admin.	FR-008	Film Permits	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-010	Fire Incident RMS Database	Indefinite - Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Indefinite - Life of the Structure or Activity, or Minimum 5 years, <u>Whichever is Longer</u>	Yes	Mag, Ppr			Data is interrelated; If used for Inspections, California Fire Code requires 5 years or Life of the Structure or Activity for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090
Fire / Admin.	FR-011	ISO Insurance Ratings	15 years		15 years		Mag, Ppr			Department Preference (rated every 10 years); GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).										
Fire / Admin.	FR-012	Monthly Statistical Reports / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-013	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-014	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-015	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-016	Ride-A-Long Waivers	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-017	Subpoenas (Personal Appearance - Fire Personnel)	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-018	Training Database / Log (Target Solutions / Vector Solutions)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Ppr			Data is interrelated; GC §34090 et seq.
EMERGENCY MEDICAL SERVICES										
Fire / EMS	FR-019	Controlled Substance Logs, Narcotics Inventories / Ambulance Inventory Logs	3 years		3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).										
Fire / EMS	FR-020	Emergency Medical PCR Database	Indefinite - Minimum 20 years		Indefinite - Minimum 20 years	Yes	Mag			Data is interrelated; If data includes e-PCRs, Minors retention is until 1 year after age 18, but not less than 7 years; 10 years (see Patient Care Reports) GC §34090
Fire / EMS	FR-021	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090, 60201 et seq.
Fire / EMS	FR-022	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	45 CFR 164.530(j)
Fire / EMS	FR-023	Paramedic / EMS Continuing Education Rosters and Certificates (Attendance Rosters, Outlines and Materials)	5-years		5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).										
Fire / EMS	FR-024	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: ADULTS AND JUVENILES / Includes e-PCR Database / Electronic Patient Care Report Database	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
FIRE MARSHAL / FIRE PREVENTION										
Fire / Fire Marshal & Fire Prevention	FR-025	Annual Permits / Fire Code Permits / Special Event Permits / Explosives Permits / Fireworks Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Minimum 2 years		Minimum 2 years	Yes: Before Event	Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-026	Fire Inspections / Business Inspection Files / Occupancy Inspections A.K.A. "Engine Inspections"	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).										
Fire / Fire Marshal & Fire Prevention	FR-040	Fire Citations / Notice of Violations	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-027	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-028	Fire Investigations - OTHER Than Arson & Capital Crimes	Minimum 5 years		Minimum 5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-030	Fire Sprinkler Plans / Fire Alarm Plans / Hood Plans	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-031	Hazardous Materials Business Plans (HMBP)	Superseded + 5 years		Superseded + 5 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-032	Public Information / Education (when produced internally)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i><u>HOLDS:</u> Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-033	Weed Abatement / Vegetation Abatement	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-034	Weed Abatement / Vegetation Abatement LIENS	Minimum 2 years	P	P		Mag, Ppr			GC §34090(a)

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
OPERATIONS / SUPPRESSION										
Lead Dept.	FR-035	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Fire / Ops	FR-036	Daily Vehicle Inspections / Daily Equipment Checks / Safety Equipment Inspections	Minimum 2 years		Minimum 2 years		Ppr			GC §34090
Lead Dept.	FR-037	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years		Mag, Ppr			AQMD Rule 1470; GC §34090
Lead Dept.	FR-038	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400–E–13a instructions; GC §34090
Fire / Ops	FR-039	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event	Mag, Ppr			Preliminary drafts; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i><u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HUMAN RESOURCES										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-003	Compensation Surveys & Studies	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-003.1	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k), GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 4 years		Final Disposition + 4 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-005	DMV Pull Notices (other than Police & Fire)	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-006	EEO-4 Reports	3 years		3 years		Mag Ppr			29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-007	Human Resources Commission AGENDAS, AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-008	Human Resources Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Human Resources	HR-009	Human Resources Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Human Resources	HR-010	Human Resources Commission SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-011	I-9s	Separation + 3 years		Separation + 3 years		Mag Ppr			Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-012	Job Descriptions / Classification Specifications	Minimum Superseded + 4 years		Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090;
Human Resources	HR-013	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	Minimum 5 years	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-014	Personnel Files - Background Files (Fire, Executives, Information Technology)	Separation + 6 years		Separation + 6 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 8 CCR §11040.7(7)(C); 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; LC §1198.5
Human Resources	HR-015	Personnel Files - Employee File Includes Application, Evaluations, Policies, Oaths of Office, PAFs (Personnel Action Forms), etc.	Separation + 6 years		Separation + 6 years		Mag, Ppr			Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; LC §1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-016	Personnel Files - Grievance Files / Investigations	Separation + 4-years		Separation + 4 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113; LC §1198.5
Human Resources	HR-017	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 6 years	Whichever is Longer: Separation + 24 years; OR Termination of Benefits + 5 years	Whichever is Longer: Separation + 30 years; OR Termination of Benefits + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC §1198.5
Human Resources	HR-018	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + 4 years		Hiring Decision + 4 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); 2 CCR 7287.0(c)(2), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-019	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-019.5	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		When No Longer Required		Mag Ppr			Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-020	Workers Compensation Claim Runs / Monthly Reports	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-021	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 10 years	Whichever is Longer: Separation + 20 years; OR Termination of Benefits + 5 years	Whichever is Longer: Separation + 30 years; OR Termination of Benefits + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR 5144, 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
RISK MANAGEMENT										
Risk Manag.	HR-022	Accident / Incident / Injury Reports (Potential Claims - medical and non-medical that do not result in a claim.)	2 years		2 years		Mag, Ppr			Department preference; CCP §340.5, GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Risk Manag.	HR-023	Claims	Resolution	5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Risk Manag.	HR-024	Insurance Policies (City-owned policies)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Risk Manag.	HR-025	Claim Runs	5 years		5 years		Ppr			Department Preference; GC §34090
Risk Manag.	HR-026	OSHA Logs - 200, 300, 301, 301A, OSHA Inspections or Citations	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i><u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups / Computer Backups (ALL Disaster Recovery Computer Backups)		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / WORM / DVD-r / CD-r / Blue Ray-R or other UNALTERABLE MEDIA that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq..

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
PLANNING										
Planning	PL-001	Administrative Reviews	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-002	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records)
Planning	PL-003	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-004	Art in Public Places	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-005	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Planning	PL-006	Conceptual Plans	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Planning	PL-007	Covenants	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-008	Design Review Case Files	4 years		4 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-009	Design Review Subcommittee AGENDAS & AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Planning	PL-010	Design Review Subcommittee MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Planning	PL-011	Design Review Subcommittee SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-012	Design Review Subcommittee VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-013	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Planning	PL-013.1	Environmental Determinations: Environmental Impact Reports (EIRs). <u>Negative Declarations, etc.)</u> <u>Correspondence and staff notes</u> that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090
Planning	PL-014	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-015	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Planning	PL-016	Historic Preservation Survey, Evaluations and Designations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC'd?
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Planning	PL-017	Landscape Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-018	Master Plans, Specific Plans, Land Use Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-019	Materials Boards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-020	Model Home Marketing Plan (Authorization to build Model Home prior to Final Approval)	Final Inspection of Model Home		Final Inspection of Model Home		Mag, Ppr			Preliminary Draft; Final Building Plan is the final; GC §34090
Planning	PL-021	Plan Checks	2 years		2 years		Mag, Ppr			Department preference (preliminary drafts); GC §34090
Planning	PL-022	Planning Commission AGENDAS & AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Planning	PL-023	Planning Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-024	Planning Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Planning	PL-025	Planning Commission SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
(OFR)									
If the record is not listed here, refer to the Retention for City-Wide Standards									
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.									
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).									
Planning	PL-026	Planning Commission VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD		Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-027	Planning Director Modification Approvals	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090
Planning	PL-028	Planning Project Log of Applications, Database Planning Project Files - Approved Permanent Entitlements	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag		Department Preference - Data is interrelated; GC §34090
Planning	PL-029	(Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	3 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning	PL-030	Preliminary Review File	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Planning	PL-031	Prospective Home Buyer's Notification (where property is near the landfill)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-032	Special Event Permits / Temporary Entitlements / Temporary Permits (Approved & Unapproved): Christmas Tree Lots, Pumpkin Lots, Banner Permits, etc.	Minimum 2 years		Minimum 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC§§34090
Planning	PL-033	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-034	Zoning Compliance Letters	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-035	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090.7
Planning	PL-036	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
POLICE CHIEF / ADMINISTRATION										
Police / Chief / Admin.	PD-001	Carry Concealed Weapon Permits (CCW Permits) - APPROVED	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief / Admin.	PD-002	Carry Concealed Weapon Permits (CCW Permits) - DENIED	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief / Admin.	PD-003	DMV Pull Notices - Police Only	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Police / Chief / Admin.	PD-004	Neighborhood Watch	2 years		2 years		Mag			GC §34090 et seq.
Police / Chief / Admin.	PD-005	Personnel Files - Police Department Employees (By Employee) Including Evaluations, PAPS, Oath of Office, Policies, etc.	Separation + 6 years		Separation + 6 years	Before Separation	Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
CAD / DISPATCH										
Police / Commun.	PD-006	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD) / MDT / Chat messages	Minimum 180 days		Minimum 180 days		Mag			Department Preference (consortium standard); (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
COMMUNITY ENHANCEMENT										
Police / Community Enhance.	PD-007	Administrative Citation Hearings / Hardship Waivers	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; GC §34090
Police / Community Enhance.	PD-008	Code Enforcement / Abatement Case Files / Administrative Citations / Vehicle Abatement (Includes appeals and Code Enforcement Complaint Letters) Excludes Liens (Send to City Clerk)	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Police / Community Enhance.	PD-009	Code Enforcement Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
DETECTIVE BUREAU										
Police / Detectives	PD-009.5	Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq.
Police / Detectives	PD-010	Informant Files	Minimum 5 years		Minimum 5 years		Mag, Ppr			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Detectives	PD-011	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		No Longer than 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Detectives	PD-012	Investigation Files and Arrest Files	Transfer to Records		Transfer to Records		Mag, Ppr			Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Detectives	PD-013	Narcotics Buy Fund Logs	2 years		2 years		Mag			GC §34090 et seq.
Police / Records	PD-014	Pawn Slips	2 years		2 years		Mag, Ppr			Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Detectives	PD-015	Regulatory Permits & Backgrounds (Solicitors, Massage, Taxi, etc.	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
POLICE INFORMATION TECHNOLOGY										

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police / Information Technology	PD-016	Backups - Computer Backups (ALL Disaster Recovery Computer Backups) (Police Only)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Police / Information Technology	PD-018	Video Recordings - Public Activity (Doors, Hallways, Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)
JAIL										
Police / Jail	PD-019	Bail Receipts	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-020	Jail In-Custody Rosters	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-021	Jail Video Recordings (Jail surveillance, security)	1 year		1 year		Mag			GC §34090.6(a)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Jail	PD-022	Logs & Inspections: Activity, Custody Logs & Lists, Daily Counts, Daily Food Services, Freezer Temperature Forms, Goof Inspection, Kitchen Utensil Inventory, Handcuff Log, Tool Log, Jail incident Lob, Drain Flush Log, Jail Key Log, Shift Change Checklist, Duress Alarm Log, Safety & Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-023	Medical Screen Forms, Sheets	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-024	Monthly Counts, Official Counts	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-025	Outside Agencies Pre-booking Forms	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-026	PREA (Prison Rape Elimination Act) Report	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-027	Property Sheets	2 years		2 years		Mag, Ppr			GC §34090
PATROL										
Police / Patrol	PD-028	Beat Sheets	2 years		2 years		Mag, Ppr			GC §34090
Police / Patrol	PD-029	Canine (Police Service Dogs) Program Files / Training Files: Animal Files	Separation + 3 years		Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-030	Canine (Police Service Dogs) Program Files: Action Reports, Monthly Reports	2 years		2 years		Mag, Ppr			GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Patrol	PD-031	Officer Daily Logs	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-032	PAS Device Calibration Logs	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-033	Ride-A-Long Waivers	2 years		2 years		Mag			GC §34090 et seq.
Police / Patrol	PD-034	Special Events / Ops Plan	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
Police / Patrol	PD-035	Traffic Control: Radar Calibration Records	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-036	Vacation House Checks / Extra Patrol Requests	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-037	Watch Commander Logs	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
PROFESSIONAL STANDARDS UNIT										
Police / PSU	PD-038	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	When Superseded Minimum 2 years		When Superseded Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / PSU	PD-039	Internal Affairs Investigations - Individual Officers / Complaints Against Officers WITHOUT Sustained Finding of Misconduct as defined in PC §832.7 (May include criminal acts, moral turpitude, complaints generated from a civilian)	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Consistent with Lexipol Policy; State requires for at least 5 years for civilian complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years after the discovery of the offense for misconduct in office; PC §§801.5, 803(c), 832.5; EVC § 1045(b)(1), GC §§12946, 12960, 34090; VC §2547
Police / PSU	PD-039	Internal Affairs Investigations - Individual Officers / Complaints Against Officers WITH Sustained Finding of Misconduct as defined in PC §832.7	Final Disposition + 15 years		Final Disposition + 15 years		Mag, Ppr			PC §832.5) ; GC §34090;
Police / PSU	PD-040	Internal Pursuit Critiques	Incident + 2 years		Incident + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / PSU	PD-041	Pitchess Motions Notifications	2 years		2 years		Mag, Ppr			GC §34090
Police / PSU	PD-042	Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Police / PSU	PD-043	Range Qualifications	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police / PSU	PD-083	Report of data regarding the number, type, or disposition of complaints made against its officers (optional)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / PSU	PD-084	Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / PSU	PD-044	Use of Force Review (Not as a result of a civilian complaint, and not resulting in death or in great bodily injury.)	Incident + 2 years		Incident + 2 years		Mag, Ppr			Department preference; GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PROPERTY & EVIDENCE										
Police / Property & Evidence	PD-045	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-046	Forfeiture Notification	5 years		5 years		Mag, Ppr			Per DOJ Equitable Sharing Program; GC §34090
Police / Property & Evidence	PD-047	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-048	Lost & Found Property (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-049	Property & Evidence Logs	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-050	Property Auctions	2 years		2 years		Mag, Ppr			GC §34090
RECORDS										
Police / Records	PD-051	Citations & Notice to Appear - Parking, Marijuana / Cannabis, & Moving	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Records	PD-085	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Fully Paid, Written off, or Forgiven + 5 years		Mag, Ppr			Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-052	CRIME REPORTS / INCIDENT REPORTS: ALL, Except for those Specifically Mentioned Elsewhere (mandated purges)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Penal Code, Health & Safety Code, GC§ 34090
Police / Records	PD-053	CRIME REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Individual petitions District Attorney; Law Enforcement concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-054	CRIME REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	PC§ 11108.2(b); GC§ 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police / Records	PD-055	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-056	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357 - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years.	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-057	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(d) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(d)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police / Records	PD-058	CRIME REPORTS / INCIDENT REPORTS: Sealed Adult, Juvenile and Ward Cases - Except those with Childhood Sexual Assault Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes After 3 years	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-058.1	CRIME REPORTS / INCIDENT REPORTS Sealed Juvenile and Ward Cases - Childhood Sexual Assault	Age of Majority + 22 years		Age of Majority + 22 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr			CCP §§340.1, GC §34090
Police / Records	PD-058.5	CRIME REPORTS / INCIDENT REPORTS: Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-059	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr			Filed on line with the State; GC §34090
Police / Records	PD-060	Due Diligence Reports (for warrants)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-061	Field Investigation Cards (FI's) - After Entry into RMS	5 years		5 years		Mag, Ppr			Department preference; Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-062	Logs: Arrest Packet, JDIC	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Records	PD-063	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-064	Officer Recordings: Mobile Audio Video (MAV) Recordings - that are NOT evidence	1 year		1 year		Mag			Lexipol Section 446.10.1 requires 1 year; Those segments of videos that are determined to be evidence are retained as evidence; GC §34090.6 et seq.
Police / Records	PD-065	Police RMS Database	Indefinite - Follows Retention of the Crime Report		Indefinite - Follows Retention of the Crime Report	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-066	Registrants: Arson - Adults	5 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-067	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-067.2	Registrants: Gang Adults	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Records	PD-067.3	Registrants: Gang Juveniles	Sealing Date + 5 years		Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); <u>Records are destroyed</u> pursuant to W&I §781;GC §34090
Police / Records	PD-068	Registrants: Narcotic	5 years		5 years		Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq.. H&S §11594(a)
Police / Records	PD-069	Registrants: Sex Offenders - Adults	P		P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-070	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(d)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-071	Repossession Notices	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Police / Records	PD-071.1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Mag, Ppr			11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Records	PD-072	Subpoenas (Personal Appearance or Duces Tecum)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-073	Subpoenas (Records)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-074	Video Recordings - Parking Lots, Public Areas	When No Longer Required		When No Longer Required		Mag			Does not record "regular and ongoing operations"; GC §34090.6
Police / Records	PD-075	Video Recordings - Police Operations	1 year		1 year		Mag			Records "regular and ongoing operations"; GC §34090.6
Police / Records	PD-076	Warrants (Recalled or Served)	2 years		2 years		Mag			Department preference;; GC §34090 et seq.
TRAINING										
Police / Training	PD-077	Background File / Recruitment File / Phycological - Police Employees & Police Volunteers (SUCCESSFUL)	Separation + 4 years		Separation + 4 years		Mag, Ppr			State Law requires 4 years after the date of the employment action taken; 8 CCR §11040.7(7)(C); 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
<u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police / Training	PD-078	Background File / Recruitment File / Phycological - Police Employees & Police Volunteers (UNSUCCESSFUL)	4 yeas		4-years		Mag, Ppr			State Law requires 4 years after the date of the employment action taken; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090;
Police / Training	PD-079	Training Bulletins	2 years		2 years		Mag, Ppr			GC §34090
Police / Training	PD-080	City Firing Range Reservations, Schedules, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Police / Training	PD-081	Personnel Files - Police Department Employees / Department Training Files (By Employee)	Separation + 2 years		Separation + 2 years	Before Separation	Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090
Police / Training	PD-082	Personnel Training Evaluations / Daily Observation Reports	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

HOW TO USE RETENTION SCHEDULES

©1995-2024 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

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

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

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

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

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

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

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

BENEFITS

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

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

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

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

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

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

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

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

RECORDS RETENTION SCHEDULE LEGEND

©1995 – 2024 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved
Do not duplicate or distribute without prior written permission

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

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

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

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

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

P = Permanent

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

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

Media Options (*guideline*) – the form of the record:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

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

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

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY-WIDE (Used by All Departments)										
Human Resources / Risk Management	CW-001	Accident, Incident, Injury reports: PUBLIC & EMPLOYEES , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, Travel Reimbursement , etc. ALL backup is forwarded to Finance	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; ~~CCP §§337 et seq, 349.4~~ ; GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
City Clerk	CW-005	Agreements & Contracts ALL ORIGINALS	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Ensure the City Clerk receives all original agreements; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-006	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ~~Statewide guidelines propose termination + 5 years;~~ 2 CFR 200.334 ; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR ~~85.42~~ , 91.105(h), 92.505, & 570.502(a), ~~28 CFR 66.42~~ ; 29 CFR 97.42; ~~40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42~~ ; OMB Circular A-133GC §34090; GC §8546.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-007	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); ~~Published Audit Standards=4-7 years~~ ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ~~Statewide guidelines propose termination + 5 years~~ ; CCP §337 et. seq., GC §34090
Lead Dept.	CW-008	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Finance	CW-009	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR) ~~CAFR—Comprehensive Annual Financial Reports~~	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-011	Boards, Commissions, & Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
Staffing Dept.	CW-012	Boards, Commissions, & Committees: Employees Staff Meetings / Department Staff Meetings	2 years		2 years		Mag, Ppr			GC §34090 et seq.
	CW-013	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL MINUTES & BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Staffing Dept.	CW-017	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-018	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Finance	CW-019	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-020	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources / Risk Management	CW-021	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead (Responding) Dept.	CW-022	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, ~~GC §§945-6,~~ GC §34090
Human Resources	CW-023	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
	CW-024	Contracts: See Agreements								
Lead Dept.	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Administrative, Chronological, e-mail , General Files, Letters, Memorandums, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		2 years		Mag, Ppr			ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail or social media posting, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings , supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500 , 7928.705 , ~~6252, 6254(a)~~ ; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations, Liens, Recorded Documents, Rights of Ways (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-029	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department preference; meets auditing standards; GC §34090
Lead Dept.	CW-030	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-031	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, ~~6252-~~ ~~6254(a)-~~ 7927.500, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-032	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-033	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-034	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims . (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; ~~statewide guidelines propose 4 years; 2 CFR 200.334 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7~~
Human Resources	CW-035	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960 , 34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-036	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, ~~945.6~~ , 34090, 34090.6; PC §832.5(b)
Lead Dept.	CW-037	Leave Slips / Time Off Requests	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Lead Dept.	CW-038	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
City Clerk	CW-039	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-040	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-041	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-042	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; ~~GCP§337-et-seq~~ ; GC §34090
City Clerk	CW-043	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources / Risk Management	CW-044	OSHA Inspections or Citations	Send to Human Resources		Send to Human Resources		Ppr			GC §34090.7
Human Resources	CW-045	Personnel Files (Department-level Files) Except for Fire & Police Department	Shed Upon Separation or Transfer		Shred Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-046	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline		Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-047	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §34090
Lead Dept.	CW-048	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-049	Purchase Orders / Requisitions	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; ~~Statewide Guidelines show 2 years~~ ; GC §§34090, ~~6254(h)~~ 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-051	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; ~~Statewide Guidelines show 2 years~~ ; GC §§34090, ~~6254(h)~~ 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-052	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-054	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by YOUR Department	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; ~~Statewide guidelines propose superseded + 2 or 5 years;~~ GC §34090
Lead Dept.	CW-055	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-056	Reference or Working Files: See Correspondence								
Lead Dept.	CW-057	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-058	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Department preference; Information is outdated after 10 years; ~~statewide guidelines propose 2 years~~ ; If historically significant, retain permanently; GC §34090
City Clerk	CW-059	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-060	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-061	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-062	Time Cards / Time Sheets - BEFORE 2016 (Departments kept the originals with employee signatures)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	CW-063	Time Cards / Time Sheets - AFTER 2016 (Finance keeps the originals with employee signatures)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-064	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention & Safety Training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics & Harassment Prevention Training is 5 years; ~~Statewide guidelines propose 7 years~~ ; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires ~~4-2-3~~ years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960 , 34090, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY ATTORNEY										
City Attorney	CA-001	Advice Files / Department Files	~~When No- Longer- Required—~~ Minimum 2 years		~~When No- Longer- Required—~~ Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Attorney	CA-002	City Attorney Opinions and Opinion Index	~~When No- Longer- Required—~~ Minimum 10 years		~~When No- Longer- Required—~~ Minimum 10 years	Yes	Mag, Ppr			Department Preference; ~~Statewide guidelines propose- superseded + 2 years;~~ GC §34090
City Attorney	CA-003	Closed Session Material	~~When No- Longer- Required—~~ Minimum 10 years		~~When No- Longer- Required—~~ Minimum 10 years	Yes	Mag, Ppr			Department Preference; ~~Statewide guidelines propose- superseded + 2 years;~~ GC §34090
Lead Dept.	CA-004	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + at least 5 years		Final Resolution + at least 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, ~~945.6,~~ 34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i><u>HOLDS:</u> Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY CLERK										
City Clerk	CC-001	Agenda Packets: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-003	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i> Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Annexations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-005	Assessment District Formation / Maintenance District Formation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-006	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-007	Board & Commission Applications (Successful and Unsuccessful)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-008	Certificates of Life / Verifications for Foreign Retirement Benefits, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-009	City Council, Board & Commission Historical List of Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Claim Forms	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-011	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-012	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-013	Economic Interest Filings (FPPC Form 602/635) - Lobbyist Authorization Reporting	2 years	3 years	5 years		Mag, Ppr	S / I	Yes: After 2 years	2 CCR 18615(d), GC §34090
City Clerk	CC-014	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; FPPC Opinion; GC §81009(e) ~~2-CCR-18944(e)(3)(G)~~
City Clerk	CC-015	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-016	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009e

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-017	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-018	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-019	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR ~~18705-5~~ 18702.5 ; GC §34090; GC §81009(e)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ELECTIONS - CONSOLIDATED										
City Clerk	CC-020	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-025	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Ppr			~~Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful;~~ CA law states term of office and 4 years after the expiration of term for Nomination Papers ~~and does not delineate between the two;~~ EC §17100
City Clerk	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Ppr			Department Preference; ~~Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful;~~ CA law states term of office and 4 years after the expiration of term for Nomination Papers ~~and does not delineate between the two;~~ EC §17100
City Clerk	CC-027	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-028	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results; Certificate of Election, Oath of Office)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-029	Elections - Petitions (Initiative, Recall or Referendum)	Results + <u>8 months</u> or Final Examination if No Election + <u>1 year after petition examination if petition is insufficient</u> ~~8 mo.~~		Results + <u>8 months</u> or Final Examination if No Election + <u>1 year after petition examination if petition is insufficient</u> ~~8 mo.~~		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
(End of Elections Section)										
City Clerk	CC-047	Enterprise System Catalogue (posted on line)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-030	Ethics Training Certificates	5 years		5 years		Mag, Ppr			GC §53235.2(b) ~~GC-§§12946, 29 USC 1113~~
City Clerk	CC-031	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-032	Minutes: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-033	Municipal Code Administration , Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-034	Municipal Code History / Supplements	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference (retain one of each supplement); GC §34090
City Clerk	CC-035	Oath of Office: City Council, Boards & Commission Members	Term of Office + 4 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-036	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-037	Passport Transmittals	<u>24 months</u> ~~2-years~~		<u>24 months</u> ~~2-years~~		Mag, Ppr			<u>US Passport requirement to destroy forms monthly;</u> GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-038	PowerPoint presentations submitted by members of the public (submitted during public comment not related to an agenda item)	When No Longer Required		When No Longer Required		Ppr			Preliminary drafts; GC §34090
City Clerk	CC-039	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum) / Summons	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-040	Recordings - AUDIO of City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-041	Recordings - VIDEO of City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	Minimum 10 years		Minimum 10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-042	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-043	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
City Clerk	CC-044	Resolutions: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-048	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, Ppr			EC §21608(g); GC §34090
City Clerk	CC-049	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-045	Speaker Cards	When No Longer Required		When No Longer Required		Ppr			Preliminary drafts used to produce minutes; GC §34090
City Clerk	CC-046	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY MANAGER										
City Manager	CM-001	Administrative Policies	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	City Council Correspondence	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-003	Closed Session Memoranda	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Grand Jury Reports and Responses (Regarding City Operations)	5 years		5 years		Mag, Ppr			Department Preference (the Grand Jury keeps their reports 5 years); GC §34090
City Manager	CM-005	Newsletters - Community ("Discover West Covina")	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-006	Newsletters - Employees	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	PowerPoint Presentations	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-007	Proclamations / Commendations	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Manager	CM-008	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	Speech Notes	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CM-010	Travel / Conferences	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Invoices are maintained by Finance; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-011	Weekly Reports	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ECONOMIC DEVELOPMENT / REDEVELOPMENT / SUCCESSOR AGENCY										
Community & Economic Develop.	ED-001	Economic Development Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community & Economic Develop.	ED-002	Real Estate Appraisals	5 years		5 years		Mag, Ppr			Department preference, meets municipal auditing standards; GC §34090
Community & Economic Develop.	ED-003	Redevelopment Long Range Property Management Plans, Oversight Plans	Completion + 10 years		Completion + 10 years		Mag, Ppr			Department preference; GC §34090
Community & Economic Develop.	ED-004	Redevelopment Plans	P		P		Mag, Ppr			Department Preference for Historical Purposes; GC §34090
Community & Economic Develop.	ED-005	Redevelopment Projects & Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Completion + 10 years		Mag, Ppr			Planning, Building and Engineering retains final documents of construction projects (transfer any CIP project files to Engineering); Covers various Statute of Limitations; CCP §337 et seq.; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Economic Develop.	ED-006	Relocations	Completion + 5 years		Completion + 5 years		Mag, Ppr			Department preference, meets municipal auditing standards; CCP §337 et seq.; GC §34090
HOUSING										
Community & Economic Develop. / Housing	ED-007	Foreclosure Notices / Notices of Defaults (NOD) - for Private Property	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records (courtesy notice from Mortgage companies)
Community & Economic Develop. / Housing	ED-008	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; ~~statewide guidelines propose 4 years~~ ; 2 CFR 200.333 ; 24 CFR ~~85.42~~ , 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214 ; 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Economic Develop. / Housing	ED-009	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.333 ; 24 CFR ~~85.42~~ , 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214 ; 29 CFR 97.42, GC §34090
Community & Economic Develop. / Housing	ED-010	Loan Applications / Potential Buyers Denied, Cancelled or Withdrawn (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Community & Economic Develop. / Housing	ED-011	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development)	5 years		5 years		Mag, Ppr			Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090.

RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
COMMUNITY & RECREATION SERVICES										
Community & Recreation Services	C&RS-001	Registration Database (Active Net)	Indefinite - <u>Minimum 2 years</u>		Indefinite - <u>Minimum 2 years</u>		Mag			Department Preference; data is interrelated; GC §34090
Community & Recreation Services	C&RS-002	Activity / Special Programs / Special Event / Trips Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	~~When No Longer Required~~ Minimum 2 years		~~When No Longer Required~~ Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Community & Recreation Services	C&RS-003	Childcare - Licensed Participant Files: Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions Licensed Childcare only	While Participant is in Program	7 years	End of Participation + 7 years	Yes: During Class or Program	Mag, Ppr			Meets State Licensing requirements; May have grant funding; GC §34090
Community & Recreation Services	C&RS-004	Class Instructor Agreements / Contracts	Completion	5 years	Completion + 5 years		Mag, Ppr			Department preference (covers Statute of Limitations); CCP §337 et. seq., GC §34090
Community & Recreation Services	C&RS-005	Client Referrals (Home Visits, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-006	Community and Senior Services Commission AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-007	Community and Senior Services Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Community & Recreation Services	C&RS-008	Community and Senior Services Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Community & Recreation Services	C&RS-009	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Community & Recreation Services	C&RS-010	Facility Use Permits / Field Use Permits	Expiration + 2 years		Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-011	First Aid Reports / Minor Incident Reports	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-012	Lifeguard Certifications	Separation + 2 years		Separation + 2 years		Mag, Ppr			Department Preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090; 29 USC 1113
Community & Recreation Services	C&RS-013	Master Plans: Parks Master Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community & Recreation Services	C&RS-014	Park History Files	P		P		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-015	Registration Forms / Reservation Forms / Classes / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years		Ppr			GC §34090
Community & Recreation Services	C&RS-016	Season Brochures / Recreation Brochures	P		P		Mag, Ppr			Department Preference; GC §34090
Community & Recreation Services	C&RS-017	Special Event Permits	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-018	Sports Council Agendas, Agenda Packets, Minutes (Not a City Council Advisory Board)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-019	Transportation Applications for Service (Dial-a-Ride, etc.)	Inactive + 2 years		Inactive + 2 years		Mag, Ppr			GC § 34090
Community & Recreation Services	C&RS-020	Transportation Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC § 34090

RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-021	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 34090
Community & Recreation Services	C&RS-022	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 34090; 29 USC 1113
Community & Recreation Services	C&RS-023	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-024	Youth Council Agendas, Agenda Packets, Minutes (Not a City Council Advisory Board)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-025	Youth Council Applications	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<u>HOLDS:</u> <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
FINANCE / ACCOUNTING										
Finance / Accounting	FIN-001	1099's / 1096's / DE542 (California Report of Independent Contractors)	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FIN-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Check Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting	FIN-003	Assessment Rolls / Lighting and Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounting	FIN-004	Audit Commission AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Finance / Accounting	FIN-005	Audit Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-006	Audit Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Finance / Accounting	FIN-007	Audit Reports / Annual Comprehensive Financial Report (ACFR) ~~CAFR—Comprehensive Annual Financial Reports~~ and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (copies); GC §34090.7
Finance / Accounting	FIN-008	Audit Work Papers	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets municipal government auditing standards; ~~Statewide guidelines propose audit + 4 years; Published articles show 3—7 years;~~ GC §34090
Finance / Accounting	FIN-009	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets municipal government auditing standards; ~~Statewide guidelines propose audit + 4 years; Published articles show 3—7 years;~~ GC §34090
Finance / Accounting	FIN-010	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-011	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Accounting	FIN-012	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.
Finance / Accounting	FIN-013	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / Accounting	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / Accounting	FIN-015	FEMA Reimbursement / OES Reimbursements	1 year	9 years	10 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounting	FIN-016	Financial Services Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; meets municipal government auditing standards ; GC §34090
Finance / Accounting	FIN-017	Fixed Assets	2 years	3 years	5 years		Mag, Ppr			Department Preference (bond auditing purposes; IRS regulations state, "... material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance / Accounting	FIN-018	Investment Reports & Backup	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / Accounting	FIN-019	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; ~~Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent~~ ; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-020	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; ~~statewide guidelines propose Audit + 5 years;~~ GC §34090, CCP § 337
Finance / Accounting	FIN-021	Reports, Finance Reports created from Database ; Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / Accounting	FIN-022	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Accounting	FIN-023	W-9s	Minimum 5 years		Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; ~~Statewide guidelines propose audit + 4 years;~~ ~~Published articles show 3 — 7 years;~~ GC §34090
BUSINESS LICENSE & REVENUE										

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-024	Accounts Receivable - Miscellaneous - Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-025	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Business License & Revenue	FIN-026	Bankruptcies - Where a claim is filed	10 years		10 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Business License & Revenue	FIN-027	Billing Registers, Payment Registers, Adjustment Registers	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Business License & Permit Database is the original; reports are considered drafts or copies); GC §34090
Finance / Business License & Revenue	FIN-028	Business License & Permit Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; meets municipal government auditing standards ; GC §34090
Finance / Business License & Revenue	FIN-029	Business License Applications and Changes	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing requirements); GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-030	Business License Renewals	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing requirements); GC §34090 et seq.
Finance / Business License & Revenue	FIN-031	Cash Receipts / MCRs (Miscellaneous Cash Receipts) / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	1 year	4 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-032	Checks / Warrants (Cashed / Paid) / Wires / Wire Transfer	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / Business License & Revenue	FIN-033	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Business License & Revenue	FIN-034	Returned Checks / NSF Checks	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
PAYROLL										
Finance / Payroll	FIN-035	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-036	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; ~~Articles show 7 years~~ ; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-037	Deferred Compensation (457) Reports, Registers	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FIN-038	Employment Verifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Finance / Payroll	FIN-039	Payroll Benefit Files / Administration Forms (1095-C, W 4s, Auto Pay Authorization Forms / Direct Deposit Authorizations, Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	Separation + 5 years		Separation + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS Regulation for W-4s is four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; GC §34090
Finance / Payroll	FIN-040	Payroll Journals / Payroll Registers / Pay Day Registers	2 years	48 years	50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for CalPERS buy-back purposes; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-041	Time Cards / Time Sheets - AFTER August, 2016 (Finance keeps the originals with employee signatures)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	FIN-042	W-2's	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; ~~Articles show 7 years~~ ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
PURCHASING										
Finance / Purchasing	FIN-043	Lease / Purchase Agreements (for equipment, maintenance or services where Purchasing is the lead)	Completion + 2 years	3 years	Completion + 5 years		Mag, Ppr			Department Preference to cover statute of limitations; GC §34090; CCP§ 337 et seq.
Finance / Purchasing	FIN-044	Purchase Orders / Requisitions	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Purchasing	FIN-045	Request for Proposals / Successful & Unsuccessful Bids / Evaluations	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / Purchasing	FIN-046	Surplused Equipment / Disposal	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; ~~statewide guidelines propose Audit + 5 years~~ ; GC §34090, CCP § 337

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
FIRE ADMINISTRATION										
Fire / Admin.	FR-001	DMV Pull Notices - Fire Personnel Only	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Fire / Admin.	FR-002	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	GC §34090
Fire / Admin.	FR-003	Employee Training - Rookie Tests	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC §34090
Fire / Admin.	FR-004	Training Course Records ~~/EMS-Continuing Education Training~~ (Attendance Rosters, Outlines and Materials)	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics & Harassment Prevention Training is 5 years; ~~Statewide guidelines propose 7 years~~ ; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires ~~4-2-3~~ years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, <u>12960</u> , 34090, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Admin.	FR-005	Employee Training File / DMV File (by employee) Individual Training Certificates, etc.	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; LC §6429(c); GC §§12946, 12960 , 34090
Fire / Admin. & Police / Admin.	FR-006	EOC Activations & Drills	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Fire / Admin.	FR-007	FEMA / OES Reimbursement Claims / Strike Team Reimbursements	10 years		10 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	Department Preference; GC §34090
Fire / Admin.	FR-008	Film Permits	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
~~Fire / Admin.~~	~~FR-009~~	~~Fire Alarm Permit Billings~~	~~5 years~~		~~5 years~~		~~Mag, Ppr~~			~~Department Preference (meets municipal government auditing requirements); GC § 34090 et seq.~~
Fire / Admin.	FR-010	Fire Incident RMS Database	Indefinite - Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Indefinite - Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes	Mag, Ppr			Data is interrelated; If used for Inspections, California Fire Code requires 5 years or Life of the Structure or Activity for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4 ; GC §34090
Fire / Admin.	FR-011	ISO Insurance Ratings	15 years		15 years		Mag, Ppr			Department Preference (rated every 10 years); GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Admin.	FR-012	Monthly Statistical Reports / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-013	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-014	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-015	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-016	Ride-A-Long Waivers	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-017	Subpoenas (Personal Appearance - Fire Personnel)	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-018	Training Database / Log (Target Solutions / Vector Solutions)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Ppr			Data is interrelated; GC §34090 et seq.
EMERGENCY MEDICAL SERVICES										
Fire / EMS	FR-019	Controlled Substance Logs, Narcotics Inventories / Ambulance Inventory Logs	3 years		3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / EMS	FR-020	Emergency Medical PCR Database	Indefinite - <u>Minimum 20 years</u>		Indefinite - <u>Minimum 20 years</u>	Yes	Mag			Data is interrelated; If data includes e-PCRs, Minors retention is until 1 year after age 18, but not less than 7 years; 10 years (see Patient Care Reports) GC §34090
Fire / EMS	FR-021	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, ~~UFC §104.3.2, §104.3.4,~~ GC §34090, 60201 et seq.
Fire / EMS	FR-022	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	45 CFR 164.530(j)
Fire / EMS	FR-023	Paramedic / EMS Continuing Education Rosters and Certificates (Attendance Rosters, Outlines and Materials)	~~5~~ 4 years		~~5~~ 4 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960 , 34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / EMS	FR-024	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: ADULTS AND JUVENILES / Includes e-PCR Database / Electronic Patient Care Report Database	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
FIRE MARSHAL / FIRE PREVENTION										
Fire / Fire Marshal & Fire Prevention	FR-025	Annual Permits / Fire Code Permits / Special Event Permits / Explosives Permits / Fireworks Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	~~When No Longer Required~~ Minimum ~~2~~ 5 years		~~When No Longer Required~~ Minimum ~~2~~ 5 years	Yes: Before Event	Mag, Ppr			Department Preference; GC §34090 ~~CFC §§ 104.6 – 104.6.4~~
Fire / Fire Marshal & Fire Prevention	FR-026	Fire Inspections / Business Inspection Files / Occupancy Inspections ~~/ Citations / Notice of Violations~~ A.K.A. "Engine Inspections"	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials ; CFC §§ 104.6 – 104.6.4

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-040	Fire Citations / Notice of Violations	Minimum 2 years		Minimum 2 years		Mag. Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-027	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-028	Fire Investigations - OTHER Than Arson & Capital Crimes	~~When No Longer Required~~ Minimum 5 years		~~When No Longer Required~~ Minimum 5 years		Mag, Ppr			Department preference; GC §34090 et seq.
~~Fire / Fire Marshal & Fire Prevention~~	~~FR-029~~	~~Fire Suppression Plans~~	~~P~~		~~P~~		~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Department preference; GC §34090 et seq.~~
Fire / Fire Marshal & Fire Prevention	FR-030	Fire Sprinkler Plans / Fire Alarm Plans / Hood Plans	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-031	Hazardous Materials Business Plans (HMBP)	Superseded + 5 years		Superseded + 5 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-032	Public Information / Education (when produced internally)	~~When No Longer Required~~ Minimum 2 years		~~When No Longer Required~~ Minimum 2 years		Mag, Ppr			Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-033	Weed Abatement / Vegetation Abatement	~~When No Longer Required~~ Minimum 2 years		~~When No Longer Required~~ Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-034	Weed Abatement / Vegetation Abatement LIENS	~~When No Longer Required~~ Minimum 2 years	P	P		Mag, Ppr			GC §34090(a)

RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
OPERATIONS / SUPPRESSION										
Lead Dept.	FR-035	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Fire / Ops	FR-036	Daily Vehicle Inspections / Daily Equipment Checks / Safety Equipment Inspections	~~When No Longer Required~~ Minimum 2 years		~~When No Longer Required~~ Minimum 2 years		Ppr			GC §34090
Lead Dept.	FR-037	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years		Mag, Ppr			AQMD Rule 1470; GC §34090
Lead Dept.	FR-038	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Fire / Ops	FR-039	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event	Mag, Ppr			Preliminary drafts; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HUMAN RESOURCES										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960 , 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960 , 34090
Human Resources	HR-003	Compensation Surveys & Studies	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960 , 34090
Human Resources	HR-003.1	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k), GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + ~~4~~ 3 years		Final Disposition + ~~4~~ 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires ~~4~~ 2 years after "fully and finally disposed"; 2 CCR 11013(c) ; ~~2-CCR 7287.0~~ ; GC §§12946, 12960 , 34090
Human Resources	HR-005	DMV Pull Notices (other than Police & Fire)	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960 , 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-006	EEO-4 Reports	3 years		3 years		Mag Ppr			29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-007	Human Resources Commission AGENDAS, AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-008	Human Resources Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Human Resources	HR-009	Human Resources Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Human Resources	HR-010	Human Resources Commission SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-011	I-9s	Separation + 3 years		Separation + 3 years		Mag Ppr			Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960 , 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-012	Job Descriptions / Classification Specifications	Minimum Superseded + ~~4~~ 3 years		Minimum Superseded + ~~4~~ 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires ~~4~~ 2-3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, <u>12960</u> , 34090; ~~29 USC 1413~~
Human Resources	HR-013	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	Minimum 5 years	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-014	Personnel Files - Background Files (Fire, Executives, Information Technology)	Separation + 6 years		Separation + 6 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires ~~4-2-3~~ years; 8 CCR §11040.7(7)(C) ; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090; 29 USC 1113; LC §1198.5
Human Resources	HR-015	Personnel Files - Employee File Includes Application, Evaluations, Policies, Oaths of Office, PAFs (Personnel Action Forms), etc.	Separation + 6 years		Separation + 6 years		Mag, Ppr			Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires ~~4-2-3~~ years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090; 29 USC 1113; LC §1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-016	Personnel Files - Grievance Files / Investigations	Separation + ~~4~~ 3 years		Separation + ~~4~~ 3 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires ~~4~~ 2-3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, <u>12960</u> , 34090; 29 USC 1113; <u>LC §1198.5</u>
Human Resources	HR-017	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 6 years	<u>Whichever is Longer:</u> Separation + 24 years; OR Termination of Benefits + <u>5 years</u> ~~Whichever is Longer:~~	<u>Whichever is Longer:</u> Separation + 30 years; OR Termination of Benefits + <u>5 years</u> ~~Whichever is Longer:~~	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; <u>8 CCR 5144.8</u> , <u>CCR 15400.2</u> ; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, <u>12960</u> , 34090; <u>LC §1198.5</u>
Human Resources	HR-018	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + ~~4~~ 3 years		Hiring Decision + ~~4~~ 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires ~~4~~ 2-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); 2 CCR 7287.0(c)(2), GC §§12946, <u>12960</u> , 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-019	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-019.5	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		When No Longer Required		Mag Ppr			Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-020	Workers Compensation Claim Runs / Monthly Reports	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-021	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 10 years	Whichever is Longer: Separation + 20 years; OR Termination of Benefits + 5 years ~~Whichever is Longer:~~	Whichever is Longer: Separation + 30 years; OR Termination of Benefits + 5 years ~~Whichever is Longer:~~	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR 5144, 8 CCR 15400.2 ; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960 , 34090
RISK MANAGEMENT										
Risk Manag.	HR-022	Accident / Incident / Injury Reports (Potential Claims - medical and non-medical that do not result in a claim.)	2 years		2 years		Mag, Ppr			Department preference; CCP §340.5, GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Risk Manag.	HR-023	Claims	Resolution	5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, ~~945.6~~ , 34090, 34090.6; PC §832.5(b)
Risk Manag.	HR-024	Insurance Policies (City-owned policies)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Risk Manag.	HR-025	Claim Runs	5 years		5 years		Ppr			Department Preference; GC §34090
Risk Manag.	HR-026	OSHA Logs - 200, 300, 301, 301A, OSHA Inspections or Citations	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; ; 8 CCR 14300.33 , 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups / Computer Backups (ALL Disaster Recovery Computer Backups — ~~DAILY~~ (excludes Police))		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
~~Information Technology~~	~~IT-002~~	~~Backups — WEEKLY (excludes Police)~~		~~When No Longer Required~~	~~When No Longer Required~~	~~Yes~~	~~Mag.~~			~~Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.~~
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / WORM / DVD-r / CD-r / Blue Ray-R or other UNALTERABLE MEDIA that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location" ; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq..

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PLANNING										
Planning	PL-001	Administrative Reviews	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-002	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records)
Planning	PL-003	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-004	Art in Public Places	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-005	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Planning	PL-006	Conceptual Plans	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Planning	PL-007	Covenants	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-008	Design Review Case Files	4 years		4 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-009	Design Review Subcommittee AGENDAS & AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-010	Design Review Subcommittee MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Planning	PL-011	Design Review Subcommittee SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-012	Design Review Subcommittee Commission VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-013	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-013.1	<u>Environmental Determinations:</u> <u>Environmental Impact Reports</u> <u>(EIRs), Negative Declarations, etc.)</u> <u>Correspondence and staff notes</u> <u>that provide insight into the project</u> <u>or the agency's CEQA compliance</u> <u>with respect to the project</u>	<u>Project</u> <u>Approval or</u> <u>Denial + 2</u> <u>years</u>		<u>Project</u> <u>Approval or</u> <u>Denial + 2</u> <u>years</u>		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090
Planning	PL-014	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-015	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Planning	PL-016	Historic Preservation Survey, Evaluations and Designations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-017	Landscape Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-018	Master Plans, Specific Plans, Land Use Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-019	Materials Boards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-020	Model Home Marketing Plan (Authorization to build Model Home prior to Final Approval)	Final Inspection of Model Home		Final Inspection of Model Home		Mag, Ppr			Preliminary Draft; Final Building Plan is the final; GC §34090
Planning	PL-021	Plan Checks	2 years		2 years		Mag, Ppr			Department preference (preliminary drafts); GC §34090
Planning	PL-022	Planning Commission AGENDAS & AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Planning	PL-023	Planning Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-024	Planning Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Planning	PL-025	Planning Commission SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-026	Planning Commission VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-027	Planning Director Modification Approvals	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-028	Planning Project Log of Applications, Database	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090
Planning	PL-029	Planning Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	3 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Planning	PL-030	Preliminary Review File	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-031	Prospective Home Buyer's Notification (where property is near the landfill)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-032	Special Event Permits / Temporary Entitlements / Temporary Permits (Approved & Unapproved): Christmas Tree Lots, Pumpkin Lots, Banner Permits, etc.	Minimum 2 years		Minimum 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC§§34090
Planning	PL-033	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-034	Zoning Compliance Letters	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-035	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090.7
Planning	PL-036	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
POLICE CHIEF / ADMINISTRATION										
Police / Chief / Admin.	PD-001	Carry Concealed Weapon Permits (CCW Permits) - APPROVED	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief / Admin.	PD-002	Carry Concealed Weapon Permits (CCW Permits) - DENIED	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief / Admin.	PD-003	DMV Pull Notices - Police Only	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Police / Chief / Admin.	PD-004	Neighborhood Watch	2 years		2 years		Mag			GC §34090 et seq.
Police / Chief / Admin.	PD-005	Personnel Files - Police Department Employees (By Employee) Including Evaluations, PAPS, Oath of Office, Policies, etc.	Separation + 6 years		Separation + 6 years	Before Separation	Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090
CAD / DISPATCH										
Police / Commun.	PD-006	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD) / MDT / Chat messages	Minimum 180 days		Minimum 180 days		Mag			Department Preference (consortium standard); ~~Statewide guidelines propose 180 days~~ (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
COMMUNITY ENHANCEMENT										
Police / Community Enhance.	PD-007	Administrative Citation Hearings / Hardship Waivers	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; GC §34090
Police / Community Enhance.	PD-008	Code Enforcement / Abatement Case Files / Administrative Citations / Vehicle Abatement (Includes appeals and Code Enforcement Complaint Letters) Excludes Liens (Send to City Clerk)	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Police / Community Enhance.	PD-009	Code Enforcement Database	Indefinite - <u>Minimum 2 years</u>		Indefinite - <u>Minimum 2 years</u>	Yes	Mag			Data Fields / Records are interrelated; GC §34090
DETECTIVE BUREAU										
<u>Police / Detectives</u>	<u>PD-009.5</u>	<u>Drone (Unmanned Aerial Vehicle) Recordings</u>	<u>When No Longer Required</u>		<u>When No Longer Required</u>		<u>Mag</u>			<u>Does not record regular and ongoing operations; GC §34090.6 et seq.</u>
Police / Detectives	PD-010	Informant Files	Minimum 5 years		Minimum 5 years		Mag, Ppr			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Detectives	PD-011	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		No Longer than 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Detectives	PD-012	Investigation Files and Arrest Files	Transfer to Records		Transfer to Records		Mag, Ppr			Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Detectives	PD-013	Narcotics Buy Fund Logs	2 years		2 years		Mag			GC §34090 et seq.
Police / Records	PD-014	Pawn Slips	2 years		2 years		Mag, Ppr			Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Detectives	PD-015	Regulatory Permits & Backgrounds (Solicitors, Massage, Taxi, etc.	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
POLICE INFORMATION TECHNOLOGY										

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Information Technology	PD-016	Backups - Computer Backups (ALL Disaster Recovery Computer Backups) ~~DAILY~~ (Police Only)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
~~Police / Information Technology~~	~~PD-017~~	~~Backups - WEEKLY (Police Only)~~		~~When No Longer Required~~	~~When No Longer Required~~	~~Yes~~	~~Mag.~~			~~Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.~~
Police / Information Technology	PD-018	Video Recordings - Public Activity (Doors, Hallways, Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)
JAIL										
Police / Jail	PD-019	Bail Receipts	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-020	Jail In-Custody Rosters	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-021	Jail Video Recordings (Jail surveillance, security)	1 year		1 year		Mag			GC §34090.6(a)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Jail	PD-022	Logs & Inspections: Activity, Custody Logs & Lists, Daily Counts, Daily Food Services, Freezer Temperature Forms, Goof Inspection, Kitchen Utensil Inventory, Handcuff Log, Tool Log, Jail incident Lob, Drain Flush Log, Jail Key Log, Shift Change Checklist, Duress Alarm Log, Safety & Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-023	Medical Screen Forms, Sheets	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-024	Monthly Counts, Official Counts	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-025	Outside Agencies Pre-booking Forms	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-026	PREA (Prison Rape Elimination Act) Report	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-027	Property Sheets	2 years		2 years		Mag, Ppr			GC §34090
PATROL										
Police / Patrol	PD-028	Beat Sheets	2 years		2 years		Mag, Ppr			GC §34090
Police / Patrol	PD-029	Canine (Police Service Dogs) Program Files / Training Files: Animal Files	Separation + 3 years		Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-030	Canine (Police Service Dogs) Program Files: Action Reports, Monthly Reports	2 years		2 years		Mag, Ppr			GC §34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Patrol	PD-031	Officer Daily Logs	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-032	PAS Device Calibration Logs	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-033	Ride-A-Long Waivers	2 years		2 years		Mag			GC §34090 et seq.
Police / Patrol	PD-034	Special Events / Ops Plan	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
Police / Patrol	PD-035	Traffic Control: Radar Calibration Records	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-036	Vacation House Checks / Extra Patrol Requests	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-037	Watch Commander Logs	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
PROFESSIONAL STANDARDS UNIT										
Police / PSU	PD-038	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	When Superseded - Minimum 2 years		When Superseded Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / PSU	PD-039	Internal Affairs Investigations - Individual Officers / Complaints Against Officers <u>WITHOUT Sustained Finding of Misconduct as defined in PC §832.7</u> (May include criminal acts, moral turpitude, complaints generated from a <u>civilian citizen</u>)	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			<u>Consistent with Lexipol Policy:</u> State requires for at least 5 years for <u>civilian Citizen's</u> complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years <u>after the discovery of the offense</u> for misconduct <u>in office</u> ; <u>PC §§801.5, 803(c), 832.5</u> ; EVC § 1045(b)(1), GC §§12946, <u>12960</u> , 34090; VC §2547
<u>Police / PSU</u>	<u>PD-039</u>	<u>Internal Affairs Investigations - Individual Officers / Complaints Against Officers WITH Sustained Finding of Misconduct as defined in PC §832.7</u>	<u>Final Disposition + 15 years</u>		<u>Final Disposition + 15 years</u>		<u>Mag, Ppr</u>			<u>PC §832.5) ; GC §34090;</u>
Police / PSU	PD-040	Internal Pursuit Critiques	Incident + 2 years		Incident + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / PSU	PD-041	Pitchess Motions Notifications	2 years		2 years		Mag, Ppr			GC §34090
Police / PSU	PD-042	Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Police / PSU	PD-043	Range Qualifications	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / PSU	PD-083	Report of data regarding the number, type, or disposition of complaints made against its officers (optional)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / PSU	PD-084	Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / PSU	PD-044	Use of Force Review (Not as a result of a civilian complaint, and not resulting in death or in great bodily injury.)	Incident + 2 years		Incident + 2 years		Mag, Ppr			Department preference; GC §§12946, 12960 , 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PROPERTY & EVIDENCE										
Police / Property & Evidence	PD-045	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-046	Forfeiture Notification	<u>5</u> ~~2~~ years		<u>5</u> ~~2~~ years		Mag, Ppr			Per DOJ Equitable Sharing Program ; GC §34090
Police / Property & Evidence	PD-047	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-048	Lost & Found Property (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-049	Property & Evidence Logs	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-050	Property Auctions	2 years		2 years		Mag, Ppr			GC §34090
RECORDS										
Police / Records	PD-051	Citations & Notice to Appear - Parking, Marijuana / Cannabis , & Moving	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Records	PD-085	Citations - Payment Plans for outstanding parking citations received by indigent persons	Fully Paid, Written off, or Forgiven + 5 years		Fully Paid, Written off, or Forgiven + 5 years		Mag, Ppr			Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-052	CRIME REPORTS / INCIDENT REPORTS: ALL, Except for those Specifically Mentioned Elsewhere (mandated purges)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Penal Code, Health & Safety Code, GC§ 34090
Police / Records	PD-053	CRIME REPORTS / INCIDENT REPORTS: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Individual petitions District Attorney; Law Enforcement concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-054	CRIME REPORTS / INCIDENT REPORTS: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	PC§ 11108.2(b); GC§ 34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-055	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Adult Marijuana / Cannabis - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-056	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction - Juvenile Marijuana / Cannabis - H&S §11357(~~E~~) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-057	CRIME REPORTS / INCIDENT REPORTS: Misdemeanor or Infraction Marijuana / Cannabis §11357(~~de~~) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(~~de~~)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-058	CRIME REPORTS / INCIDENT REPORTS: Sealed Adult, Juvenile and Ward Cases - Except those with Childhood Sexual Assault Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-058.1	CRIME REPORTS / INCIDENT REPORTS Sealed Juvenile and Ward Cases - Childhood Sexual Assault	Age of Majority + 22 years		Age of Majority + 22 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr			CCP §§340.1, GC §34090
Police / Records	PD-058.5	CRIME REPORTS / INCIDENT REPORTS : Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)	Court Order + 1 year		Court Order + 1 year		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records	PD-059	Crime Statistics / National Incident-Based Reporting System (NIBRS) / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr			Filed on line with the State; GC §34090
Police / Records	PD-060	Due Diligence Reports (for warrants)	2 years		2 years		Mag, Ppr			GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-061	Field Investigation Cards (FI's) - After Entry into RMS	5 years		5 years		Mag, Ppr			Department preference; Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-062	Logs: Arrest Packet, JDIC	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Records	PD-063	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-064	Officer Recordings: Mobile Audio Video (MAV) Recordings - that are NOT evidence	1 year		1 year		Mag			Lexipol Section 446.10.1 requires 1 year ; Those segments of videos that are determined to be evidence are retained as evidence; GC §34090.6 et seq.
Police / Records	PD-065	Police RMS Database	Indefinite - Follows Retention of the Crime Report		Indefinite - Follows Retention of the Crime Report	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-066	Registrants: Arson - Adults	5 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-067	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-067.2	Registrants: Gang Adults	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Records	PD-067.3	Registrants: Gang Juveniles	Sealing Date + 5 years		Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); Records are destroyed pursuant to W&I §781;GC §34090
Police / Records	PD-068	Registrants: Narcotic	5 years		5 years		Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records	PD-069	Registrants: Sex Offenders - Adults	P		P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.
Police / Records	PD-070	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department preference; After 2021, Offenders can petition Court for removal 10 or 20 years after offense, provided there are no subsequent offenses; Pursuant to PC §290 et seq.; W&I §781(d)

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-071	Repossession Notices	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Police / Records	PD-071.1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Mag, Ppr			11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Records	PD-072	Subpoenas (Personal Appearance or Duces Tecum)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-073	Subpoenas (Records)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-074	Video Recordings - Parking Lots, Public Areas	When No Longer Required		When No Longer Required		Mag			Does not record "regular and ongoing operations"; GC §34090.6
Police / Records	PD-075	Video Recordings - Police Operations	1 year		1 year		Mag			Records "regular and ongoing operations"; GC §34090.6
Police / Records	PD-076	Warrants (Recalled or Served)	2 years		2 years		Mag			Department preference;; GC §34090 et seq.
TRAINING										
Police / Training	PD-077	Background File / Recruitment File / Phycological - Police Employees & Police Volunteers (SUCCESSFUL)	Separation + 4 ~~3~~ years		Separation + 4 ~~3~~ years		Mag, Ppr			~~City preference;~~ State Law requires 4 years after the date of the employment action taken; 8 CCR §11040.7(7)(C) ; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Training	PD-078	Background File / Recruitment File / Phycological - Police Employees & Police Volunteers (UNSUCCESSFUL)	~~4~~ 3-years		~~4~~ 3-years		Mag, Ppr			~~Department preference;~~ State Law requires 4 years after the date of the employment action taken ; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090; ~~29-USC-4113~~
Police / Training	PD-079	Training Bulletins	2 years		2 years		Mag, Ppr			GC §34090
Police / Training	PD-080	City Firing Range Reservations, Schedules, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Police / Training	PD-081	Personnel Files - Police Department Employees / Department Training Files (By Employee)	Separation + 2 years		Separation + 2 years	Before Separation	Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090
Police / Training	PD-082	Personnel Training Evaluations / Daily Observation Reports	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: September 3, 2024

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF AN AMENDMENT TO EXTEND THE TERM OF THE PROFESSIONAL SERVICES AGREEMENT WITH TRANSTECH ENGINEERS, INC. FOR CITY ENGINEERING SERVICES

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to execute the Fifth Amendment to the Professional Services Agreement with Transtech Engineers, Inc., to extend the term of the agreement on a month-to-month basis while the City conducts the Request for Proposal (RFP) and consultant selection process.

BACKGROUND:

On August 20, 2019, the City Council approved a Professional Services Agreement (Agreement) with Transtech Engineers, Inc. (Transtech) for City Engineer services, Traffic Engineer services, and on-call general engineering services. The Agreement provides for a term of two (2) years, with three (3), one (1) year extension options, and a maximum annual compensation of \$800,000.

In February 2020, the City and Transtech entered into the First Amendment to the Agreement, which separated the Engineering and Capital Improvement Projects (CIP) budgets. It established an annual limit of \$700,000 for Engineering Services and \$1,000,000 for CIP compensation. The Second Amendment was entered into on September 2021, extending the term of the Agreement through September 5, 2022.

Through the Third Amendment to the Agreement, dated August 16, 2022, the City and Transtech extended the term of the Agreement through September 5, 2023 and removed the compensation limit for Engineering services and Capital Improvement Program (CIP) project services.

Through the Fourth Amendment to the Agreement, dated September 5, 2023, the City and Transtech extended the term of the Agreement through September 5, 2024.

DISCUSSION:

On August 12, 2024, the City posted a Request for Proposal (RFP) for City Engineering Services. The proposal submission deadline is September 18, 2024. Staff anticipates presenting a recommendation to the City Council in November 2024. Due to the current extension to the agreement with Transtech expiring on September 5, 2024, staff is proposing to extend the term on a month-to-month basis to allow time to review and select the engineering option that is best suited for the City, and to allow for a smooth transition.

LEGAL REVIEW:

The City Attorney's Office has reviewed the amendment and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Jo-Anne Burns, Deputy Community Development Director

Fiscal Impact

FISCAL IMPACT:

Transtech will continue to be paid in accordance with the current fee schedule. Engineering and CIP services are paid from various funds based on the service and location. These include but are not limited to the General Fund (No. 110), Proposition C (No. 122), Gasoline Tax (No. 124), Sewer Maintenance (No. 189), and Maintenance Districts. The table below includes the primary accounts charged for engineering services and the estimated costs for FY2024-25. This does not include CIP services which are charged to the various projects.

Fund	Account No.	Account Name	FY 2024-2025 Budget
General Fund	110.505.71.21.10.00.61.61100.	Planning, Professional Services	\$40,000
	110.503.71.22.81.00.61.61100.	Engineering, Professional Services	\$96,100
Proposition C	122.503.71.62.00.00.61.61300.	Service Contracts	\$506,000
Gas Tax	124.503.71.22.82.00.61.61100.	Professional Services	\$50,000
Sewer	189.503.71.72.16.00.61.61300.	Professional Services	\$123,700

Attachments

Attachment No. 1 - Fifth Amendment to Professional Services Agreement

**FIFTH AMENDMENT TO
CITY OF WEST COVINA
PROFESSIONAL SERVICES AGREEMENT WITH
TRANSTECH ENGINEERS, INC.
FOR
CITY ENGINEER SERVICES, TRAFFIC ENGINEER SERVICES AND
ON-CALL GENERAL ENGINEERING SERVICES**

THIS FIFTH AMENDMENT ("Amendment") is made and entered into as of September 3, 2024 ("Effective Date") by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and TRANSTECH ENGINEERS, INC., a California corporation ("Consultant").

WHEREAS, City and Consultant entered into a Professional Services Agreement dated September 6, 2019 for Consultant to provide City Engineer services, Traffic Engineer services and on-call general engineering services ("Agreement"); and

WHEREAS, City and Consultant amended the Agreement to clarify Consultant's compensation for engineering services and for preparing and completing capital improvement projects through the First Amendment to the Agreement, dated February 4, 2020; and

WHEREAS, Section 4.1 of the Agreement provides for an initial term of two (2) years, ending September 6, 2021, with the option for City and Consultant to extend the term for up to three (3) additional one (1) year periods; and

WHEREAS, City and Consultant extended the term of the Agreement through September 5, 2022 through the Second Amendment to the Agreement, dated September 2, 2021; and

WHEREAS, City and Consultant amended Section 2.1 of the Agreement and extended the term of the Agreement through September 5, 2023 through the Third Amendment to the Agreement, dated August 16, 2022; and

WHEREAS, City and Consultant extended the term of the Agreement through September 5, 2024 through the Fourth Amendment to the Agreement, dated September 5, 2023; and

WHEREAS, City is currently conducting a formal solicitation for City Engineering services, Traffic Engineer services, engineering grant writing/administration services, and on-call general engineering services; and

WHEREAS, City and Consultant desire to extend the term of the Agreement on a month-to-month basis while the City conducts its formal solicitation; and

WHEREAS, City and Consultant further desire to amend the Agreement as set forth herein.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Commencing September 6, 2024, the term of the Agreement shall automatically extend for successive one (1) month periods until such time as either party terminates the Agreement.
2. Section 4.2 of the Agreement shall be deleted in its entirety and replaced as follows:

4.2 Notice of Termination. Either party may terminate this Agreement by giving at least thirty (30) days' written notice to the other party. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering satisfactory performance. In the event Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement.

The City shall also have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- (a) Be adjudged a bankrupt;
 - (b) Become insolvent or have a receiver of its assets or property appointed because of insolvency;
 - (c) Make a general assignment for the benefit of creditors;
 - (d) Default in the performance of any obligation or payment of any indebtedness under this Agreement;
 - (e) Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
 - (f) Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.
3. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
 4. All other terms, conditions, and provisions of the Agreement shall remain in full

force and effect.

5. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and may be executed by electronic signatures. All counterparts shall be construed together and shall constitute one agreement. Delivery of an executed counterpart of this Amendment by a .pdf data file or other scanned executed counterpart by email shall be equally as effective as delivery of a manually executed counterpart of this Amendment. Each duplicate and counterpart shall be equally admissible in evidence, and each shall fully bind each party who has executed it. The parties waive all right to challenge the admissibility or authenticity of this Amendment in a court of law based solely on the absence of an original signature.
6. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Amendment.

IN WITNESS WHEREOF, City and Consultant have executed this Amendment as of the date set forth above.

CITY OF WEST COVINA

CONSULTANT

Paulina Morales
City Manager

Ali Cayir
President

ATTEST:

Sybil Cayir
Secretary

Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

Stephanie Sikkema
Risk Management



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: September 3, 2024

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF JOB DESCRIPTION FOR PURCHASING MANAGER

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2024-60 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE PURCHASING MANAGER CLASSIFICATION SPECIFICATIONS

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, the Human Resources Department, as needed, reviews class specifications to ensure that our position specifications reflect the City's current structure and is in alignment with current standards, requirements, and qualifications. This review further ensures that required skills, knowledge and abilities, and essential functions of each classification are in alignment with current demands and comparable with similar classifications within the public sector labor market.

DISCUSSION:

The Purchasing Manager position has recently become vacant and in reviewing the job description, it was determined updates should be made to accurately reflect the position's duties. Thus, staff has prepared an updated job description for the Purchasing Manager (Exhibit A of Attachment No. 1). The changes are shown in redline format in Attachment No. 2 for reference.

The Human Resources Commission reviewed and approved the new job descriptions during their regular meeting on August 14, 2024. Additionally, the applicable bargaining unit has been granted the opportunity to review and did not have any issues with the changes.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

There are no proposed changes to the salary range for this position, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Resolution No. 2024-60

Attachment No. 2 - Purchasing Manager Job Description - Redlined

CITY COUNCIL GOALS & OBJECTIVES: Maintain Good Intergovernmental Relations

RESOLUTION NO. 2024-60

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA, APPROVING THE REPEAL
AND REPLACEMENT OF THE PURCHASING MANAGER
CLASSIFICATION SPECIFICATIONS**

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the class specifications for the Purchasing Manager classification and has proposed revisions to the class specifications as set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, on August 14, 2024, the Human Resources Commission reviewed and approved the repeal of the existing class specifications for the Purchasing Manager classification and replacement of said specifications with the revised specifications set forth in Exhibit A; and

WHEREAS, the City Council desires to approve the repeal and replacement of the Purchasing Manager class specifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the repeal of the existing class specifications for the Purchasing Manager classification.

SECTION 2. The City Council hereby approves replacing the repealed specifications with the specifications attached hereto as Exhibit A.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 3rd day of September, 2024.

Brian Calderón Tabatabai
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2024-60 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 3rd day of September, 2024, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

PURCHASING MANAGER CLASSIFICATION SPECIFICATIONS

CITY OF WEST COVINA CLASSIFICATION SPECIFICATION

Class Title: PURCHASING MANAGER
Bargaining Unit: MID MANAGMENT
Class Code: PM
Salary Grade: MM17
Salary: \$75,864.00 - \$102,432.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction, manages the City's purchasing activities for goods and services to ensure the best overall value to taxpayers, and that purchases are made according to sound business practices, in open and fair competition, and in compliance with the applicable policies and laws. May supervise other staff.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Develops and implements purchasing policies and procedures in conformance with effective purchasing practices and requirements of the City.
- Works with departments/divisions to establish standardization of goods and services, where practical, within a competitive environment.
- Serves as liaison with City departments to coordinate, consolidate and plan for equipment services, and material needs to ensure the best quality and pricing for the City.
- Administers formal and informal bidding policies; evaluates bids against specifications and recommends or awards contracts or purchases in accordance with City code, policies, state and federal regulations.
- Prepares formal bid specifications, requests for quotations, qualifications, and proposals.
- Evaluates bids and makes recommendations for awards of bids and contracts.
- Interviews and negotiates with vendor representatives concerning the availability, price, and terms of purchase of supplies and equipment; provides liaison between vendors and City departments to resolve complaints and secure adjustments.
- Advises and provides assistance to other City staff regarding purchasing activity; prepares and presents reports evaluating requirements for goods and services in relation to bid specifications.
- Assists in the selection, training, supervision, and evaluation of assigned staff.

- Performs technical work in purchasing, materials management, inventory control, and perform other related duties as assigned.
- Establishes and maintains accurate documentation and records for all procurement and contract administration activities.
- Fulfills public records requests pertaining to purchasing records.
- Provides training for new hire orientation and continuous city-wide training in purchasing, bidding, and contracting procedures.
- Ensures that all contracts and users of City facilities obtain required insurance.
- Recommends and implements programs to reduce costs and improve service for commodities utilized city-wide.
- Coordinates the City's efforts in the participation of cooperative purchases with other governmental agencies.
- Identifies vendors who default on their contracts with the City and recommends an action of suspension or debarment.
- Maintains all contract and performance bond files to ensure compliance.
- Serves as the web editor for purchasing and contracts web pages.
- Oversees city-issued purchasing card program.
- Serves as a functional lead for the ERP system regarding requisitions/purchasing, contracts, and P-Card modules.
- Administers the disposition of surplus property.
- Maintains list of contractors for entitlements in compliance with State Campaign Finance Reporting.
- Reviews and approves department requests for payments, travel expense reports, and employee expense reimbursements for compliance with the City's purchasing policy.
- Reviews, allocates, and routes monthly city attorney invoices for payment.
- Performs other duties as assigned.

TYPICAL QUALIFICATIONS

Education and Experience

Any combination of education and/or experience that has provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience as demonstrated by past and current employment.

- Bachelor's degree in finance, accounting, economics, business administration, public administration, or a related field is required.
- Three years (3) of municipal finance experience is required, procurement experience in a governmental entity is preferred.
- Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) is preferred.

Knowledge of:

1. Principles and practices of public procurement.
2. Record keeping methods relating to the purchasing function.
3. Laws and regulations applicable to municipal bidding procedures and purchasing operations.
4. Accounting principles as they relate to procurement and inventory.
5. Product and service research methods.

Ability to:

1. Perform and/or direct purchasing and inventory control.
2. Prepare and present reports.
3. Interpret and apply related codes, laws, and policies.
4. Work effectively and diplomatically with staff and the public.
5. Communicate effectively both verbally and in writing.
6. Establish and maintain cooperative work relationships.
7. Use computer and related software applications.
8. Supervise assigned staff.

PHYSICAL REQUIREMENTS

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PROPOSED – REDLINED VERSION
CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: PURCHASING MANAGER
Bargaining Unit: MID MANAGMENT
Class Code: PM
Salary Grade: MM17
Salary: \$75,864.00 - \$102,432.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction, ~~administers-manages~~ the City's purchasing activities for ~~all materials, supplies, equipment, goods~~ and services ~~for all City Departments~~ to ensure the best overall value to taxpayers, and that purchases are made according to sound business practices, in open and fair competition, and in compliance with the applicable policies and laws. May supervise other staff.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Develops and implements purchasing policies and procedures in conformance with effective purchasing practices and requirements of the City.
- Work with departments/divisions to establish standardization of goods and services, where practical, within a competitive environment.
- ~~Maintains-Serves as~~ liaison with City departments to coordinate, consolidate and plan for equipment services, and material needs to ensure the best quality and pricing for the City.
- Administers formal and informal bidding policies; evaluates bids against specifications and recommends or awards contracts or purchases in accordance with City code, ~~laws-policies, and established policy~~ state and federal regulations.
- Prepares formal bid specifications, requests for quotations, qualifications, and proposals.
- Evaluates bids and makes recommendations for awards of bids and contracts.
-
- Interviews and negotiates with vendor representatives concerning the availability, price, and terms of purchase of supplies and equipment; provides liaison between vendors and City departments to resolve complaints and secure adjustments.
- Advises and provides assistance to other City staff regarding purchasing activity; prepare and presents reports evaluating requirements for goods and services in relation to bid specifications.
- Assists in the selection, training, supervision, and evaluation of assigned staff.
- Performs technical work in purchasing, materials management, inventory control, and perform other related duties as assigned.
- Establishes and maintains accurate documentation and records for all procurement and contract administration activities.
- Fulfills public records request pertaining to purchasing records.

- Provides training for new hire orientation and continuous city-wide training in purchasing, bidding, and contracting procedures.
- Ensures that all contracts and users of City facilities obtain required insurance.
- Recommends and implements programs to reduce costs and improve service for commodities utilized city-wide.
- Coordinates the City's efforts in the participation of cooperative purchases with other governmental agencies.
- Identifies vendors who default on their contracts with the City and recommends an action of suspension or debarment.
- Maintains all contract and performance bond files to ensure compliance.
- Serves as the web editor for purchasing and contracts web pages.
- Oversees city-issued purchasing card program.
- Serves as a functional lead for the ERP system regarding requisitions/purchasing, contracts, and P-Card modules.
- Administers the disposition of surplus property.
- Maintains list of contractors for entitlements in compliance with State Campaign Finance Reporting.
- Reviews and approves department requests for payments, travel expense reports, and employee expense reimbursements for compliance with the City's purchasing policy.
- Reviews, allocates, and routes monthly city attorney invoices for payment.
- Performs other duties as assigned.

TYPICAL QUALIFICATIONS

Education and Experience

Any combination of education and/or experience that has ~~provided~~provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying.necessary for satisfactory job performance. Incumbents will possess the most desirable combination of training, skills, and experience as demonstrated by past and current employment.

- A typical way to obtain the required knowledge and abilities would be grBachelor's degreeeducation from an accredited four-year college or university with major course work in finance, accounting, economics, business administration, public administration, or a related field is required. ; and
- three-Three years (3) of professional purchasingmunicipal finance experience is required which included some supervisory experience, procurement experience in a governmental entity is preferred.,-
- Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) is preferred.

Licenses/ Certificates/ Special Requirements

Possession of or the ability to obtain a valid California Class C Driver's License prior to hire.

Special Requirements:

Ability to receive satisfactory results from a background investigation, and administrative screening which meet the established qualification standards.

Knowledge of: Required Knowledge and Abilities:

1. ~~Thorough knowledge of the p~~Principles and practices of ~~purchasing and inventory control for a government agency~~public procurement;_.
2. ~~r~~Record keeping methods relating to the purchasing function.
3. ~~Working knowledge of l~~aws and regulations applicable to municipal bidding procedures and purchasing operations;_.
4. Accounting principles as they relate to procurement and inventory.
5. Product and service research methods.

Ability to:

1. ~~Proven ability to p~~Perform and/or direct purchasing and inventory control;_.
2. ~~p~~Prepare and present reports;_.
3. ~~i~~Interpret and apply related codes, laws, and policies.
4. ~~Ability to w~~Work effectively and diplomatically with staff and the public.
5. ~~Ability to c~~Communicate effectively both verbally and in writing;_.
6. ~~e~~Establish and maintain cooperative work relationships;_.
7. Use computer and related software applications.
- 4-8. ~~s~~Supervise assigned staff.

PHYSICAL REQUIREMENTS

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: September 3, 2024

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF AMENDMENT NUMBER FOUR TO PROFESSIONAL SERVICES AGREEMENT WITH JOE GHOUGASSIAN DBA J & L AUTO BODY REPAIR

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to execute Amendment Number Four to the Professional Services Agreement with Joe Ghougassian, an individual dba J & L Auto Body Repair to provide for a month-to-month extension of the agreement.

BACKGROUND:

Joe Ghougassian, an individual DBA dba J & L Auto Body Repair (J&L) has been providing auto body repair and painting services to the City since October 2013. On September 17, 2019, the City Council approved an agreement with J&L for auto body repair and painting services on an as-needed basis with a maximum compensation amount of \$100,000 per year. The initial term of the agreement was 36 months, ending September 17, 2022, with the option to extend the term for up to two (2) additional one (1) year periods. Amendments Numbers One and Two extended the term of the agreement through September 17, 2023 and September 17, 2024, respectively. Amendment Number Three, approved by the City Council on April 2, 2024, increased the maximum compensation for the final year of the agreement to \$250,000.

DISCUSSION:

Staff will be conducting a formal solicitation for the services, which will not be completed prior to the September 17, 2024 expiration date of the current extension to the agreement. To ensure that there is no lapse in services, staff recommends that the City Council authorize the City Manager to execute Amendment Number Four, which will provide for a month-to-month extension of the agreement at the current compensation rates.

Staff anticipates completing the RFP process and seeking Council authorization for award of a new agreement tentatively in November 2024.

LEGAL REVIEW:

The City Attorney's Office has reviewed the amendment and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Adopt staff's recommendation;
2. Provide alternative direction.

Prepared by: Renee M. G. Chavez

Fiscal Impact

FISCAL IMPACT:

Funds are budgeted for in the FY2024-25 operating budget under the Fleet Management fund. No additional appropriation is requested at this time.

Account No.	Account Name	FY2024-2025 Budget
365.522.61.52.67.00.64.64170.	Uninsured Losses	\$108,000

Attachments

Attachment No. 1 - Amendment Number Four to Professional Services Agreement

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

**AMENDMENT NUMBER FOUR TO
CITY OF WEST COVINA
PROFESSIONAL SERVICES AGREEMENT
WITH
JOE GHOUGASSIAN DBA J & L AUTO BODY REPAIR
FOR
VEHICLE BODY REPAIR AND PAINTING**

THIS AMENDMENT NUMBER FOUR ("Amendment") is made and entered into as of September 3, 2024 ("Effective Date") by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and JOE GHOUGASSIAN, an individual DBA J & L AUTO BODY REPAIR ("Consultant").

WHEREAS, City and Consultant entered into a Professional Services Agreement dated September 18, 2019 for Consultant to provide vehicle body repair and painting services to the City ("Agreement"); and

WHEREAS, Section 4.1 of the Agreement provides for an initial term of thirty-six (36) months, ending September 17, 2022, with the option for City and Consultant to extend the term for up to two (2) additional one (1) year periods; and

WHEREAS, City and Consultant extended the term of the Agreement through September 17, 2023 through Amendment Number One to the Agreement, dated September 17, 2022; and

WHEREAS, City and Consultant extended the term of the Agreement through September 17, 2024 through Amendment Number Two to the Agreement, dated September 17, 2023; and

WHEREAS, City and Consultant increased Consultant's maximum compensation for the period of September 18, 2023 through September 17, 2024 to \$250,000 through Amendment Number Three to the Agreement, dated April 2, 2024; and

WHEREAS, City and Consultant now desire to extend the term on a month-to-month basis; and

WHEREAS, City and Consultant further desire to amend the Agreement as set forth herein.

1. Commencing September 18, 2024, the term of the Agreement shall automatically extend for successive one (1) month periods until such time as either party terminates the Agreement.
2. Section 4.2 of the Agreement shall be deleted in its entirety and replaced as follows:

4.2 Notice of Termination. Either party may terminate this Agreement by giving at least thirty (30) days' written notice to the other party. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering satisfactory performance. In the event Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement.

The City shall also have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- (a) Be adjudged a bankrupt;
 - (b) Become insolvent or have a receiver of its assets or property appointed because of insolvency;
 - (c) Make a general assignment for the benefit of creditors;
 - (d) Default in the performance of any obligation or payment of any indebtedness under this Agreement;
 - (e) Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
 - (f) Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.
- 3. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
 - 4. All other terms, conditions, and provisions of the Agreement shall remain in full force and effect.
 - 5. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and may be executed by electronic signatures. All counterparts shall be construed together and shall constitute one agreement. Delivery of an executed counterpart of this Amendment by a .pdf data file or other scanned executed counterpart by email shall be equally as effective as delivery of a manually executed counterpart of this Amendment. Each duplicate and counterpart shall be equally admissible in evidence, and each shall fully bind each party who has executed it. The parties waive all right to challenge the admissibility or authenticity of this Amendment in a court of law based solely on the absence of an original signature.

6. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Amendment.

IN WITNESS WHEREOF, City and Consultant have executed this Amendment as of the date set forth above.

CITY OF WEST COVINA

CONSULTANT

Paulina Morales
City Manager

Joe Ghougassian
Owner

ATTEST:

Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

Stephanie Sikkema
Risk Management



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: September 3, 2024

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF PURCHASE ORDER FOR WAXIE'S ENTERPRISES, INC. DBA WAXIE SANITARY SUPPLY FOR FISCAL YEAR 2024-2025

RECOMMENDATION:

It is recommended that the City Council approve the following:

- 1. Authorize the City Manager to approve a purchase order for Waxie's Enterprises, Inc. dba Waxie Sanitary Supply (Waxie) in the amount of \$70,000 for Fiscal Year (FY) 2024-25.
- 2. Authorize the City Manager to execute any change orders and/or future purchase orders under NCPA Master Agreement #02-27, should the term be extended beyond April 2025.

BACKGROUND:

Since 2004, Waxie’s Enterprises, Inc. dba Waxie Sanitary Supply (Waxie) has been furnishing sanitary and janitorial supplies to the City of West Covina. Waxie has been invoicing the City under the terms of a National Cooperative Purchasing Alliance (NCPA) Master Agreement between Waxie and Region 14 Education Service Center

NCPA is a leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA utilizes state-of-the-art procurement resources and solutions that result in cooperative purchasing contracts that ensure all public agencies are receiving products and services of the highest quality at the lowest prices. Under NCPA, cities are able to purchase products and/or services at significantly reduced rates.

DISCUSSION:

Waxie has been serving government agencies at a low cost since 1945. They are an industry leader in the distribution of quality sanitary and janitorial supplies and equipment to the commercial, industrial, contractor and institutional markets.

With the change in the City’s Purchasing Policy that became effective in July 2022, previous years’ purchase orders were below the threshold requiring Council approval as detailed in the table below.

Waxie Purchase Detail

Fiscal Year (FY)	Purchase Order Request	Actual Expenditures	Average Monthly Cost
------------------	------------------------	---------------------	----------------------

2022-2023	\$55,000	\$55,000	\$4,583
2023-2024	\$55,000	\$80,100	\$6,675

As the total expenditure with Waxie will exceed the aggregate \$200,000 maximum threshold established by the City's Purchasing Policy, staff is requesting the Council authorize the City to continue using Waxie for its sanitary and janitorial supplies and authorize the City Manager to approve the purchase order for \$70,000 for FY2024-25.

The Purchasing Officer has determined that purchasing through the NCPA Master Agreement is in the best interest of the City; is to the City's economic advantage; and that the agreement was competitively awarded using a process that complies with policies, rules, and regulations approved by the Purchasing Officer. Therefore, the procurement is exempt from competitive bidding in accordance with Section 2-335(6) of the West Covina Municipal Code. The current NCPA Master Agreement expires in April 2025. Staff will monitor the NCPA Master Agreement for an additional extension or research another contract or vendor option.

LEGAL REVIEW:

The City Attorney's Office has reviewed this staff report.

OPTIONS:

1. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Renee M. G. Chavez

Fiscal Impact

FISCAL IMPACT:

The total approved budget for the purchase of City buildings supplies and materials including sanitary and janitorial supplies in FY 2024-2025 is \$100,000 in account 110.503.61.52.00.00.62.62700. No additional appropriation is required.

Attachments

ATTACHMENT NO. 1 - WAXIE CONTRACT

ATTACHMENT NO. 2 - CONTRACT EXTENSION 04/30/2025

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
A Well-Planned Community
Enhance City Image and Effectiveness



WAXIE

<http://www.waxie.com>

Overview

WAXIE Sanitary Supply is the industry leader in the distribution of quality sanitary and janitorial supplies and equipment to the commercial, industrial, contractor and institutional markets.

WAXIE reduces your total sanitary and janitorial maintenance costs by providing the highest quality products, supplies, tools and equipment all under one roof. From the basics you use every day – toilet tissue, cleaners, trash can liners, mops and safety supplies – to more specialized items like marble care products, floor care machinery, dilution control systems, washroom partitions, ware wash and laundry, and more, WAXIE is the single source for all your maintenance needs.

CONTRACT INFO

Awarded Vendor:

Waxie

Contract Awarded:

Comprehensive Operational and Janitorial Supplies Solutions

Contract Number:

02-27

Lead Agency:

Region 14 ESC



DUE DILIGENCE

Request for Proposal:

RFP for Comprehensive Operational and Janitorial Supplies Solutions

Awarded Vendor Response:

Waxie's Response to RFP

Evaluation:

Bid Tab & Request for RFP List

Award Letter:

Region 14 Award Letter

Renewal Letter:

2nd Renewal Letter

Advertisements:

USA Today Ad 1

USA Today Ad 2

NCPA Website Ad

VENDOR CONTACT

Amanda Parent

Corporate Account Director

9353 Waxie Way

San Diego, CA 92123

T: (858) 292-8111 Ext. 625

aparent@waxie.com



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Monday, January 3rd, 2022

**Waxie's Enterprises, Inc. dba Waxie Sanitary Supply
ATTN: Amanda Parent
9353 Waxie Way
San Diego, CA. 92123**

Re: Annual Renewal of NCPA contract #02-27

Dear Amanda:

Region XIV Education Service Center is happy to announce that Waxie's Enterprises, Inc. dba Waxie Sanitary Supply has been awarded a three-year term contract renewal for Comprehensive Operational and Janitorial Supplies Solutions based on the proposal submitted to Region XIV ESC.

The contract will expire on April 30th, 2024, completing the eighth year of a possible eight year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Shane', is written over a light blue horizontal line.

**Shane Fields
Region XIV, Executive Director**



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Friday, October 12th, 2018

Waxie's Enterprises, Inc. dba Waxie Sanitary Supply
ATTN: Mike Muscara
9353 Waxie Way
San Diego, CA. 92123

Re: Annual Renewal of NCPA contract #02-27

Dear Mike:

Region XIV Education Service Center is happy to announce that Waxie's Enterprises, Inc. dba Waxie Sanitary Supply has been awarded a three-year term contract renewal for Comprehensive Operational and Janitorial Supplies Solutions based on the proposal submitted to Region XIV ESC.

The contract will expire on April 30th, 2022, completing the sixth year of a possible eight year term. If your company is not in agreement, please contact me immediately.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shane', is written over a faint, light-colored circular stamp.

Shane Fields
Region XIV, Executive Director



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Monday, April 11th, 2016

Waxie's Enterprises, Inc. dba Waxie Sanitary Supply
ATTN: Mike Muscara
9353 Waxie Way
San Diego, CA 92123

Dear Mike:

Region XIV Education Service Center is happy to announce that Waxie's Enterprises, Inc. dba Waxie Sanitary Supply has been awarded an annual contract for Comprehensive Operational and Janitorial Supplies Solutions based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on April 30th, 2019. The contract can be renewed annually for an additional five years, if mutually agreed on by Region XIV ESC and Waxie's Enterprises, Inc. dba Waxie Sanitary Supply

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in blue ink, reading 'Ronnie Kincaid', is written over a light blue horizontal line.

Ronnie Kincaid
Region XIV, Executive Director

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of April 11, 2016, by and between National Cooperative Purchasing Alliance (“NCPA”) and Waxie's Enterprises (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated April 11, 2016, referenced as Contract Number 02-27, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Comprehensive Operational and Janitorial Supplies Solutions;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the fifteenth (15th) day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.
- General Provisions
 - This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
 - Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
 - ❖ WAXIE requests reciprocity using the following language:
 NCPA and Region 14 ESC agree to allow WAXIE to use their names and logos within website, marketing materials and advertisement. Any use of WAXIE name and logo or any form of publicity regarding this contract by NCPA or Region 14 ESC must have prior approval by WAXIE.
 - If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
 - Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA. Any assignment without such consent will be void.
 - This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
 - All written communications given hereunder shall be delivered to the addresses as set forth below.

Except where indicated otherwise, WAXIE acknowledges and agrees to all other aspects of Tab 2.

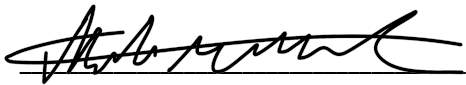
National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273

Houston, TX 77270

Signature: 

Date: April 11, 2016

Vendor: WAXIE Sanitary Supply

Name: Mike Muscara

Title: Corporate Accounts Director

Address: 9353 Waxie Way

San Diego, CA 92123

Signature: 

Date: March 28, 2016



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Tuesday, October 17th, 2023

**Waxie's Enterprises, Inc. dba Waxie Sanitary Supply
ATTN: Amanda Parent
9353 Waxie Way
San Diego, CA. 92123**

Re: Extension of NCPA contract #02-27

Dear Amanda:

Region XIV Education Service Center is happy to announce that Waxie's Enterprises, Inc. dba Waxie Sanitary Supply has been awarded a sixth month extension for Comprehensive Operational and Janitorial Supplies Solutions based on the proposal submitted to Region XIV ESC. The contract will expire on April 30th, 2025.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

DocuSigned by:

Shane Fields

8998FD6E54EE4F7...

Shane Fields

Region XIV, Executive Director